



Audit Checklist 17.2 – Pre-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 pre-kindergarten students shall have reached the age of three or four 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 pre-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: Pre-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 furniture.		
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 within 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: Pre-kindergarten classrooms are to be located at ground level.		

Audit Checklist 17.2 – Pre-Kindergarten
Public Standard

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 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 pre-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: Pre-kindergarten students do not simultaneously share an area with students in first grade or above during designated outside play periods.		
Notes:		

Organizational Procedures	Yes	No
Document Review: The teacher-pupil ratio shall be 1:10 for four-year-olds and 1:7 for three-year-olds. If a full-time assistant teacher is assigned to the pre-kindergarten classroom, the teacher-pupil ratio shall not exceed 2:20 for four-year-olds or 2:14 for three-year-olds. A classroom with a mix of three- and four-year olds shall follow the three-year-old ratio guidelines. Evidence may include a class roster.		
Document Review: The length of the school day for full-day programs should be at least 6 hours and provide 360 minutes of instruction. The length of the school day for half-day programs should be at least 3 hours and provide 180 minutes of instruction. Evidence may include a master schedule or class schedule.		

Audit Checklist 17.2 – Pre-Kindergarten
Public Standard

Organizational Procedures	Yes	No
<p>Document Review: Students shall participate in physical activity for a minimum of 40 minutes and a maximum of 60 minutes in full-day programs and a minimum of 20 minutes and a maximum of 30 minutes in half-day programs. The physical activity does not have to be continuous.</p> <p>Evidence may include a class schedule.</p>		
<p>Document Review: Students should engage in a minimum of 30 minutes and a maximum of 60 minutes of quiet time each day in full-day programs.</p> <p>Evidence may include a class schedule.</p>		
Notes:		

Staff	Yes	No
<p>Document Review: Public school pre-kindergarten teachers must have one of the following endorsements/credentials:</p> <ul style="list-style-type: none"> • Pre-K/K endorsement (153) or Pre-K 122 endorsement • <u>K-Grade 3 endorsement (116)</u> WITH 12 hours early childhood coursework • <u>K-Grade 4 endorsement (152)</u> WITH 12 hours early childhood coursework • <u>K-Grade 6 endorsement (120)</u> WITH 12 hours early childhood coursework • Special Education endorsement (211) • <u>Special Education endorsement (221)</u> WITH 12 hours early childhood coursework • <u>Special Education endorsement (222)</u> WITH 12 hours early childhood coursework • <u>Special Education endorsement (223)</u> WITH 12 hours early childhood coursework <i>(All underlined endorsements will be accepted as a stand-alone until August 1, 2020)</i> <p>Evidence will include an educator license(s) and transcript.</p>		
<p>Document Review: Assistant teachers shall have met one of the following:</p> <p>A. Early Childhood/Child Development Associate Degree</p> <p>B. <u>Associate Degree or 60 College Credit Hours</u> WITH 12 hours early childhood coursework or Certificate of Completion of an early childhood training program</p> <p>C. <u>High School Diploma/GED & Verification of WorkKeys Scores</u> WITH 12 hours early childhood coursework or Completion of an early childhood training program <i>(All underlined credentials will be accepted as a stand-alone until August 1, 2020)</i></p> <p>Evidence may include college degree, certificate, transcript and/or WorkKeys Score Sheet.</p>		
<p>Document Review: Pre-kindergarten teachers, assistant teachers, and program administrators must complete at least 15 hours of professional development specific to early childhood content approved by the MDE or the Mississippi Department of Health each year.</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 pre-kindergarten shall be integrated through a unit/thematic format.</p> <p>Evidence may include lesson plans.</p>		
<p>Document Review: Teachers shall use a research-based curriculum that places an emphasis on early literacy and is aligned to the <i>Mississippi Early Learning Standards for Classrooms Serving Infants Through Four-Year-Old Children</i>.</p> <p>Evidence may include lesson plans.</p>		

Audit Checklist 17.2 – Pre-Kindergarten
Public Standard

Notes:		
Curriculum	Yes	No
Observation and Document Review: Teachers shall use the <i>Mississippi Early Learning Standards for Infants through Four-Year-Old Children</i> in lesson plan development. Evidence may include lesson plans.		
Observation, Document Review, and/or Interview: A minimum of 5 learning centers containing manipulatives, and creative art materials shall be organized, arranged, and labeled so that they are accessible to children. They should be in simultaneous use. Non-fiction and fiction books, writing materials, and creative arts materials that are appropriate to children’s developmental states should be accessible to children throughout the day. Evidence may include class schedule and lesson plans.		
Document Review: Every child enrolled in a pre-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. Evidence may include class schedules and lesson plans.		
Notes:		

Educational Materials	Yes	No
Records Review: The initial expenditure for any new classroom for equipment, instructional materials and consumable supplies shall be adequate to equip a classroom of 20 children or the number being served if more than 20. Evidence may include budget reports, purchase orders, or invoices.		
Records Review: The district shall replenish the consumable supplies and instructional materials in each classroom at least once yearly. Evidence may include budget reports, purchase orders, or invoices.		
Notes:		

Assessment	Yes	No
Document Review: All pre-kindergarten students are required to participate in the state-approved kindergarten readiness assessment. Evidence may include class rosters of with completion dates or scores or results reports.		
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. Evidence may include examples of blank evaluation tools or completed student tools/results.		
Document Review: Schools must conduct vision/hearing screenings for all pre-kindergarten students within the first 45 school calendar days. Evidence may include a log of completed screenings, screening result reports, or letters to parents regarding results.		
Notes:		

Audit Checklist 17.2 – Pre-Kindergarten
Public Standard

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 pre-kindergarten philosophy, goals, and information unique to a pre-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 three 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>		
<p>Notes:</p>		