

End of the Month Education Report

(Send this form to Education Specialist at the end of each month)

Center Name: _____ Date: _____

- Weekly Lesson Plans are prepared and discussed thoroughly with the teacher assistant before the week of implementation.
- Lesson Plans are approved and posted before parents arrive at the beginning of each week.
- Curriculum materials are gathered and prepared ahead of time in preparation for the week. (Books for story time, new books for the library, theme poster, Interest Kit, Resource Materials, etc.)
- Centers are attractive and inviting and reflect the unit of study.
- Reviewed Field Trip Goals & Field Trip Checklist before approved field trip to enhance children's learning experiences (if applicable).
- Reviewed Classroom Visitor Checklist before classroom visit to enhance children's learning (if applicable).
- Conducted a Fire Drill this month and documented it. (Posted)
(Conducted one fire drill each week the first month of school).
- The Nutrition Education Cooking Experience approval was sent to the Nutrition Assistant on time.
- CACFP Center Nutrition Education Documentation Form was completed and sent to the Nutrition Assistant at the end of the month.
- Daily Sensory Health Check
- Daily Safe Environments

Home Visits I & II (Circle one if applicable)

If a parent did not keep the scheduled appointment the following was done:

- Left a “Parent Communication” note with the appropriate information filled out, an invitation to reschedule, and a Home Learning Activity.
- If a Home Visit did not take place, the reason is documented on the Home Visit form.
- Followed up on invitation to reschedule.

~ **OR** ~

- All First Home Visits are completed and filed. T/TA with signatures of Parents and completed In-Kind form with copies of school to home activities submitted.
- All Second Home Visits are completed and filed. T/TA with signatures of Parents and completed In-Kind form with copies of school to home activities submitted.

Parent / Teacher Conference I & II (Circle one if applicable)

If a parent did not keep the scheduled appointment the following was done:

- Sent a “Parent Communication” note with the appropriate information filled out, an opportunity to reschedule, and a Home Learning Activity.
- If a Parent / Teacher Conference did not take place, the reason is documented on the conference form.
- Followed up on invitation to reschedule.

~ **OR** ~

- All First Parent / Teacher Conferences are completed and filed. T/TA with signatures of Parents and completed In-Kind form with copies of school to home activities submitted.
- All Second Parent / Teacher Conferences are completed and filed. T/TA with signatures of Parents and completed In-Kind form with copies of school to home activities submitted.

Teacher signature: _____

Date: _____