

Monthly Responsibilities

Monthly duties are vital for ensuring the continued success and smooth operation of the program. These responsibilities provide the foundation for long-term success and help Site Directors stay proactive in supporting their teams and students.

COMPLIANCE AND SAFETY

- ✓ **Audit staff and student files for expiring documents, such as immunizations or certifications.**
 - ✓ **Conduct and document fire, tornado, and emergency preparedness drills. Check with the state standards.**
 - ✓ **Replenish first aid kits and verify medication lockboxes are functional.**
 - ✓ **Audit and update licensing binders to ensure compliance with state requirements.**
 - ✓ **Conduct an inventory of supplies and create replenishment orders for the Area Manager.**
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STAFF DEVELOPMENT AND COMMUNICATION

- ✓ **Plan and host a staff meeting:**
 - To review progress
 - Address concerns
 - Provide training or updates
- ✓ **Send out monthly newsletter to parents.**

