**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 the appropriate documentation must be collected, updated and maintained on site throughout the school year.**

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

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| 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: | |
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| Section #2 – Site Level Responsibilities | |
| Completed | Parents were provided with an orientation that includes 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)  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: | |
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| 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 within two weeks 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:** | |
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**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: