

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Check text/phone to learn who is not coming to work today	Check text/phone to learn who is not coming to work today	Check text/phone to learn who is not coming to work today	Check text/phone to learn who is not coming to work today	Check text/phone to learn who is not coming to work today
Daily upon arrival walkthrough and inspect outdoor / playground area(s) to ensure there are no hazards / wild animals present. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and inspect outdoor / playground area(s) to ensure there are no hazards / wild animals present. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and inspect outdoor / playground area(s) to ensure there are no hazards / wild animals present. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and inspect outdoor / playground area(s) to ensure there are no hazards / wild animals present. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and inspect outdoor / playground area(s) to ensure there are no hazards / wild animals present. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.
Daily upon arrival walkthrough and make sure all the classrooms are safe with no visible issues: roof leaking, insects, odors, water. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and make sure all the classrooms are safe with no visible issues: roof leaking, insects, odors, water. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and make sure all the classrooms are safe with no visible issues: roof leaking, insects, odors, water. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and make sure all the classrooms are safe with no visible issues: roof leaking, insects, odors, water. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.	Daily upon arrival walkthrough and make sure all the classrooms are safe with no visible issues: roof leaking, insects, odors, water. Report any damage, malfunction or repair needed. Follow up with maintenance until the repair is done.
Daily upon arrival make sure all classrooms have the attendance list ready and in place.	Daily upon arrival make sure all classrooms have the attendance list ready and in place.	Daily upon arrival make sure all classrooms have the attendance list ready and in place.	Daily upon arrival make sure all classrooms have the attendance list ready and in place.	Daily upon arrival make sure all classrooms have the attendance list ready and in place.
Daily Fill Building and Grounds Checklist. Form 1100	Daily Fill Building and Grounds Checklist. Form 1100	Daily Fill Building and Grounds Checklist. Form 1100	Daily Fill Building and Grounds Checklist. Form 1100	Daily Fill Building and Grounds Checklist. Form 1100
Daily Greet teachers, children and parents as they arrive	Daily Greet teachers, children and parents as they arrive	Daily Greet teachers, children and parents as they arrive	Daily Greet teachers, children and parents as they arrive	Daily Greet teachers, children and parents as they arrive
Every other Month – Coffee with the Director Pick up coffee, set table, schedule the time to be outside and talk to parents, prepare info to share with them if needed.	Check & Conduct Quarterly severe weather & lock down drills – January, April, July & Oct. Fill out log. Take the time. Provide feedback to personnel. Take pictures.	Weekly Place Sam's Order	Monthly Expense Report by the 20 th of the month. Fill out expenses report. File all receipts and place them in the envelope. Send report to billing and operations department	Monthly Building & Ground Checklist. https://www.ypwkids.com/wp-content/uploads/2013/MonthlyMaintenanceChecklist.pdf
Weekly Keep easels up to date according to the weekly Friendly reminder		As Necessary. Review current teacher's work schedule. What changes do you need to make to follow YPW Template-Teachers Schedule?		
Daily @9am "Sacar el Dia" Organize for the <i>whole day</i> teachers / classrooms to maintain at least DFPS ratios, teachers breaks and afterschool drivers as necessary. Make teachers aware of absence / tardiness from co-workers.	Daily @9am "Sacar el Dia" Organize for the <i>whole day</i> teachers / classrooms to maintain at least DFPS ratios, teachers breaks and afterschool drivers as necessary. Make teachers aware of absence / tardiness from co-workers.	Daily @9am "Sacar el Dia" Organize for the <i>whole day</i> teachers / classrooms to maintain at least DFPS ratios, teachers breaks and afterschool drivers as necessary. Make teachers aware of absence / tardiness from co-workers.	Daily @9am "Sacar el Dia" Organize for the <i>whole day</i> teachers / classrooms to maintain at least DFPS ratios, teachers breaks and afterschool drivers as necessary. Make teachers aware of absence / tardiness from co-workers.	Daily @9am "Sacar el Dia" Organize for the <i>whole day</i> teachers / classrooms to maintain at least DFPS ratios, teachers breaks and afterschool drivers as necessary. Make teachers aware of absence / tardiness from co-workers.
Daily Incident reports and follow ups. Make sure: - the incident report is accurate and there are no misspellings. - the teachers ask parents to sign it - the signed report is placed in the file/ Director's office. - parents know about the incident, give parents a heads up as needed	Daily Incident reports and follow ups. Make sure: - the incident report is accurate and there are no misspellings. - the teachers ask parents to sign it - the signed report is placed in the file/ Director's office. - parents know about the incident, give parents a heads up as needed	Daily Incident reports and follow ups. Make sure: - the incident report is accurate and there are no misspellings. - the teachers ask parents to sign it - the signed report is placed in the file/ Director's office. - parents know about the incident, give parents a heads up as needed	Daily Incident reports and follow ups. Make sure: - the incident report is accurate and there are no misspellings. - the teachers ask parents to sign it - the signed report is placed in the file/ Director's office. - parents know about the incident, give parents a heads up as needed	Daily Incident reports and follow ups. Make sure: - the incident report is accurate and there are no misspellings. - the teachers ask parents to sign it - the signed report is placed in the file/ Director's office. - parents know about the incident, give parents a heads up as needed

Daily Meet with YPW parents as necessary – at pick up, drop off, lunch time	Daily Meet with YPW parents as necessary – at pick up, drop off, lunch time	Daily Meet with YPW parents as necessary – at pick up, drop off, lunch time	Daily Meet with YPW parents as necessary – at pick up, drop off, lunch time	Daily Meet with YPW parents as necessary – at pick up, drop off, lunch time
As Necessary New Teachers – train / on board process, finish employee file folder and update TECPDS as necessary. Add new employee to payroll, tadpoles, clocks. Make sure teachers are affiliated in TECPDS to YPW and teachers authorize the affiliation. <ul style="list-style-type: none"> - Add new employee to the staff list and post updated list. 	As Necessary New Teachers – train / on board process, finish employee file folder and update TECPDS as necessary with resume, diploma/degree, annual training plan for current and previous years, TRS orientation	As Necessary New Teachers – train / on board process, finish employee file folder and update TECPDS as necessary. Email I-9 to HR.	Every Quarter Place school supply order (material for art & crafts, projects, centers, air filters, diaper trash bags) Every Quarter & As Necessary Allergy check list in Drive - Fill out the corresponding info in the allergy excel sheet - Follow up with parents for missing paperwork	As Needed Place order for additional supply. Photocopy toner, birthday gift card for teachers
Monthly Teacher's meeting @120 - 180 min <ul style="list-style-type: none"> - Review school's values - Celebrate teacher's birthdays - Monthly Operative Calendar - Monthly Calendar - Goals for the month: Curriculum, Administration - Open Issues w/ possible solution(s) - Training 	Weekly approval of the weekly Sams order.	Check & Conduct Monthly fire drills. Fill out log. Take the time. Provide feedback to personnel. Take pictures.	Weekly Approve and email the parents friendly reminder	Monthly by the 28th Approve and email the school monthly newsletter & hand it out to teachers
	Weekly Roster maintenance. Make sure: <ul style="list-style-type: none"> - Its accurate - Classroom changes are up to date - Former students in red - Upcoming students in blue - Current students in black 	As needed. Licensing web site <ul style="list-style-type: none"> - Deactivate former employees. - Pay licensing fees on time. - Validate current staff list. - Renew background checks 		Monthly by the 20th Approve and email to all classrooms the monthly curriculum family communications & hand it out to teachers
Weekly Leadership meeting <ul style="list-style-type: none"> - Review school's values - Review last's weeks quality goal <ul style="list-style-type: none"> - Did you achieve it? What you should do to continue achieving this quality goal. - If you all did not achieve it, then why not? What can you all do differently next time to achieve it. - Operative Calendar for this week and next - First Monday of month quick full operative calendar month overview - Monthly calendar for this week and next - Goals for the week: Curriculum <ul style="list-style-type: none"> - YPW Estrella training - Specify classrooms/ teachers for modeling, coaching, mentoring - This week's teachers training and mentorship (setting up this week's agenda for your curriculum team member) - Weekly Training Log. <u>A must!</u> - NAEYC / TRS certification to do list - Bubble time for everyone -Goals for the week: Administration & quality - Are we ready for any new students this week? - Teachers/Staff out this week and next - Open Issues w/ possible solution(s) 	Quick daily check in for today's goals (bubble time necessary?)	Quick daily check in for today's goals (bubble time necessary?)	Quick daily check in for today's goals (bubble time necessary?)	Quick daily check in for today's goals (bubble time necessary?)
	Monthly Teacher's Meeting Agenda. File agenda with attendees' signature in corresponding binder in office As Necessary Teacher's Training Agenda. File Training Agenda with attendees' signature in corresponding binder in office			

Daily read and reply to emails. Don't go home without reading and replying to all of today's emails	Daily read and reply to emails. Don't go home without reading and replying to all of today's emails	Daily read and reply to emails. Don't go home without reading and replying to all of today's emails	Daily read and reply to emails. Don't go home without reading and replying to all of today's emails	Daily read and reply to emails. Don't go home without reading and replying to all of today's emails
Every 15th of the month – Check for upcoming new students. Verify with assistant director: - Student files are complete, including vaxx, wellness statement and signatures on forms. The doctor's stamp is not missing. - Billing is aware of the student starting date. - Teachers know about the changes and new students. - The classroom has a cubby for clothes and diapers.	Tours 9:30 – 11:30 am Send tour follow up email	Tours 9:30 – 11:30 am Send tour follow up email	Tours 9:30 – 11:30 am Send tour follow up email	Weekly – Vendors Check In Vendors such as Soccer Shots. Make sure: - Coaches are not new, if new make sure their fingerprint/criminal background clearance has been received along with Identification info and ID prior to being in contact with children. - New coaches are aware of bathroom and safety transportation from building-to-building protocol.
Daily one on one mentoring / coaching teachers / administration as needed	Daily one on one mentoring / coaching teachers / administration as needed	Daily one on one mentoring / coaching teachers / administration as needed	Daily one on one mentoring / coaching teachers / administration as needed	Daily one on one mentoring / coaching teachers / administration as needed
Daily and several times during the day Supervision random classrooms walk-throughs to do teacher-student wellness check – include walkthroughs during nap time and shift change) - Check for potential problems/ accidents / hazards / personnel, parent, student conflicts Remember to: ask teacher(s) in classroom how many children in care (and count them to verify count) Verify teachers are using correct procedure at shift change - “Teacher leaving” should say something like “ I give you xx children and nothing special to report” or “I give you xx children and you should know that” “Teacher entering” should say something like “ I receive xx children” and count children to verify count <u>before</u> “teacher leaving” leaves the classroom	Daily and several times during the day Supervision random classrooms walk-throughs to do teacher-student wellness check – include walkthroughs during nap time and shift change) - Check for potential problems/ accidents / hazards / personnel, parent, student conflicts Remember to: ask teacher(s) in classroom how many children in care (and count them to verify count) Verify teachers are using correct procedure at shift change - “Teacher leaving” should say something like “ I give you xx children and nothing special to report” or “I give you xx children and you should know that” “Teacher entering” should say something like “ I receive xx children” and count children to verify count <u>before</u> “teacher leaving” leaves the classroom	Daily and several times during the day Supervision random classrooms walk-throughs to do teacher-student wellness check – include walkthroughs during nap time and shift change) - Check for potential problems/ accidents / hazards / personnel, parent, student conflicts Remember to: ask teacher(s) in classroom how many children in care (and count them to verify count) Verify teachers are using correct procedure at shift change - “Teacher leaving” should say something like “ I give you xx children and nothing special to report” or “I give you xx children and you should know that” “Teacher entering” should say something like “ I receive xx children” and count children to verify count <u>before</u> “teacher leaving” leaves the classroom	Daily and several times during the day Supervision random classrooms walk-throughs to do teacher-student wellness check – include walkthroughs during nap time and shift change) - Check for potential problems/ accidents / hazards / personnel, parent, student conflicts Remember to: ask teacher(s) in classroom how many children in care (and count them to verify count) Verify teachers are using correct procedure at shift change - “Teacher leaving” should say something like “ I give you xx children and nothing special to report” or “I give you xx children and you should know that” “Teacher entering” should say something like “ I receive xx children” and count children to verify count <u>before</u> “teacher leaving” leaves the classroom	Daily and several times during the day Supervision random classrooms walk-throughs to do teacher-student wellness check – include walkthroughs during nap time and shift change) - Check for potential problems/ accidents / hazards / personnel, parent, student conflicts Remember to: ask teacher(s) in classroom how many children in care (and count them to verify count) Verify teachers are using correct procedure at shift change - “Teacher leaving” should say something like “ I give you xx children and nothing special to report” or “I give you xx children and you should know that” “Teacher entering” should say something like “ I receive xx children” and count children to verify count <u>before</u> “teacher leaving” leaves the classroom
Daily Tadpoles check classrooms ratios during the day, especially at transition times (lunch break, change of environment) are the right teachers checked in the right classroom in tadpoles?, are all the expected children accounted for in the correct space/zone?)	Daily Tadpoles check classrooms ratios during the day, especially at transition times (lunch break, change of environment) are the right teachers checked in the right classroom in tadpoles?, are all the expected children accounted for in the correct space/zone?)	Daily Tadpoles check classrooms ratios during the day, especially at transition times (lunch break, change of environment) are the right teachers checked in the right classroom in tadpoles?, are all the expected children accounted for in the correct space/zone?)	Daily Tadpoles check classrooms ratios during the day, especially at transition times (lunch break, change of environment) are the right teachers checked in the right classroom in tadpoles?, are all the expected children accounted for in the correct space/zone?)	Daily Tadpoles check classrooms ratios during the day, especially at transition times (lunch break, change of environment) are the right teachers checked in the right classroom in tadpoles?, are all the expected children accounted for in the correct space/zone?)
As Needed Schedule school wide events: Spring Egg hunt – Reserve Pease Park Picture day (fall & spring) Bookfair (fall & spring) Holiday & Graduation concert – church	As Needed check and fix time clock	Weekly make maintenance list for Nacho to work on Thursday and Saturday	As Needed check and fix time clock Monthly CPR & First Aid training. - Keep the CPR & First AID roster up to date	Weekly Tadpoles review students' daily transitions using “Tadpoles Transition Admin-Report” - Did the teachers move the children when changing environments to

			<ul style="list-style-type: none"> - Follow up with teachers that must renew their training - Keep Tadpoles up to date with CPR expiration dates - Keep Files up to date with NEW CPR & First AID trainings 	corresponding classroom / area? i.e.: from classroom to playground and vice versa - Save weekly report to Google Drive under the "Tadpoles Transition Admin Report" folder with following name convention "Tadpoles-Transition-Admin-Report-June-1-2024.pdf"
Every 15th of the month – Monthly Changes Verify with assistant director that the list is accurate and there is no missing info before sending it to billing.	Payroll 16 th and 1 st - run and email report to payroll	Every two weeks – Licensing Binder Keep it current and updated. Emergency preparedness report Weekly playground safety check list Monthly safety checklist Make sure all inspections are up to date. Make sure vendors or providers insurance is not expired.	Payroll 16 th and 1 st - run and email report to payroll Weekly Tadpoles Run the "Name to Face Report" for each class. Are the teachers doing the "Name to Face" checking for all students every time they leave the classroom and arrive at their destination? - Save weekly report to Google Drive under the "Tadpoles Face to Name Report" folder with following name convention "Tadpoles-FaceToName-Report-June-1-2024.pdf"	Weekly Review & File "Weekly Training Log" Did all the teachers and staff members finish the expected training? Why not? What are you going to do to catch up?
Daily Tadpoles @4pm – Check and approve photos, daily reports (schedule and activity description) – are reports accurate? Coming from Frog Street?	Daily Tadpoles @4pm – Check and approve photos, daily reports (schedule and activity description) – are reports accurate? Coming from Frog Street?	Daily Tadpoles @4pm – Check and approve photos, daily reports (schedule and activity description) – are reports accurate? Coming from Frog Street?	Daily Tadpoles @4pm – Check and approve photos, daily reports (schedule and activity description) – are reports accurate? Coming from Frog Street?	Daily Tadpoles @4pm – Check and approve photos, daily reports (schedule and activity description) – are reports accurate? Coming from Frog Street?
As necessary interview new candidates for employment	As necessary interview new candidates for employment	As necessary interview new candidates for employment	As necessary interview new candidates for employment	As necessary interview new candidates for employment
	Monthly staff meeting @6pm			