



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

**Center:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

### May

- Bus Driver Daily Inspection Form (as applicable) **(copy to SS/Director of Operations)** \_\_\_\_\_
- Child and Family School Readiness Plan **(HS/GSRP)** **(copy to DMT)** \_\_\_\_\_
- Class Lists **(Coach/FES)** \_\_\_\_\_
- 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)** \_\_\_\_\_
- Complete staff evaluations by referring to the **Employee Performance Review Procedure** \_\_\_\_\_
- 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)** \_\_\_\_\_
- End of Year Box to **Coach** \_\_\_\_\_
- Formal Parent Contact Tracking **(2<sup>nd</sup> PTC-last week of school)** **(copy to DMT and C)** \_\_\_\_\_
- Gas Card Envelopes w/ remaining gas cards **(to SS)** \_\_\_\_\_
- 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)** \_\_\_\_\_
- Key, Card, Technology Monitoring Form/Envelope with Credit Cards **(copy to 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 **(email to HD)** **(cc SS)** \_\_\_\_\_
- Monthly Credit Card Log **(copy to SS)** \_\_\_\_\_
- Monthly In-Kind Calendars **(HS required)** **(to DMT)** \_\_\_\_\_
- Newsletter **(C)** \_\_\_\_\_
- Outlook Calendar Updated Monthly \_\_\_\_\_
- Packing Slips **(scan slips to Podio)** \_\_\_\_\_
- Partner with FES regarding Parent Mtgs/Advisory Mtgs/Plan and Approval for Family Engagement \_\_\_\_\_
- Recap w/ **Coach Date:** \_\_\_\_\_ **Supervisor Date:** \_\_\_\_\_ **FES Date:** \_\_\_\_\_
- Record of Meals Purchased from Vendors **(copy to Business Office)** \_\_\_\_\_
- Specialized Services Tracking Form **(copy to C)** \_\_\_\_\_
- Staff Member Attendance Record **(copy to SS)** \_\_\_\_\_
- Toilet Training Report **(copy to SS)** \_\_\_\_\_
- Transfer of Records **(to Coach)** \_\_\_\_\_
- Volunteer/Donation Form for In-Kind **(copy to DMT)** \_\_\_\_\_
- Weekly Food Allotment Receipts Form **(scan receipts to Podio)** **(copy form to SS)** \_\_\_\_\_
- Weekly Transportation Log **(copy to SS)** \_\_\_\_\_
- What's Due When/May (completed) **(copy to C and SS)** \_\_\_\_\_
- 3<sup>rd</sup> GOLD Assessment HS/GSRP **(due a week before child's last day of school)** \_\_\_\_\_



## 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](mailto: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