

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
		Maintenance Technician
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		Maintenance Supervisor

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) Provide repair and maintenance services to all Head Start and State Preschool sites
- 2) Assist with the distribution of all paper, educational, and kitchen supplies to the Head Start and State Preschool sites on a daily basis.

