



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF SCHOOL IMPROVEMENT – EARLY CHILDHOOD PROGRAMS
SELF-MONITORING REPORT – MISSOURI PRESCHOOL PROJECT (MPP)

Lead Agency:	County-District Code:
Contact Person:	Form Due Date: OCTOBER 15

Directions

- Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the agency.

CODE KEY
DC = District/Program Compliant: An internal review indicates compliance. When using this code, the district must have the documentation readily available for review by the Early Childhood Section staff, if requested.
DR = District/Program Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.
DA = District/Program Assistance: The district requests assistance. A supervisor from the Early Childhood Section will contact the district to arrange for assistance.
NA = Not Applicable to this district/program.
- Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the agency for possible review. Do not send copies of evidence sources to Early Childhood Section.
- MAIL the completed form by the due date above to: Director, Early Childhood Education, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102
- QUESTIONS: Contact: Early Childhood Section, (573) 751-2095

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district/program shall:

- Receive and expend state funds in a manner consistent with the intent of the program.
- Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
- Adhere to the requirements of the applicable state legislation and rules governing the program, and all other applicable statutes.

The authorized representative understands the assurances and the responsibility for compliance placed upon the district/program and will make every attempt to ensure that the Missouri Preschool Project program is implemented in a way that is consistent with the authorizing legislation.

Authorized Representative	Date
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KEY:**DC = District/Program Compliant****DR = District/Program Resolving****DA = District/Program Assistance****NA = Not Applicable to this district/program****General Provisions**

____ **1. Supervision:** A designated contact person can describe current project and approved application.

Evidence Sources:

copy of the approved application

____ **2. Accreditation:** Annual progress to achieving Accreditation is documented.

Evidence Sources:

Missouri Accreditation

(or)

NAEYC Accreditation

____ **3. Approved Budget:** A listing or system exists to account for the expenditure of funds. Funds must be expended according to the approved budget.

Evidence Sources:

dated list of expenditures

spreadsheet of expenditures including dates

itemized list

____ **4. Daily Schedule:** Must be developmentally appropriate and reflect the selected curriculum. Must be 6.5 hours daily for full-day programs. Only governmental entities or public school districts can provide a half day option, a minimum of 3 hours a day.

Evidence Sources:

5 day-a-week program

____ **5. Enrollment/Attendance:**

Evidence Sources:

class list

enrollment records

daily attendance sheets

____ **6. Final Report:** A copy of the final report is on file, along with any amendments made to the final report.

Evidence Sources:

Final Report

____ **7. Inventory:** All items acquired using MPP funds must be physically marked by the funding source and the acquisition date, i.e. DESE-MPP mm/yy. This must include all furniture, playground equipment & electronic equipment as well as those items with an individual cost exceeding \$100.00.

____ **8. Material and Supplies:** Adequate material and supplies to implement the selected curriculum is available.

____ **9. Parent Advisory Committee:** Appropriate documentation of activities is available.

Evidence Sources:

PAC membership list

dated agendas

sign-in sheets

dated minutes of meetings

KEY:**DC = District/Program Compliant****DR = District/Program Resolving****DA = District/Program Assistance****NA = Not Applicable to this district/program****General Provisions****___ 10. Parent Education/Involvement:****Evidence Sources:**

- Parent Education
 Parent Education Summary

___ **11. Parental Fee Schedule:** A parental fee schedule is on file that includes a sliding fee scale for low income families.

Evidence Sources:

- parent fee schedule
 sliding scale fee schedule

___ **12. Payment/Invoices:** A copy of all invoice forms submitted to DESE for payment of MPP funds must be on file.

Evidence Sources:

- Payment Request Forms

___ **13. Professional Development:** A copy of the certificate of attendance, invoice or financial statement for all professional development is on file.

Evidence Sources:

- | | |
|--|--|
| <input type="checkbox"/> curriculum training | <input type="checkbox"/> MoT Regional Training |
| <input type="checkbox"/> Observational Assessment | <input type="checkbox"/> T.E.A.C.H. |
| <input type="checkbox"/> DESE approved conferences | |

___ **14. Program Evaluation:** The program is evaluated and documentation is on file for the MPP review checklist, MPP Self-Monitoring Report, and local program evaluations.

Evidence Sources:

- | | |
|--|--|
| <input type="checkbox"/> Self-Monitoring Report | <input type="checkbox"/> ECERS |
| <input type="checkbox"/> MoT Technical Assistance Reports | <input type="checkbox"/> Teacher Evaluations |
| <input type="checkbox"/> Parent Questionnaire | <input type="checkbox"/> Rate of Staff Participation in Professional Development |
| <input type="checkbox"/> Rate of {Parent Participation in Parent Ed/
Involvement Activities | |

___ **15. State Licensure:** MPP program is licensed and a copy of the certificate is posted in the facility.

___ 16. Student Evaluation:**Evidence Sources:**

- | | |
|--|---|
| <input type="checkbox"/> Portfolios | <input type="checkbox"/> Child Observation Record |
| <input type="checkbox"/> Observational Checklist | <input type="checkbox"/> Project Construct Assessment |
| <input type="checkbox"/> Other | <input type="checkbox"/> Work Sampling |

___ **17. Teacher Qualifications:** Teacher(s) and teacher assistant(s) meet MPP qualifications.

Evidence Sources:

- copies of certification
(or)
 copies of transcripts

___ **18. 10% Requirement:** Activities for community licensed preschool programs are according to the approved application and documentation are on file.

Evidence Sources:

- agendas for activities
 sign-in sheets of participants

Comments for items indicated DR – Please include plan and time frame for resolution