

**ILLINOIS STATE BOARD OF EDUCATION**  
**Early Childhood Block Grant 3-5 Compliance Checklist**

<b>Program Name:</b>	<b>RCDT:</b>
<b>Address:</b>	<b>Accountability Liaison:</b>
<b>Authorized Official:</b>	<b>Visit Date:</b>

**1) The maximum adult-child ratio is one adult to 10 children. The only exception is Head Start and DCFS Licensing.**

[23 Ill. Adm. Code 235.30(c) and (d)] and ISBE policy

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<input type="checkbox"/> Not serving the number of children for which program is funded <input type="checkbox"/> Adult child ratio not met	<input type="checkbox"/> Serving the number of children for which program is funded <input type="checkbox"/> Adult child ratio is met <input type="checkbox"/> Waiting list is not established until class is full	<input type="checkbox"/> Current class list(s) <input type="checkbox"/> Children's files <input type="checkbox"/> Attendance records <input type="checkbox"/> Waiting list

**2) Each enrolled child has a file with all required documentation.**

**Children who are eligible for kindergarten (five or older on September 1 of the program year) are not enrolled in the program, unless indicated by IEP.**

[105 ILCS 5/10-20.12]

[Student Records-105 ILCS 5/2-3-3.13a]

[Birth Certificate-325 ILCS 50/5) (from Ch. 23, par. 2285)]

[Immunizations-105 ILCS 5/27-8.1]

[Vision Screening-77 Ill. Adm. Code 685]

[Hearing Screening-77 Ill. Adm. Code 675] and ISBE policy

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<input type="checkbox"/> Complete files available for some but not all children <input type="checkbox"/> All files available but missing required documentation <input type="checkbox"/> Birth certificates indicate age ineligible child(ren)	<u>All files contain the following:</u> <input type="checkbox"/> Name, address, phone number <input type="checkbox"/> Birth certificates indicating age eligibility <input type="checkbox"/> Physical and immunization records <input type="checkbox"/> Vision and hearing screening results <input type="checkbox"/> Documentation of eligibility <input type="checkbox"/> Demographic and family information, including emergency contact information, and names and contact information of anyone to whom the child can be released	<input type="checkbox"/> Files for all children

**3) Program meets requirements for homeless children.**

[23 Ill. Adm. Code 235.110(c)(2) and 235.140(d)] and ISBE policy

Non-Compliance	Compliance	Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> No written plan is in place</li> <li><input type="checkbox"/> Program accepts homeless students but no written procedures</li> </ul>	<p><u>Program has a written plan for homeless students that includes the following:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immediate school enrollment and attendance even without birth certificate and health records</li> <li><input type="checkbox"/> Remain at the school of origin or the school the parent chooses if at all possible</li> <li><input type="checkbox"/> Transportation to and from school</li> <li><input type="checkbox"/> Help for prompt resolution about school placement including special education, bilingual education, and remedial programs</li> <li><input type="checkbox"/> Receive free breakfast and lunch for remainder of the school year if both are provided by the school and for the program the child attends</li> <li><input type="checkbox"/> Assistance with school supplies, uniforms and waivers of school fees</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of written plan to serve homeless students</li> </ul>

**4) Screening procedures include all documentation.**

[23 Ill. Adm. Code 235.20(5)] and ISBE policy

Non-Compliance	Compliance	Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> No documentation of screening</li> <li><input type="checkbox"/> Parent permission signatures missing</li> <li><input type="checkbox"/> Some screening results available</li> <li><input type="checkbox"/> Teachers do not have access to screening results</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parent interview</li> <li><input type="checkbox"/> Signed parental permission</li> <li><input type="checkbox"/> Vision and hearing screening results</li> <li><input type="checkbox"/> Results shared with parents at exit interview</li> <li><input type="checkbox"/> Teachers have access to screening results</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of parent interview</li> <li><input type="checkbox"/> A copy of written parental permission</li> <li><input type="checkbox"/> Vision and hearing screening results</li> <li><input type="checkbox"/> A copy of exit interview form or description of exit interview process</li> <li><input type="checkbox"/> List of participants involved in screening process</li> </ul>

**5) Screening instruments and activities measure all aspect of the child’s development.**

[23 Ill. Adm. Code 235.20(5)(B)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No skills areas or limited skills areas are addressed	<p><u>The following areas are addressed:</u></p> <input type="checkbox"/> Cognitive Skills <input type="checkbox"/> Social Skills <input type="checkbox"/> English Proficiency <input type="checkbox"/> Fine and Gross Motor Development <input type="checkbox"/> Vocabulary <input type="checkbox"/> Visual Motor Integration <input type="checkbox"/> Language and Speech Development	<input type="checkbox"/> Blank copy of developmental screening tool(s) used

**6) The program has established weighted eligibility criteria and actively uses them to determine eligibility.**

[23 Ill. Adm. Code 235.20 (c)(5)(A)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No eligibility criteria on file <input type="checkbox"/> Eligibility criteria are present but risk factors are not weighted <input type="checkbox"/> Documentation does not support multiple risk factors <input type="checkbox"/> Risk factors are not based on factors in the community <input type="checkbox"/> Program discriminates against children who are not toilet trained	<input type="checkbox"/> Risk factors used for program eligibility are weighted and are based on factors in the community <input type="checkbox"/> Documentation of weighted risk factors are included in each child’s file <input type="checkbox"/> Eligibility criteria do not discriminate against children who are not toilet trained <input type="checkbox"/> Documentation of family income if used for eligibility criteria	<input type="checkbox"/> Copy of eligibility checklist <input type="checkbox"/> Copy of scoring criteria

**7) Program meets for a minimum of two and one half hours per day for the same number of attendance days as K-8 students in the local district.**

[23 Ill. Adm. Code 235.20(c)(11) – as specified in RFP and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Daily schedule not available or not posted <input type="checkbox"/> Program meets fewer than 165 days <input type="checkbox"/> No documentation of year calendar <input type="checkbox"/> Start and end dates not available <input type="checkbox"/> Does not meet 2 ½ hours per day <input type="checkbox"/> Program does not meet 5 day a week	<input type="checkbox"/> Program meets at least 2 ½ hours a day, 5 days a week <input type="checkbox"/> Number of attendance days is the same as the local district K-8 students <input type="checkbox"/> Start and end dates are identified	<input type="checkbox"/> Copy of daily schedule <input type="checkbox"/> Copy of yearly calendar <input type="checkbox"/> Copy of documentation for program start and end dates <input type="checkbox"/> Copy of district calendar <input type="checkbox"/> Documentation of Division Administration approval to meet less than 5 days a week

**8) Childcare centers have a current and valid license from the Department of Children and Family Services.**

[23 Ill. Adm. Code 235.10(b)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No license <input type="checkbox"/> Has license but is not posted <input type="checkbox"/> License is out of date	<input type="checkbox"/> DCFS license is current <input type="checkbox"/> License is valid <input type="checkbox"/> License is posted in the center <input type="checkbox"/> Not applicable to school districts	<input type="checkbox"/> Copy of current license

**9) Program has a mission statement based on shared beliefs developed cooperatively by parents, families, staff members, and community representatives.**

[23 Ill. Adm. Code 235.20(c)(2)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> No mission statement available <input type="checkbox"/> Mission statement available but not posted	<input type="checkbox"/> Mission statement has been developed cooperatively and is on display	<input type="checkbox"/> Copy of mission statement

**10) The program uses a research-based curriculum that aligns with the Illinois Early Learning Standards.**

[23 Ill. Adm. Code 235.30(a)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Curriculum is not research based <input type="checkbox"/> Curriculum is not aligned with Illinois Early Learning Standards <input type="checkbox"/> No evidence of lesson plans <input type="checkbox"/> Lesson plans do not show connection to Illinois Early Learning Standards	<input type="checkbox"/> Curriculum is research based <input type="checkbox"/> Curriculum aligns with the Illinois Early Learning Standards <input type="checkbox"/> Lesson plans show connection with the Illinois Early Learning Standards	<input type="checkbox"/> Copy of lesson plans <input type="checkbox"/> Curriculum materials <input type="checkbox"/> Proof of curriculum alignment with Illinois Early Learning Standards <input type="checkbox"/> Proof of lesson plan alignment with Illinois Early Learning Standards

**11) A nutritious snack is available for children**

[23 Ill. Adm. Code 235.20(c)(12)] and ISBE policy

Non-Compliance	Compliance	Documentation
<input type="checkbox"/> Snack is not offered <input type="checkbox"/> Snack is not aligned with USDA Food and Nutrition Guidelines <input type="checkbox"/> Parents are required to provide snack or pay for snack	<input type="checkbox"/> Snack is provided daily <input type="checkbox"/> Snack is aligned with USDA Food and Nutrition Guidelines	<input type="checkbox"/> Copy of snack schedule

**12) The program utilizes an appropriate assessment that aligns with the curriculum and documents children’s progress over time with measurable outcomes.**

**Name of Assessment Tool:** \_\_\_\_\_

[23 Ill. Adm. Code 235.30(b)] and ISBE policy

Non-Compliance	Compliance	Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> No research based assessment tools provided</li> <li><input type="checkbox"/> No portfolios</li> <li><input type="checkbox"/> Portfolios with inappropriate work samples (dittos and worksheets)</li> <li><input type="checkbox"/> Portfolios are not individualized (work samples collected are the same for each child)</li> <li><input type="checkbox"/> Portfolios do not measure progress over time</li> <li><input type="checkbox"/> Collections do not reflect the Illinois Early Learning Standards</li> <li><input type="checkbox"/> Narrative summary reports are not used to share assessment information with parents</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The research based assessment tool is the basis for each child’s education plan</li> <li><input type="checkbox"/> Assessment involves regular, ongoing observations that reflect children’s involvement in typical daily classroom activities</li> </ul> <p><u>All students’ portfolios contain:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A research-based developmental checklist</li> <li><input type="checkbox"/> Individualized collections such as work samples, photos, anecdotal notes, matrices, etc. that reflect the Illinois Early Learning Standards</li> <li><input type="checkbox"/> Narrative summary reports used to share assessment information with parents</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of assessment tool for review</li> <li><input type="checkbox"/> Portfolios for all enrolled children</li> <li><input type="checkbox"/> Evidence that student needs are identified in the portfolio and are used to determine lesson plans</li> <li><input type="checkbox"/> Documentation about how information is shared with parents, including narrative summary reports</li> </ul>

**13) The program has a written plan with procedures for transitioning children in and out of the program, including the transition to kindergarten.**

[23 Ill. Adm. Code 235.30(e)] and ISBE policy

Non-Compliance	Compliance	Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> No written plan for transitioning children in and out of the program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A written transition plan which details procedures for transitioning children in and out of the program, including the transition to kindergarten</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of transition plans</li> </ul>

**14) The program has a plan that guides collaboration with other members of the early childhood community.**

[23 Ill. Adm. Code 235.20 (c)(7)] and ISBE policy

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> No collaboration plan available</li><li><input type="checkbox"/> Program works with other agencies, however, no formal meetings are held</li><li><input type="checkbox"/> No written agreements with other agencies are in place</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> The program has a written plan outlining the collaboration with local members of the early childhood community.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> A copy of agendas and sign in sheets</li><li><input type="checkbox"/> A copy of written plan outlining the collaboration</li></ul>

**15) Classroom staff have required certification.**

[23 Ill. Adm. Code 235.20(c)(8) and 25.510(c)] and ISBE policy

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> 04 certification not available for review or not current</li><li><input type="checkbox"/> Assistant teacher does not have documentation of paraprofessional approval</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Pre-K teacher has current 04 certification</li><li><input type="checkbox"/> Assistant teacher has documentation of paraprofessional approval</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Copy of 04 certificate</li><li><input type="checkbox"/> Copy of paraprofessional approval document</li></ul>

**16) The program has developed and implemented a parent education and involvement plan.**

[23 Ill. Adm. Code 235.20 (c)(6)(14) and 235.110(d)] and ISBE policy

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Opportunities for parent education are not provided</li><li><input type="checkbox"/> Parent lending library is not provided</li><li><input type="checkbox"/> Program charges fees for snack, supplies, field trip costs, registration, or materials</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Opportunities for parent education are provided and documented</li><li><input type="checkbox"/> Parent lending library is provided</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Documentation of parent education events, including sign in sheets</li></ul>

**17) The district administers a Home Language Survey to each student upon entering school for the first time.**

**[23 Ill. Adm. Code 228.15] (Applies to school districts only.)**

<b>Non-Compliance</b>	<b>Compliance</b>	<b>Documentation</b>
<input type="checkbox"/> No Home Language Surveys on file <input type="checkbox"/> Home Language Survey on file for some but not all children	<input type="checkbox"/> Completed Home Language Survey on file for each child  (For programs other than school districts, check box above to indicate not applicable.)	<input type="checkbox"/> Home Language Surveys <input type="checkbox"/> Not a school district program - no documentation needed

**Comments**