

## Classroom Monitoring Top 10 Focus Areas

All management staff or coordinators visiting PCDC sites for any reason must complete a monitoring inspection using the table below. Corrective action must be implemented immediately. This form should be submitted to the Education Manager at the completion of the site visit.

Program: HS   EHS   SS (Circle One)   Center/Classroom: \_\_\_\_\_

Area of Compliance	What to Look For...	Compliance? (Yes or No)	Corrected By/When:
<b>Teacher/Child Ratios</b>	HS- 2 paid staff EHS- 1 paid staff to 4 children SS Preschool- 1 paid staff to 10 children SS School Age- 1 paid staff to 20 children		
<b>Active Supervision</b>	Teacher in physical & visual proximity of children, head counts conducted out loud		
<b>Classroom Head Count Documentation</b>	Head count entered on Classroom Head Count Documentation form every hour children in attendance/White Board Total # Posted		
<b>Transition Procedures</b>	Head counts completed out loud for group transition, individual transition form used for single child transition		
<b>Attendance/M meal Count</b>	Completed at point of service		
<b>Cell Phones/Personal Item</b>	Cell phones and personal items out of sight and in a secure area		
<b>Non Staff Members Present</b>	Volunteers, Special Services Providers properly signed in.		
<b>Cleaning Supplies, Hand Sanitizer, etc.</b>	Stored in locked cabinet away from students		
<b>Proper Signing In and Out of Student</b>	Daily Sign in and out Sheet that shows child has been signed in and/or out by parent or guardian		
<b>Outlet Plugs</b>	All outlets covered with safety plugs		
<b>Any other observable violations</b>	Any violations of Head Start Performance Standards or VA State Licensing Standards		

Monitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Education Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_