

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 Service Associate
DIVISION/SITE	NAME OF IMMEDIATE SUPERVISOR	
Head Start	Family Engagement Community Service Coordinator	

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) Recruitment and Enrollment of Head Start children
- 2) Assisting families with resources and referrals
- 3) Case noting of all social, nutrition, and health services provided to families.
- 4) Track Health AND Dental screening for children which includes completing heights and weights for all children
- 5) Track and evaluate nutrition of children and provide resources and referrals, if necessary.
- 6) Assist with follow-up of children's attendance in Head Start program.
- 7) Facilitate Parent Meetings of topics in Health, Nutrition, Mental Health, Disabilities, or Parent Education.
- 8) Assist parents with family crisis intervention.

