



Audit Checklist 17.1 – Kindergarten
Public Standard

Reviewer _____ School _____ Date _____

Directions: Utilize this checklist to document items reviewed on-site at the school. Documentation may be collected through a cumulative record review, document review, observation, and interviewing the teachers and/or administrators. The bolded words before each item indicate how to obtain the information.

Place a check in the “yes” column if the school meets the indicator or a check in the “no” column if the school does not meet the indicator. Place any notes regarding the items in the notes box following each section.

Entrance Age	Yes	No
Document Review: Cumulative records of students reflect that kindergarten students shall have reached the age of five years on or before September 1. Evidence may include a birth certificate.		
Document Review: A birth certificate and current immunization record are in the cumulative record for each Kindergarten student. Evidence will include a birth certificate and a current immunization record.		
Notes:		

Physical Settings (Existing Structures)	Yes	No
Observation: The classroom shall consist of no less than 35 square feet per child with a minimum of 600 square feet.		
Observation: Kindergarten classrooms shall be located at ground level.		
Observation: Every closet latch shall be such that children can open the door from the inside.		
Observation: The maximum distance to an exit from any point in the building shall not exceed 150 feet. The maximum distance from the classroom door at the corridor to an exit shall not exceed 100 feet.		
Observation: Safety covers are placed on all wall sockets which are not in use.		
Observation: Every toilet room door lock (applicably only for restroom attached to classrooms) shall be designed to permit opening of the locked door from the outside in an emergency, and the opening device shall be readily accessible to the staff.		
Observation: The classroom will not be located more than 125 feet from a bathroom. In the event of an emergency, adults shall be able to get to students, regardless of the student restroom location (classroom or hallway).		
Observation: Furniture shall be of an appropriate height, and will vary to meet the needs of all children. Tables and chairs shall be the primary furniture.		
Observation: Each classroom shall have an area to be used for large group meetings.		
Notes:		

Physical Settings (New Structures Established after July 2017)	Yes	No
Observation: The classroom shall be a minimum of 1,000 square feet. The minimum classroom width shall be 24 feet except in pod-type structures.		
Observation: Classroom lighting shall contain operable standard fluorescent lights with area controls that provide adequate lighting. Switches with reach of the children will be located at the doors. Toilet rooms shall contain lighting fixtures.		
Observation: The maximum distance to an exit from any point in the building shall not exceed 150 feet. The maximum distance from the interior classroom door at the corridor to an exit shall not exceed 100 feet.		
Observation: Kindergarten classrooms are to be located at ground level.		

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Physical Settings (New Structures Established after July 2017)	Yes	No
Observation: Each classroom shall contain a minimum of one bathroom that shall consist of a toilet and lavatory, or the lavatory may be omitted if the work counter area is equipped with a sink and is in close proximity to the toilet room door.		
Observation: A toilet paper holder is required and is to be placed within a child's reach from the toilet.		
Observation: Individual toilet rooms are required to accommodate the physically handicapped.		
Observation: Every toilet room door lock (applicable only for restrooms attached to classrooms) shall be designed to permit opening of the locked door from the outside in an emergency, and the opening device shall be readily accessible to the staff.		
Observation: The furniture shall be of appropriate height and variety to meet the needs of all children. Tables and chairs shall be the primary type of student furniture.		
Observation: Classroom areas, not carpeted, must be covered with resilient flooring or other easily cleaned material.		
Observation: Open storage units shall be provided for each student.		
Observation: Wall receptacles shall be placed 10 feet to 15 feet apart in each classroom. Any receptacle in the counter area should not be located near a sink. A minimum of 6 outlets is required. Safety covers should be provided for wall sockets not in use.		
Observation: Every closet latch shall be such that children can open the door from the inside.		
Observation: Built-in cabinets or portable storage areas shall be constructed to promote accessibility of materials to the child in order to encourage the selection of activities, to facilitate room clean-up and to serve as learning center dividers.		
Notes:		

Outside Play Area	Yes	No
Observation: A designated area for supervised outside periods during the kindergarten day shall be provided.		
Observation: All new and remodeled playgrounds shall be readily accessible to and usable by individuals with disabilities.		
Observation: The outside play area shall have defined boundaries to protect children from environmental hazards. Developmentally appropriate play premises and/or equipment shall be provided to facilitate learning and ensure safety.		
Interview: Kindergarten students do not simultaneously share an area with students in grades 3 or above during designated outside play periods.		
Notes:		

Organizational Procedures	Yes	No
Document Review: The teacher-pupil ratio shall be 1:22 maximum. If a full-time assistant teacher is assigned to the kindergarten classroom, the teacher-pupil ratio shall not exceed 2:27. Evidence may include a class roster.		
Document Review: The length of the school day and school term shall be the same as that of the other grades of the elementary school. Evidence may include a master schedule.		
Document Review: Students shall participate in physical activity for a minimum of 30 minutes during the school day. The 30 minutes does not have to be continuous. Evidence may include a master schedule or class schedule.		
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Staff	Yes	No
<p>Document Review: Public school kindergarten teachers must hold one of the following endorsements:</p> <ul style="list-style-type: none"> • Pre-K– K (153) • Elementary Education K – 3 (116) • Elementary Education K – 4 (152) • Elementary Education K –6 (120) • Elementary Education K – 9 (115) • Nursery – Kindergarten (151) <p>Evidence will include an educator license(s).</p>		
<p>Document Review: Assistant teachers shall have met one of the following:</p> <p>A. Completed at least 2 years of study or 48 credit hours at an institution of higher education</p> <p>B. Obtained an associate's (or higher) degree</p> <p>C. High School Diploma and passed the Work Keys Assessment</p> <p>Evidence may include college transcript, college degree or Work Keys Score Sheet.</p>		
<p>Document Review: School systems must provide a minimum of eight (8) hours of training related to principles and methods of early childhood education and reading instruction for all kindergarten teachers, assistant teachers, and program administrators. Training should reflect appropriate best practices for early childhood (Pre-K through Grade 3) and should be evidence- or research-based.</p> <p>Evidence may include sign-in sheets from district-providing training, CEU certificates, and agendas from attended trainings.</p>		
Notes:		

Curriculum	Yes	No
<p>Document Review: The instructional day shall include large and small group activities, learning center activities, and individual instructional activities.</p> <p>Evidence may include a class roster or lesson plans.</p>		
<p>Document Review: Subjects for kindergarten shall be integrated through a unit/thematic format.</p> <p>Evidence may include lesson plans.</p>		
<p>Document Review: The curriculum shall include integrated language arts (reading, listening, thinking, speaking, writing, and viewing), music, art, math, social studies, science, dramatic play, and physical activities.</p> <p>Evidence may include lesson plans and the master schedule.</p>		
<p>Observation and Document Review: Teachers shall have copies of and use the state-adopted kindergarten standards and reference the standards in the lesson plans.</p> <p>Evidence may include lesson plans.</p>		
<p>Observation, Document Review, and/or Interview: A minimum of 4 learning centers (3 primary centers/1 teacher-led small group) containing books, manipulatives, and creative art materials shall be organized, arranged, and labeled so that they are accessible to children. They should be in simultaneous use. All centers should include non-fiction and fiction books, writing materials, and creative arts materials that are appropriate to children’s developmental states.</p> <p>Evidence may include class schedule and lesson plans.</p>		
<p>Document Review: Every child enrolled in a kindergarten program should be engaged in learning center activities for the purpose of learning and mastery of performance standards for a minimum of 120 minutes per day.</p> <p>Evidence may include class schedules and lesson plans.</p>		
Notes:		

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Educational Materials	Yes	No
<p>Records Review: The initial expenditure for any new classroom for equipment, instructional materials and consumable supplies shall be adequate to equip a classroom of 27 five year old children.</p> <p>Evidence may include budget reports, purchase orders, or invoices.</p>		
<p>Records Review: The district shall spend a minimum of \$1,000 per classroom per year on instructional materials and consumable supplies. This money is in addition to the Educational Enhancement Fund monies allocated to each teacher. Review budget and expenditures.</p> <p>Evidence may include budget reports, purchase orders, or invoices.</p>		
Notes:		

Assessment	Yes	No
<p>Document Review: Schools must conduct vision and hearing screenings for all kindergarten students within the first 45 days of enrollment.</p> <p>Evidence may include a log of completed screenings, screening results reports, or letters to parents regarding the results.</p>		
<p>Document Review: All kindergarten students are required to participate in the state-approved kindergarten readiness assessment.</p> <p>Evidence may include class rosters of students' names with completion dates or scores or result reports.</p>		
<p>Document Review: A continuous evaluation through use of a variety of techniques, procedures, and tools shall be used to determine individual students' social, emotional, and academic enrichment needs. The evaluation shall be based on the learning outcomes in the required curriculum standards.</p> <p>Evidence may include examples of blank evaluation tools or completed student tools/results.</p>		
Notes:		

Family Engagement	Yes	No
<p>Document Review: Each school district shall develop and distribute a parent handbook. The handbook should include information that addresses the kindergarten philosophy, goals, and information unique to a kindergarten program (e.g. curriculum, credentials, and assessments).</p> <p>Evidence will include a copy of the district/school handbook.</p>		
<p>Document Review: Parent/teacher conferences shall be conducted at least two times during the school year to inform parents or guardians of the child's progress.</p> <p>Evidence may include sign-in sheets from parent-teacher conferences, letters to parents regarding conferences, and master calendar with marked conference dates.</p>		
Notes:		