



Long Day Responsibilities

Listed below are the expectations for all staff for long days.

Kelly will:

- Determine the program wide theme
- Make the staff schedule
- Keep track of total kid counts from each center
- Send all attendance sheets to Debra following prior to the long day
- Ensure sign up sheets are distributed prior to sign up week
- Order snacks with Bethany

Center Directors will:

- Create the activity schedule for each site using staff planned activities
- Update Long Day Log Books
- Prepare tags for each long day or delegate to staff
- Make an allergy list for the long day notebook
- Ensure high quality activities get turned in from their center staff
- Make sure parents are aware of the long day procedures
- Make sure staff and parents are aware of the plans for the day
- Turn in final kid count to long day mailbox by designated date
- Gather supplies for all planned projects from their center staff
- Bring all items needed the day of the long day:
 - all children's medications

Host Site will:

- Make sure site is stocked with extra paper supplies for the long day
- Make sure site has the following standard materials readily available (scissors, pencils, tape, glue, paper, construction paper, legos, board games, paint)
- Replenish first aid kits when necessary
- Make sure emergency cards are available for all children on site (in the long day book)

All Staff will:

- Plan creative, engaging activities for the day
- Come prepared with a positive, flexible attitude and ready to work
- Come dressed professionally with your MLEDP id badge
- Be familiar with the schedule of the day and what you are expected to do
- Be engaged with children on site at all times

Hoover Cafeteria D-11: Hoover SA, Jefferson SA and Washington SA
Howe Cafeteria C-8: Markham SA, Howe SA and Foster SA
Lincoln Entrance C-15: Lincoln SA and Lincoln KC
Hoover KC Entrance A-2: Hoover KC and Howe KC