

Illinois State Board of Education
Early Childhood Block Grant 3-5 Compliance Checklist

Program _____ RCDT _____

Accountability Liaison _____ Date(s) of Visit _____

1) The maximum adult-child ratio is one adult to 10 children.
The only exception is _____ Head Start _____ DCFS Licensing.
 [23 Ill. Adm. Code 235.30(c) and (d)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> 1 adult <input type="checkbox"/> 17 children	<input type="checkbox"/> 20 children* <input type="checkbox"/> 2 adults <input type="checkbox"/> Waiting list is not established until class is full <input type="checkbox"/> Head Start ratio/DCFS licensing ratio is met *Does not apply to some Head Start and DCFS licensed programs.	<input type="checkbox"/> Current class list(s) <input type="checkbox"/> Children's files <input type="checkbox"/> Attendance records <input type="checkbox"/> Waiting list

2) Each enrolled child has a file with required documentation.
Children who are eligible for kindergarten (five or older on September 1 of the program year) are not enrolled in the program.
 [105 ILCS 5/10-20.12]
 [Student Records-105 ILCS 5/2-3-3.13a]
 [Birth Certificate-325 ILCS 50/5) (from Ch. 23, par. 2285)]
 [Immunizations-105 ILCS 5/27-8.1]
 [Vision Screening-77 Ill. Adm. Code 685]
 [Hearing Screening-77 Ill. Adm. Code 675] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Files available but incomplete <input type="checkbox"/> Complete files available for some children <input type="checkbox"/> Birth certificates indicate age ineligible child(ren)	All files contain the following: <input type="checkbox"/> Name, address, phone number <input type="checkbox"/> Birth Certificates indicate all children are age eligible <input type="checkbox"/> Physical and immunization records <input type="checkbox"/> Vision and hearing screening results <input type="checkbox"/> Documentation of eligibility <input type="checkbox"/> Demographic and family information, including emergency contact information and names and contact information of anyone to whom the child can be released	<input type="checkbox"/> Files for all children are available

3) Program meets requirements for homeless children.

[23 Ill. Adm. Code 235.110(c)(2) and 235.140(d)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No written plan is in place <input type="checkbox"/> Program accepts homeless students but no written procedures	Program has a written plan for homeless students that includes the following: <input type="checkbox"/> Immediate school enrollment and attendance even without birth certificate and health records <input type="checkbox"/> Remain at the school of origin or the school the parent chooses if at all possible <input type="checkbox"/> Transportation to and from school <input type="checkbox"/> Help for prompt resolution about school placement including special education, bilingual education, and remedial programs <input type="checkbox"/> Receive free breakfast and lunch for the remainder of the school year if both are provided by the school and for the program the child attends <input type="checkbox"/> Assistance with school supplies, uniforms and waivers of school fees	<input type="checkbox"/> Copy of written plan to serve homeless students

4) Screening procedures include all documentation.

[23 Ill. Adm. Code 235.20(5)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No screening documentation <input type="checkbox"/> Some screening results available <input type="checkbox"/> Preschool staff not involved in screening	<input type="checkbox"/> Parent interview <input type="checkbox"/> Written parental permission <input type="checkbox"/> Vision and hearing screening results <input type="checkbox"/> Results shared with parents at exit interview <input type="checkbox"/> Preschool for All staff involved in screening	<input type="checkbox"/> A copy of parent interview <input type="checkbox"/> A copy of written parental permission <input type="checkbox"/> A copy of vision and hearing screening results <input type="checkbox"/> A copy of exit interview form <input type="checkbox"/> List of participants involved in screening process

5) Screening instruments and activities measure all aspect of the child's development.

[23 Ill. Adm. Code 235.20(5)(B)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No skills areas or limited skill areas are addressed	The following areas are addressed: <input type="checkbox"/> Cognitive skills <input type="checkbox"/> Social Skills <input type="checkbox"/> English proficiency <input type="checkbox"/> Fine and Gross motor development <input type="checkbox"/> Vocabulary <input type="checkbox"/> Visual motor integration <input type="checkbox"/> Language and speech development	<input type="checkbox"/> Copy of the screening tool

6) The program has established weighted eligibility criteria and actively uses them to determine eligibility.

[23 Ill. Adm. Code 235.20 (c)(5)(A)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No eligibility criteria on file <input type="checkbox"/> Eligibility criteria are present but risk factors are not weighted <input type="checkbox"/> Program discriminates against children not toilet trained	<input type="checkbox"/> Risk factors used for program eligibility are weighted and are based on factors in the community <input type="checkbox"/> Eligibility criteria do not discriminate against children who are not toilet trained <input type="checkbox"/> Documentation of family income if used for eligibility criteria	<input type="checkbox"/> Copy of eligibility checklist <input type="checkbox"/> Copy of scoring criteria

7) Program meets for a minimum of two and one half hours per day and the same number of attendance days as K-8 students in the local district. (180 days)

[23 Ill. Adm. Code 235.20(c)(11) – as specified in RFP and ISBE policy]

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Daily schedule not available or not posted <input type="checkbox"/> Program meets fewer than 165 days <input type="checkbox"/> No documentation of year calendar <input type="checkbox"/> Start and end dates not available <input type="checkbox"/> Does not meet 2 ½ hours a day	<input type="checkbox"/> Program meets at least 2 ½ hours a day, 5 days a week <input type="checkbox"/> Number of attendance days is the same as the local district K-8 students <input type="checkbox"/> Start and end dates are identified	<input type="checkbox"/> Copy of daily schedule <input type="checkbox"/> Copy of yearly calendar <input type="checkbox"/> Copy of documentation for program start and end dates <input type="checkbox"/> Copy of district calendar

8) Childcare centers have a current and valid license from the Department of Children and Family Services.

[23 Ill. Adm. Code 235.10(b)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Has license, but it is not posted <input type="checkbox"/> License is out of date <input type="checkbox"/> No license	<input type="checkbox"/> DCFS license is current. <input type="checkbox"/> License is valid <input type="checkbox"/> License is posted in the center.	<input type="checkbox"/> Copy of the license.

9) Program has a mission statement based on shared beliefs developed cooperatively by parents, families, staff members, and community representatives.

[23 Ill. Adm. Code 235.20(c)(2)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No mission statement is available <input type="checkbox"/> Mission statement is available but not posted	<input type="checkbox"/> Mission statement has been developed cooperatively and is on display	<input type="checkbox"/> Copy of mission statement

10) The program uses a research-based curriculum that aligns with the Illinois Early Learning Standards.

[23 Ill. Adm. Code 235.30(a)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Curriculum is not aligned with IL Early Learning Standards <input type="checkbox"/> Curriculum is not research-based	<input type="checkbox"/> Curriculum is research based <input type="checkbox"/> Curriculum aligns with the IL Early Learning Standards <input type="checkbox"/> Lesson plans show the connection with the Illinois Early Learning Standards	<input type="checkbox"/> Copy of lesson plans <input type="checkbox"/> Provide curriculum material <input type="checkbox"/> Proof of alignment with the Illinois Early Standards

11) A nutritious snack is available for children

[23 Ill. Adm. Code 235.20(c)(12)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> A snack is offered daily though not all are nutritious (ex. cookies, candy, etc) <input type="checkbox"/> Parents are required to provide snack or pay for snack <input type="checkbox"/> Snack is not offered	<input type="checkbox"/> A nutritious snack is offered daily, preferably as a center during choice/center time	<input type="checkbox"/> Copy of snack schedule

12) The program utilizes an appropriate assessment that aligns with the curriculum and documents children’s progress over time with measurable outcomes. Name of Assessment Tool: _____

[23 Ill. Adm. Code 235.30(b)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No assessment tools <input type="checkbox"/> No portfolios <input type="checkbox"/> Portfolios with inappropriate work samples (dittos and worksheets) <input type="checkbox"/> Portfolios are not individualized (work samples collected are the same for each child) <input type="checkbox"/> Portfolios do not measure progress over time <input type="checkbox"/> Portfolios do not address all learning areas	<input type="checkbox"/> The assessment tool is the basis for each child’s education plan <input type="checkbox"/> Assessment involves regular, ongoing observations that reflect children’s involvement in typical daily classroom activities All students’ portfolios contain: <input type="checkbox"/> A research-based developmental checklist, <input type="checkbox"/> Individualized collections such as work samples, photos, anecdotal notes, matrices, etc. that reflect the Illinois Early Learning Standards <input type="checkbox"/> A narrative summary report used to share assessment information with parents	<input type="checkbox"/> Copy of assessment tool for review <input type="checkbox"/> Evidence that student needs identified in the portfolio are used to determine lesson plans <input type="checkbox"/> Portfolios for all enrolled children <input type="checkbox"/> Documentation about how information is shared with parents

13) The program has a written plan with procedures for transitioning children in and out of the program, including the transition to kindergarten.

[23 Ill. Adm. Code 235.30(e)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> The program has no plan or a verbal plan for transitioning children in and out of the program	<input type="checkbox"/> The program has a written transition plan which details procedures for transitioning children in and out of the program, including the transition to kindergarten	<input type="checkbox"/> A copy of the transition plan

14) The program has a plan that guides collaboration with other members of the early childhood community.

[23 Ill. Adm. Code 235.20 (c)(7)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No collaboration plan is available <input type="checkbox"/> Program works with other agencies, however, no formal meetings are held <input type="checkbox"/> No written agreements with other agencies are in place	<input type="checkbox"/> The program has a written plan outlining the collaboration with local members of the early childhood community.	<input type="checkbox"/> A copy of agendas and sign in sheets <input type="checkbox"/> A copy of written plan outlining the collaboration

15) Classroom staff have required certification.

[23 Ill. Adm. Code 235.20(c)(8) and 25.510(c)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> 04 certification is not available for review or is not current <input type="checkbox"/> Assistant teacher does not have documentation of paraprofessional approval	<input type="checkbox"/> Pre-K teacher has current 04 certification <input type="checkbox"/> Assistant teacher has documentation of paraprofessional approval	<input type="checkbox"/> Copy of 04 certificate <input type="checkbox"/> Copy of paraprofessional approval document

16) The program has developed and implemented a parent education and involvement plan.

[23 Ill. Adm. Code 235.20 (c)(6)(14) and 235.110(d)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Opportunities for parent education are not provided <input type="checkbox"/> A parent lending library is not provided <input type="checkbox"/> Program charges fees for snack, field trip costs, registration fees, materials fees	<input type="checkbox"/> Opportunities for parent education are provided and documented <input type="checkbox"/> A parent lending library is provided	<input type="checkbox"/> Documentation of parent education events ,including sign in sheets

ISSUES THAT NEED TO BE REPORTED TO THE ILLINOIS STATE BOARD OF EDUCATION: