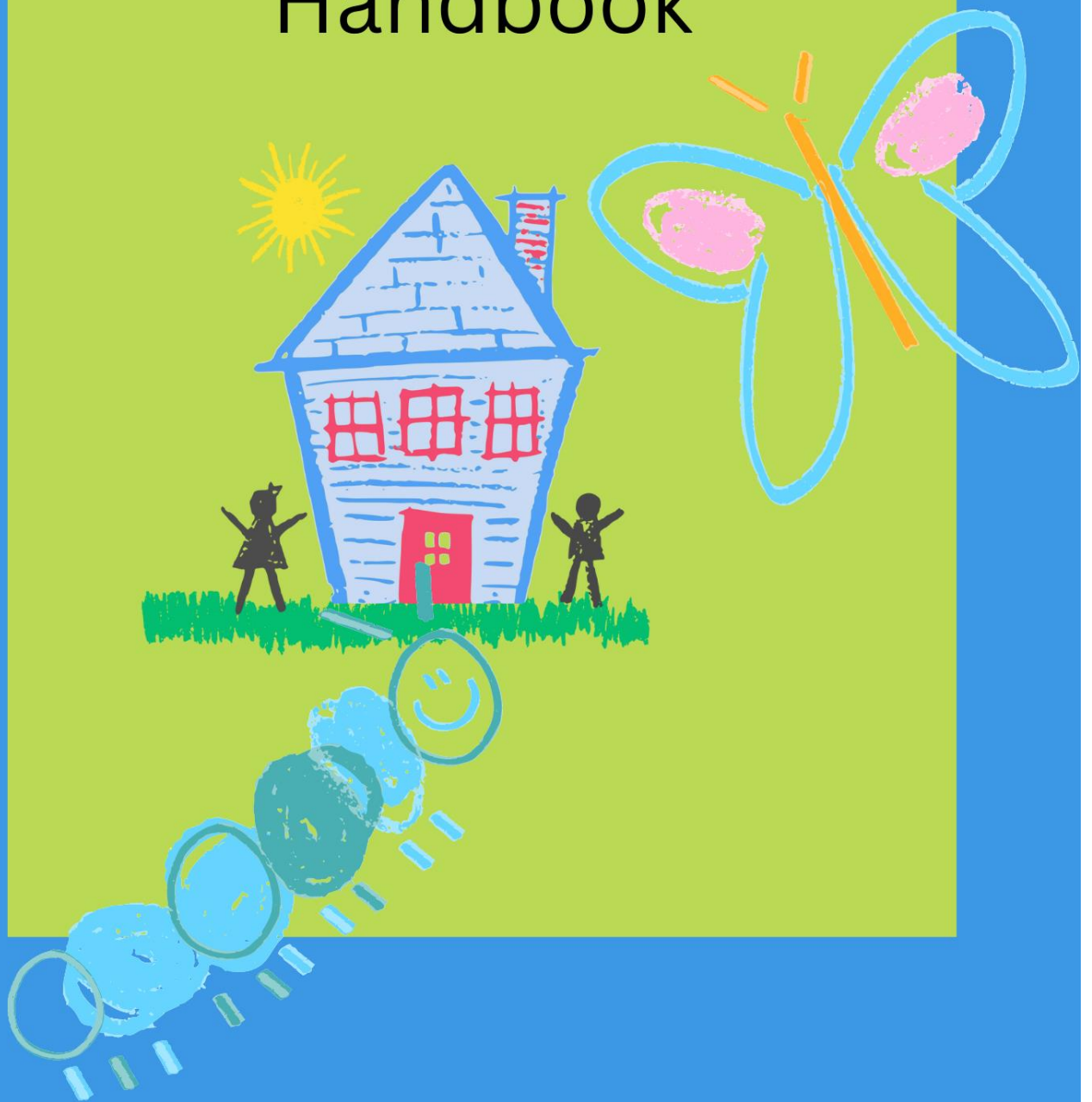


World of Wonders Job Descriptions Handbook



As of 8/21/2023 WOW will be adopting a new system of organization within the program. This book has been created to inform current and new staff members about the responsibilities of each position and give clear outlines for each position. It also has information about our new mentoring program, staff evaluations, and more!

We encourage you to read through your section of this book, and look at the others as well in order to understand how WOW works as an organization and how each position supports the others.

While looking through this book remember, advancement is always an option. By continuing your education, working hard at WOW and with future plans for expansion, WOW is set up for a bright future. Make sure you talk to your base mentor about how you can grow with WOW!

The Basics

Governing Body

Board of Trustees

- Group of elected members who govern the assets, management, and administration of WOW. Responsible for making sure there are sound procedures, WOW is fiscally on track and giving general direction to the business.

Executive Staff

Executive Director

- Leads the organization in the right direction, manages operations, carries out the WOW mission according to the Board of Trustees. Responsible for overall financial health of company, all human resources, setting policies, leading planning for the company and holding each member of the company responsible for their contributions.

Administrative Team

Childcare Director

- Responsible for making sure program is in compliance with state standards, student and staff paperwork, enrollment, and day to day operations.

Curriculum Director

- Responsible for new employee training and mentoring, student assessment and support, providing leadership for team leads, and implementing adaptations for children with additional needs.

Leadership Team

Team Leads

- Responsible for their assigned rooms. Including licensing, staff training and mentoring, modeling and teaching new techniques and working one on one with children that have behavioral or education plans.

Teaching Staff

Lead Teachers

- Responsible for making sure their classroom is in compliance with all state regulations, delegating tasks throughout the day, writing lesson plans, and keeping class on schedule.

Assistant Teachers

- Responsible for working as a team with their lead teacher making sure classroom is on track, following schedule and lesson plans and helping care for the wellbeing and educational needs of their students.

Support Staff

- The backbone of WOW. Works in all classrooms, doing all tasks. Can step in with a moment notice and lead a classroom.

I need help!

Use this as a guide on who to talk to! If the person you want to talk to is not available, see one of the other administrators!

Issue	Person to talk to
Scheduling-time off, switching shifts, long lunches, leave early, etc	This needs to be requested in Homebase. If you cannot see childcare director.
Coverage-who is covering my break, what is plan for the end of the day, etc.	We probably don't know yet as these questions depend on when children leave and who is available. We will let you know but you can always check with Childcare Director.
I need assistance with Homebase	Childcare director
I need basic supplies (office, or regular supplies)	Childcare director
I need something special bought	Executive Director (email, in person, post it note on desk, message through Homebase...)
I need copies of a form	Childcare director
Copy help	Any administrator
I am having issues with a coworker	Executive director
I am having issues with a student	Talk to team lead first, then if you need additional help talk to Curriculum director. Please note: If you want to know when we are kicking a kid out, the answer is always-when the behavior plan has been implemented, we have made accommodations, we have tried to help the child and we have met with the parents.
I need help now	Talk to Team lead if they are available, if not call Childcare director followed by other offices
I need a bathroom break	Talk to Team lead if they are available, if not call Childcare director followed by other offices
I am interested in getting my CDA	Curriculum Director
I am interested in some type of training	Childcare Director
I am having some type of personal crisis	Executive Director
I can't figure out how to do a normal part of my day	Talk to team lead first, then if you need additional help talk to Curriculum director
I asked someone and they did not help	Executive Director
I need help with the Procure app	Childcare Director
My classroom schedule is not working	Curriculum Director
I want to rearrange my classroom	Talk to team lead first, followed by Curriculum director
Behavior or education plans	Curriculum Director
Can I turn in my lesson plan late?	Curriculum Director
Are we going outside? Can we go for a walk?	Executive Director
Can I have another copy of my lesson plan?	Curriculum Director
Temperature checks	Call childcare director first, then other admin.
Can you help with nap?	Team lead, then call Heidi
I need help writing a Procure message	Executive Director, if not available any other admin

Lead Teacher and Assistant Teacher Responsibilities

	Lead	Assistant	Both
Paperwork			
Filling out and getting signed the following forms: behavior reports, incident reports, food forms, sick forms, etc.			X
Filling out Procure information for meals and activities (includes taking pictures)			X (for primary care group)
Creation of lesson plans	X		
Reading over and completing student goal forms			X (for primary care group)
Teaching			
Teaching during different times of day			X Teachers should switch on and off for times of day. Assistant teacher should lead each time of the day at least once a week.
Dealing with behavioral problems			X teachers must communicate on who will be working with each child throughout day
Creation of behavior/educational plans	X		
Implementing behavioral/educational plans			X
Making sure all plans are implemented	X		
Working with parents			
Talking to parents during the day			X
Parent/Teacher conferences and meetings	X		
Answering parents in Procure			X
ODJFS licensing			
Cleaning			X
Making sure all policies and rules are being followed	X		Both teachers must follow rules by Lead is ultimately responsible and should report problems to administration.

Job Descriptions

Executive Director

Job Summary: To lead the program in fiscal responsibility, operations management and childcare operations. Provide care, education and support for children aged (insert age group) in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience.

Administrative Responsibilities:

- Responsible for planning, organization, and direction of the organization's operations and programs.
- Develops and implements consistent accounting policies, procedures, and operational reporting/metrics.
- Oversees and reports on the organization's performance for the Board of Trustees.
- Prepares accurate and timely analyses that capture and communicate funding results, variances, and performance trends.
- Provides leadership to and manages the efforts of staff to ensure appropriate performance of every department.
- Supervises the development of operations based financial modeling.
- Coordinates and leads annual budget reviews, monthly and quarterly reporting and periodic forecasting.
- Approves all major system implementation relating to finances, childcare program, human resources, and all other areas of program.
- Other duties as assigned

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Responsible for teaching teams in providing for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Responsible for the implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.
- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Work with parents to maintain relationships, address questions and concerns, etc.
- Providing a friendly, safe, and clean environment
- Write, read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards program and employee goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality

Additional Responsibilities

- Must be able to operate a tablet, computer, copier, and other office/janitorial equipment.
- Take required trainings as mandated by ODJFS and SUTQ
- Plan and attend staff meetings and staff training days
- Plan and attend special school events
- Accept temporary work assignments or other duties as assigned.

- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Background Requirements

- Must have a 4-year degree in education or a related field
- Must maintain an Ohio CPL 3 or above
- Must have 3+ years of experience as an ODJFS program administrator
- Must have professional experiencing working with finances, budgeting, program building, non-profit work (board or professional), leadership and management.
- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check

Childcare Director

Job Summary: To lead the program in providing excellent customer service and staffing in order to maintain operations. To provide care, education and support for children aged (insert age group) in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience.

Administrative Responsibilities:

- Responsible for maintaining ODJFS licensing and compliance standards for the program
- Organizing day to day scheduling to make sure center is in compliance
- Assist Executive Director in planning and organizing for childcare programming and events
- Operates front desk in professional manner
- Conducts childcare tours and meets with parents
- Oversees Title 20 program and maintains compliance and billing standards
- Assists in maintain SUTQ and OCCRRRA standards
- Provides leadership to and manages the efforts of staff to ensure appropriate performance of every department.
- Other duties as assigned

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Responsible for teaching teams in providing for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Responsible for the implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.

- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Work with parents to maintain relationships, address questions and concerns, etc.
- Providing a friendly, safe, and clean environment
- Write, read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards program and employee goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality

Additional Responsibilities

- Must be able to operate a tablet, computer, copier, and other office/janitorial equipment.
- Take required trainings as mandated by ODJFS and SUTQ
- Plan and attend staff meetings and staff training days
- Plan and attend special school events
- Accept temporary work assignments or other duties as assigned.
- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Background Requirements

- Must have a 4-year degree in education or a related field
- Must maintain an Ohio CPL 3 or above
- Must have + years of experience as an ODJFS program administrator
- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check

[Curriculum Director](#)

Job Summary: To support staff, families, and children in the program in order to maintain operational integrity. To provide care, education and support for children aged (insert age group) in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience.

Administrative Responsibilities:

- Responsible training new employees, mentoring employees, and training veteran employees in order to maintain operational success.

- Organizes and manages programs for assessment, and educational/behavioral plan creating in order to provide for all the students in our care.
- Works to maintain ODJFS licensing and compliance standards for the program
- Oversees creation of, and inputs, all learning activities in alignment with ODJFS licensing standards and SUTQ requirements.
- Assist Executive Director in planning and organizing for childcare programming and events
- Conducts childcare tours and meets with parents
- Provides leadership to and manages the efforts of staff to ensure appropriate performance of every department.
- Other duties as assigned

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Responsible for teaching teams in providing for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Responsible for the implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.
- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Work with parents to maintain relationships, address questions and concerns, etc.
- Providing a friendly, safe, and clean environment
- Write, read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards program and employee goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality

Additional Responsibilities

- Must be able to operate a tablet, computer, copier, and other office/janitorial equipment.
- Take required trainings as mandated by ODJFS and SUTQ
- Plan and attend staff meetings and staff training days
- Plan and attend special school events
- Accept temporary work assignments or other duties as assigned.
- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Background Requirements

- Must have a 2 or 4 year degree in education or a related field or a current CDA.
- Must maintain an Ohio CPL 3 or above
- Must have 3+ years of experience in an ODJFS program

- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check

Lead Teacher

Job Summary: To provide care, education and support for children aged (insert age group) in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience. Experience is not required.

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Work as part of a teaching team to provide for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.
- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Work with parents to develop educational goals for their children. Meet with parents on a regular basis.
- Providing a friendly, safe, and clean environment
- Read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards teaching goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality
- Complete classroom lesson plans and paperwork in a timely manner
- Inform Administration of any concerns regarding one or more individual children

Additional Lead Teacher Responsibilities:

- Developing age-appropriate lesson plans
- Mentor, train, and supervise an assistant teacher and classroom support staff
- Work to develop and implement behavioral and education plans for children with additional needs
- Be primary contact for all parents in the classroom
- Hold parent/teacher conferences when scheduled
- Take responsibility for maintaining licensing compliance and high program standards
- Conduct all screenings and evaluations on an ongoing basis.

Additional Responsibilities

- Must be able to operate a tablet
- Take required trainings as mandated by ODJFS and SUTQ
- Attend staff meetings and staff training days
- Attend special school events
- Accept temporary work assignments or other duties as assigned.
- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Lead Teacher Requirements

- Must have current CDA or a degree in early education or related field. Must maintain a CPL 3 level credential through the SUTQ program. (note: all teachers new to this role have a window, set upon promotion, to obtain CDA and CPL level)
- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check
- For school aged teachers: must have a valid driver's license and cleaning driving record

Assistant Teacher/Substitutes

Job Summary: To provide care, education and support for children aged (insert age group) in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience. Experience is not required.

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Work as part of a teaching team to provide for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.
- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Work with parents to develop educational goals for their children. Meet with parents on a regular basis.
- Providing a friendly, safe, and clean environment
- Read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards teaching goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality
- Complete classroom lesson plans and paperwork in a timely manner
- Inform Administration of any concerns regarding one or more individual children

Additional Responsibilities

- Must be able to operate a tablet
- Take required trainings as mandated by ODJFS and SUTQ
- Attend staff meetings and staff training days
- Attend special school events

- Accept temporary work assignments or other duties as assigned.
- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Teacher Requirements

- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check
- For school aged teachers: must have a valid driver's license and cleaning driving record

Support Staff

Job Summary: To provide care, education and support for children aged 6 weeks to 12 years in an early learning center environment. Will work to educate children on a developmentally appropriate level and work to foster a team approach to meet the individual needs of all children in care. Will maintain all Federal, State, and local regulations for childcare programs.

Pay based on education and experience. Experience is not required.

Childcare Responsibilities:

- Supervise and monitor children while maintaining state ratios and standards
- Work as part of a teaching team to provide for basic care for children which includes meal, cleaning, educational, and assisting with body care times.
- Implement lesson plans, and interacting with children on an ongoing basis to help develop a range of skills after training is given in this area.
- Encourage positive behavior through modeling, addressing conflicts, and following programs behavior management policy.
- Providing a friendly, safe, and clean environment
- Read, understand, and implement all requirements as indicated by employee handbooks and trainings
- Meet with administrative staff to set and progress towards teaching goals
- Maintain accurate records (attendance, student progress, etc.) as outlined by program policy
- Maintain high standard of confidentiality
- Complete classroom lesson plans and paperwork in a timely manner
- Inform Administration of any concerns regarding one or more individual children

Additional Responsibilities

- Must be able to operate a tablet
- Take required trainings as mandated by ODJFS and SUTQ
- Attend staff meetings and staff training days

- Attend special school events
- Accept temporary work assignments or other duties as assigned.
- Consistently follow work hours and deliver services as assigned
- Complete all other duties as assigned

Physical Demands:

- This position frequently communicates with parents and other educators. Must possess good communication skills and be able to exchange accurate information.
- This position requires frequent movement around a classroom, playground, or outdoor environments. Must be able to position self on the floor, kneel, bend, and engage with children on their physical level. Must be able to engage with children in gross motor activities, on the floor, and all other classroom activities.
- Must be able to lift 50lbs.

Teacher Requirements

- Be at least 18 years of age (state requirement)
- Highschool Diploma or GED (state requirement)
- Ability to pass a state/federally mandated background check

Compliance Area	Compliance Area	Position Responsible
Issuance of license	License posted in public area	Childcare Director
	Information current in OCLQS (schedules, rates, enrollment)	Executive Director
	Payment information current in provider portal	Executive Director
Inspections	Corrective action plans submitted in timely manner	Executive Director
Building Inspections	Certificate of occupancy available	Childcare Director
	Fire inspection available	Childcare Director
	Food license posted	Childcare Director
Administrator Qualifications	Administrator rules review course current	Childcare Director
	Administrator schedule of hours posted publicly	Childcare Director
	OPR dashboard current (schedules, positions, documents, trainings)	Childcare Director
	Current licensing rules printed and available, licensing rules link posted	Childcare Director
	Current handbooks available	Childcare Director
	Parents receive copy of parent handbook	Childcare Director
Employee Requirements	Completed Medical form	Childcare Director
	Immunizations on file	Childcare Director
	OPR dashboard current (schedules, positions, documents, trainings)	Childcare Director
	ID on file	Childcare Director
	Educational verification on file	Childcare Director
	College transcript uploaded and in file (if applicable)	Childcare Director
	Orientation completed	Childcare Director
Criminal Records	Completed background checks in system and file	Childcare Director
Professional Development Requirements	Communicable disease (most, if not all staff)	Childcare Director
	First aid within 90 days of hire and current	Childcare Director
	CPR within 90 days of hire and current	Childcare Director
	Child abuse training within 60 days of hire and current	Childcare Director
	SUTQ training hours met	Childcare Director
Outdoor space	Free of rust, cracks, holes, splinters, sharp edges, chipped or peeling paint, protruding bolts	Curriculum Director
	Shade covers in good condition	Curriculum Director
	Free of trash, foreign objects, garbage, hazards	Curriculum Director
	Mulch spread evenly	Curriculum Director
	Playground report completed quarterly	Curriculum Director

Safe Environment	No broken or unsafe furniture	Team Leads
	No choking hazards	Team Leads
	Weapons sign posted	Childcare Director
	Cleaning supplies stored appropriately and labeled	Team Leads
	Electrical outlets covered	Team Leads
	Electrical cords secured	Team Leads
	Pets cared for properly	Team Leads
Sanitary Environment	Toilet tissue, liquid soap, paper towels available	Team Leads
	Toilets flushed after each use	Team Leads
	All furniture and toys cleaned per cleaning chart instructions	Team Leads
	Cups/dishes/silver wear cleaned and sanitized after use	Team Leads
	Cleaning being done according to schedule	Team Leads
	Diaper change surface cleaned if visibly soiled (including underneath)	Team Leads
	Surface sanitized after each diaper change	Team Leads
	No smoking sign posted	Childcare Director
Handwashing	Being done at required times	Team Leads
	Sink being completely cleaned and sanitized before and after meal preparation	Team Leads
Transportation and Vehicle requirements	Drivers have cell phone	Team Leads
	Driver's license on file	Childcare Director
	Children using seatbelts	Team Leads
	Driver has completed ODJFS training	Childcare Director
	Children not attended on bus	Team Leads
	Weekly inspections of vehicle	Curriculum Director
	Vehicle has state inspections completed and current	Curriculum Director
	Fieldtrip forms are completed	Curriculum Director
Child Records	Current child health and enrollment form	Childcare Director
	Child medical statement current and within 30 days	Childcare Director
Health conditions	Child has child medical/physical care plan on file and current	Childcare Director
	Childcare staff members are trained	Childcare Director
Emergency plans	Disaster plan on file	Executive Director
	Disaster plan available to all staff members	Childcare Director
	Required drills conducted	Childcare Director
	Documentation of disaster plan annual training	Executive Director
	Medical, dental, general emergency plan in each classroom	Childcare Director
	Dental emergency guide posted	Childcare Director
Incident Reports	Reports are filled out and parents informed	Team Leads
	OCLQS notified for serious incidents	Executive Director
First aid	First aid supplies stocked	Childcare Director
	First aid kits taken on all field/routine trips	Team Leads
	First aid supplies out of reach of children	Team Leads

Management of communicable disease	Exclusion document posted by office phones	Childcare Director
	Temperatures checked	Team Leads
	Communicable disease chart posted	Childcare Director
	Communicable diseases reported to health department and ODJFS	Executive Director
	Handbook on management of communicable disease protocol available and current	Executive Director
Programing	Lesson plans posted and being followed	Team Leads
	Daily outdoor activities (or indoor for weather) completed	Team Leads
Equipment	Required materials in classroom and exchanged weekly	Team Leads
	Play materials orderly	Team Leads
	No personal belongings in room	Team Leads
	Children have access to play equipment	Team Leads
Ratio and supervision	Attendance accurate at all times	Team Leads
	Children supervised at all times	Team Leads
	Outdoor supervision being done	Team Leads
Child guidance	WOW Behavior management philosophy implemented	Team Leads
	No prohibited disciplinary techniques	Team Leads
Sleeping and napping	Cots and cribs labeled	Team Leads
	Cots and cribs appropriate distance apart	Team Leads
	Cots and cribs clean	Team Leads
	Nothing prohibited in cribs	Team Leads
	Children are not sleeping with bibs or other materials	Team Leads
	Cribs not being used for storage	Team Leads
	Infants placed on back to sleep	Team Leads
	Crib sheets clean	Team Leads
	Cot bedding stored so it is not touching	Team Leads
Food	Meals and snacks being served	Team Leads
	Correct food is being served	Team Leads
	No choking hazards	Team Leads
	special diets being followed	Team Leads
	No screen time during meals	Team Leads
	Appropriate amounts of milk being served	Team Leads
	Developmentally appropriate dishes and silver wear being used	Team Leads
	All food items labeled	Team Leads
Infant care	Children have room to move	Team Leads
	Daily sheets (Procare) being filled out	Team Leads
	Tummy time provided daily	Team Leads
	No propped bottles	Team Leads
	All bottles labeled with date, name and date of preparation	Team Leads
	No solids under 4 months of age	Team Leads
Diapers	Child always has hand on them when on diaper table	Team Leads
	All soiled areas cleaned and sanitized	Team Leads
	Diapers bagged	Team Leads
	Soiled clothing bagged and out of reach	Team Leads
	Children have a change of clothing	Team Leads

Medication	Request for administration of medications filled out and current	Childcare Director
	Medications properly labeled	Childcare Director
	Medications properly stored	Childcare Director
	Written permissions for all non-prescription topical products current	Childcare Director
	Old medications sent home	Childcare Director