

TEAM LEADER

AUGUST

- Gather Month End Reports and Forward to Appropriate Person *where necessary*

Education (Education Manager)

Family Service (Family Development Director)

Food Service (USDA Program Manager)

Mileage Sheets (Operations Director)

Administrative

Employee Leave Requests (Human Resources Director)

Time Sheets (Fiscal Department)

Petty Cash (Fiscal Department)

Phone and Fax Logs (Fiscal Department)

Childcare billing *where appropriate* (Fiscal Department)

In-kind, team meeting notes, Safety Observation (Operations Director)

- Meetings

Center Team Meeting* - Focus Group member should be elected

Team Leader Meetings

Management Team Meeting

Pre-service

- Establish annual calendars for tracking center staffs annual leave, sick leave, floating days, performance evaluations
- Update with Team, as needed, the center Emergency Preparedness Plan
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist staff with Open House
- Maintain and review center budget

*Center Team Meeting: Plan for initial team building activity and introduction of new team members.

TEAM LEADER

SEPTEMBER

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and Fax Logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Drill the Emergency Preparedness Plan
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting – Policy Council members elected
- Maintain and review center budget

*Center Team Meeting: Establish ground rules for your team.

TEAM LEADER

OCTOBER

§Gather Month End Reports and Forward to Appropriate Person

Education (Education Manager)

Family Service (Family Development Director)

Food Service (USDA Program Manager)

Mileage Sheets (Operations Director)

Administrative

Employee Leave Requests (Human Resource Director)

Time Sheets (Fiscal Department)

Petty Cash (Fiscal Department)

Phone and fax logs (Fiscal Department)

Childcare Billing *where appropriate* (Fiscal Department)

In-kind, team meeting notes, Safety Observation (Operations Director)

- Meetings

Center Team Meeting*

Team Leader Meetings

Staff Meeting

- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Team Building Activity

TEAM LEADER

NOVEMBER

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Team Self-Assessment: "Cognitive Styles"

TEAM LEADER

DECEMBER

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Staff Performance Evaluations
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meetings: Review Team Self-Assessment: "Cognitive Styles"; revisit ground rules; begin budget planning process; Winter break maintenance needs

TEAM LEADER

JANUARY

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Budget Requests
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Budget planning

TEAM LEADER

FEBRUARY

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Staff Performance Evaluations
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
 - Staff Meeting
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Team Building Activity

TEAM LEADER

MARCH

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare Billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Drill the Emergency Preparedness Plan
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Spring Break maintenance needs

TEAM LEADER

APRIL

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare Billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
 - Wellness Day
 - Management Meeting
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Assist Operations Directors & Fiscal Office with Inventory
- Maintain and review center budget

*Center Team Meeting: End of the year purchases

TEAM LEADER

MAY

- Gather Month End Reports and Forward to Appropriate Person
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Staff Performance Evaluations
- Meetings
 - Center Team Meeting*
 - Team Leader Meetings
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center
- Assist Staff with Parent Center Meeting
- Maintain and review center budget

*Center Team Meeting: Plan for changes to next year's team; Summer maintenance needs

TEAM LEADER

JUNE/JULY

- Gather Month End Reports and Forward to Appropriate Person *where appropriate*
 - Education (Education Manager)
 - Family Service (Family Development Director)
 - Food Service (USDA Program Manager)
 - Mileage Sheets (Operations Director)
 - Administrative
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Department)
 - Petty Cash (Fiscal Department)
 - Phone and fax logs (Fiscal Department)
 - Childcare billing *where appropriate* (Fiscal Department)
 - In-kind, team meeting notes, Safety Observation (Operations Director)
- Meetings
 - Center Team Meeting
 - Strategic Planning Retreat
- Follow up on Facility/Health & Safety Checks
- Assist in coordinating coverage of center.
- Maintain and review center budget