

**FY26-27 Monitoring Requirements Form for  
Early Learning For All (ELFA) - Funded Preschool Extension**

If an additional year of ELFA-funded preschool is granted, ELFA-qualified providers will be required to assist the family in submitting this form to [DEC-Access-Enrollment@sfgov.org](mailto:DEC-Access-Enrollment@sfgov.org) **by the end of March before the start of FY26-27** and participate in a structured monitoring plan established by the Department of Early Childhood (DEC). Requests received after March will be reviewed on a case-by-case basis. This monitoring plan may include actions in the following section.

**Please initial each box to certify your agreement to complete the steps listed below if requested by DEC:**

| To Be Completed By Program |  |
|----------------------------|--|
|                            | Submission of a work plan at the beginning of the school year outlining developmental goals for the child  |
|                            | <p>Documented progress reports submitted to <a href="mailto:DEC-Access-Enrollment@sfgov.org">DEC-Access-Enrollment@sfgov.org</a> in December and March, demonstrating measurable progress toward achieving developmental milestones such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of the Ages &amp; Stages Questionnaire (ASQ) Desired Results Developmental Profile (DRDP) reports               <ul style="list-style-type: none"> <li>○ If only one DRDP reporting cycle is submitted, programs must provide evidence of ongoing observations in preparation for the second cycle</li> </ul> </li> </ul> |
|                            | Participation in quality improvement activities throughout the year, aligned with the Quality Continuum Framework (QCF)  |
|                            | <p>DEC may also require participation in a Quality Rating and Improvement System (QRIS) Rating, which may include:</p> <ul style="list-style-type: none"> <li>• Observations using the Classroom Assessment Scoring System (CLASS) 2nd Edition tool</li> <li>• Assessment using the CLASS Environment measure</li> <li>• A self-assessment aligned with the updated Quality Continuum Framework (QCF)</li> </ul>   |
|                            | <p>Collaboration with parent to develop and implement complementary home-based support plans for the child that may include the following steps:</p> <ul style="list-style-type: none"> <li>• Initial Meeting – Schedule a brief conversation (in person, phone, or virtual) between the parent and educator to discuss the child’s current developmental goals and any concerns observed at home or in the classroom.</li> </ul>  |

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|----------------------------------|---|
|                                  | <ul style="list-style-type: none"> <li>• <b>Shared Planning</b> – Based on the initial discussion with the child’s educator, the parent writes down one or two strategies they can try at home to support the child’s learning and development. These should align with the supports and teachings in the classroom (e.g., routines, language, social-emotional support).</li> <li>• <b>Documentation</b> – The parent completes the form with guidance from program staff if needed. This may include writing in their home language or dictating responses to staff who can assist with translation.</li> <li>• <b>Follow-up</b> – Educators and families agree on a time to revisit the support plan to reflect on what worked and make any adjustments.</li> </ul>  |
| <b>To Be Completed By Family</b> |   |
|                                  | <p>Collaboration with program to develop and implement complementary home-based support plans for your child that may include the following steps:</p> <ul style="list-style-type: none"> <li>• <b>Initial Meeting</b> – Participate in a brief conversation (in-person, phone, or virtual) between the parent and educator to discuss your child’s current developmental goals and any concerns observed at home or in the classroom.</li> <li>• <b>Shared Planning</b> – Based on the initial discussion with your child’s educator, the parent writes down one or two strategies they can try at home to support the child’s learning and development. These should align with the supports and teachings in the classroom (e.g., routines, language, social-emotional support).</li> <li>• <b>Documentation</b> – The parent completes the form with guidance from program staff if needed. This may include writing in your home language or dictating responses to staff who can assist with translation.</li> <li>• <b>Follow-up</b> – Educators and families agree on a time to revisit the support plan to reflect on what worked and make any adjustments.</li> </ul> |
|                                  | <p>Apply for Kindergarten at <a href="https://www.sfusd.edu/schools/enroll">https://www.sfusd.edu/schools/enroll</a> if you plan to enroll your child at the San Francisco Unified School District (SFUSD) – regardless of intent to request an additional year of preschool. This will ensure proper placement for the following school year, in case the preschool extension request is denied.</p>   |
|                                  | <p>Understand that children are required to be enrolled in school by age 6 under California’s compulsory education law. If a family chooses to defer kindergarten and the child turns 6, they will be advised to apply for first grade. Final grade placement is determined by SFUSD’s policies. You may contact SFUSD Enrollment Center at 415-241-6085 or <a href="mailto:enrollinschool@sfusd.edu">enrollinschool@sfusd.edu</a> if you have any questions.</p>   |



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**Parent/Caregiver Acknowledgment and Agreement**

I have read and understand the information above, and I agree to complete the actions required of me, if requested.

**Parent/Caregiver's Name:** \_\_\_\_\_

**Parent/Caregiver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child Care Agency/Family Child Care Acknowledgment and Agreement**

I have read and understand the information above, and I agree to complete the actions required of me, if requested.

**Child Care Agency/Family Child Care:** \_\_\_\_\_

**Director's Name:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_