

Management Staff Task List

Financial	Staff Responsible	Title	Occurrence
Budgets			
Input Payments/Reversals			
Depositing Checks			
Tuition Notices			
Supply Ordering			
Food Orders			
Input Staff Payroll			

Licensing	Staff Responsible	Title	Occurrence
License Renewal			
Compliance Report			
Staff Physical Updates			
Child Physical Updates			
Fire Drills			
Emergency Plan Updates			

Staff	Staff Responsible	Title	Occurrence
Running Ads for Staff			
Interviews			
Staff Training			
Hiring Paperwork			

Communications	Staff Responsible	Title	Occurrence
Center Communications			
Bulletin Boards			
Growing Relationships			
Newsletters			
Calendars			
Transition Communications			

Marketing	Staff Responsible	Title	Occurrence
Tours			
Following Up on Family Leads			
Marketing			
Special Displays			

Basic Center Operations	Staff Responsible	Title	Occurrence
Classroom Number Management			
Weekly Schedule			
Specialty Classes			
Weekly Observations			
Sign In Sheets			
Attendance Rosters			
Weekly Paper Collection			
New Family Orientation			

Special Tasks	Staff Responsible	Title	Occurrence
Summer Camp Coordinator			
Fall Coordinator			
Health and Safety			
Staff CARE Coordinator			