

## **Classroom End of Month Reporting Procedure**

**Policy:** Each Head Start teacher will be responsible for completing a monthly End of Month report as well as submitting the required monthly attachments to ensure ongoing monitoring of the education service area

*Performance Standard: 1302.101 Management Systems*

### **Procedure:**

- The Head Start lead teacher should complete the teacher's End of Month Report after the Children have left for the last day of the month. The report should be completed in its entirety with none applicable areas indicated with an NA.
- The following attachments should accompany the End of Month report
  - USDA Meal Count Form
  - USDA Menu (Breakfast, lunch, snack)
  - Parent/Staff Meal Summary Forms
  - Licensing Inspection Reports
  - FRED EOM report
  - Classroom Newsletters
  - Weekly At Home Activity Sheets
  - Special Services Reports
  - IEP/Disability Paperwork
  - Weekly Teaching Team Meeting Form
  - Illness/Injury Report Summary
  - Playground Safety Form
  - Classroom Safety Form
- The End of Month Report and attachments must be turned in by the stated due date each month to ensure timely completion of reciprocal agency reporting

*Referenced Forms:*  
*Teachers End of Month Report*