

## CHILD AND FAMILY DEVELOPMENT PROGRAMS

### Site Visit Checklist Agenda

\_\_\_ Greeting: Center and Staff Updates

\_\_\_ Follow-up: Review 5-11 minutes from previous site visit/s.

**INFORMATION SHARED:** (if not available electronically)

- \_\_\_ Calendars (CM & Center)
- \_\_\_ Center Newsletter/Info
- \_\_\_ CCIC Plans / CLASS / ECERS
- \_\_\_ MH Observation Minutes/ Reports
- \_\_\_ Parent Meeting Minutes
- \_\_\_ PreSet and Action Plan
- \_\_\_ Site Inspection Cert/ Reports
- \_\_\_ Staff Meeting Minutes/ Agenda
- \_\_\_ Transition Plans

**MONITORING FOCUS:**

- \_\_\_ Behavior Plans
- \_\_\_ CAN Reports
- \_\_\_ Child & Family Files
- \_\_\_ Child Outcomes
- \_\_\_ Child Plus
- \_\_\_ Children w/Special Needs
- \_\_\_ CM Monitoring Review
- \_\_\_ Curriculum & Assessment
- \_\_\_ ERSEA
- \_\_\_ Family Partnership Agreements
- \_\_\_ Health & Safety Checklists 2-13
- \_\_\_ Health Services
- \_\_\_ Home Visits
- \_\_\_ Injury Log & Reports
- \_\_\_ Lesson Plans/ Individualization
- \_\_\_ Safe Environments / Form 3-43
- \_\_\_ Screenings

**OBSERVATIONS:**

- \_\_\_ Bus Ride
- \_\_\_ Child & Family Staffing
- \_\_\_ Classroom
- \_\_\_ Parent Meeting
- \_\_\_ Playground
- \_\_\_ Staff Meeting
- \_\_\_ USDA Review

**HUMAN RESOURCES:**

- \_\_\_ Admin Updates & Support
- \_\_\_ CAT Updates & Support
- \_\_\_ Criminal History (CHR)
- \_\_\_ Form 1-26 Statement of Health
- \_\_\_ Form 196 Plan of Assist
- \_\_\_ Performance Appraisals
- \_\_\_ Personal Leave Request
- \_\_\_ Professional Development
- \_\_\_ Staff Updates & Support
- \_\_\_ Teacher Interviews
- \_\_\_ Training (Staff/Parent)
- \_\_\_ Volunteering/CTA

**TRAINING & MENTORING:**

- \_\_\_ CAN/ Legal
- \_\_\_ Center Operation
- \_\_\_ Child Health & Development
- \_\_\_ Child Plus
- \_\_\_ Community Partnerships
- \_\_\_ Contracts / Agreements
- \_\_\_ Disabilities
- \_\_\_ ERSEA
- \_\_\_ Facilities, Materials & Equipment
- \_\_\_ Family Partnerships
- \_\_\_ Fiscal/ Budget
- \_\_\_ In-Kind
- \_\_\_ LTM/ CCMM
- \_\_\_ Monitoring
- \_\_\_ Outcomes
- \_\_\_ Parent Involvement
- \_\_\_ Program Management
- \_\_\_ Systems & Services
- \_\_\_ Resources
- \_\_\_ Transitions
- \_\_\_ Transportation
- \_\_\_ OTHER

**MINUTES RECORDED ON FORM 5-11 AND SHARED ELECTRONICALLY**