 **2023-2024 Monthly Site Supervisor Monitoring Schedule**

**Policy: This is a system for managing and monitoring facilities, equipment, materials, background checks, safety training, safety/hygiene practices, and administrative safety procedures to ensure safety procedures are adequate to keep children safe at all times and meet child safety requirements.**

**Procedure: Complete the monitoring schedule to ensure requirements are being met. Bring this schedule to each Manager/Site Supervisor Recap.**

**On-Going**

* Add Facility Maintenance Work Orders to ChildPlus
* Approve Online Supply Requests
* Approve Podio Submissions
* Attend Community Meetings
* Attend Policy Council as Available
* Attend Site Supervisor Meetings
* Communicate Staffing Charts Updates with Manager
* Complete 90-120 Training Employee Performance Reviews as Needed
* Complete Employee Compliance Plan Agreements as Needed-Send to Manager.
  + Guide to HS Lead Teacher Early Childhood Education/Related Field and Equivalent Coursework-Coursework Review and Analysis
  + Center Based Preschool Teacher Qualification Waiver Request-CDA Equivalency Documentation
  + GSRP Compliance Plan-Possible Waiver
* Complete Licensing Corrective Action Plans with Classroom Team-Program Support will up-load in ChildPlus.
* Complete Monthly Outlook Calendar
* Complete PAF’s as Needed
* Conduct Hiring Activities/Monitor Background Checks
* Facilitate Transportation Meetings as Needed
* Facilitate Team Meetings/Trainings
* Follow Program Year Schedule
* Follow-Up on Receipt and Packing Slip Process
* Monitor Licensing Requirements
* Monitor NMCAA Illness/Incident Reports-Program Support will up-load in ChildPlus.
* Monitor Required Number of School Days
* Monitor State of Michigan Incident Reports-Program Support will up-load in ChildPlus.
* Monitor Supervisor’s Accident/Illness Investigation Reports
* Monitor Time Off Requests
* Participate in NMCAA Job Shadowing Opportunities
* Participate in Teacher Professional Development Opportunities
* Participate on Agency Committees
* Prioritize Practicing and Promoting Staff Wellness
* Process Staff Time in Payroll System
* Recap with Manager/Teacher/Coach (monthly when possible)-Send recaps to Manager at the end of each month.
* Review Child Care Background Check System for Accuracy upon Licensing Renewals-Classroom Staff, combination classroom staff (TH, Blair, LS, only), FES, R&H, S.S., Coaches
* Review Emergency Care Plans-Site Supervisors will up-load in ChildPlus. Complete PIR questions C.9.a – C.9.i
* Review Teacher Outlook Calendars
* Review Team Vision Statement
* Submit Personnel Information Form for Policy Council
* Support New Teachers in Creating and Following-Up on Teacher Support/Success Plans-Coaches will assign a mentor.
* Update Great Start to Quality Information
* Update Human Resources, Program Support, Purchasing and IT of Classroom Changes and Needs
* Update Recruitment Plan Data Report
* Update the Safety and Emergency Preparedness Communication Chart

**August/September**

* Attend September’s Policy Council Meeting
* Collect School Calendars to Individualize for Sites-**Due September 1**
* Compare Public School Calendar with NMCAA School Calendar.
* Complete Employee Center File Checklist- **Due Oct 31**
* Complete First Active Supervision Monitoring Action Plan and Review Active Supervision Action Plans-**Due Nov 30**
* Complete ISD and MH Contractor Volunteer Annual Pre-Service Orientation Training Paperwork-Complete or ensure paperwork is on site. If working with the child outside of the classroom, the parent must add the individual to the Child Information Record.
* Conduct Annual Pre-Service Orientation Training with Staff
* Connect with Emergency Management Managers-Update log on SharePoint.
* Connect with Food Service Personnel as Needed
* Connect with School Principals/Superintendents as Needed
* Connect with Transportation Personnel as Needed
* Ensure Safety and Emergency Preparedness Plans are on SharePoint
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Facilitate Teacher Meetings/Trainings as Needed
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Review Allergy and Health Monitoring Forms-Cross reference with Child Information Records and Emergency Care Plans.
* Review and Follow-Up on Teams Data.
* Review Child Care Background Check System for Accuracy-Classroom Staff, combination classroom staff (TH, Blair, LS, only), FES, R&H, S.S., Coaches
* Review Performance Evaluation/Mutual Goals/Work-Support/Work/Success Plans
* Review Weekly Schedule of Regular Hours for Center Staff
* Review What’s Due When Delegated Responsibilities

**October**

* Complete Employee Center File Checklist- **Due Oct 31**
* Complete First Active Supervision Monitoring Action Plan and Review Active Supervision Plans-**Due Nov 30**
* Complete Safe Environment Checklist-Site Supervisor will complete on ChildPlus.-**Due Nov 30**
* Ensure End of Year Money Project/Supply List is Complete
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report
* Follow-Up on Bus Driver Review Checklist (new drivers only)
* Follow-Up on Meal Observations
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Review (9) Child Files- **Due Nov 30**
* Review and Follow-Up on Teams Data
* Review Performance Evaluation/Mutual Goals/Work-Support/Work/Success Plans
* Update Transportation Options Chart and PIR Transportation Questions-Site Supervisors will up-load in ChildPlus.-**Due Oct 20**

**November**

* Attend Procedure Manual Committee
* Complete First Active Supervision Monitoring Action Plan and Review Active Supervision Plans-**Due Nov 30**
* Complete Safe Environment Checklist-Site Supervisor will complete on ChildPlus.-**Due Nov 30**
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Review (9) Child Files Cont.-**Due Nov 30**
* Review and Follow-Up on Teams Data.

**December**

* Attend Procedure Manual Committee
* Connect with and explore hiring possibilities with MI Works, Colleges, and other Potential Partners.
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Participate in Site Supervisor Data Dig-**Dec 12**
* Review and Follow-Up on Teams Data.

**January**

* Attend Procedure Manual Committee
* Complete Second Active Supervision Monitoring Action Plan and Review Active Supervision Plans-**Due March 29**
* Complete Second Safe Environment Checklist-**Due March 29**
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Follow-Up on Bus Driver Review Checklist
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Review (9) Child Files-**Due March 29**
* Review and Follow-Up on Teams Data.
* Review ChildPlus Report 1000 to Ensure Staff /Credentials at each Site are Accurate-**Due January 31**
* Set-Up Evaluation Workshops with Human Resources Director for End of Year Employee Performance Reviews.
* Upload Great Start to Quality Up-Dates as Needed

**February**

* Attend Procedure Manual Committee
* Complete Second Active Supervision Monitoring Action Plan and Review Active Supervision Plans-**Due March 29**
* Complete Second Safe Environment Checklist-**Due March 29**
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Participate in Teacher Professional Development Opportunities
* Review and Follow-Up on Teams Data.
* Update Transportation Options Chart and PIR Transportation Questions-Site Supervisors will up-load in ChildPlus.

**March**

* Complete Second Active Supervision Monitoring Action Plan and Review Active Supervision Plans-**Due March 29**
* Complete Second Safe Environment Checklist-**Due March 29**
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Follow-Up on Meal Observations
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Participate in Site Supervisor Data Dig-**March 12**
* Review (9) Child Files Cont.-**Due March 29**
* Review and Follow-Up on Teams Data.

**April**

* Attend Procedure Manual Committee
* Complete End of Year Employee Performance Reviews
* Connect with and explore hiring possibilities with MI Works, Colleges, and other Potential Partners.
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Follow-Up on Bus Driver Review Checklist
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Review and Follow-Up on Teams Data.
* Review End of School Year Procedures with Staff
* Send Facilites Coordinator a list of carpet cleaning, sand, woodchip, and power washing needs. Complete Work Orders in ChildPlus-**Due April 30**
* Send Facilites Coordinator a list of summer projects. Complete Work Orders in ChildPlus-**Due April 30**
* Update Transportation Options Chart and PIR Transportation Questions-Site Supervisors will up-load in ChildPlus.

**May**

* Attend Procedure Manual Committee
* Collect Orders for Summer Grant Opportunities
* Collect Unused Gas Cards
* Complete and Distribute Lay Off Notices Two Weeks Prior to Last Day Worked
* Complete End of Year Employee Performance Review Cont.
* Connect with Food Services Personnel
* Connect with School Principals
* Connect with Teachers to Recruit Substitutes
* Connect with Transportation Personnel
* Disconnect Appropriate Staff from the Child Care Background Check System
* Enter Recruitment/Hiring Information into the Recruitment Plan Data Report.
* Monitor Teacher What’s Due When Requirements
* Observe an Evacuation, Shelter in Place, or Lockdown Drill (one per classroom)-**Due Annually**
* Organize Staff Computer Clean-Up with IT Staff
* Organize Summer Maintenance Needs and Complete Work Orders (ChildPlus)
* Post Open Positions
* Review and Follow-Up on Teams Data.
* Schedule CPR/First Aid

**June/July-See Summer Schedule on OneDrive**

10/23 References: HSPPS 1302.47 P:\HS\Admin\Site Supervisors Monitoring\ Monthly Site Supervisor Monitoring