



CLASSROOM TASK CHECKLIST

DAILY TASKS:

	M	T	W	R	F
Facilities checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerator Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Sign-in/Bus Manifest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance (green book)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERSEA Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification (within 1st hour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CACFP (with each meal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Sam Activity (1st 30 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEKLY TASKS:

Provider Sign-In	<input type="checkbox"/>	Submit supplies needed	<input type="checkbox"/>
COR notes entered	<input type="checkbox"/>	Team Meeting with FACS	<input type="checkbox"/>
Lesson Plan in by Friday	<input type="checkbox"/>	Print 1520 for backpacks	<input type="checkbox"/>
Review COS Spreadsheet	<input type="checkbox"/>	Print 2316 for daily sign in/out	<input type="checkbox"/>
Safety Sam Activity (after 1st 30 days)	<input type="checkbox"/>		