

Purpose of Monitoring

Ongoing monitoring is conducted or assigned by management staff to ensure compliance with Head Start Performance Standards, Tri-County Policies and Procedures, licensing regulations and to support continuous improvement.

Monitoring Frequency

Service Area	Items to Review:	
Education	Bus/Pedestrian Training for Children TSG Checkpoints Home Visits & Parent Conferences Child Education Files	Routine Classroom Observation Curriculum Fidelity CLASS
Mental Health & Disabilities	IEP & IFSP's	Routine Classroom Observations
ERSEA & Family/Community Engagement	Family Files Enrollments/Drops Needs Assessments	Routine Classroom Observations Family Outcomes
Health & Safety and Transportation	Health & Safety Facilities Inspections First Aid Kits Daily Health Checks Transitional Periodic Roll Call Forms Accident Reports Health Data Input into Child Plus Health Actions/Concerns Follow-Up	Immunizations & Physicals Family Files-Health Documents Bus Escort Logs Bus Driver Files Bus Driver Road Performance Routine Classroom Observations CCFP Site Reviews
Program Management/ Quality Improvement, Program Governance & Human Resources	Personnel Files & Volunteer Files Staff Education Requirements Staff Training Plan (PD Schedule) PIR Data Slip/Fall Hazard Inspection	Progress On Program Goals Monitoring Summary Review Self-Assessment Improvement Plan Routine Classroom Observations Governance Training Plan

Monitoring Frequency

Each program coordinator develops a Monthly Monitoring Schedule listing, at a minimum, the items listed above to be reviewed and the month(s) in which the monitoring will be conducted.

Method of Monitoring

Monitoring can be conducted on-site through in-person observations and review of documents or off-site through desk monitoring of data input and security footage observations.

Use of Information

Action plans will be developed for any identified areas of improvement, with clear timelines and accountability measures. Follow-up reviews will be conducted to ensure corrective actions have been implemented effectively. At the end of each quarter the management staff submit a monitoring summary for their service area to the Director, which will identify any findings or trends. The information is shared with the policy council and governing body at least twice a year and is used to guide continuous improvement efforts.

Monitoring Summary for August – October 2025

Program Governance, Program Management, & Human Resources	
August	Staff Education Requirements Routine Classroom Observations
September	Slip/Fall Hazard Inspection Self-Assessment Improvement Plan
October	Personnel Files & Volunteer Files Routine CR Observation Log Staff Training Plan
Education	
August	Bus & Pedestrian Safety Home-Visits
September	CLASS Routine Classroom Observations-Walton
October	Fall Checkpoint
Mental Health & Disabilities	
August	IEP/IFS Expiration Dates
Family Service & ERSEA	
August	Enrollment/Dropped
September	Family Files Needs Assessment in Child Plus
October	Family Outcomes Completed
Health/Safety & Transportation	
August	
September	Family Files-Health Documents Health & Safety Facilities Inspections Bus Driver Files Health Items in Child Plus
October	Routine Classroom Observations (Westville) Bus Escort Logs Health Action Follow-up Immunizations & Physicals Accident/Incident Reports
Center Directors	
August	First Aid Kits
September	
October	Health & Safety Checks

Quarterly Monitoring was reviewed for each area and the summary is as follows –

Education did have a few findings that were corrected.

Health had three findings and two were corrected and one was given an extension.

Family Services had one finding and it was corrected.

Program Management had three findings and one finding was corrected, one was partially corrected and one was not corrected. The follow-up is due on January 6, 2026.

Mental Health & Disabilities had no findings.

Centers - all monitoring's were complete with no findings except one center did not submit the 1st aid kits.