



# 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"/>

## WEEKLY TASKS:

Provider Sign-In	<input type="checkbox"/>	Submit supplies needed	<input type="checkbox"/>
COR notes entered	<input type="checkbox"/>	Review COS Spreadsheet	<input type="checkbox"/>
Lesson Plan in by Friday	<input type="checkbox"/>	Denver Results Form	<input type="checkbox"/>
Print 2316 for daily sign in/out	<input type="checkbox"/>	Print 1520 for backpacks	<input type="checkbox"/>
Team Meeting with FACS ( <b>Bi-Weekly</b> )	<input type="checkbox"/>		
Print 1520 for child file ( <b>Monthly</b> )	<input type="checkbox"/>		