



River Valley Child Development Services

QA Annual Evaluation Checklist

Tasks to be completed	Completed Accurately	Completed Timely	Completed After Due Date	Not Completed	N/A
ANNUALLY					
Annual report completed by Oct. Board meeting of each year					
Manager evaluations tallied by June 1 st of each year					
Exec. Director's evaluation submitted to Board president by December (When requested)					
Review all job descriptions for consistency and post on website by Sept. 1 of each year					
QUARTERLY					
Food monitoring completed at RV CARES and all SAC sites					
Personnel files audited					
MONTHLY					
FCCFP Menu Review					
OTHER					
Develop and Analyze requested Survey Monkeys					
Develop and utilize assessment tools for programs.					
Update and maintain forms on website					
Develop and share reports of findings from audits to appropriate director(s).					
Review laws, policies and procedures and ensure compliance.					
Monitor information on website					
Timesheets submitted to ED by end of work day at end of pay period					
Travel reimbursement forms submitted to ED					
Notify ED of leave time in advance					



River Valley Child Development Services

Conference Planning forms completed and submitted to ED 30 days in advance of registration date					
Return e-mails and phone messages within 48 hours upon return to office					
Provide ED with monthly schedules					

Comments: _____

 Manager Signature

 Date

 Executive Director Signature

 Date