WICAP HEAD START
TEAM MEETING AGENDA
Prenatal – 5 Years

Center:_____   Date: _____ Time:_____
Team Facilitator:_____   Recorder: _____

Attendees:
Welcome (Introduce any new staff members!):
Celebrations:
Rumors:
Review previous meeting minutes:
Review existing, Revised, or new Policies & Procedures and Forms:
Announcements/Updates (In-Kind, supply orders, etc.):
Sharing of Weekly Schedules:
Review Monthly Site Calendar (Upcoming events, etc.):

CONTENT AREA DISCUSSION
Child/Family Updates -
  Who has new children?
  Who has dropped children?
  Who has updated/new 1520's?
  Who has EHS to HS transitions?
  Are there staffings needed?
Education -
  What is your classroom study?
  What is your study for Socialization?
  Are there any field trips? Do you need a bus?
  Do you have items ready for volunteers to complete?
  How are you involving parents?
Mental Health/Disabilities -
  Are there scheduled observations?
  Are there any staffing that need to occur?
  Are there any referrals/concerns?
  Are there any disabilities meetings/staffing?
Transportation -
  Are your routes updated? Does Center Manager have a copy?
  Are there any concerns with children?
  Are there any route changes?
Parent Committees updates and scheduled meetings -
  Activities/Training Committee:
  Male Involvement Committee:
  Reporter/Editor Committee:
  RIF/Library Committee:
  Recruitment Committee:
Family Fun Nights, Parent Trainings -
  Dates and Times:
  Themes:
  Meals:
  Is transportation needed?
  What parents are helping?

<u>Socializations</u> -
Dates and Times:
Themes:
Have cooks shared menu for Socializations?
Is transportation needed?
What parents are helping?

<u>Nutrition</u> -
Have FUN night meals been approved & do cooks have the list?
Any new food allergies?
Nutrition experiences?
Has center choice been completed & production record?

<u>Health</u> -
How many physicals & dentals are missing?
Are all immunizations complete?
Any conditional attendance? How is the follow up?
Are 45 day screeners complete on new kids?
Follow up on medical referrals?

<u>Community Partnerships</u> -
Who is your Community Partner?
What meetings are you attending?
Are the 1200's filled out and turned into the FCPC?
Are there any new or lost Community Partnerships?
Are there any new or no longer Community Resources?

<u>Recruitment</u> -
Where are you currently recruiting?
Is the Recruitment Committee/Parents involved?
Are there any public events occurring to recruit at?

<u>Technology</u> -
Are there any technology issues?
Did you do an IT ticket?

<u>Facilities</u> -
Are there any safety issues or concerns?
Offender updates completed?

<u>Parent Meetings and Parent Trainings</u> -
Who is doing…
    Setup:
    Greeting:
    Serving food:
    Childcare:
    Translation:
<u>Round Robin</u> -