***Name: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_***

Overall Specific Discussion

How’s everything going? Something going well? Challenge?

Staff generated topics:

Supervision:

* Supervision with staff- how’s it going? Schedule? Consistency?
* Professional Development and Training hours
* Time Clock- PTO, flexing, Overtime

Childplus/Documentation

* Promise Dashboard (CP)
	+ Education (PTC, HV’s, developmental screenings)
	+ Health (Dental, doctor, immunizations)
	+ Attendance documentation (reasons)

Special Services

* DHHS- Families involved, current status.
* BIR’s – Any new?
* Observation Request to Rachael
* Challenging behaviors-
* What have you tried? What do you need to succeed moving forward?

ERSEA: Family Engagement

* Attendance (Monthly Attendance: Report 2305, attendance plans)
* Parent Meetings- Upcoming month plan?
* Full day: In/Out times
* Current enrollment, internal transfers?
* Full day: Subsidy- brief update, any changes to parents work schedule/employment?

Health & Safety:

* Incident Reports- Detailed and Documented, sent to Olivia, parents signed?
* Health communication logs- Check in CP
* Injury from home- New? Concerns? Documented correction?
* Medications/Individual health Plans in classroom-up to date?
* Fire drills/Lockdowns/Evacuations- Completed and documented in yellow book?
* General reminders: Walking rope, active supervision, zoning, cell phone use, ratios matter board
* **Review Health and Safety Onboarding**

***Education:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Pedestrian safety (Sept), Personal Safety (April)
* TSG Documentation, Checkpoints
* Home language survey complete
* PTC and Home visits – Plan? Completed?
* Individualization- Current supports for specific

children?

# Goals***:***

Action Items and Due Dates (Actions to be taken, what (be specific), by whom, by when):

Supervisor follow-up:

Teacher follow-up: