**Today’s Date:**

**Legal Name:**

**Site Name:**

Programs are responsible for completing the Grant Requirement Checklist for each site. Pre-K Project Directors may determine which administrators are responsible for which items on the checklist. This checklist is intended to be a working document to help collect and organize required documentation throughout the year. In order to check completed, **all of the appropriate documentation must be collected, updated and maintained on site throughout the school year.**

Examples of acceptable organizational tools include a 3 ring binder with labeled tabs, labeled file folders kept together in a designated file drawer or box, or an expandable file with labeled dividers.

|  |
| --- |
| Section #1 – Program Level Responsibilities |
| Completed [ ]  | All new Pre-K staff have completed registration in the Georgia Professional Development System (GaPDS). |
| Completed[ ]  | All lead teachers are registered for and have completed DECAL training requirements.[ ]  Register all lead teachers for training.[ ]  Completed training certificates and completion of online components have been verified for each teacher.  |
| Completed[ ]  | All assistant teachers are registered for and have completed DECAL training requirements.[ ]  Register all assistant teachers for training. [ ]  Completed training certificates and completion of online components have been verified for each teacher. |
| Completed[ ]  | Project Director has participated in DECAL Pre-K training (Training is mandatory for new Project Directors). [ ]  No Training Required |
| Completed[ ]  | Documentation for disenrollment of children is maintained on site.  [ ]  No disenrollment of children |
| Comments: |
|       |
| Section #2 – Site Level Responsibilities |
| Completed[ ]  | Parents were provided with Pre-K Program policies and procedures and meal fees within 20 days of commencement of service. Supporting documentation for each family (sign-in sheet, agenda, or parent agreements) is included in the Grant Requirement Notebook/File. |
| Completed[ ]  | Working Copy of the Georgia’s Pre-K Checklist for Student Files (by first day of school and updated for each roster submission and according to Pre-K Program Operating Guidelines) is included in the Grant Requirement Notebook/File. http://decal.ga.gov/Prek/DirectorGrantRequirementChecklist.aspx |
| Completed [ ]  | An individual file for each Pre-K child is available for review and is maintained/updated in accordance with the Pre-K Program Operating Guidelines. [ ]  Birth documentation on file (before/on the first day the child enters the program)[ ]  Residency documentation on file (before/on the first day the child enters the program)[ ]  Immunization forms (3231) current and on file (within 30 calendar days of entry to the program)[ ]  Certificate of Vision, Hearing, Dental and Nutrition forms (DPH 3300-Revised 2013) on file (within 90 calendar days of entry to the program)[ ]  Follow-up documentation for 3231 and 3300 forms on site and updated throughout the year[ ]  Copy of Category One eligibility documentation (if applicable)[ ]  Copy of Social Security card or Social Security Number Information Form (Appendix B)[ ]  Completed Georgia’s Pre-K Registration Form (prior to entry into the program)[ ]  Completed Georgia’s Pre-K Roster Information Form (collected after entry into program and prior to Roster 1 and updated as needed)  |
| Completed[ ]  | Attendance documentation is being maintained with times noted when children arrive late or leave before the end of the instructional day.  |
| Completed [ ]  | Documentation of absenteeism and/or tardiness follow-up is maintained on site.  |
| Comments: |
|       |
| Section #3 – Program Level and Site Level Shared Responsibilities |
| Completed [ ]  | An orientation for all Pre-K staff was provided within 20 days of commencement of school.  [ ]  Copy of the agenda [ ]  Copy of staff sign-in sheet  |
| Completed[ ]  | Documentation for suspension of children is maintained on site.  [ ]  No suspension of children |
| Completed [ ]  | Appropriate lesson plans including required components are on site and are checked regularly. [ ]  Copy of Instructional Quality (IQ) Guide for Planning Instruction and the reviewed set of lesson plans for  each lead teacher completed within 30 school/business days of teachers reporting. If teacher is using the  12 week lesson plan “Off to a Good Start”, the IQ guide should be completed after the teacher has begun writing his or her own lesson plans. [ ]  Monitoring plan developed and implemented for lesson plans and providing feedback throughout the school year. |
| Completed [ ]  | The Pre-K funded day includes 6.5 hours of documented instruction and teacher planning time. [ ]  Copy of the Instructional Quality (IQ) Guide for Daily Schedule and the reviewed daily schedule for each classroom completed within 30 school/business days of teachers reporting. |
| Completed[ ]  | A developmentally appropriate environment and supporting materials are maintained and monitored regularly. [ ]  Copy of the Instructional Quality (IQ) Guide for the Learning Environment for each classroom completed  within 30 school/business days of teachers reporting. [ ]  Monitoring plan developed and implemented for monitoring the classroom environment and materials  and providing follow-up throughout the year.  |
| Completed[ ]  | Appropriate child assessment is implemented and assessment data maintained for each child. [ ]  Copy of the Instructional Quality (IQ) Guide for Assessment (WSO) for each classroom completed and updated throughout the school year according to the timeline. [ ]  Copy of the Instructional Quality (IQ) Guide for Directors is completed for each site. [ ]  Monitoring plan developed and implemented for providing feedback about assessment. |
| **Comments:**  |
|       |

**Upon completion of the document please sign, date, and keep on site for DECAL Pre-K Specialist review.**

By completing and signing the document, the Project Director is asserting that the information is true and that supporting documentation is being maintained on site.

Project Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Site Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: