Site Monitoring: Education  
(Prenatal to 5)

**GENERAL PLAN / APPROACH:**

Classroom site visits are completed by education supervisors / managers to ensure implementation of early childhood education services for children enrolled in the Early Head Start or Head Start program. The site visit offers support, coaching and resources for teachers’ professional growth and development.

**HEAD START PERFORMANCE STANDARDS:**

1302.101(a)(2) Must implement a system that provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement  
1302.102(b)(1) Ongoing compliance oversight and correction

**PROCEDURES:**

Education Department staff will meet with the Site Manager (and Head Teacher when applicable) within the first two weeks of the return-to-work date. This first contact is an important step in building this core team relationship. The meeting will include discussion and planning for the environment, teaching teams, training and resources, including families and community partnerships.

The Fidelity Tool Teacher Checklist from Creative Curriculum, Environment Section, will be completed before children’s first day of class for Head Start (HS), and Early Head Start (EHS). Ongoing monitoring of environment occurs during monthly site visits and Education planning. The Teacher/Specialist Success Rubric will contribute to defining environment expectations and will be completed by November of the program year. Education supervisory staff will utilize My Teaching Strategies databases to monitor Head Start lesson planning, individualization, observations, assessment checkpoints and conferences throughout the year. Early Head Start education supervisory staff will review lesson planning and individualization through electronic documents being submitted via email, as well as reviewing planning/debrief binders during site visits. Early Head Start education supervisory staff will also utilize My Teaching Strategies database to monitor observations, assessment checkpoints and conferences throughout the year.

Lesson plan review for Head Start and Early Head Start will include: individual child planning, the environment and group activity plans. Education Department staff will provide feedback on planning. Frequency of Lesson Plan review will be individualized based on Teacher/Specialist experience and need. New HS and EHS Teachers/Specialists will have weekly lesson plan reviews for the first month, and then determine the frequency based on
their individual need. All HS and EHS staff will have lesson plans reviewed at a minimum of monthly.

On-site monitoring visits will be conducted for each assigned class. Head Start will observe the classroom seven times per year for Part Day/Full Day options and nine times per year for Duration options. Classroom observations will take place more frequently if needed. Debriefing will occur directly after class has ended or as soon as possible. Two of the visits will utilize CLASS, two of the visits will utilize the Fidelity Tool for Administrators from Creative Curriculum, and the others will use the Education Monitoring Tool (EMT), with at least one focused observation using the 4:1 Positives (PBIS). HS Education Supervisors will also monitor and observe an initial home visit and a family conference. Early Head Start will conduct on-site monitoring visits 7 times a year for Part Day and Duration options, and 6 times for the Toddler Combo option. EHS Home Visits will be observed 4 times a year for Home Based, 3 times a year for Toddler Combo option, and 1 time a year for the Part Day option. Home-based playgroup programs will be observed quarterly at the minimum. The site visit will include completion of the following:

- Education Monitoring Tool (EMT) form
- Home Visit / conference observation form
- 4 to 1 Positives (PBIS) (this is included in the EMT)
- CLASS Observation Tool and Feedback Form (September/October, April)
- Assessment Monitoring and Assessment Work Group Tools
- The Fidelity Tool for Administrators from Creative Curriculum

**Early Head Start**

- Education Monitoring Tool (EMT) Form
- HOVRS as scheduled
- Home Visit / conference observation form
- Assessment Monitoring and Assessment Work Group Tools
- The Fidelity Tool for Administrators from Creative Curriculum

A copy of each of the completed forms will be given to the teacher and site manager after the debriefing has been completed.

When concerns are observed or noted, the following options will be implemented:

- Provide on-site training, modeling, and coaching for individual staff and/or the teaching team
- Staff who are implementing best practice will be identified as a resource.
- Refer staff to available research based resources and provide the time for their learning and implementation.
- When necessary, in collaboration with the Site Manager, develop a specific Staff Development Plan for the staff member who clearly outlines the areas of concern.
- If all other measures are unsuccessful, a Work Improvement Plan will be developed in collaboration with the Site Manager, for the staff member.

**Coaching (See Prenatal – 5 Tiered Practice Based Coaching policy and procedure)**

Coaching will be implemented in a variety of formats using Practice-Based Coaching: