

ABC Childcare

Staff Meeting Agenda

Date _____ Time _____

Please bring _____

Please Read _____

Opening Activity (5-10 minutes)

Icebreakers, Question of the Day (something fun and/or teambuilding).

Discussion: Agenda Priority (20-30 minutes)

This would include quality initiatives, progress on goals, planning activities such as parent community involvement events (or report of subcommittee on such items), guest speakers, Professional Development Topics include curriculum implementation, lesson planning, behavior management, assessment reviews, etc.

Quality Indicators/Program Policy Review (15 minutes)

To educate and/or keep staff up to speed on expectations and policies. In this section, you may want to list staff that need registry updates. Can rotate between STARS Indicators and Program Policies.

Certification/Health and Safety (15 minutes)

To remind/review practices on health and safety, supervision. Certification Regulations review and or explanation. Present information timely for seasons or upcoming events. Opportunity to practice when possible.

Staff Items/ Idea Sharing/Best Practices (20 minutes)

Staff can present challenges and support one another toward solutions. Items must be submitted at least 2 days prior to meeting.

Reminders/Upcoming Events (10 minutes)

Standing list of reminders or dated upcoming events that may need only brief comment or question about how to complete. If reminders become something that needs more attention, then they need to be moved to a different section of the agenda- Regulation/Policy Review, Health and Safety or Best Practices. Anniversaries, Birthdays, other important events.

Registry Updates (15 minutes)

Provide time for those who need to complete registry tasks to do so. Staff check expiration dates, and update personal information. If staff are reminded several days in advance, they can complete these tasks prior to meeting, and director verifies completion. Or they complete them during the meeting or stay to get help.

Next Meeting

Write the date for the next meeting. Meetings should be scheduled for the same time each month so staff can plan to attend.