

CURRENT WTS PROVIDERS: PLEASE USE THE GOOGLE FILE LINKED BELOW FOR MONITORING PURPOSES:

<https://docs.google.com/spreadsheets/d/1TFYmaiYnzIfwuLeE62h9zb1q-6CdHnLVwaXfg6wqJaI/edit?usp=sharing>

 				
2025-2026 Wake ThreeSchool Monitoring Check List				
			Information will need to be uploaded electronically into your Sites Electronic Folder. Please read details below to make sure all necessary information is available during our Virtual Site Monitoring Visits.	
	Friday, October 31, 2025	Date on File		
1	TSG Inter-rater Reliability Completed (New Teachers & Teacher Assistants Only)		Copy of current Lead Teacher and Teacher Assistant IRR Certification	
Due:	Friday October 31, 2025	Date on File	Information should be placed in the Google Folder by Friday October 31, 2025	
1	Site Monitoring Tool Completed (submit to WCSS & keep a copy in Monitoring Binder)		Printed out copy of completed Monitoring Tool	
2	Most Recent ECERS-R Assessment		Copy of 1st 2 pages of ECERS assessment sheet; shows score and when assessment was completed	
3	Attendance Monitoring (site narrative of attendance procedure)		WTS Attendance Assurance Form (signed copy) Attendance Designee should be different from site administrator for WTS program	
4	Attendance sign-in sheet reviewed		Hard copy of the daily sign in sheet from (August 2025 until October 2025) Sign in sheets will be reviewed for child sign in and sign out times	
5	Attendance Monitoring (log of family contact for absences of more than 3 days)		Log of children missing days when site needed to be reached out and date (3 consecutive days) Site can use the Absent Form in BridgeCare for this, print off or upload into your sites digital folder	
6	Timely Submission of Attendance		Identifying when attendance was submitted date, time and previous week of attendance) (Attendance will be viewed for Month of August 2025 & September 2025	
7	Classroom Schedule: Check of substantial portion of the day, outdoor, rest time		Printed off Classroom Schedule which identifies substantial portion of the day (If you have more than one classroom schedules should be identified for both classroom)	
9	Center Transportation Plan- Form		If site offers Transiton please provide your Transoration Plan	
10	Dual Language Learners Plan		Form Printed out and signed (August 2025 information shared with families) Please only check off time on form what you can provide proof of during End of the Year Montioring)	
11	Family Engagement Plan-Form		Form Printed out and signed (August 2025 and September 2025 information shared with families)	
12	Lesson Plans (one month) Lesson Plans Correlated with Teaching Strategies & Foundations		Lesson Plan must display individualized lessons, NC Foundation, Creative Curriculum goals and Self reflection for the week	
13	Family Assurance Form (signed by each family/enrolled child)		Signed copy of the form for each child/enrolled family (A copy for each enrolled child must be on file from the first day of child's attendance)	
14	Family ThreeSchool Policy Addendum: Family Support on Challenging Behavior Form (signed by each family/enrolled child)		Signed copy of the form for each child/enrolled family (A copy for each enrolled child must be on file from the first day of child's attendance)	
	WTS Early Childhood Behavioral Engagement and Developmental Needs Report		This form will need to be initiated upon first documentation of child's behavior or developmental need/concern. Form must be placed in the WTS file to help track progress and for SEL Specialist to have immediate access to information.	
15	Brigance, Health and Monitoring Spreadsheet (submitt to WTS Specialist)		Form is completed through the SY with updated information as children enroll and disenroll, Brigance Sheet Health Assessment and monitoring information will need to be filled on an on going basis (sites are required to add all children that enter into WTS classroom to the Brigance Sheet regardless of time served	
16	Wake ThreeSchool Children Health Assessment Completion		Assessment will need to be completed and documented within 30 calendars days of child's first attended day or an appointment requested by families	
17	Wake Three School to Wake ThreeSchool Program Transition		Month, date and year written for when Transition into the WTS program infomation occurred	

18	Classroom Reassignment Form (if applicable)		Provide a copy of your classroom reassignment form from BrideCare and a copy of that months attendance sheet attached to form
19	Site Contract Form		Provide a copy of this form in file
	Reviewed by:		
	Date:		
Due	Friday, November 28, 2025	Date To Be Determine for 25-26	Date on File
12	Mid Year Brigrance Information Spreadsheet		Submit Brigrance Form from August 2025 to November 2025
	Reviewed by:		
	Date:		
End of Year Monitoring Checklist			
			An onsite site vist will be conducted for End of Year Monitoring (Admin will need to use Electronic File to display information needed below. Please note items below must be placed in correct file by May 1, 2026
	Date:		
Due:	Friday May 1,2026	Date On File	
1	Fixed Assets, if applicable		Site's Ipad will need to be looked at during visit (to determine functionally, if it needs to be replaced, fixed, etc)
2	Signed Family Conference Forms		Each Child should (2) parent teacher conferences offered to them. Show record of the conference or an attempt to offer/sign up sheet Conference will be looked at for Fall 2025 and Spring 2026) Conference information that will need to be on the form are Date and Location
3	Challenging Behavior Documentation (if applicable)		If there has been any challenging behaviors in your WTS classroom, documentation on record
4	Attendance Submission		BridgeCare portal will be checked to determine timely submission of the April 2026 attendance, time and date will be documented on the Monitoring Form
5	Attendance sign-in sheet reviewed		Hard copy of the daily sign in sheet from (January, February and March 2026) Sign in sheets will be reviewed for child sign in and sign out times
5	Substitute Log (and credentials)		A copy of the substitute log and anytime a LT or TA has been out on a WTS calendar student attended day
6	Approved Remote Learning Form		Provide a copy of the approved form and the communication log for each
7	Wake Three School to NC PreK Kindergarten Transition Child Development Information Form		Identify what has been put in place for WTS child to be transitioned to NC Pre K classroom
8	Dual Language Plan Documentation		Proof that information was accessible and given to families that speak a different language. i.e newsletters, lessons plans, etc
9	Family Engagement Documentation		Proof of 4 different Family Engagement activities was offered, need proof of photos, flyers, sign in sheets, etc. Proof of activities for following period (August to September), (October to Decemeber), (Janurary to March) and (April to June)
10	Development and Learning Report or Individuiual Child Reports (Teaching Strategies)		Each parent must recieve a copy of their child overll yearly growth from Teaching Strategies using the Development and Learning Report or Individuiual Child Reports. Admin can provide parent sign off sheet for proof that the parent recieved a copy of either report. A copy of the sign off sheet or individual reports will be viewed during monitoring
11	End of Year Compensation Review		Confirmation of Compensation Form will need to be submitted to me BridgeCare on June 12, 2026 by 5:00pm with a copy of the teachers entire year pay out for 25-26 with a copy of their beginning of the year salary conformation form. Confirmation of compensatopn form must be completed for any Lead Teachers or Teacher Assitant's that worked for at least 6 months
12	Final Brigrance Information Spreadsheet		Provide electronic final copy of the Brigrance Information Spreadsheet via email to Wake ThreeSchool Specialist
	Reviewed by:		
	Date:		
Center Director	_____		
			Date

	WTS Representative		Date	
	WTS Representative		Updated June 25, 2025	
Questions, Concerns, Additional Feedback from Site Admin Beginning of School Year :				
Questions, Concerns, Additional Feedback from Site Admin End of School Year:				