

Site Management Checklist

 Start this checklist at least **two weeks before your first LENA Day**.

Site Prep	2 weeks
Training	30 minutes
☐ Complete training <i>(Ready for LENA Grow required, Coaching With LENA Grow optional)</i> Training	
Immediate Tasks	30 minutes
☐ Introduce LENA Grow to staff and families Communication resources	
☐ Create classroom Groups and add teachers LENA Online Sites & Groups	
☐ Order Room Kits  LENA Online Sites & Groups	
Within 1 Week	20 minutes
☐ Teachers download LENA Grow app <i>(link in their email)</i> Get the LENA Grow teacher app	
☐ Teachers complete Orientation <i>(in app)</i> Check completion in LENA Online	
☐ Distribute Family Consent forms Consent instructions and forms	
☐ Teachers enroll participating children <i>(in app)</i> Check completion in LENA Online	
When Room Kits Arrive 	20 minutes
☐ Help teachers set up LENA tech in their classrooms Set up LENA tech	

LENA Grow Sequence		5 weeks
Before Each LENA Day		10 minutes
☐	Ensure vests are clean	
☐	Check devices are “ready” Tech support	
☐	Remind teachers of LENA Day, assist with dressing children if needed	
After Each LENA Day		10 minutes
☐	Check network light on each dock Green = good . If blinking orange , configure Wi-Fi. Tech support	
☐	Check weekly Friday email for action items	
☐	Monitor teacher progress LENA Online Teacher Progress Dashboard	

Wrap Up		1 week
After LENA Day 5		30 minutes
☐	Return box, devices, and dock to LENA. 🚚 UPS locations	
☐	Close Groups LENA Online	
☐	Print and display Celebration Reports to celebrate success LENA Online	