

NOCAC CENTER MANAGER MONTHLY MONITORING TOOL

Date Completed and Sent to Head Start/ECE Director _____ Center _____ Teaching Team _____

Date ODJFS Child Care Playground Inspection Report completed and sent to Safety, Transportation, and Facilities Assistant _____

Date NOCAC Child Development Monthly Safety Inspection completed and sent to Kelly Feeney _____

ENVIRONMENTS	YES	NO	OBSERVATION
Staff close the door when class is in session			
Staff close the door with their hand when they leave the room			
Exterior doors are locked at all times			
Broken or hazardous items removed and stored in a place inaccessible to children			
Children protected from the following items and conditions which may threaten their safety			
1. Stoves			
2. Bodies of Water			
3. Window pull coverings			
4. Telephone, electric and extension cords			
5. All outlets, including surge protectors are covered			
Tables and chairs are not stacked while children are present			
Adult purses/bags are stored out of reach of children			
Furniture is arranged to provide optimal supervision and to allow for clear exits in case of an emergency			
Bus locked when not in use			
"Bus Checked No Children left on Bus" sign is posted in back window of the bus			

Center Manager (white) Teacher/TA (yellow) Director (pink)

*Developed 6/3/16
Revised 6/10/16 JY*

POSITIONING	YES	NO	OBSERVATION
Staff are following the Playground/Gym Zoning Map			
Staff are following the Transportation Transition Procedure			
Cots are positioned in the nap room so all children can be seen at all times			
Personal conversations are avoided when children are present			
ANTICIPATING CHILD'S BEHAVIOR	YES	NO	OBSERVATION
Staff stay close to children who may need additional support			
Staff know how to respond to an ill child			
Staff reacted appropriately to an aggressive child			
Staff positively engage and react to children using Conscious Discipline			
SCAN & COUNT / ATTENDANCE	YES	NO	OBSERVATION
When asked, staff know how many children are in their care			
Transportation Bus Attendance Policy is being followed			
Classroom Attendance Policy is being followed			
Classroom Transition Attendance Policy is being followed			
1. Children's photo's are up to date and in the Attendance Binder			
2. Staff put clips in the appropriate place and complete the form information at arrival			
3. Staff keep the clipboard on the classroom door			
4. Staff use the lanyard when separating the group of children			
5. Staff verbally give their count when leaving with a small group of children			

SCAN & COUNT / ATTENDANCE (cont.)	YES	NO	OBSERVATION
6. Staff complete face to name recognition before all transitions			
7. Staff verbally give their count when the other staff is leaving the room and make eye contact			
8. Staff walk backwards at the beginning of the line when separated from the group			
9. Staff close the door after scanning the room when they leave the space			
10. Staff return the clips to the clipboard when returning the group			
Staff Comments:			
Center Manager Signature			Date
Teacher Signature			Date
Teacher Assistant Signature			Date

**** Any areas of concern will be addressed and documented on the Active Supervision Corrective Action Plan**