

**CENTER STAFF MEETING FORMAT**

Date \_\_\_\_\_

Center Location \_\_\_\_\_

Staff Attending \_\_\_\_\_

\_\_\_\_\_

Time Began: \_\_\_\_\_ Time Concluded \_\_\_\_\_

**Regular Business:**

Upcoming Center Activities \_\_\_\_\_

Monthly Calendars \_\_\_\_\_

Child Safety Issues \_\_\_\_\_

Monthly Report \_\_\_\_\_

Volunteers/TB test (any 30 day?) \_\_\_\_\_

LAP \_\_\_\_\_

LAP-D Screen \_\_\_\_\_

Fluharty \_\_\_\_\_

Monthly Memos \_\_\_\_\_

**Environmental Inspections** \_\_\_\_\_

In-kind \_\_\_\_\_

Tracking \_\_\_\_\_

**Bus Route Problems** \_\_\_\_\_

Excessive Absenteeism \_\_\_\_\_

Training Review \_\_\_\_\_

Licensing \_\_\_\_\_

Dental Status of Children (FPA) \_\_\_\_\_

Physicals Status w/Children(FPA) \_\_\_\_\_

Policy Council Meeting Review \_\_\_\_\_

Training Guide \_\_\_\_\_

Self-assessment \_\_\_\_\_

Families First Updates \_\_\_\_\_

Policies/Procedures \_\_\_\_\_

Update Staff Calendars \_\_\_\_\_

**Other Business** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_