



**KENTUCKY PRESCHOOL
CONSOLIDATED MONITORING REPORT 2011-2012
Monroe County
March 8, 2012**

Met 19 out of 24 possible indicators

| Met | Program Structure |
|-----|----------------------------------|
| ✓ | 1. Eligibility |
| | 2. Special Education |
| ✓ | 3. Program Operation |
| ✓ | 4. Staffing/Teaching Credentials |
| N/A | 5. Contracting (N/A) |
| ✓ | 6. Attendance |
| ✓ | 7. Professional Development |
| ✓ | 8. Head Start Collaboration |

| Met | Environment |
|-----|---|
| | 9. Ratio and Staffing |
| ✓ | 10. Developmentally Appropriate Practices |
| ✓ | 11. Routines |
| ✓ | 12. Equipment and Materials |
| | 13. Space |
| ✓ | 14. Funding |
| | 15. Individual Needs of Children |

| Met | Curriculum and Assessment |
|-----|--|
| ✓ | 16. Assessment of Children |
| ✓ | 17. Annual Evaluation of Preschool Program |
| | 18. Student Information |
| ✓ | 19. Screening |

| Met | Health, Safety and Nutrition |
|-----|------------------------------|
| ✓ | 20. Meals |
| ✓ | 21. Safety Policies |
| ✓ | 22. Transportation |
| ✓ | 23. Recruitment |

| Met | Families and Communities |
|-----|--------------------------------|
| ✓ | 24. Parent/Family Involvement |
| ✓ | 25. Wrap Around Services (N/A) |

Based on review by KDE Site Visit Team

Monroe County Consolidated Review Site Visit Report

Purpose

The Consolidated Monitoring site visit process is intended to coordinate Kentucky Department of Education interagency monitoring into a more concise timeframe and thereby reduce the burden on school districts and provide improved service and support to districts in the regulatory monitoring process.

This preschool program report divides the on-site visit into five sections: (1) program structure; (2) environment; (3) curriculum and assessment; (4) health, safety and nutrition; and (5) families and communities. Each section has a summary followed by strengths, findings and recommendations for the district. Strengths are examples of program quality. Findings are items that do not meet regulatory standards and recommendations are suggestions for program improvement reflecting best practice. **Upon receipt of this report, the district may submit questions and edits to Janis Logsdon (Janis.Logsdon@education.ky.gov) by August 17, 2012.**

Discussion

The Consolidated Monitoring site visit team visited Monroe County on March 8, 2012. The preschool monitoring team consisted of one preschool consultant from KDE. The preschool component of consolidated site visit included a review of documents at central office, classroom observations in 3 schools, interviews with teachers, assistants, and the preschool assistant director. A post site visit follow up message shared the highlights of this report after the examination of the documentation, completion of the site visits and interviews and compilation of this report.

Program Structure

Program Structure – Summary

The Monroe County Preschool Program meets Monday through Thursday for full day sessions (7:00 am - 2:30 pm). Fridays are used for family services, planning, completing assessments and other job responsibilities. Lead teachers are Interdisciplinary Early Childhood Education (IECE) or probationary IECE certified. Implementation of Kentucky Systems of Intervention (KSI) is a collaborative effort in which preschool and Head Start personnel provide interventions for 6 weeks and speech language pathologists provide interventions for children with speech language development concerns. While all eligible children are enrolled in preschool classrooms, staff interviews and folder reviews indicate that related services, particularly speech and language, are usually provided during pull-out time in resource classrooms. Daily attendance records are maintained on Excel documents. Families are contacted if children are absent two or more days as indicated by staff interviews. Teachers receive duty-free lunch and assistants are relieved for breaks during children's rest time. Interviews indicate all staff attains the required number of professional development hours. Health department nurses are located at each site. Documents indicate Full Utilization with Head Start is met and interviews indicate coordination of parent education activities with Head Start. District also provides space and professional development for Head Start.

Program Structure – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 7, Staffing/Teacher Credentials (#4).** Monroe County Health Department funded nurses are provided at each school site with preschool classrooms.
- **704 KAR 3:410, Head Start Collaboration (#8).** Collaboration with and support of Head Start program through parent education activities, provision of space and professional development opportunities.

Findings:

- **707 KAR 3:100, Special Education (#2).** There is limited integrated and collaborative delivery of special education services. Related services, particularly speech and language services are usually provided during pull-out time in resource classrooms, and indication of delivery of speech language services in the regular classroom was not found. Please complete an online [Action Plan](#) to indicate placement and frequency of services is decided by the ARC, based on the individual needs and objectives for each child or submit sufficient documentation to indicate therapy occurs in the regular classrooms when indicated as appropriate for individual children.

Recommendations:

707 KAR 3:100, Special Education (#2). Indicate flexibility of KSI six-week, prescribed schedule to meet the individual needs of the children during interventions. Include optional timeframe in delivery of interventions and progress monitoring to attain individual, appropriate and most accurate indications of need for referral for special education services.

Environment

Environment – Summary

Observed interactions between adults and children are positive, encouraging and nurturing. Assistant teachers are relieved for breaks during nap/rest time. Staffing and ratio requirements in the majority of classrooms are in compliance with regulations and some classrooms are staffed with 3 adults. However, interviews and observation indicate one classroom with an enrollment of 21 children is non-compliant with regulation requiring maximum group size of 20. Classrooms at all sites are located on the ground floor and are supplied with adequate materials. Classroom schedules indicate less than one third of the day is spent in child-initiated activities and well-defined learning centers are not evident at all sites. Daily schedules also indicate limited scheduled gross motor time (please see recommendations below). Dittos were observed at 2 sites. All playgrounds are fenced and adequately sized. Cafeteria seating is inappropriately sized for preschool children. Funding is generated for the preschool program from state-funded preschool monies.

Environment – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Interactions between staff and children are positive and nurturing.

Findings:

- **704 KAR 3:410 Section 6(4), Ratios and Staffing (#9).** One classroom exceeds maximum group size in one classroom with enrollment of 21 preschool students. Please address in [Action Plan](#).
- **704 KAR 3:410 Section 6, Equipment and Materials (#12).** Cafeteria tables are inappropriately sized (all sites) for preschool students. Please address in Action Plan.
- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Test sheets, workbooks and ditto sheets must not be used as they are not developmentally appropriate for preschool children. Dittos were observed at two sites. Please address in Action Plan.

Recommendations:

- **Early Childhood Environmental Rating Scales Revised (ECERS-R) results.** Review ECERS-R items regarding daily schedule, particularly those concerning large motor time and child-initiated learning for substantial portion of the day.
- **Early Childhood Environmental Rating Scales Revised (ECERS-R) results.** Review ECERS-R items regarding definition of learning centers and their recommended materials.

Curriculum and Assessment

Curriculum and Assessment – Summary

All required student information forms are included in folders as indicated by random check of folders at each site. Handbook, child find procedures and folder reviews indicate the requirement of social security numbers for all children enrolled in the preschool program. Screenings are completed within regulation guidelines and in cooperation with Head Start. Staff interviews indicate assessments are conducted on all children and results are shared with parents. Educational records are kept in secure, lockable cabinets. However, the cabinet was not locked at one site (please see recommendation below).

Curriculum and Assessment – Strengths, Findings and Recommendations

Strengths:

- n/a

Findings:

- **704 KAR 3:410 Section 5(2), Student Information (#18).** Child find documents and student files contain references requiring families to show a social security card for children enrolling in state funded preschool. The documents indicate a social security card was required before the child could enroll in the preschool program or receive special education services. Such a requirement may hinder families who do not have social security cards from seeking preschool services for their children. Please submit [Action Plan](#) that indicates district-wide implementation of:
 - remove requirement of social security number from district preschool literature and child find documents and
 - Plan to inform staff that social security numbers are not required for preschool enrollment.

Recommendations:

- **704 KAR 3:410 Section 6, Assessment of Children (#16).** Place classroom instructional assessment information or samples of children's work / progress in their folders. Documentation of children's assessment is not readily available for review.
- **704 KAR 3:410 Section 9, Annual Evaluation of the Preschool Program (#17).** Include staff survey in annual evaluation of preschool program.
- **704 KAR 3:410 Section 5(2), Student Information (#18).** Children's confidential

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information should be secure at all times in locked cabinets. During conversation, staff indicated understanding and importance of security in maintaining confidentiality with the children's information. This isolated incident is therefore included as a recommendation rather than a finding. *Please instruct staff to always secure/lock filing cabinets containing children's confidential information when leaving the room.*

Health and Safety

Health and Safety – Summary

All children receive breakfast and lunch daily. Review of transportation policies and staff interviews indicate regulatory compliance in the transportation and safe release of preschool students. Recruitment is a collaborative effort with Head Start. Annual evaluation of the preschool program includes a parent survey.

Health and Safety – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6, Meals (#20).** All preschool children receive two meals each day, breakfast and lunch. This benefit of an extra meal shows the district's commitment to caring for their youngest students.

Findings:

- None

Recommendations:

- None

Families and Community

Families and Community – Summary

A child care center is located in the Head Start building and provides a tuition/subsidy-based, community child care services and also serves as wrap around child care for Head Start students. The district funds the center director. Cafeteria staff are employed by the district food services program. Interviews and documentation indicates opportunities for family involvement are provided at all preschool sites and teaching staff conduct a minimum of two home visits per year with each family.

Families and Community – Strengths, Findings and Recommendations

Strengths:

- **704 KAR 3:410 Section 6, Wrap Around Services (#25).** Tuition and subsidy funding for the community-based child care center located in Head Start building is supplemented through district funds with the provision of the center director and cafeteria staff. This community child care program also provides wrap-around services for Head Start.

Findings:

- None

Recommendations:

- None

Action

The Monroe County Preschool Program met 19 of 24 possible indicators. The district received 5 strengths, 5 findings, and 6 recommendations.

Please use the P2R document on the File Maker Pro site to complete [Action Plans](#) for all findings (if applicable). Actions for recommendations are not required. Each of the action plans should have a date for the estimated completion time. The district is requested to have the action plans completed for the item in the P2R document by August 31, 2012.