
Upcoming Meeting/Training

Memos/Emails

- Request Forms Turned In (check)** **Education Supply Request Form**
 Health Supply Request Form **Nutrition Supply Request Form**
 Office Supply Request Form **Forms Requested Form**

Family Engagement Strategies for: Father Involvement & School Readiness

Staff Training

Monthly review of emergency disaster drill procedures: carbon monoxide power failure bomb threat chemical spill intruder alert (*all staff must have training*)

Policy & Procedure Training Topic

Medication/Special Care Plan (New/Changes)

Center Problems

Maintenance Issues *(Send Maintenance Request to AC)*

Other Comments

Site Manager Signature

Area Coordinator Initials **Date**