



## Wake ThreeSchool (WTS) Site Monitoring Tool Fiscal Year (FY) 2025-2026

**The Wake ThreeSchool Site Monitoring Tool** is a checklist used to monitor site information annually for all Wake ThreeSchool programs regardless of location (private sites, public schools, etc.). This tool summarizes all information for Wake ThreeSchool classrooms located at this site. After initial monitoring, any components that require further attention should be monitored again within the same school year. Wake ThreeSchool will follow applicable guidelines set by the statewide NC Pre-K Program. The applicable policies included in the NC Child Care Rule that Wake ThreeSchool will follow have been identified in this document. Regular, systematic and focused supervision of Wake ThreeSchool Programs, through use of the Site Monitoring Tool, [NC Child Care Rule .3000](#), and the [Wake ThreeSchool Operational Procedures](#) will ensure that sound, high-quality, and appropriate services are implemented and maintained for the Wake ThreeSchool Program.

Results from the Wake ThreeSchool Site Monitoring Tool and Wake County Smart Start (WCSS) compliance visits should be used to ensure uniformity across programs and to develop local regional plans. WCSS uses the NC Child Care Rules to monitor Wake ThreeSchool sites/classrooms. The Wake ThreeSchool Operational Procedures are used by WCSS to guide Wake ThreeSchool sites/classrooms and local committees about appropriate operating practices.

### Instructions

1. Each site administrator or designee must monitor their own program and classrooms on a regular basis using the Wake ThreeSchool Site Monitoring Tool, Wake ThreeSchool Operational Procedures, and the [NC Child Care Rule](#).
2. This tool has been revised to include questions specific to the mode of instruction being implemented in the Wake ThreeSchool classroom(s) at each site. Site administrators must complete **each** section based on the information for **each** applicable classroom. If there are no classrooms implementing a particular mode of instruction, the site administrator should mark "N/A" for those questions and indicate the reason in the "Plan or clarification" column.
3. When a Wake ThreeSchool Program Requirement and/or NC Child Care Rule has not been met, each site should establish a written Action Plan to meet compliance that includes documentation defining who is responsible for accomplishing the task, a timeline, and other information to indicate progress toward meeting the requirement. No exceptions to the NC Child Care Rules will be issued by WCSS or the Division of Child Development and Early Education (DCDEE). The Action Plan should incorporate any action items identified by the DCDEE Regulatory Child Care Consultant and should be aligned with the Wake ThreeSchool Teacher's Professional Development Plans, as applicable, and related to the instructional standards that govern classroom instructional practices. If an item is marked "N/A", written clarification needs to be included in the documentation.
4. By **Monday October 20, 2025**, the site administrator or designee should complete the Wake ThreeSchool Site Monitoring Tool, sign/date the Assurance Statement, and send an original copy of the completed Wake ThreeSchool Site Monitoring Tool, to include attaching the Action Plan for items not met, to the Wake ThreeSchool Specialist.

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NOTE: If a designee is assigned, it must be documented in writing, and the designee must have the same decision-making authority as the site administrator or public-school principal.

5. By **November 30, 2025**, Wake ThreeSchool staff must conduct on-site visits reviews for **ALL** Wake ThreeSchool sites/classrooms and schedule follow-up visits/reviews as needed. The Site Monitoring Tool must be reviewed and validated by WCSS using the source documents detailed in the tool.

NOTE: Source documents must be provided to WCSS during the on-site visit.

6. After the on-site visit review has been completed, the WCSS staff member(s) who conducted the review must complete the "Local Contractor Validation" statement and sign and date the tool.

*Information collected with the Site Monitoring Tool should be used by WCSS to confirm, record, and respond to during monitoring visits made by Wake ThreeSchool staff.*

***This section must be completed by the Site Administrator or Designee as part of initial self-monitoring.***

Site Name:		Date(s) Site/Classroom(s) Monitored Conducted by Site Administrator or Designee:		
Facility ID #:		Number of children enrolled in Wake ThreeSchool classroom at the time of monitoring:	Classroom #1	Classroom #2
Number of Wake ThreeSchool classrooms Monitored:		Will your site provide Transportation for SY25-26? Will your site provide warp-around care for SY25-26?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Monitoring Conducted by: <small>(Please provide name)</small>	<input type="checkbox"/> Site Administrator: _____ <input type="checkbox"/> Designee: _____			

<b>Wake ThreeSchool Operational Procedures- Section 3: The Wake ThreeSchool Child</b>					
<b>3E. Children with Unique Needs/Challenging Behaviors</b>	<b>Source</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Plan or clarification Include documents for each section</b>

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E1. If alternative placement has been considered for any child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment.	<ul style="list-style-type: none"> <li>• Copy of plan on file <u>or</u></li> <li>• Copy of the behavior checklist</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E2. Decisions regarding alternative placement for any child with challenging behaviors involve a WCSS representative from the Wake ThreeSchool Program.	<ul style="list-style-type: none"> <li>• Written documentation of communication, meetings, and resolution with WCSS representatives</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E3. Wake ThreeSchool Policy Addendum: Family Support on Challenging Behavior	<ul style="list-style-type: none"> <li>• Document signed by parents to identify family support with challenging behaviors</li> </ul>	<input type="checkbox"/>			

### Wake ThreeSchool Operational Procedures- Section 4: The Wake ThreeSchool Site

4B. Service Delivery	Source	Yes	No	N/A	Plan or clarification
B1. Wake ThreeSchool classroom provides a minimum of a 6.5-hour instructional day for traditional/in-person learners.	<ul style="list-style-type: none"> <li>• Classroom schedule</li> </ul>	<input type="checkbox"/>			
B2. Wake ThreeSchool Program operates minimum 180 instructional days <u>or</u> follow the Wake County Public School System (WCPSS) traditional calendar, of which up to 5 days may be used for professional development.	<ul style="list-style-type: none"> <li>• School calendar</li> </ul>	<input type="checkbox"/>			

### Wake ThreeSchool Operational Procedures- Section 5: The Wake ThreeSchool Classroom

5A. Child Health Assessments	Source	Yes	No	N/A	Plan or clarification
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A1. Health assessments are on file for all Wake ThreeSchool children.	<ul style="list-style-type: none"> <li>• Copy of each child's health assessment <b>or</b> Health, Brigrance Screening Information Form</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
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5B. Developmental Screening	Source	Yes	No	N/A	Plan or clarification
B1. All children are screened within 90 days of the first day of attendance using an approved screening tool. <b>Exception:</b> 1. Child has an IEP.	<ul style="list-style-type: none"> <li>• Dated child's screening information form <b>or</b></li> <li>• Copy of child's IEP</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5C. Early Learning Standards &amp; Curricula</b>	<b>Source</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Plan or clarification</b>
C1. The Creative Curriculum for Preschool is used in the Wake ThreeSchool classroom(s) according to the curriculum's recommendations.	<ul style="list-style-type: none"> <li>• Lesson plans (at least one month) <b>and</b></li> <li>• One Month of direct observation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5D. Formative Assessment</b>	<b>Source</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Plan or clarification</b>
D1. Ongoing assessment is conducted according to TS GOLD recommendations.	<ul style="list-style-type: none"> <li>• Assessment portfolios <b>or</b></li> <li>• <i>TS GOLD</i>® checkpoints <b>or</b></li> <li>• Anecdotal notes <b>or</b></li> <li>• Family conference notes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
D2. Child growth and development data is documented in the <i>MyTeachingStrategies</i> ® platform.	<ul style="list-style-type: none"> <li>• <i>TS GOLD</i>® checkpoints <b>or</b></li> <li>• Assessment portfolios</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		

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5E. Staff-to-Child Ratio and Class Size	Source	Yes	No	N/A	Plan or clarification
E1. Class size is 16 children or less <b>regardless</b> of classroom mode of instruction.	<ul style="list-style-type: none"> <li>Attendance roster</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E2. Staff/child ratio is 1:8 or less <b>regardless</b> of classroom mode of instruction.	<ul style="list-style-type: none"> <li>Attendance roster</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E3. Classroom Reassignment Form is used to transition a Wake ThreeSchool child from one Wake ThreeSchool classroom to another Wake ThreeSchool Classroom within that site.	<ul style="list-style-type: none"> <li>Copy of the Classroom Reassignment Form</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5F. Rest Time	Source	Yes	No	N/A	Plan or clarification
F1. Staff/child ration is 1:16 during rest time. Second staff on premises within calling distance.	<ul style="list-style-type: none"> <li>Direct observation <b>and</b></li> <li>Attendance roster</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
5I. Family Engagement	Source	Yes	No	N/A	Plan or clarification
I1. Opportunities for parents and families to be involved in their child’s learning and parent education are made available to the extent feasible.	<ul style="list-style-type: none"> <li>Log of activities/ opportunities/communications <b>and</b></li> <li>Sign-in sheets from family involvement activities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
I2. All families have been invited by their child’s Wake ThreeSchool teacher(s) to use the <i>MyTeachingStrategies® Family Portal</i> .	<ul style="list-style-type: none"> <li>Family Assurance statement on file <b>and</b></li> <li>Log of families invited to the My Teaching Strategies Family Portal added into from <i>TS GOLD®</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		

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<p>I3. Resources from the <i>MyTeachingStrategies® Family Portal</i> are incorporated into existing written Family Engagement Plan.</p>	<ul style="list-style-type: none"> <li>• Log of activities/opportunities/communications <b>or</b></li> <li>• Written Family Engagement plan</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>		
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Wake ThreeSchool Operational Procedures- Section 6: The Wake ThreeSchool Staff					
6A. Administrator Licensure and Credentials	Source	Yes	No	N/A	Plan or clarification
<p>A1. Administrators of Wake ThreeSchool sites are not serving as the WTS Lead Teacher or WTS Teacher Assistant.</p>	<ul style="list-style-type: none"> <li>• Assurance statement on file</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>A2. Administrator vacancies do not exceed 12 weeks.</p>	<ul style="list-style-type: none"> <li>• Assurance statement on file</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
6D. Substitute Staff	Source	Yes	No	N/A	Plan or clarification
<p>D1. When a member of the Wake ThreeSchool staff is unable to work, a substitute staff person is provided to maintain staff-to-child ratio <b>regardless</b> of classroom mode of instruction.</p>	<ul style="list-style-type: none"> <li>• Copy of Substitute log by classroom</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D2. Substitute staff that are in the Wake ThreeSchool classroom for 16 or more attendance days have been documented and approved by submitting the WTS Staff Change Request Form and updated Compensation Plan</p>	<ul style="list-style-type: none"> <li>• WTS Staff Change Request Form and Compensation Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
6E. Instructional Staff Standards	Source	Yes	No	N/A	Plan or clarification

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<p>E1. Wake ThreeSchool teachers and teacher assistants provide instructional day-to-day learning activities for children enrolled in the Wake ThreeSchool program for at least 32.5 hours a week.</p>	<ul style="list-style-type: none"> <li>• Copy of Lead Teacher Work Schedule and</li> <li>• Copy of Teacher Assistant Work Schedule</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>		
<p>E2. Wake ThreeSchool teachers and teacher assistants should be provided at least 7.5 hours a week for planning, scheduling, conducting home visits, meeting with families, and/or attending required PD activities.</p>	<ul style="list-style-type: none"> <li>• Copy of staff schedules <b>and</b></li> <li>• Assurance statement on file signed by WTS staff and site administrator.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>		

Wake ThreeSchool Operational Procedures- Section 7: Evaluation and Monitoring					
7A. ECERS-R Assessments	Source	Yes	No	N/A	Plan or clarification
<p>A1. Classrooms score 5.0 or higher on ECERS-R assessments.</p>	<ul style="list-style-type: none"> <li>• ECERS-R assessment reports and</li> <li>• Information regarding next scheduled ECERS assessment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>A2. Improvement plans are developed as needed based on ECERS-R assessment less than 5.0.</p>	<ul style="list-style-type: none"> <li>• Copy of improvement plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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**Assurance Statement- to be completed by the Wake ThreeSchool Site Administrator or Designee**

I attest that all information in this form is accurate and complete. I attest that if any information needs to be corrected I will notify the Wake ThreeSchool Manager or Wake ThreeSchool Specialist to make the necessary changes.

All Wake ThreeSchool classrooms at this site were monitored for FY 2025-2026 on

\_\_\_\_\_, \_\_\_\_\_  
(Indicate name of person who conducted the initial self-monitoring) (Indicate position of person who conducted the initial self-monitoring- either Site Administrator or Designee)

Monitoring results have been documented on this monitoring tool and will be submitted to WCSS Wake ThreeSchool Staff in accordance with the 2025-2026 Wake ThreeSchool Operational Procedures.

\_\_\_\_\_  
Site Administrator or Designee Signature Date

**WCSS Validation- to be completed by the Wake ThreeSchool program staff at WCSS**

The Wake ThreeSchool site has been monitored for FY 2025-2026 via \_\_\_\_\_ on \_\_\_\_\_  
(Indicate on-site desktop review) (date(s))

by

\_\_\_\_\_, \_\_\_\_\_  
(WCSS Agency Staff Member Name(s)) (WCSS Agency Staff Member Title(s))

All requirements have been met OR plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made as needed to document compliance.

\_\_\_\_\_  
WCSS Agency Staff Member Signature(s) Date