

D. Monitoring Timeline

Monitoring activities should begin with the start of each program year and continue throughout the year to ensure that program requirements are met. The timeline outlined below is subject to change based on program needs.

When	What	Who
By October 31	An original copy of the Site Tool is completed and plans for items that require an Action Plan must be submitted to WCSS. (Site or classroom new after October 1, should complete and submit within 90 days of the first attendance day.)	Site Administrator or <u>designee</u> *All child developmental screenings not completed by 10/31 should be noted in the Action Plan.
November – February	Conduct site visits to review and discuss Site Tool and results. Schedule follow-up visits as needed.	WCSS (or designee)
February – May	WCSS staff discuss/review Site Tools and <u>monitoring</u> results with site director and/or designee. If a particular standard or requirement has not been met based on monitoring, a written plan to meet compliance must be completed.	WCSS
By June 30	Monitoring results reported to the Board of Directors annually.	WCSS (or designee)