|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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
 | MondayDue FridayWednesdayThursday | X | XX | 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 |  |  | XX | X | XXXX |
| Yearly |  |  |  |  |  |  |
| January* In-House Enrollment
 |  |  | X |  |  |  |
| February* Vision Screening
 |  |  | X |  |  |  |
| March* Parent/teacher conferences
* Staff Evals
 |  |  |  | XX |  |  |
| 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
 |  |  |  | XXX |  |  |
| September* Health Inspection
* Fire Inspection
* Next school year budget
 |  |  |  |  | XX |  |
| October* Speech Screening
 |  |  | X |  |  |  |
| November* Parent/ teacher Conferences
* Staff Evals
* Plan Winter Program
 |  | X |  | XX |  |  |
| December* Marketing for Winter Program
 |  | X |  |  |  |  |