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| **Every Month** | County 1 | County 2 | County 3 |
| Snack menu due the 15th of the month. Email to Sandy  |  |  |  |
| Event notifications on Learning Genie |  |  |  |
| Update Google Doc: Socialization Invites, Calendar, Newsletters.  |  |  |  |
| Update social room calendar in Outlook (if applicable) |  |  |  |
| Outlook calendar invites to CFS, PSC, HS teachers, coach |  |  |  |
| Print: CalendarNewsletterSocial Plan (1)Social Plan (2)Policy council notesMenu |

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| Socialization plans on CP week prior to socializations |  |  |  |
| Update Drill and Safety Check List at space |  |  |  |
| Upload attendance and input follow-up questions after socialization |  |  |  |

**Requirements Miscellaneous Monthly**

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|  | **Miss** | **Rosco** | **Wex** |
| **September** |  |  |  |
| Update Yearly Paperwork \*reference Inventory\* |  |  |  |
| Share Policy Council letter & information w/ families |  |  |  |
| Collect Finalized County Gold Data - Provided by EHS Manager |  |  |  |
| Tri-County Team Meeting |  |  |  |
| SS and CFS Quarterly Recap (optional) |  |  |  |
| Put socialization dates in Outlook |  |  |  |
| Review and initial:Allergy and Health Monitoring FormEmergency Procedures PostingSafety and Emergency Preparedness PlanDrill & Safety Check Log |

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| **October** |  |  |  |
| Parent Advisory Committee **Due 10/31** |  |  |  |
| **November** |  |  |  |
| EHS Safe Environment Checklist **Due 11/30** |  |  |  |
| **December** |  |  **Miss** | **Rosco** | **Wex** |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |
| County Team Meeting |  |  |  |
| Put socialization dates in Outlook |  |  |  |
| **January** |  |  |  |
| Parent Advisory Committee **Due 1/31** |  |  |  |
| Review and initial:Allergy and Health Monitoring FormEmergency Procedures PostingSafety and Emergency Preparedness PlanDrill & Safety Check Log |

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|  | **Miss** | **Rosco** | **Wex** |
| **February** |  |  |  |
| N/A |  |  |  |
| **March** |  |  |  |
| EHS Safe Environment Checklist **Due 3/31** |  |  |  |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |
| Tri-County Team Meeting |  |  |  |
| Put socialization dates in Outlook |  |  |  |
| **April** |  |  |  |
| Parent Advisory Committee **Due 4/30** |  |  |  |
| **May** |  |  |  |
| N/A |  |  |  |
| **June** |  |  |  |
| Collect Finalized County Gold Data- Provided by EHS Manager |  |  |  |
| Tri-County Team Meeting |  |  |  |
| Put socialization dates in Outlook |  |  |  |
| **July**  |  |  |  |
| EHS Safe Environment Checklist **Due 7/31** |  |  |  |
| Parent Advisory Committee **Due 7/31** |  |  |  |
| **August** |  |  |  |
| N/A |  |  |  |