

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.

<small>MONTH/YEAR</small>	<small>NAME OF EMPLOYEE</small>	<small>POSITION/TITLE OF EMPLOYEE</small>
		TEACHER
<small>DIVISION/SITE</small>	<small>PROGRAM:</small>	<small>NAME OF IMMEDIATE SUPERVISOR</small>
Head Start	FULL DAY/PART DAY/DOSAGE	Child Development Supervisor

Certification

I certify that the information recorded on this report is true and correct to the best of my knowledge.

<small>SIGNATURE OF EMPLOYEE</small>	<small>DATE SIGNED</small>

<small>SIGNATURE OF SUPERVISOR</small>	<small>DATE SIGNED</small>

Agency has a total of 42 classrooms; 18 Part-day; 13 Full day and 11 Dosage

Monthly Activities:

- 1) Provide all mandated curriculum instruction to children in Head Start Program
- 2) Track progress of children using assessment tool adopted by Agency
- 3) Plan and implement Individual Program Performance plan (IPP) and/or Individual Education Plan (IEP) for children
- 4) Assist Parent Involvement, and Social Service staff with Parent Meetings
- 5) Assist with transition of children from preschool to kindergarten.
- 6) Assist with the implementation of health, nutrition, social services, disabilities, and mental health services for children and families.
- 7) Perform required observations to document DRDP domains, outcomes, within required timelines
- 8) Support School Readiness goals
- 9) Monthly monitoring of ChildPlus reports and children's files

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