

## Weekly Central Office Check-list

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Site: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Work is for Week: \_\_\_\_\_

Please make sure all items are included in this package and sent to Central Office Weekly.

Thank you

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1.) Copy of Site Interest List kept on an Excel Page

2.) Original Sign in/out Sheets w/ half sheet verifications

3.) Teachers Summary of Attendance

4.) Phone Contact Log for all Days

5.) Copy of QB AR Aging

6.) Bank Deposit Slips (Pink) w/ the bag #

Transaction Detail by Account Report (TDA)

Copies of parent receipts

Copies of babysitting receipts

*Remember to check your recertification list and hand out the Recertification Packet 6 Weeks Prior. Fax Paperwork 2 Weeks prior to expiration date.*

*Keep up the great work!*