



**KENTUCKY PRESCHOOL PROGRAM  
 CONSOLIDATED MONITORING REPORT 2011-2012  
 Marion County  
 March 14, 2012**

**Met 20 out of 23 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
N/A	25. Wrap Around Services (N/A)

**Based on review by KDE Site Visit Team**

## **Marion 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 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 improvement 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](mailto:Janis.Logsdon@education.ky.gov)) by August 17, 2012.**

### **Discussion**

The Consolidated Monitoring site visit team visited Marion County on March 14, 2012. The team consisted of: preschool consultant from KDE. The preschool component of the consolidated site visit included a review of documents at central office, classroom observations in 3 schools/sites, interviews with the preschool coordinator, preschool consultant, 3 teachers, and assistants. A post site visit e-mail on March 29, 2012, shared the highlights of this report after examination of the documentation, completion of the site visits and interviews and compilation of this report.

## Program Structure

### Program Structure – Summary

The Marion County Preschool Program meets M-TH for full day (8:00-3:00). Fridays are used for family services, planning, completing assessments, and other job responsibilities. Review of records indicates that IEP placement documentation is not always congruent within the IEP (see recommendation below). Lead teachers are IECE or probationary IECE certified. Daily attendance records are maintained in Infinite Campus and families are contacted within a week of a child's absence (see recommendation below). Active Professional Learning Communities (PLCs) that include both teachers and assistants meet on Fridays. Documentation and interviews indicate that while the preschool and Head Start programs are not blended, recruitment, enrollment materials, training, and RtI implementation are cooperative efforts. Full utilization of Head Start is met as indicated in documentation and interviews.

### Program Structure – Strengths, Findings and Recommendations

#### Strengths:

- **704 KAR 3:410 Section 7, Staffing/Teacher Credentials (#4).** All preschool teachers and assistants are certified in first aid and CPR.
- **704 KAR 3:410 Section 7, Staffing/Teacher Credentials (#4).** All staff receive notebook that includes preschool policies, procedures, tip sheets, important forms, school calendar, and other valuable information sources for reference.
- **707 KAR 3:100, Special Education (#2).** Kindergarten transition program begins in January and includes the entire family in the transition process from preschool to kindergarten. Placement of preschool students with K teachers is not random, rather the individual needs of the students are considered in placement decisions.

#### Findings:

- None

#### Recommendations:

- **707 KAR 3:100, Special Education (#2).** Review placement and service sections in IEPs and make corrections concerning placement identification/documentation. Record reviews indicated inconsistency of placement identification. For example, full time regular education classroom was marked on the IEP but the services page listed speech language services in the speech resource room.

- **704 KAR 3:410 Section 5, Attendance (#5).** Staff interviews indicate families are contacted when children are absent within the regulatory 4 days. However, staff did not indicate unawareness of the 4 day maximum and to assure continued compliance should be made aware of the regulation. *Preschool coordinator assured KDE consultant during the exit interview that policy will be set and communicated to staff.*

## Environment

### Environment – Summary

Class roles, observation and interviews indicate staffing and ratio requirements are in compliance with regulations as well as maximum group size of 20 in all preschool classrooms. Classrooms at all sites are located on the ground floor and are supplied with adequate materials and equipment. However, cafeteria seating is inappropriately sized for preschool children. All playgrounds are fenced. Lesson plans include planning for each part of the daily routine and often include references to Kentucky Early Childhood Standards and objectives. All observed interactions between adults and children are positive, encouraging and nurturing. Observations indicate ditto use in preschool classrooms. In addition to state preschool dollars, the district provides an additional \$100,000-\$150,000 funding and helps fund transportation costs for preschool.

### Environment – Strengths, Findings and Recommendations

#### Strengths:

- **704 KAR 3:410 Section 6, Individual Needs of Children (#15).** Positive, nurturing interactions between adults and children.
- **704 KAR 3:410, Funding (#14).** District uses other flexible focus funds to support the preschool program.

#### Findings:

- **704 KAR 3:410 Section 6, Space (#13).** Cafeteria tables are inappropriately sized (all sites). Please submit 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 evident at 2 sites and must be addressed in action plan.

#### Recommendations:

- None

## 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 indicates the requirement of social security numbers in the folders for all children enrolled in the preschool program. Screenings are completed within regulation guidelines. Staff interviews indicate assessments are implemented with all children and results are shared with parents a minimum of 2 times per year. Annual evaluation of the preschool program includes an annual parent survey in which 60-70% of surveys are returned.

### Curriculum and Assessment – Strengths, Findings and Recommendations

**Strengths:**

- n/a

**Findings:**

- **704 KAR 3:410 Section 5, Student Information (#18).** Preschool Handbook indicates requirement of inclusion of social security cards in student files for children enrolling in state funded preschool. 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:
  - Removal of requirement of social security number in children's folders from district preschool literature / handbook 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).** While assessment data are used in evaluating progress of children, encourage teachers to use assessment data in lesson planning and provide district-wide supports and expectations that reflect this practice.
- **704 KAR 3:410 Section 9, Annual Evaluation of the Preschool Program (#17).** District should include staff survey in annual evaluation of preschool program.

## 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. Educational records are observed to be kept in secure, lockable cabinets.

### 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**

Interviews and documentation indicate opportunities for family involvement are provided at all preschool sites and teaching staff conduct a minimum of 2 home visits per year with each family.

### **Families and Community – Strengths, Findings and Recommendations**

**Strengths:**

- **704 KAR 3:410 Section 6, Parent/Family Involvement (#24).** Monthly family involvement activities for students and families to complete.
- **704 KAR 3:410 Section 6, Parent/Family Involvement (#24).** Strong family health component that includes discussions during family nights concerning:
  - a. the importance of health screenings,
  - b. dental health
  - c. healthy snacks and
  - d. sensory issues per an occupational therapist.

**Findings:**

- **None**

**Recommendations:**

- **None**

### **Action**

The Marion County Preschool Program met 20 of 23 possible indicators. The district received 7 strengths, 3 findings, and 4 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.