



2023-2024 Head Start and GSRP What's Due When

Center: _____ Teacher: _____

January

- Bus Driver Daily Inspection Form (as applicable) (copy to SS/Director of Operations) _____
- Child and Family School Readiness Plan (HS/GSRP) (copy to DMT) _____
- Classroom Mental Health Checklist (Teacher completes) (copy to C) _____
- Classroom /Outdoor Cleaning and Inspection Log (copy to SS) _____
- Classroom Sign-In/Sign-Out Log (copy to SS) _____
- Contacts and Social Services Tracking Form - SS 7 (copy to DMT) _____
- Curriculum Allotment Form (scan receipts to Podio) (copy form to SS) _____
- Developmental Screener and Parent Questionnaire Class Composite (copy to C) _____
- Drill and Safety Check Log (copy to SS) _____
- Formal Parent Contact Tracking (December-January) (copy to DMT and C) _____
- Illness Incident Report Form (scan to PS) (cc C and SS) _____
- Incident Report State of MI BCAL 4605 (as applicable) (copy to Licensing and SS) _____
- Lesson Plans (copy to C) _____
- Medication Expiration Checked **Date checked:** _____
- Menu (Planned) (sent home monthly) (copy to PS) _____
- Menu (Served) (original with temperatures) (to PS) _____
- MI School Building Weekly Report of Communicable Disease to HD (email to HD) (cc SS) _____
- Monthly Credit Card Log (copy to SS) _____
- Monthly In-Kind Calendars (HS required) (to DMT) _____
- Newsletter (copy to C) _____
- Outlook Calendar Updated Monthly _____
- Packing Slips (submit slips to Podio) _____
- Partner with FES regarding Parent Meeting/Advisory/Plan and Approval for Family Engagement _____
- Partner with FES to complete PIR Data Questions (update as required for HS children) _____
- Professional Development Plan (copy to C and SS) _____
- Recap w/ **Coach Date:** _____ **Supervisor Date:** _____ **FES Date:** _____
- Record of Meals Purchased from Vendors (copy to Business Office) _____
- Safety Practices Mid-Year Review Checklist (complete one QR code for Safety Practices Mid-Year Review per staff member – 2.5 training hours) (copy to SS) _____
- Specialized Services Tracking Form (copy to C) _____
- Staff Member Attendance Record (copy to SS) _____
- Toilet Training Report (copy to SS) _____
- Volunteer/Donation Form for In-Kind (copy to DMT) _____
- Weekly Food Allotment Receipts Form (submit receipts to Podio) (copy form to SS) _____
- Weekly Transportation Log (copy to SS) _____
- What's Due When/January (completed) (copy to C and SS) _____



2023-2024 Head Start and GSRP What's Due When

Center: _____ Teacher: _____

Ongoing

- 90-120 Day Evaluations (as required). Complete staff evaluations by referring to the **Employee Performance Review Procedure**
- CACFP Training
- Change of Status (as required) To DMT
- Connect with FES Monthly
- Connect with Policy Council Representatives Monthly
- Hiring Activities
- IEP's
- MiRegistry Updates
- Orientation Checklist Activities
- Partner with FES to complete PIR Data Questions (HS only) (DMT) (as children drop throughout the school year)
- Podio Activities
- Professional Development QR Code for Training
- Submit Timesheets
- Supply Requests to Sherry Paul

Key

BO = businessoffice@nmcaa.net = Diane Bucco, Sharon Porter, Tessa Teuscher, Tina Mannor, Deb Julian

C = Coach

Director of Operations = Kim Aultman

DMT = Data Management Tech (Michelle Karns, Chris Welton)

ELLCO = Early Language & Literacy Classroom Observation

EM = Education Manager (Dru O'Connor)

FES = Family Engagement Specialist

GSRP = Great Start Readiness Program

HR = Betsy Rees and Julie McNally

HS = Head Start

IT = Sebastian LaPointe, Joey Hoezee

PD = Professional Development

PIR = Program Information Report

PS = Program Support = Sandy VanOchten, Kaylee Lovejoy, Teasha Lawson

Purchasing Agent = Sherry Paul

SS = Site Supervisor