



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

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

### September

- Bus Driver Daily Inspection Form (as applicable) (copy to SS/Director of Operations) \_\_\_\_\_
- Bus Driver Review Checklist (as applicable) (copy to SS/Director of Operations) \_\_\_\_\_
- Bus Evacuation Drill at Orientation (as applicable) **HS and Transit** (copy to SS/Director of Operations) \_\_\_\_\_
- Child and Family School Readiness Plan (**HS/GSRP**) (copy to DMT) \_\_\_\_\_
- Child File Review (copy to SS) \_\_\_\_\_
- 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) \_\_\_\_\_
- Completed Safety and Emergency Preparedness Plan (copy to Julie McNally and SS by Sept 29) \_\_\_\_\_
- 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) \_\_\_\_\_
- ELLCO (**Teacher completes**) (copy to C) \_\_\_\_\_
- First Aid Checklist (copy to SS) \_\_\_\_\_
- Formal Parent Contact Tracking (**August-November**) (copy to DMT and C) \_\_\_\_\_
- Head Start and GSRP Growth Assessment (copy DMT and SS) \_\_\_\_\_
- Health and Safety Refresher Course 2023 (**all staff - due by first day with children**) \_\_\_\_\_
- 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 (**scan slips to Podio**) \_\_\_\_\_
- Partner with FES to submit Elected Policy Council Position Form (to PS) \_\_\_\_\_
- Partner with FES regarding Parent Mtgs/Advisory Mtgs/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) \_\_\_\_\_
- 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 (as needed) (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/September (completed) (copy to C and SS) \_\_\_\_\_



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### 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