

## Site Coordinators Checklist

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

- Attendance Managers
- Time Sheets
- Market Day Forms
- Reflection Logs
- Food Production Sheets w/ Sign In Sheets
- Badges for old employees
- Meeting Times at Site
- Updated Employee Information
- Employee Documents Not on File
- Update on Daycare Licensing (missing information?) & EZ Reports
- Surveys
- # of Students Registered by Grade Level & Daily Counts
- Program Fees
- Newsletters
- Supply/School Store Requests