

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**EARLY CHILDHOOD EDUCATION MONITORING**

1302.102 (b) (1)(i) (ii) (iii) (iv)

**GOAL STATEMENT-** MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success

**POLICY:**

MCAEOC will monitor required tasks and responsibilities of the Early Childhood Education Department to ensure that all educational tasks and responsibilities are completed within the allocated time sensitive schedule and according to guidelines provided in Head Start Performance Standards, other federal and state regulations, and MCAEOC policies and procedures.

Monitoring systems will include the use of the agency's database: GOENGAGE.COM, monitoring tools, and other data systems to collect and record information about children and families in the program. Periodic reporting of this information to appropriate supervisors, managers, policy groups and leadership will aid in planning and future development decisions.

Non-compliance and/or areas for improvement will be followed with improvement plans, including strategies for timelines and people responsible.

**PROCEDURE:**

1. Education Team will implement checklists and monitoring tools to ensure effective planning and execution of educational policies and delivery of services to children and families.
2. Education Team will implement monitoring procedures and **Time Sensitive Schedule** for using said checklists, and will include these in annual training and work plans.
3. Education Team will use checklists in setting up and maintaining their environments.
4. Education Team will use checklists and **GOENGAGE.COM** in monitoring sites on a regular basis and will track their visits and feedback.
5. Education Team will monitor information about children and families from **Folder Monitoring/EC Services Checklist monthly**.
6. Education Team reports will be utilized to ensure timely delivery of services to children and families.
7. Education Team will provide an action plan monthly for all monitoring issues and/or follow-up.
8. Education Team will meet once monthly to discuss and share pertinent program and content area monitoring and follow-up.