

Record of Center / Combination / Home Base Services

Unit _____ Area Manager _____

***Record total days in each category**

Month	Home visits held	Home visits offered	Socializations held	Socializations offered	Classes held	PT conf	Prep days	Inservice	Leave
August									
September									
October									
November									
December									
January									
February									
March									
April									
May									
Totals:									

The above chart is to be used to track each home base unit or classroom days of operation to ensure that all units are meeting the minimum child contact days (45 CFR 1306.32 and 1306.33).

Please compare monthly each unit's record of services to the annual work calendar and schedule for home base, combination, and center teachers. Each classroom unit must provide child services at a level of not less than 128 (children present) days and for home base no less than 32 home visits per family and a minimum of 16 socializations.