Compliance Checklist Companion

Tips for preparing for your Preschool for All Compliance monitoring visit.

- Notify relevant staff of the upcoming monitoring visit including Principal, Superintendent, Secretary, School Nurse, if necessary
- Assemble and organize materials and documents for the assessor
- Arrange time for the teacher interview(s)
- Inform parents and children of the upcoming visit
- Arrange a private, on-site location where the assessor can review documents
- Plan to advise the assessor early in the visit if some of your records are located at another site

Documentation Checklist

- Daily schedule posted in each classroom
- School or district calendar with start and finish dates for PFA
- Class list
- Waiting list
- DCFS license posted if applicable
- Screening instrument
- Parent/guardian permission form for screening (blank copy so assessor will know what to look for in files)
- Parent/guardian interview questionnaire (blank copy so assessor will know what to look for)
- Weighted eligibility criteria with multiple risk factors
- Teacher and Paraprofessional Licenses and Endorsements/Approvals
- Professional Development Plan for each Teacher and Paraprofessional
- Written plan for homeless students (applies to school districts)
- Mission statement displayed
- Lesson plans
- Assessment tool and developmental checklist
- Narrative summary reports
- Children’s portfolios—can be online or hard copy
- Curriculum
- Snack schedule
- Written Transition plan
- Written Collaboration plan, updated yearly
Written partnership agreements

MOU with local Head Start program

Documentation of parent/guardian participation (meeting notes or agendas, sign-in sheets, volunteer activities, assistance with newsletters, etc.)

Documentation of ongoing two-way communication with parent/guardians

Prescribed screening procedures for English language proficiency (school districts only)

Written annual program self-assessment materials

Written annual Continuous Quality Improvement Plan (CQIP)

Children’s files should contain:

- Child’s name, address and phone number
- Birth certificate showing age eligibility
- Physical exam and immunization record
- Vision and hearing screening results
- Developmental screening results or IEP
- Signed parent/guardian permission form for screening
- Copy of referrals for further evaluation if appropriate
- Documentation of weighted eligibility with multiple risk factors
- Income verification if used for eligibility (may be Free/Reduced Lunch form)
- Family demographics including emergency contact information
- Names and contact information for child release
- Family involvement record
- Evidence of homelessness
- Home Language Survey (school districts only)