

Site Manager's Checklist	Class:	S	O	N	J	F	M	A
TEACHING STAFF								
1. Checklist for Setting up Classroom for the Fall A) Understand each strategy to see that all items are included. B) Observe each teacher's daily schedule with all items included. C) This checklist must be turned in at pre-service.		Complete and turn at pre-service						
2. Teachers fill out Center Aide Responsibilities form which is approved by the Site Manager. These are kept in SM Notebook. Center aides are not to make decisions for which the teacher is responsible.								
3. Weekly Plan A) Review and initial each Weekly Plan before it was 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) Make sure emergency drill procedures are posted in classroom and drills are completed according to Weekly Plan. C) Make sure nutrition activity, outdoor activities, and activities for extended hrs are written, and carried out on Weekly Plan. D) Spot check that teachers are prepared and most items on Weekly Plan occur, (including nutrition activity) unless there is a good reason not to. E) Observe that activities are planned & carried out according to needs of each child's individual plan as indicated in child staffing and on weekly plan.		Send a Weekly Plan to Area Coordinator, one in November & one in March						
4. Attend a Family/Child Staffing each month and check Ind. Plan is completed.								
5. Run 2510 report to follow up on Ed. H.V. and P.T.C. at the end of each quarter.								
6. Mentoring: A. Complete teacher/center aide mentoring process Sept., January, and March. 1) Observed all education staff, filling out appropriate the Teacher/Center Aide Checklist. 2) Fill out mentoring sheet on each education staff. B. Attend one fall P.T.C. with each teacher. Document on mentoring form and follow up with discussion.				PT C				
7. Turn in signed field trip forms to area coordinator. Weekly plan during the week of the field trip should have activities that continue with that topic.								
8. Staff:child ratios are met and no child is left unattended or unsupervised.		Daily						
9. Classroom Staff Schedule is accurate and posted in Site Manager office.								
10. Interest Areas, including sand/water and music, are available daily.								
11. Staff and children wear name tags with letters written in large block print								
12. Teachers regularly (weekly unless there is a compelling reason not to) send home information about what children are doing at Head Start.								
13. Each week books with homework form are sent home with each child (unless books have not been returned).								
14. A book chart keeps track of the number of books each child has read. When children have read 100 books they receive a certificate.								
15. Perfect attendance certificates are sent home monthly. Family Advocates acknowledge these in each newsletter.								
16. Portfolios have in the front pocket: 1) Progress Report, 2) DIAL-3/Parent Questionnaire, 3) Social/Emotional Screen; and, and needed, IEP goals (and On-going Communication) and Positive Social-Emotional Supports Plan.								
17. Portfolios have entries completed before each P-T Conference and Ed HV.								
18. Current observations, work samples, photos, homework, etc. are kept in individual hanging files in a file keeper.								
19. Group and individual contact sheets are filled out as needed. These are kept in the front of children's files by class in a manila file folder.								
20. Teacher's Tentative Topics for Year form is filled out with parent input from second meeting. This is placed in SM notebook at the beginning of October. Parents are utilized as experts throughout the year.								
21. Tooth brushing occurs after breakfast and lunch, including staff and volunteers.								

FAMILY ADVOCATES						
1. Monitor all final enrollments when completed on new enrollees.	Ongoing after each final enrollment					
2. Check H.V. schedule with advocates monthly. Go over family/ child staffing time.						
3. Family contact transactions turned into area support weekly, and filed when returned from area support by the end of the day. PIR tracking is updated and turned in each time upon return <u>do not hold for a month</u> .						
4. Evidence of recruiting is ongoing throughout the year. Evidence of building community involvement is ongoing throughout the year.						
5. Review newsletter (using newsletter guideline) and send copy to Area Coordinator.						
6. Assist family advocate in setting up the first parent meeting using guideline. A) Make sure parent committees are elected at second parent meeting, and that delegates are trained. B) 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. C) Also at second parent meeting teachers "Tentative Topics for the Year" is filled out by each parent present.						
7. A) Cluster Meetings, parent training, and or parent activities occur throughout the year. B) Review time line daily. C) Remind Family Advocates to ask Area Support's to run report 3030 to share with parents and have signed giving parents one copy and putting one copy in child's health file according to time line.						
8. Monitor that any changes with families 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.					
9. Child/family staffing A) The family advocate should bring the families file to the meeting to review and update with all staff involved. 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.	Weekly at staff meeting					
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10. Monitor H.V. to assure they are set up so that family advocates can visit a number of families in the same location in a given day.	Ongoing ---					

OTHER						
1. Make sure all staff physicals and T.B. test are up to date each month.						
2. Recruitment Policies: 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.						
3. Attendance: (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. C) Contact family if the child is absent for 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 service.	Daily; weekly					
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.						
4. Digital cameras are stored in designated spot for each classroom.						
5. Staff Meetings Weekly staff meetings are carried out using Staff Meeting form, and turn into Area Coordinator weekly. At the first staff meeting. A) Go over procedures for orientation for volunteers and all non EMEA staff B) Review attendance policy. C) Decide on the time for each team's family/child staffing, and indicate set time on the subsequent staff meeting form.						
6. New education staff training is up to date (using new staff training form).	Ongoing--					
7. Volunteers have completed activities on the Non-EMAA Staff Orientation form (in SM Notebook). If they work over 8 hours/week, this includes a physical, TB test, and criminal and Child Registry.	Ongoing---					
8. Discuss kidnapping procedure Aug. & Jan.	August				January	
9. Disabilities: The On-going Communication form is filled out regularly (as indicated by the LEA agreement) and placed in both the purple file and the child's portfolio.						
10. Mental health: Steps to complete Positive Social-Emotional Supports are completed for children who need one.						
11. All areas of the center are clean and inviting. Teachers are responsible for cleaning the classrooms with the help of the center aides.						