

**Task: Health and Behavioral Observations**

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be completed</b>
1. Complete Health and Behavioral Observation Form on all children 2x's yearly	Teaching Staff	1st within first 45 calendar days; 2nd February
2. Submit the Health and Behavioral Observation Form to the Area Coordinators	Teaching Staff	upon completion
3. Forward Health and Behavioral Observations to the Health Services Manager	Area Coordinators	after reviewing
4. Review and return Health and Behavioral Observations. Send email with concerns and/or questions to teaching staff.	Health Services Manager	after reviewing
5. File Health and Behavioral Observations (February's) in child's file.	Family Advocates	After second one completed in February