

AREA COORDINATOR CROSS COMPONENT CHECKLIST

Center: _____

Date: _____

CENTER	YES	NO	COMMENTS
1. Staff Sign In/Out Sheets Posted			
2. Child Sign In/Out Sheets Posted			
3. How many children are present in each classroom? Children who are absent, is a reason documented?			
4. All Midcom designated computers are working.			
5. All staff have an email account set up.			
6. Classroom Staff Schedule is accurate and posted in the Site Manager's office.			
7. Attended Family/Child Staffing			
EDUCATION/CLASSROOM OBSERVATION			
1. Site Managers fill out the Teacher/Teacher Assistants Checklist and mentors all education staff by the end of September, January and March (in SM Notebook)			
2. The Daily Schedule, including all required activities, is followed. (Watch for at least 1 hr work time, signing in daily, song/rhyme time, book time-in addition to story time, 1 hr quiet time).			
3. Children go outdoors unless it is raining or below 32 degrees (30 minutes unless very cold or very hot).			
4. Interest Areas, including sand/water and music, are available.			
5. Staff and children wear name tags with letters written in large block print.			
6. Each week books with homework form are sent home with each child (unless books have not been returned).			
7. A book chart keeps track of the number of books each child has read. When children have read 100 books they receive a certificate.			
8. Portfolios have in the front pocket: 1)Progress Report, 2)DIAL 3/ Parent Ques, 3) Social/Emotional Screen; and if needed, IEP goals (& ongoing communication forms) and Positive Social/Emotional Support Plan.			
9. Portfolios have entries completed before each staff/parent conference and ED HV.			

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10. Current observations, work samples, photos, homework, etc. are kept in individual hanging files in a file keeper.			
11. Evidence of good mental health (smiles, hugs, etc).			
12. Positive statements heard.			
13. Positive staff interaction with children and children with disabilities.			
14. Discipline problems or concerns handled effectively.			
15. Tooth brushing occurs after breakfast and lunch, including staff.			
16. Visible and "readable" instructions for evacuations posted for all disaster drills, including a designated staff person, per classroom, responsible for each child needing special assistance.			
17. Child and staff wash hands after use of the restroom or any time needed to prevent spread of germs.			
18. All outlets (in children's areas) are covered.			
19. All sharp objects are out of children's reach.			
20. Children cover their mouths with their elbows when coughing/sneezing. Check availability of tissue.			
21. Sick area indicated.			
22. Fire escape routes established by <u>lighted</u> exit signs.			
23. Education staff has their fanny packs or aprons on at all times with the children.			
24. All areas are clean and inviting.			
25. Children are attended and supervised.			
ADMINISTRATION/SM'S NOTEBOOK			
1. Site Manager Checklist is up-to-date.			
2. Teacher's Tent Topics for Year form is filled out with parent input from second meeting. This is placed in the SM notebook at the beginning of Oct. Parents are utilized as experts throughout the year.			
3. Teachers fill out responsibilities form on new TA's or when a change is made. These are approved by SM and followed. Teacher			

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Assistants are not being used as Teachers.			
4. Are all staff on the job? If no, list:			
5. Policies and procedures available: a) Licensing book; b) Work Service Plans; c) Personnel Policies; d) Performance Standards; e) Site Manager's Notebook with appropriate items (b,c,d online)			
6. Staff share responsibilities and support each other.			
7. Staff meeting done correctly.			
8. Check new applications for accuracy, eligibility and have been entered into the computer in a timely manner.			
9. Staff are professional in dress, manner and language.			
NUTRITION			
1. Children arriving late are served each food component from the menu or equivalent substitution (unless it is time for the next meal).			
2. Menu served corresponds to posted menu. Food items substituted are noted.			
3. Food handler's gloves worn while handling food.			
4. Hairnets cover entire hair (worn by everyone while preparing food).			
5. Food is not used as punishment or reward.			
6. Sufficient time is allowed for children to eat.			
7. Children begin serving themselves and eating immediately upon arriving at tables.			
8. Children, staff and volunteers eat together, sharing the same menu (unless indicated by medical condition – in such cases documentation is on file at the center).			
9. Kitchen, dining areas and bathrooms are clean.			
10. Nutrition education is planned and carried out daily; hands on food experience/cooking activity is planned and carried out weekly. Activities are documented on the Activity Plan.			

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11. Cleaning supplies & other hazardous items are stored in a locked cabinet, separate from food.			
12. During mealtimes, teachers 1) stay seated at the table, 2) model manners but do not cajole children to do so, 3) talk with children about topics of interest to them.			
13. Children are being taught to set tables, clean up their own messes and scrape plates.			
<i>FAMILY & COMMUNITY PARTNERSHIPS</i>			
1. The orange file is up-to-date for immunizations (monthly) and attendance (weekly).			
2. EMAA Head Start Organization of Locked Files/Materials is up-to-date.			
3. In pink file folder, Mental Health Screening Follow-UP is up-to-date; HL Counselor visits are included.			
4. Child/Family files are in a locked drawer.			
5. Home visits are current.			
6. Attendance/participation problems are noted.			
7. Parents/Volunteers present at the center.			
8. Referrals and follow ups are timely.			
COMMENTS:			