



CENTER MONTHLY COVERSHEET

Center _____ PS TD

Month _____

Orientation Meeting(s) Date _____

Staff Meeting Date _____

PAC/Parent Meeting & Minutes Date _____ Date of Last Meeting: _____

Special Event Date _____

Resource & Referral Date _____

Newsletter Date _____

Weekly Lesson Plans _____

Small Group Planning Forms _____

Parent Participation/Sign-in Sheets _____

Guest/Volunteer Sign-in Sheets _____

Playground Safety Checklist _____

Daily Health Check/Transistion _____

Ratios/Diaper log/Menu _____

Health and Safety Checklist _____

Personnel Report (LIC 500) _____

ASQ Tracking _____

Fire Drill Record _____

Other (Temp Logs, Exposure Notices) _____

Monthly Packet Due @ Meeting/No Later than 5TH of Next Month