|  |  |  |  |
| --- | --- | --- | --- |
| **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:  Calendar  Newsletter  Social Plan (1)  Social Plan (2)  Policy council notes  Menu | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | |
| 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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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 Form  Emergency Procedures Posting  Safety and Emergency Preparedness Plan  Drill & Safety Check Log | | |  | | --- | |  | |  | |  | |  | | | | |  | | --- | |  | |  | |  | |  | | | |  | | --- | |  | |  | |  | |  | | |
| **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 Form  Emergency Procedures Posting  Safety and Emergency Preparedness Plan  Drill & 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 |  |  |  |