

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
		Program Assistant
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		AD of Health Services and Safety

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) Prepare reports for funding source Grantee, OHS, and/or State CDE
- 2) Support Director with development of monthly Child Plus Summary Report for Board of Directors
- 3) Unusual Incident Reports - update and tracking Matrix
- 4) Provide support for graphing and charting various program data for Education.