

**Aim:**  High Level of Learning  Enhanced Customer Satisfaction  Effective Use of Resources (administrative focus)

**Results (Current Conditions):** Current Parent Manual and Enrollment Forms do not accurately address issues.

**Goal & Measure:** To update Parent Manual and Enrollment Forms to address various administrative issues

**Leadership (Who is Responsible?)** Site Supervisor, Administration

<b>Processes/Human Resources</b> What do we need to do?	<b>Timeline</b> <i>When will it be Accomplished?</i>	<b>Leadership</b> <i>Who is Responsible?</i>	<b>Measures</b> <i>How will we know these are successful?</i>	<b>Dates Of Review</b>
*Read Parent Manual and Enrollment Forms	July, 2013	Site Supervisor, Bookkeeper, Program Coordinator	Administrative Team meetings to review	June, July, 2013
*Acquire/develop/delete necessary language for Parent Manual and Enrollment Forms.	August, 2013	Site Supervisor, Administration	Documentation	August, 2013
*Review and re-evaluate language in Parent Manual and Enrollment Forms.	August 30, 2013	Curriculum Specialist, Site Supervisor	Meetings with Site Supervisor to review	October, 2013, February, March, 2013