

**Form B-11**

**Plan of Action Form: Maintenance**  
**Complete one page for each Infant/Toddler Classroom**

Classroom Name:  
Caregiver Names:  
Sub-Scale Name:

Age of children:

Item Number and Name

Please describe how you will maintain a score of 5 in one item with your current staff:

If one staff member leaves and another is hired, what steps will administration take to orient a new staff member to maintain this score?

What assignments will senior staff be given to help orient staff to current practices?

Write a short narrative explaining how you will monitor progress in the classroom and check in to assure the new staff member understands and feels competent in this area?

Will you need to purchase any materials to meet this goal? If so, what types?

How much money will you allocate to these items?