

Site Manager's Checklist	Sept	Oct	Nov	Jan	Feb	Mar	Apr
GENERAL - including cooking staff							
1. Staff physicals and T.B. tests are up to date each month.							
2. Cleaning charts are maintained.	Daily						
3. Timeline: review daily	Daily						
4. Child: Staff Ratios met and no child left unattended or unsupervised.	Daily						
5. Staff Classroom Schedule(s) reflect actual break/lunch times.	Update as needed (in SM Notebook)						
6. Recruitment Policies a) Contact AC 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						
7. Weekly Staff Meetings a) Have weekly staff meeting using Staff Meeting form; turn into AC 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: Discuss kidnapping procedure August (and in January).	Weekly						
8. 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. 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 adv. e) Contact area coordinator if there is a need for home bound services. f) If a child is absent more than 25% of the time in a quarter, SM, 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.	Daily						
9. Volunteers: All volunteers need orientation. Regular (8+ hrs) also need criminal background check, physical, TB, turned into Social Services/Volunteer Sp. (Bev)							
10. Family/Child 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/class every other month.	Weekly at staff meeting						
	Weekly at staff meeting						
FAMILY ADVOCATES							
1. Monitor all final enrollments when completed on new enrollees.	Ongoing after each final enrollment						
2. Check home visit schedule with family advocates monthly.							
3. Family contact transactions turned into area support assistants weekly, and filed when returned from the area support assistants. PIR tracking is updated and turned in each time upon return do not hold for a month.	Weekly						
4. Evidence of recruiting is ongoing throughout the year.	Ongoing						
5. Evidence of building community involvement is ongoing throughout the year.	Ongoing						
6. Review newsletter (using newsletter guideline); send copy to Soc. Serv. Specialist							
7. Parent Meetings a) Assist fam. advocates in setting up the first parent meeting using guidelines. b) Make sure parent committees are elected at second parent meeting, and that delegates are trained. c) PC representatives should be elected at the second parent meeting. At each parent meeting check that PC reps are attending meetings & reporting to parents. d) Also, at second parent meeting, teachers "Parent Development of the Classroom Curriculum" is filled out by each parent present.							
8. Parent Activities: 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 ChildPlus 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.							
10. 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.						