|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cycle | Task | Date | Center | Families | Staff | Licensing | Food Program |
| Daily | | | | | | | |
| * Verify Attendance * Review Ratio Coverage * Review Daily Tasks/Calendar * Return Phone Calls | |  |  |  |  |  |  |
| Weekly | | | | | | | |
| * Bill Tuition * Collect Tuition * Payroll * Schedule Social Media Posts | | Monday  Due Friday  Wednesday  Thursday | X | X  X | X |  |  |
| Monthly | |  |  |  |  |  |  |
| * Update Menus * Post Menus * Update Family Records * Update Staff Records * Schedule any field trips at least 2 to 3 months in advance | | 1st |  |  | X  X | X | X  X  X  X |
| Yearly | |  |  |  |  |  |  |
| January   * In-House Enrollment | |  |  | X |  |  |  |
| February   * Vision Screening | |  |  | X |  |  |  |
| March   * Parent/teacher conferences * Staff Evals | |  |  |  | X  X |  |  |
| April   * Replace Mulch * Order any End of the year | |  | X |  |  |  |  |
| May   * Plan next year's school calendar | |  |  |  | X |  |  |
| June   * Review/Update Student File | |  |  |  | X |  |  |
| July   * Send out welcome packets (including supply list, welcome letters, school calendar etc.) | |  |  |  | X |  |  |
| August   * Finalize class rosters * Get carpet cleaned or flooring waxed * Enter new parents’ emails into distro list | |  |  |  | X  X  X |  |  |
| September   * Health Inspection * Fire Inspection * Next school year budget | |  |  |  |  | X  X |  |
| October   * Speech Screening | |  |  | X |  |  |  |
| November   * Parent/ teacher Conferences * Staff Evals * Plan Winter Program | |  | X |  | X  X |  |  |
| December   * Marketing for Winter Program | |  | X |  |  |  |  |