

FOUNDATION FOR EARLY CHILDHOOD EDUCATION Monthly Report of Activities

This is a certification form only. Contemporaneous records (i.e., appointment calendar, client record, etc.) must be attached or retained by employee for a minimum of three years.

Please type or print clearly using ball point pen.

MONTH/YEAR OF THIS REPORT	NAME OF EMPLOYEE	POSITION/TITLE OF EMPLOYEE
		Assistant Director of Health/Nutrition/Safety/ERSEA and FCE
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		Director II

Certification

I certify that the information recorded on this report is true and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE	DATE SIGNED

SIGNATURE OF SUPERVISOR	DATE SIGNED

Agency has a total of 42 Classrooms; 18 are Part-day; 13 are Full-day and 11 Dosage

Monthly Activities:

- 1) Responsible for the monthly monitoring of the Health and Nutrition Components
- 2) Monitors Health and Safety practices and responsible for implementation of policies and procedures
- 3) Provides leadership and supervision of assigned staff
- 4) Responsible for Eligibility, Recruitment, Selection, Enrollment and Attendance of funded slots
- 5) Responsible for developing MOUs with Community Agencies for assigned areas
- 6) Monitors data entry and communication for Family and Community Engagement

Other duties as assigned by the Director

