**UPSHUR HUMAN RESOURCES INC.**

**BULLETIN BOARD/ POSTED INFORMATION MONITORING CHECKLIST**

**/ = Posted/ Current X= Not Current 0= Missing**

Date Monitored: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Center Bulletin Board:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM:** | **BU** | **HD1** | **HD2** | **RC** | **TC** | **COMMENTS:** |
| BOD Meeting Notice (m) |  |  |  |  |  |  |
| BOD Agenda (m) |  |  |  |  |  |  |
| BOD Meeting Minutes (m) |  |  |  |  |  |  |
| PC Meeting Notice (m) |  |  |  |  |  |  |
| PC Agenda (m) |  |  |  |  |  |  |
| PC Meeting Minutes (m) |  |  |  |  |  |  |
| Parent Meeting Notice (m) |  |  |  |  |  |  |
| Parent Meeting Agenda (m) |  |  |  |  |  |  |
| Parent Meeting Minutes (m) |  |  |  |  |  |  |
| Director’s Report (m) |  |  |  |  |  |  |
| Financial Report (m) |  |  |  |  |  |  |
| Child Care Permits |  |  |  |  |  |  |
| UHRI Safety Plan |  |  |  |  |  |  |
| Day Care License |  |  |  |  |  |  |
| Business Registration |  |  |  |  |  |  |
| Current Job Postings |  |  |  |  |  |  |

Classroom:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM:** | **BUA** | **BUB** | **HDA** | **HDB** | **HD2A** | **HD2B** | **HD2C** | **RCE** | **TCA** | **TCB** | **COMMENTS:** |
| Seven Rights of Medication |  |  |  |  |  |  |  |  |  |  |  |
| Medication Certificate(s) |  |  |  |  |  |  |  |  |  |  |  |
| Dental Emergency |  |  |  |  |  |  |  |  |  |  |  |
| Medical Emergency/ First Aid |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Procedures |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Phone Numbers |  |  |  |  |  |  |  |  |  |  |  |
| H.S. Facility Number and Landlord info. |  |  |  |  |  |  |  |  |  |  |  |

REV: 2/09