

Site Managers Checklist	Sept	Oct	Nov	Jan	Feb	Mar	Apr
<b>TEACHING STAFF</b>							
<b>1. Beginning of Year</b> a) Turn in a copy of each classrooms daily schedule which includes two Read-Aloud (Story Time) times, Music and Movement and Book Time. b) Facilitate home visits prior to the school year beginning at which time teacher complete, whenever possible, the DIAL-3.	Turn in a copy of each classrooms daily schedule.						
<b>2. Weekly Plan</b> a) Review and initial each Weekly Plan before it is to be implemented. Make sure each box was filled in, except for Special Activities. Special Activities occur at least monthly, and preferably more often b) Spot check that teachers are prepared and most items on Weekly Plan occur, (including nutrition activity) unless there is a good reason not to. c) Observe that activities are planned & carried out according to needs of each child's individual plan. d) Emergency drill procedures are posted in classroom and drills are completed according to Weekly Plan. e) Nutrition activity, outdoor activities, and activities for extended hours are written, and carried out on the Weekly Planning Form for Extended Times.	Weekly						
<b>3. Home Visits/Parent-Teacher Conferences</b> Attend one fall Parent-Teacher Conference with each teacher. Document on mentoring form and follow up with discussion.							
<b>4. Training/Mentoring</b> a) Complete teacher/assistant teacher mentoring process Oct., Jan., and Mar. b) New education staff training is up to date (using new staff training form). c) Volunteer orientation is completed on all non staff volunteers							
<b>5. Cleaning charts</b> are maintained.	Daily						
<b>5. Child: Staff Ratios</b> met and no child left unattended or unsupervised.	Daily						
<b>GENERAL - including cooking staff</b>							
<b>1. Staff physicals and T.B. tests</b> are up to date each month.							
<b>2. Cleaning charts</b> are maintained.	Daily						
<b>3. Timeline:</b> review daily	Daily						
<b>4. Recruitment Policies</b> a) Contact area coordinator when a child is dropped to enroll another child within one week. b) Address concerns such as low wait-list and staff involvement.	As needed						
<b>5. Weekly Staff Meetings</b> a) Make sure weekly staff meetings are carried out using Staff Meeting form, and turn into area coordinator weekly. b) Decide on the time for each team's family/child staffing, and indicate set time on the subsequent staff meeting form. c) At first staff meeting: Go over procedures for orientation for volunteers and all non-EMAA staff Review attendance policy. Discuss kidnapping procedure August (and in January).	Weekly						
<b>6. Attendance</b> (Performance standard requirement: at least 85% attendance) a) Teachers note daily reasons for children's absences on attendance form. b) Review Report 2320, or 2310 weekly. d) Family advocates contact family if the child is absent for three (3) consecutive days, and document on Family Contact Transaction form. d) If a social service visit is needed site manager will discuss with family advocate. e) Contact area coordinator if there is a need for home bound services.	Daily						

f) If a child is absent more than 25% of the time in a quarter, the site manager, working with parents, teachers, family advocates and area coordinator will re-evaluate the family's situation. If they determine that another child would benefit more from the Head Start program, the team may place the child back on the waiting list and enroll a new child.							
<b>7. Family/Child Staffing</b>	Weekly at staff meeting						
a) The family advocate should bring the families file to the meeting to review and update with all staff involved.	Weekly at staff meeting						
b) Know what time each child staffing occurs and indicate on staff meeting form. Make sure that it is done correctly.							
c) Attend at least one child staffing every other month; more if time allows.							
<b>FAMILY ADVOCATES</b>							
1. Monitor all <b>final enrollments</b> when completed on new enrollees.	Ongoing after each final enrollment						
2. Check <b>home visit schedule</b> with family advocates monthly.							
3. <b>Family contact transactions</b> turned into area support assistants weekly, and filed when returned from the area support assistants. <b>PIR tracking</b> is updated and turned in each time upon return <u>do not hold for a month</u> .	Weekly						
4. Evidence of <b>recruiting</b> is ongoing throughout the year.	Ongoing						
5. Evidence of building community involvement is ongoing throughout the year.	Ongoing						
6. Review <b>newsletter</b> (using newsletter guideline) and send copy to Area Coordinator.							
<b>7. Parent Meetings</b>							
a) Assist family advocate in setting up the first parent meeting using guideline.							
b) Make sure parent committees are elected at second parent meeting, and that delegates are trained.							
c) Policy council representatives should be elected at the second parent meeting. At each parent meeting check that policy council representatives are attending meetings and reporting to parents.							
d) Also, at second parent meeting, teachers "Parent Development of the Classroom Curriculum" is filled out by each parent present.							
<b>8. Parent Activities:</b> cluster meetings, parent training, and other parent activities occur throughout the year.	Throughout the year						
9. Remind family advocates to ask area support's to run <b>ChildPlus Report 3030</b> to share with parents and have signed giving parents one copy and putting one copy in child's health file according to time line.							
10. <b>Monitor that any changes with families</b> are completed on a change of status form, and that the form is turned into the area support assistant to enter into the computer. After entry, the form is then placed in the child's file.	Weekly at staff meeting.						