



Center _____ Date ____/____/____ Time _____

Signatures of All Staff Attending

Cooks _____

Family Advocates _____

Change of Status _____

Children and Families to Be Staffed – Social/Emotional/Behavioral Concerns

A	B	C
Child's name – concern score	Child's name – concern score	Child's name – concern score
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
D	E	F
Child's name – concern score	Child's name – concern score	Child's name – concern score
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

Education Staff	Weekly Plan Topic		
A	B	C	D

Comments or Special Event/Guest or Field Trip (Include Field Trip Request form)

Safety Review

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 Maintenance & AC)*

Other Comments

Site Manager Signature

Area Coordinator Initials

Date