

Center	Date/	/ Time
Signatures of All Staff Attending	5	
	·	
Cooks		
Family Advocates		
Change of Status		
Children and Families to Be Star	ffed – Social/Emotional/Behavio	oral Concerns C
Child's name – concern score score 1	Child's name – concern score	Child's name – concern
2 3		
D Child's name – concern score score	E Child's name – concern score	F Child's name – concern
1 2 3		
4		
Education Staff We A	eekly Plan Topic B C	D

Safety Review  Upcoming Meeting/Training  Memos/Emails  Request Forms Turned In (check)Education Supply Request FormHealth Supply Request FormNutrition Supply Request FormOffice Supply Request FormForms Requested Form  Family Engagement Strategies for: Father Involvement & School Readiness  Staff Training	Comments or Special Event/Guest or Field Trip (Include Field Trip Request form)		
Upcoming Meeting/Training  Memos/Emails	Safety Review		
Memos/Emails  Request Forms Turned In (check)Education Supply Request FormHealth Supply Request FormNutrition Supply Request FormOffice Supply Request FormForms Requested Form  Family Engagement Strategies for: Father Involvement & School Readiness  Staff Training	surery review		
Request Forms Turned In (check)Education Supply Request Form Health Supply Request Form Nutrition Supply Request Form Office Supply Request Form Forms Requested Form Forms Requested Form Family Engagement Strategies for: Father Involvement & School Readiness	Upcoming Meeting/Training		
	Memos/Emails		
Office Supply Request FormForms Requested Form  Family Engagement Strategies for: Father Involvement & School Readiness  Staff Training	Request Forms Turned In (check)Education Supply Request Form		
Family Engagement Strategies for: Father Involvement & School Readiness  Staff Training	Health Supply Request FormNutrition Supply Request Form		
Staff Training	Office Supply Request FormForms Requested Form		
Monthly review of emergency disaster drill procedures:carbon monoxidepower failurebomb threatchemical spillintruder 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)	Family Engagement Strategies for: Father Involvement & School Readiness		
failurebomb threatchemical spillintruder 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)			
Policy & Procedure Training Topic			
Center Problems  Maintenance Issues (Send Maintenance Request to Maintenance & AC)			
Maintenance Issues (Send Maintenance Request to Maintenance & AC)	Medication/Special Care Plan (New/Changes)		
· · · · · · · · · · · · · · · · · · ·	Center Problems		
Other Comments	Maintenance Issues (Send Maintenance Request to Maintenance & AC)		
	Other Comments		
Site Manager Signature	Site Manager Signature		
Area Coordinator Initials Date			