

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
		Family Community Engagement Coordinator
DIVISION/SITE	NAME OF IMMEDIATE SUPERVISOR	
Head Start	Cindy Nishi, AD	

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 and 13 are Full-day and 11 Dosage

Monthly Activities:

- 1) Managed Recruitment, Eligibility, Selection, Enrollment and Attendance of Head Start children
- 2) Supervise Family Service Associates
- 3) Develop and track recruitment and enrollment progress
- 4) Develop MOUs with Community Agencies to provide resources to families
- 5) Complete Grantee and OHS reports as needed.
- 6) Assist as back up Family Service Associate
- 7) Follow-up with Over income rationale and InterAgency agreements
- 8) Review all ERSEA documentation before start date of child
- 9) Complete and submit all Agency reports as required by Service Area
- 10) Ensure all timelines and requirements are met for family partnership agreements
- 11) Ensure all timelines for data entry and follow up are met for children and families
- 12) Monthly monitoring and correction of files/Child Plus report to Assistant Director.

