

# MyBeeClub - QC Checklist



<b>PROGRAM</b>	PHONICS / DRAWING / HANDWRITING / KIDS YOGA / SPOKEN ENGLISH / YOUNG LEAD (Please select the programs that you are responsible for by a check mark "✓" over the program)				
<b>CLASS TEACHER</b>		<b>OBSERVATION DATE:</b>	Date 1: Date 2: Date 3: Date 4:		
<b>S.No</b>	<b>ITEM DESCRIPTION</b>	<b>COMMENTS</b>	<b>NEXT STEPS</b>	<b>CLOSED DATE</b>	<b>STATUS (OPEN/CLOSED)</b>
1.	Teacher reporting time				
2.	Students reporting time (Phonics / Drawing / Handwriting / Kids Yoga / Spoken English / Young Lead )				
3.	Van students reporting time (Reading / Drawing / Handwriting / Kids Yoga / Spoken English / Young Lead)				
4.	MyBeeClub Uniform				
5.	Student ID card				
6	Journals				
7	Teacher ID card				
8	Nannies ID card				
9	Cupboards- Neatly arranged				
10	White/Black Board				
	✓ Date /Total Strength: /Total Present:				

S.No	ITEM DESCRIPTION	COMMENTS	NEXT STEPS	CLOSED DATE	STATUS (OPEN/CLOSED)
11	Attendance Registers				
	✓ Attendance is up-to-date				
12	MyBeeClub - Teachers Weekly Log – Up-to-date				
13	MyBeeClub - Teachers Weekly Log – Reviewed by the Center Manager				
14	Weekly Update				
15	Group Review – Phonics				
16	Teachers Folder				
	✓ Updated “Index Label” placed at the top right corner of the folder.				
	✓ Teachers Calendar				
	✓ Teacher Activity Schedule – MyBeeClub				
	✓ MyBeeClub - Teachers Weekly Log				
	✓ MyBeeClub Schedule				
	✓ CAR Template				

S.No	ITEM DESCRIPTION	COMMENTS	NEXT STEPS	CLOSED DATE	STATUS (OPEN/CLOSED)
	✓ Student Class List (Phonics / Drawing / Handwriting /Kids Yoga / Spoken English / Young Lead )				
	✓ Holiday list				
17	MyBeeClub– QC Audit File				
	✓ All the open items were closed				
18	Activity Sheets / Story Books Needed for the week				
19	Consistency in Curriculum				
20	Traffic Control during pick up				
21	Teacher - Parent communication				
22	Teachers Activity Schedule –Effectively implemented				
23	Effective power (electricity) use				
24	Cleanliness of the Classroom				
25	Cleanliness of the Bathroom				
26	Staff Leaving Time				

S.No	ITEM DESCRIPTION	COMMENTS	NEXT STEPS	CLOSED DATE	STATUS (OPEN/CLOSED)
27	Staff Communication – Courteous – Speaks in English – Professional				
28	Assessment Forms – Phonics				
29	Assessment Forms – Drawing				
30	Assessment Forms - Handwriting				
31	Assessment Forms – Kids Yoga				
32	Assessment Forms – Spoken English				
33	Assessment Forms – Young Lead				
34	Assessment Forms – Reviewed by the Center Manager				
35	Graduation Check List				
	✓ Receive feedback form from parents				
	✓ Assessment Form (Retain photo copy)				
	✓ Hand over the 1 <sup>st</sup> and Last activity sheet (Before and After Training – Drawing / Hand Writing Program)				
	✓ Distribute certificate				

S.No	ITEM DESCRIPTION	COMMENTS	NEXT STEPS	CLOSED DATE	STATUS (OPEN/CLOSED)
36	Extension period – Intimated to parents?				
37	Compensation Class – Has it been conducted?				

Date 1/Sign:  
Date 2/Sign:  
Date 3/Sign:  
Date 4/Sign:

**Created By**

Date 1/Sign:  
Date 2/Sign:  
Date 3/Sign:  
Date 4/Sign:

**Approved by**

Date 1/Sign:  
Date 2/Sign:  
Date 3/Sign:  
Date 4/Sign:

**Reviewed by**