Monitoring Protocol: Site Safety Checklists

Early Learning

psesd
excellence & equity in education
Puget Sound Educational Service District

Safety in the Early Learning classroom is vital to the functioning and success of the program. Federal and state regulators, as well as program funders, require standards for health and safety to be met. The Site Safety Checklist is a tool for Early Learning Teams and staff at PSESD to help ensure the health and safety of all children, families and staff present at PSESD Early Learning sites.

What are you monitoring?	Site Safety Monitoring is completed to ensure program operations are done in a safe manner for children, families, and staff. Annual monitoring allows PSESD to monitor progress toward achieving program goals and ensure compliance with program standards.
Who is responsible?	HNS Coaches are responsible for the following: • Preparation and completion of site safety monitoring based on the site assigned checklists; • Determining whether program operations are in compliance with PSESD policies and procedures, program standards, and quality practices; • Providing training, technical assistance, coaching or corrective action as needed; • Conducting follow-up to determine if corrective action has been fully implemented and/or additional assistance is needed; and • Sharing trends internally to highlight strengths and determine professional learning needs.
How will you plan for the monitoring?	HNS Coaches will complete the following during the planning process: • Confirm the type of monitoring required per site; • Notify sites of the monitoring procedure and the timeframe in which the monitoring will occur. Coaches will want to confirm the sites' non-contact and closure dates; • Review monitoring forms and instructions; and • Review prior monitoring reports and documentation, if applicable.
How will the data be collected?	Onsite and desk review of sites' and centers' operations and records allows PSESD to evaluate program quality and sustainability.
Who collects (enters) the data?	HNS Coaches are responsible for data collection and documentation. All monitoring results must be entered in ChildPlus.
How often will you collect the data?	Site Safety Monitoring must be completed annually (January through March) for each site.

Head Start

Early Childhood Education & Assistance Program
Washington State Department of Early Learning

Revised 1/22/2019

01.015.08

Page 1 of 3

Monitoring Protocol: Site Safety Checklists

What documents and/or activities will be monitored?	HNS Coaches must: • Determine whether a center has corrected problems noted from prior reviews; • Conduct the appropriate monitoring determined for each site. Below are the 3 monitoring checklists that are used: 　○ Site Safety Checklist-Classroom 　○ Site Safety Checklist-Site 　○ Top 11 Site Safety Checklist Monitoring should be completed as follows: • Every EHS Home-Based Socialization Classroom (3 sites): 　○ Site Safety Checklist-Site 　○ Site Safety Checklist-Classroom • Every FCC site: Monitoring is conducted by FCC Program Coordinator 　○ Site Safety Checklist-Classroom (full checklist every other year; Top 11 on alternating years) 　　(18-19=Full Classroom Checklists) • All Center-Based sites: 　○ Site Safety Checklist-Site 　○ Site Safety Checklist-Classroom (for one designated classroom per grant) 　○ Site Safety Checklist-Top 11 (all classrooms except the one where you completed the full classroom checklist)
What will be learned from these documents and/or activities?	Effective monitoring of sites and centers ensures they comply with program guidelines and confirms their viability, accountability, and sustainability. Monitoring results help PSESD determine strengths, concerns, and areas for improvement.
How is the ongoing monitoring data aggregated and analyzed?	HNS Coaches will work with their team managers to analyze the data for the sites they support. The data will then be aggregated and analyzed at the program level and shared department-wide during Monitoring PLCs.
How are the results shared?	HNS Coaches will share the monitoring results in the following ways: • With site leadership and appropriate staff within 3 days of completing the monitoring; • With HNS Content Area at time designated by the Program Manager; and • With their team at the next scheduled team meeting.

What is the plan for responding to issues and making course corrections?	HNS Coaches will complete the following once monitoring is complete: • Debrief with site leadership and staff after monitoring is completed to review strengths, concerns, and areas for improvement; • Determines whether technical assistance, coaching, or corrective action is needed based on the information noted below; • Provide ongoing follow-up and/or closeout corrective action as appropriate. CAPs should be issued if non-compliant with the following (based on current checklist) using the CAP Template (to be emailed to Center Directors): - Site (30, 31, 56, 62, 63, 64) - Classroom (13, 25, 55, 56, 57, 58, 67, 69, 70, 71) - Top11 (8, 9, 10, 11, 12, 13, 14, 15) All remaining monitoring items that are observed non-compliant or not up-to standards require technical assistance and/or follow-up (will be marked "Compliant-TA Needed").