

Form Explanation Sheet

FORM NAME: Outdoor/Indoor Materials Checklist

WHY IT'S USED: This form is used to record ONCE A MONTH the condition of materials at the center (inside and outside)

HOW TO USE: Once per month teaching staff must document and assess the materials available in the classrooms and outdoor play areas

DEADLINES: Completed ONCE A MONTH

WHO IS RESPONSIBLE: Center Supervisor/Customer Resource Specialists will ensure staff is completing this form and filing completed form in center files. Teaching staff have the primary responsibility for completing the materials checklist. Education Coordinators will be checking each monitoring to see if this is being completed.

WHERE IT GOES: Completed forms are to remain in center files, or posted in classroom for the current month. At the end of the school year, place the file of completed checklists in a folder with the child files to go to storage.