

## Orange County Head Start Center Director Supervision Tracking Sheet

Center Director \_\_\_\_\_ School Year \_\_\_\_\_ Center: \_\_\_\_\_

Enter the date in the box the item listed was complete for this Center/ Classroom

| Monitoring Tool   | Sept.                                    | Oct. | Nov. | Dec. | Jan. | Feb.                                     | March | April | May | June |
|---|--|------|------|------|------|--|-------|-------|-----|------|
| <p><b><u>Monthly Safety Checklist</u></b></p> <p>1 per center.</p>  |  |      |      |      |      |  |       |       |     |      |
| <p><b><u>Center Files Enrollment Process</u></b></p> <p>All Files Reviewed<br/>On-going</p>   |  |      |      |      |      |  |       |       |     |      |
| <p><b><u>Staff Meetings</u></b></p> <p>1 per center<br/>Monthly</p>   |  |      |      |      |      |  |       |       |     |      |
| <p><b><u>Center Files FPA's</u></b></p> <p>All Files Reviewed<br/>November-December</p>   | <b>November</b>                          |      |      |      |      | <b>December</b>                          |       |       |     |      |
|   | <p># of files reviewed:</p> <p>Date:</p> |      |      |      |      | <p># of files reviewed:</p> <p>Date:</p> |       |       |     |      |
| <p><b><u>Center Files Follow up on FPA's, Assessments &amp; Referrals</u></b></p> <p>A sampling of every<br/>classroom<br/>January – February</p> | <b>January-February</b>                  |      |      |      |      |  |       |       |     |      |
|   | <p># Of Files Reviewed</p> <p>Date:</p>  |      |      |      |      |  |       |       |     |      |