

Subject: Center and Home Based Staff Monitoring
Source: Performance Standards 1304.51(i)(2)

Policy

All classrooms and staff will be monitored at least two (2) times per program year using the monitoring tool developed by Early Head Start. Monitoring visits are inclusive of all content areas. The Education Manager will meet with the Center Coordinator or Home-Based Supervisor to discuss findings and recommendations at the conclusion of the visit. If teachers/home visitors have any concerns about the report, they may request a meeting with the Education Manager. Follow – up visits will be completed when deemed necessary.

Procedures

Teachers/home visitors, Center Coordinator and the Education Manager should be familiar with the following monitoring terminology:

Site Visit: The provision of training, technical assistance, and monitoring through observation, meetings with center and home-base staff and file reviews.

Monitoring: To check systematically or scrutinize for the purpose of collecting specified categories of data, i.e., health and safety issues, classroom management, compliance with use of lesson plans, data entry, and family style dining.

Follow-up Site Visit: To re-examine the findings from the initial sites and/or to assure that findings are corrected.

Teachers and the Center Coordinator should be familiar with the following monitoring forms:

General Classroom Observation
Outdoor Play Environment and Activity Observation
Room Arrangement and Environment Observations
Binder Audit
EHS Classroom Evaluation

Home Visitors/Home Visitor Supervisors should be familiar with the following monitoring forms:

Home-based family follow-up
Home Visitor Observation (Checklist), Binder Audit
EHS Classroom Evaluation (Group Social)