

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
		Health/Nutrition Coordinator
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		Cindy Nishi

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 are Dosage

Monthly Activities

- 1) Reviews, monitors and evaluates Health Service activities and Nutrition activities performed by the RN and RD Consultants
- 2) Meets all timelines for health and nutrition services as required by regulation and LACOE
- 3) Ensures all health and nutrition data is entered into ChildPlus
- 4) Manages the maintenance of health and nutrition records for children
- 5) Ensures all reporting timelines are met
- 6) Tracks referrals and ensures follow-up and completion
- 7) Monitors and ensures timely completion of nutrition requirements (BMI-heights/weights/ nutrition screenings and nutrition assessments
- 8) Manages the maintenance of health records for children
- 9) Participates in MDT meetings
- 10) Monthly monitoring of Health and Nutrition Components ChildPlus vs Children's files