

Southern Utah University Head Start Daily Planning Checklist

Center _____ Date _____

Teacher's Sig. _____ Advocate's Sig. _____

When comments are necessary number and date them on the back of this form.

		Mon.	Tue.	Wed.	Thur.	Fri.
1	Has the Core Record been updated for all children? If Second Step lesson was taught today, record lesson number.	Y__N_ #____	Y__N_ #____	Y__N_ #____	Y__N_ #____	Y__N_ #____
2	Has tomorrow's planning been individualized? Has Brainstorming been completed for week and form sent to Coordinator.	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
3	Did parents or other volunteers assist with Core observations? If so, were Volunteer Observation forms dated, signed and filed?	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
4	Have child portfolios been updated with samples of Children's work?	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
5	Did all children have an opportunity to sign in today? If not, why?	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
6	Has all required USDA paperwork been completed and reviewed for accuracy?	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
7	Was there anything in the schedule, centers, transitions or classroom set-up that interfered with our objectives? If yes, list changes on the back.	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
8	Did we complete an Incident Report and/or Action Plan for any child? If yes, were parents and Child Development Coordinator notified?	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
9	Did we complete a DECA for any child today? Name _____ If yes, was it faxed or sent to the Child Development Coordinator	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
10	Was there any time during our day where we could have supported each other more successfully as a teaching team?	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
11	Have all In kind forms been filled out, signed and filed? Have inventories been updated as needed?	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
12	Was the playground cleaned and outside toys and equipment stored. Has notice of facility problem been e mailed to the Facilities Manager?	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
13	Have all washable toys been cleaned in soapy water and sanitized?	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
14	Have Family Logs been updated and info. shared as necessary? Have Health Barrier Forms been completed and faxed to Health Mng.	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
15	Did we fax any Incident Reports to the office today? If yes, were parents and the appropriate Central Office staff notified?	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_	Y__N_ Y__N_
16	Do either of us feel we need assistance to work out team problems, problems with another employee or with a parent? If so, refer to Policy Book, policy numbers HRM 11 & 12 - Complaints and 5-Confidentiality.	Y__N_	Y__N_	Y__N_	Y__N_	Y__N_
17	What was the best part of the day? Why? Please respond on the back of this sheet. Be sure to date your comments.					