



Document Request for Onsite Monitoring

This request is to streamline the program monitoring process. The following documents must be provided during the monitoring process.

SCHOOL READINESS (SR)

- Child Care License
- Most current DCF inspection report
- Character Development (if not included in curriculum)
- Written confidentiality agreements for all staff
- Fee sheet (including registration fees, late fees, supply fees, field trip fees, private pay, etc.) **with** parent signatures
- Current lesson plans
- Written discipline policy
- Sample child files to include: (Coordinator will provide list of selected children during visit)
 - ❖ Sign in/out sheets for the current month
 - ❖ Enrollment/eligibility certificates
 - ❖ Documentation to support absences exceeding 3 days and/or BG1 children (first unexcused absence and 7th consecutive absence)
 - ❖ Unusual Incidents
 - ❖ Proof of parent co-payment collection for the current month
- Insurances: General Liability, Worker's Compensation, Re Employment Compensation
- DEL approved curriculum (infant, toddler, and preschool)
- Written open door policy
- Sign in Sheets for the last month paid for SR ONLY
- Method for collecting parent copayments
- 5-year Record Maintenance
(Coordinator will provide list of selected children and requested documentation during visit)
- Parent Handbook

RCMA VOLUNTARY PRE-KINDERGARTEN (VPK)

- Child Care License
- 4-year-old Standards Book
- Short Forms or Long Forms for the last month paid
- Director Credential Certificate
- Written discipline policy
- Sample child files to include: (Coordinator will provide list of selected children during visit)
 - ❖ Sign in/out sheets for the current month
 - ❖ VPK Certificates
 - ❖ VPK Progress Monitoring – Notification of results letters
 - ❖ Signed Written Attendance Policy
- List of Test Administrators
- Progress Monitoring Reports
- Insurances: General Liability, Worker's Compensation
- Sign in Sheets for the last month paid for VPK children ONLY
- Gold Seal Certificate (if applicable)/ Accreditation Certificate (if applicable)
- Preapproved substitute list and tracking form (if applicable)
- Curriculum for preschool age used in VPK

RCMA VOLUNTARY PRE-KINDERGARTEN (VPK) PROVIDERS ON PROBATION ONLY (VPK POP)

- Approved Improvement Plan Documentation (Curriculum or Staff Development)