

**EHS FULL DAY TIMELINE**  
**AUGUST**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**45 Day Date:** \_\_\_\_\_

**Education Task:**

*Note: The first week you return is earmarked for Home visiting. You should be able to complete a substantial number of your visits that week and the week following Pre Service.*

\_\_\_\_\_ *Review the entire file, initial/date the recruitment notes.*

\_\_\_\_\_ **Begin Education Visits to include:**

- **Share an overview of agency/Head Start philosophy**
- Introduce the ASQ and have parents complete
- Have parents complete ASQSE (on returning children only)
- Discuss Curriculum development and introduce the tools our program uses for screening and ongoing assessment – the Portage, the ASQ and ASQSE
- Begin to formulate goals for the child based on parent input, ASQ, and ASQSE
- Discuss ways parent can volunteer in the program
- Facilitate a Safety Walk with parent/child as part of the Pedestrian Safety Curriculum
- Review CIS form and any Medical Protocols. Discuss health concerns and Insurance status
- Review with parents any concerns noted in Recruitment Notes
- review/complete health history, developmental history, and emergency contacts
- Discuss upcoming hearing and eye screenings

\_\_\_\_\_ **Plan and complete the Welcome to Head Start Open House** with your center team before class begins. Assist in the coordination of transportation to the meeting.

***At the Meeting:***

- Review the Parent Calendar
- Explain Child Abuse and Neglect Policy and procedure
- Discuss Parent Center Meeting format
- Review Holiday and Celebration, Siblings in the Classroom, Pets in the Classroom, Confidentiality and Exclusion Policies
- Discuss Classroom Attendance Policy and procedures
- provide an orientation for parents on the education, social service, mental health, and health/nutrition objectives.
- Orient parents to referral policies and procedures
- Discuss sign-in and out procedures

### **Getting Your Classroom Ready**

- \_\_\_ Prepare a Class Schedule
- \_\_\_ Label all shelves and tubs with names/pictures of toys in English/ Spanish  
(A list of common classroom labels is available on our website)
- \_\_\_ Establish a place near phone for a folder to Emergency Notification Forms
- \_\_\_ Post Month's Breakfast, Lunch and Snack menus
- \_\_\_ Review and post PBS management system
- \_\_\_ Designate a place for your lesson plans binder
- \_\_\_ Prepare daily plans one week in advance to include:

**\*Activities that familiarize children with all health and special services prior to the delivery of services ( hearing and vision screens, dental exam, well child check ups, etc....)**

**\*Parent goals for their child**

**\*Parent ideas and suggestions**

**\*Pedestrian Safety**

\_\_\_ Arrange classroom according to agency policies following the **Creative Curriculum Guidelines.**

### **Team Work/Center Responsibilities**

- \_\_\_ Attend and participate at center staff meeting
- \_\_\_ Provide Assistance and input into the emergency preparedness plan
- \_\_\_ Provide Assistance and input into the cleaning schedule

### **\*Meal Service:**

- \_\_\_ Notify Nutrition Director of food allergies/protocols.
- \_\_\_ Review food substitution forms with staff and cook.
- \_\_\_ Ensure food substitution forms are current and in children's files.

**-----Ensure the confidentiality policy is followed.**

### **\*Health:**

- \_\_\_ Immediately contact the health director for children in need of protocols.
- \_\_\_ Review protocols with staff.
- \_\_\_ File original protocol in child's file
- \_\_\_ File a copy of protocol in classroom emergency binder

**Ensure the confidentiality policy is followed.**

### **\*Mental Health:**

\_\_\_ Review PBS management system with staff members and determine how the rules will be taught and reinforced in the classroom, on the playground, the bus, and on field trips

### **\*Education/Disabilities:**

\_\_\_ Share information and/or IFSP goals with assistants. Share children's strengths and areas of concerns in regard to education.

**\* Child Care**

\_\_\_ Review with staff the children's schedule of arrival and departure times, along with the authorization to pick-up and drop off list of every child found on the emergency contact list.

**End of the Month:**

***Submit electronically:***

- \_\_\_ Complete and submit online End of Month form to Month End, cc'd to Ed. Mgr.
- \_\_\_ Enter and save current information into child plus to include home visit dates, class list updates, assessment/screening info.

**Submit to Education Manager**

- \_\_\_ • Copy of the changes to the environment form for September
- \_\_\_ • \*Electronic field trip form for Sept.
- \_\_\_ • Completed copy of this month's Timeline.

**Submit to Fiscal**

- \_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_ Ensure your staff development record is updated

***Meet with Teacher Assistants and other staff who provide direct services to the children (such as cooks, bus drivers, etc.) to review the following. Only share information with those who need to know. Ensure the Confidentiality Policy is followed. Submit a copy of the minutes/notes and this form with staff signatures to the Ed Manager and the Mental Health Services Manager. Keep the original for your records to use for review and follow up with team members.***

**Classroom Management**

\_\_\_ Behavioral concerns that might impact the child, other children, staff, volunteers and families.

\_\_\_ PBS Plan to best meet the needs of the child and other children.

\_\_\_ Families in crisis that may impact the child, other children, staff, volunteers and families.

\_\_\_ Behaviors the child may display due to the impact of stress brought on by the crisis

\_\_\_ Discuss and plan how the behaviors will be managed.

*Review with staff any court- ordered restraining order against someone (ex-husband/wife, ex-boyfriend/girlfriend, former in-laws, family members, etc..) which prevents contact from a parent and/or a child. Ensure the staff are aware of what the person with the restraining order looks like (a photograph would be helpful).*

       *Review the emergency preparedness plan for a dangerous person on campus. Practice the procedure prior to class starting.*

**TEAM COMMUNICATION**

       Devise a system of communication among staff (spiral notebook, sticky notes, etc) Keep in mind the confidentiality policy. Determine what system will be used, the location of the system, what will be communicated, and how follow up among staff will occur.

**The agreed upon system** \_\_\_\_\_ **Location of**  
**system** \_\_\_\_\_  
**What will be**  
**communicated** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How and when follow- up among staff will occur** (Daily after class, once per week, etc.....) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Each staff person needs to sign and date the following page to verify attendance and participation.*

***Signatures of Staff who participated and contributed to the meeting:***

Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Teacher Assistant \_\_\_\_\_ Date \_\_\_\_\_  
Teacher Assistant \_\_\_\_\_ Date \_\_\_\_\_  
Bus Driver \_\_\_\_\_ Date \_\_\_\_\_  
Family Advocate \_\_\_\_\_ Date \_\_\_\_\_  
Cook \_\_\_\_\_ Date \_\_\_\_\_  
Team Leader \_\_\_\_\_ Date \_\_\_\_\_

**EHS FULL DAY TIMELINE**  
**SEPTEMBER**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**45 Day Date:** \_\_\_\_\_

**Specific Tasks to be Completed in September:**

- \_\_\_\_ Formal Observation of each child.
- \_\_\_\_ Meet with Ed Manager to review PDP. Update information and send to the human resource director.
- \_\_\_\_ Meet with TA to review PDP. Ensure the assistant updates the plan and sends to the human resource assistant.
- \_\_\_\_ Review policies and procedures and work plan

**Monthly Task**  
**Education**

- \_\_\_\_ Complete outstanding home visits to ensure compliance with the 45 day deadline.
- \_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_\_ Determine monthly goals for children and document on the goal form
- \_\_\_\_ Record at least weekly entries on children's Individualized Goal Sheets per goal
- \_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans.
- \_\_\_\_ Gather and organize portfolio entries.
- \_\_\_\_ Solicit parent input for classroom activities and document on Lesson Plan.
- \_\_\_\_ Participate in Center Day planning and activities.
- \_\_\_\_ Ensure documentation and/or follow up of internal referrals sent to the Family and Social Services director is completed in progress notes.
- \_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_ Complete an attendance plan (as needed) for children whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_ Update and ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number. **Update Childplus.**
- \_\_\_\_ Implement Pedestrian Safety Curriculum
- \_\_\_\_ Complete HS transition plan for children 30 months old

**Health:**

\_\_\_\_\_ Assist the Family Advocate in follow-up with families regarding outstanding health requirements (well child exams, dental exams, nutrition assessments, emergent health needs) and document in collaboration with the FA in progress notes.

**Social Service:**

\_\_\_\_\_ Assist the family advocate in follow-up on family partnership issues and goals. Collaborate with the FA to document to progress notes.

**Monthly Task for Operations:**

- \_\_\_\_\_ Complete the health and safety checklist and return to the team leader
- \_\_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_\_ Post Breakfast, Lunch and Snack menus for February
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly.

**At the End of the Month:**

**Submit electronically:**

- \_\_\_\_\_ Complete and submit online End of Month form to Month End, cc'd to Ed. Mgr.
- \_\_\_\_\_ Enter and save current information into child plus to include home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Copy of the changes to the environment form for October
- \_\_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ Completed copy of this month's Timeline.
- \_\_\_\_\_ Submit electronically a field trip consent form.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- \_\_\_\_\_ ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- \_\_\_\_\_ In-kind classroom volunteer forms

**Submit to Fiscal on the 1<sup>st</sup>:**

- \_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
  - \_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance.
- Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or newly obtained degree.
- \_\_\_\_\_ A copy of your updated PDP.
- \_\_\_\_\_ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' PDP is up-to-date

**EHS FULL DAY TIMELINE**  
**OCTOBER**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**45 Day Date:** \_\_\_\_\_

**Specific Tasks to be Completed in October:**

**Education:**

\_\_\_\_ Complete Portage Baseline for each child by the 6<sup>th</sup> week of service, and record score in Child Plus.

\_\_\_\_ Prepare for parent-staff conferences in November

\_\_\_\_ Add pictures of the children in your classroom to your Class Schedule

\_\_\_\_ 1<sup>st</sup> Rif distribution

**Monthly Task**

**Education**

- \_\_\_\_ Continue with home visits.
- \_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_\_ Complete the required 45 day dead line for late enrollees.
- \_\_\_\_ Determine monthly goals for children and document on the goal form
- \_\_\_\_ Record at least weekly entries on children's Individualized Goal Sheets
- \_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_ Gather and organize portfolio entries
- \_\_\_\_ Solicit parent input for center/classroom activities and document on Lesson Plan.
- \_\_\_\_ Participate in the Parent Center Meeting by offering support/help with the planning and implementation of activities.
- \_\_\_\_ Ensure documentation and/or follow up of internal referrals sent to the Family and Social Services director is completed in progress notes.
- \_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_ Complete an attendance plan (as needed) for children whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**
- \_\_\_\_ Implement Pedestrian Safety curriculum

\_\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task**

***Social Services:***

\_\_\_\_\_ Assist Family Advocate as appropriate in family partnership and health goals/issues.

**Monthly Task**

***Operations:***

\_\_\_\_\_ Complete the health and safety checklist and return to the team leader

\_\_\_\_\_ Ensure cleaning log is completed daily

\_\_\_\_\_ Post Breakfast, Lunch and Snack menus for February

\_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly.

**At the End of the Month:**

***Submit electronically:***

\_\_\_\_\_ Complete and submit online End of Month form to Month End, cc'd to Ed. Mgr

\_\_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

\_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.

\_\_\_\_\_ Copy of the changes to the environment form for November.

\_\_\_\_\_ Completed TA Observation and Responsive Observation form

\_\_\_\_\_ Completed copy of this month's Timeline.

\_\_\_\_\_ Submit electronically a field trip consent form.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

\_\_\_\_\_ ESD sign in/out form

\_\_\_\_\_ Rif electronic form and extra books

**Submit to Operations Director on the 1<sup>st</sup>**

\_\_\_\_\_ In-kind classroom volunteer forms

**Submit to Fiscal on the 1<sup>st</sup>:**

\_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart cards

\_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance.

Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

\_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) or a newly obtained degree.

\_\_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**NOVEMBER**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, please provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Tasks to be Completed in Novemeber:**

**Specific Task for Education:**

- \_\_\_ Complete Child Observations
- \_\_\_ Parent-Staff conferences

**Monthly Task**

**Education**

- \_\_\_ Continue with home visits (as needed)
- \_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_ Complete the required 45 day dead line for late enrollees.
- \_\_\_ Determine monthly goals for children/document on the goal form
- \_\_\_ Record at least weekly entries on children's Individualized Goal Sheets per goal
- \_\_\_ Complete lesson plans one week in advance
- \_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form/file with lesson plans.
- \_\_\_ Gather and organize Portfolio entries per Assessment schedule
- \_\_\_ Solicit parent input for center/classroom activities and document on Lesson Plan.
- \_\_\_ Participate in Center Day planning and activities.
- \_\_\_ Ensure documentation and/or follow up of internal referrals sent to the Family and Social Services director is completed in progress notes.
- \_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_ Update and ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update**

**Childplus.**

- \_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task**

**Social Services:**

- \_\_\_ Assist Family Advocate in follow-up on social service and health issues/goals

***Operations:***

- Complete the health and safety checklist and return to the team leader
- Ensure cleaning log is completed daily
- Post Breakfast, Lunch and Snack menus for February
- Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly.

***At the End of the Month:***

***Submit electronically:***

- Complete and submit online End of Month form to Month End, cc'd to Ed. Manager
- Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- Copy of the changes to the environment form for December
- Completed TA Observation and Responsive Observation form
- Completed copy of this month's Timeline.
- Submit electronically a field trip consent form.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- In-kind classroom volunteer forms

**Submit to Fiscal on the 1<sup>st</sup>:**

- Reconciliation form with Receipts of purchases made with the Wal-Mart card
- Parent sign-in and out forms with a copy of the completed classroom attendance. Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**DECEMBER**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, provide explanation on the back. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Tasks to be Completed in December :**

**Education:**

\_\_\_\_ *Update Portages*

**Monthly Task**

***Education***

- \_\_\_\_ Continue with home visits as needed
- \_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_\_ Complete the required 45 day dead line for late enrollees.
- \_\_\_\_ Determine monthly goals for children and document on the goal form
- \_\_\_\_ Record at least weekly entries on children's Individualized Goal Sheets per goal
- \_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_ Gather Portfolio entries per Assessment schedule
- \_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_ Solicit parent input for center/classroom activities and document on Lesson Plan.
- \_\_\_\_ Participate in the Family Center Meeting by offering support with planning and the implementation of activities.
- \_\_\_\_ Ensure documentation and/or follow up of internal referrals sent to the Family and Social Services director is completed in progress notes.
- \_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_ Update and ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and update Childplus.
- \_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task**

***Social Services:***

- \_\_\_\_ Continue to assist the Family Advocate in follow-up on social service and health issues

**Monthly Task**

**Operations**

- Complete the health and safety checklist and return to the team leader
- Ensure cleaning log is completed daily
- Post Breakfast, Lunch and Snack menus for February
- Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly.

**At the End of the Month:**

**Submit electronically:**

- Complete and submit online End of Month form to Month End, cc'd to Ed. Mgr
- Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- Copy of the changes to the environment form for January.
- Completed TA Observation and Responsive Observation form
- Completed copy of this month's Timeline.
- Submit electronically a field trip consent form.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- In-kind classroom volunteer forms

**Submit to Fiscal on the 1<sup>st</sup>**

- Reconciliation form with Receipts of purchases made with the Wal-Mart card
  - Parent sign-in and out forms with a copy of the completed classroom attendance.
- Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- Ensure your staff development record is updated

**EHS FULLDAY TIMELINE**  
**FEBRUARY**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific task for Feb:**

\_\_\_\_\_ *Complete Portage update for each child.*  
\_\_\_\_\_ *Complete Parent-Staff conferences. Conferences must be done at the center.*  
*Review the transition survey with families with children going to Kindergarten next fall. File a copy in the child's file and give a copy to the parent.*

**Monthly Task:**

***Education***

- \_\_\_\_\_ Continue with home visits
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_\_\_ Complete the required 45 day dead line for late enrollees.
- \_\_\_\_\_ Determine monthly goals for children and document on the individual child goal form
- \_\_\_\_\_ Record at least weekly entries on children's Individualized Goal Sheets per goal
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Gather and organize portfolio entries.
- \_\_\_\_\_ Solicit parent input for center/classroom activities, document to Lesson Plan.
- \_\_\_\_\_ Participate in Center Day planning and activities.
- \_\_\_\_\_ Ensure documentation and/or follow up of internal referrals sent to the Family and Social Services director is completed in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_\_ Update and ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and update Childplus.
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Tasks:**

***Operations***

- \_\_\_\_\_ Complete the health and safety checklist and return to the team leader

- \_\_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_\_ Post Breakfast, Lunch and Snack menus for February
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly.

**Family Services**

- \_\_\_\_\_ Assist Family Advocate in follow-up of social services and health needs.

**At the End of the Month:**

**Submit Electronically:**

- \_\_\_\_\_ Complete online Social/Health Services electronic Tracking form and submit To Family Services Director, cc to Ed manager
- \_\_\_\_\_ Complete and submit electronic month end form to Month End, cc to Ed. Mgr
- \_\_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Copy of the changes to the environment form for March
- \_\_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ Completed copy of this month's Timeline.
- \_\_\_\_\_ Submit electronically a field trip consent form.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- \_\_\_\_\_ ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- \_\_\_\_\_ In-kind classroom volunteer forms

**Submit to Fiscal on the 1<sup>st</sup>:**

- \_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
- \_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance. Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**MARCH**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Task for March:**

- \_\_\_\_\_ Complete Formal Observation of each child and file with completed documentation into children's files.
- \_\_\_\_\_ Share information with parents for National Poison Awareness and National Drug Awareness Month
- \_\_\_\_\_ Begin PIR report for families with returning children

**Monthly task:**

**Education:**

- \_\_\_\_\_ Continue home visits.
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA
- \_\_\_\_\_ Complete the required 45 day dead line for late enrollees.
- \_\_\_\_\_ Determine monthly goals for children and document on the individual child goal form
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Gather and organize portfolio entries.
- \_\_\_\_\_ Participate in parent/family center meeting activities/planning.
- \_\_\_\_\_ Ensure complete documentation of internal referrals sent to the Family and Social Services director in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**
- \_\_\_\_\_ Begin to formulate classroom order for next program year
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task:**

**Operations**

- \_\_\_\_\_ Complete the health and safety checklist and return to the team leader

- \_\_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_\_ Post Breakfast, Lunch and Snack menus
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans

**Family Services**

- \_\_\_\_\_ Assist the Family Advocate in follow-up on social services and health needs.

***At the End of the Month:***

***Submit electronically***

- \_\_\_\_\_ Complete and submit online End of Month form to Month End, cc to Ed. Manager
- \_\_\_\_\_ Enter and save information into Child Plus to include home visit dates, attendance and meals, and assessment/screening info.

***Submit to Education Manager on the 1<sup>st</sup>***

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Copy of the changes to the environment form for April
- \_\_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ Completed copy of this month's Timeline.
- \_\_\_\_\_ Submit electronically a field trip consent form.

***Submit to the Education/Disabilities Director on the 1<sup>st</sup>:***

- \_\_\_\_\_ ESD sign in/out form

***Submit to Operations Director on the 1<sup>st</sup>***

- \_\_\_\_\_ In-kind classroom volunteer forms

***Submit to Fiscal on the 1<sup>st</sup>:***

- \_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
  - \_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance.
- Ensure forms are accurately completed and legible. Make needed changes and initial.

***Submit to the Human Resource Director Assistant on the 1<sup>st</sup>***

- \_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**APRIL**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Education Task for April:**

- \_\_\_\_\_ Complete portage update
- \_\_\_\_\_ Complete one year teacher eval and PDP.
- \_\_\_\_\_ Have class pictures taken and submit to the operations director
- \_\_\_\_\_ Home Visits: Begin Final Home Visits
- Ensure the following are included on last HV (in addition to regular requirements)
  - \*Transition activities, update, and information
  - \*Review goals and help parents plan activities for the summer around their child's goals
- \_\_\_\_\_ Complete PIR reports for returning children
- \_\_\_\_\_ Complete 3<sup>rd</sup> Rif distribution

**Monthly Task**

**Education:**

- \_\_\_\_\_ Continue to complete home visits with families.
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review observation with TA
- \_\_\_\_\_ Determine monthly goals for children, document to individual child goal form
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Portfolio---discuss with and give to parents on final education home visit.
- \_\_\_\_\_ Solicit parent input for center/classroom activities, document on Lesson Plan.
- \_\_\_\_\_ Participate/Assist in planning with the END OF YEAR parent/family center meeting/celebration.
- \_\_\_\_\_ Ensure complete documentation of internal referrals sent to the Family and Social Services director in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**
- \_\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task:**

**Operations**

- \_\_\_\_ Complete the health and safety checklist and return to the team leader
- \_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_ Post Breakfast, Lunch and Snack menus for April
- \_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans

**Family Services**

- \_\_\_\_ Continue to assist Family Advocate in follow-up for social service and health

**At the End of the Month:**

**Submit electronically**

- \_\_\_\_ Complete and submit the electronic month end form to Month End, cc to Ed. Mgr
- \_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- \_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_ Copy of the changes to the environment form for May.
- \_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_ Completed copy of this month's Timeline.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- \_\_\_\_ ESD sign in/out form
- \_\_\_\_ Rif form electronically and extra books

**Submit to Operations Director on the 1<sup>st</sup>**

- \_\_\_\_ In-kind classroom volunteer forms
- \_\_\_\_ Class pictures

**Submit to Fiscal on the 1<sup>st</sup>**

- \_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
- \_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance. Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**MAY**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Education Task for April:**

\_\_\_\_\_ Complete child observations as necessary

\_\_\_\_\_ Home Visits

**Ensure the following are included on last HV (in addition to regular requirements)**

**\*Transition activities, update, and information**

**\*Review goals and help parents plan activities for the summer around their child's goals**

\_\_\_\_\_ Complete PIR reports for returning children

**Monthly Task**

**Education:**

- \_\_\_\_\_ Continue to complete home visits with families.
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review observation with TA
- \_\_\_\_\_ Determine monthly goals for children, document to individual child goal form
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Portfolio---discuss with and give to parents on final education home visit.
- \_\_\_\_\_ Solicit parent input for center/classroom activities, document on Lesson Plan.
- \_\_\_\_\_ Participate/Assist in planning with the END OF YEAR parent/family center meeting/celebration.
- \_\_\_\_\_ Ensure complete documentation of internal referrals sent to the Family and Social Services director in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.
- \_\_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**
- \_\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task:**

**Operations**

- \_\_\_\_\_ Complete the health and safety checklist and return to the team leader
- \_\_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_\_ Post Breakfast, Lunch and Snack menus for April
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans

**Family Services**

- \_\_\_\_\_ Continue to assist Family Advocate in follow-up for social service and health

**At the End of the Month:**

**Submit electronically**

- \_\_\_\_\_ Complete and submit the electronic month end form to Month End, cc to Ed. Mgr
- \_\_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Copy of the changes to the environment form for June.
- \_\_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ Completed copy of this month's Timeline.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- \_\_\_\_\_ ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- \_\_\_\_\_ In-kind classroom volunteer forms
- \_\_\_\_\_ Class pictures

**Submit to Fiscal on the 1<sup>st</sup>**

- \_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
  - \_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance.
- Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**JUNE**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Education Task for June:**

- \_\_\_\_\_ **Update Portages**
  - \_\_\_\_\_ **Home Visits. Ensure the following are also included on last HV:**
    - \*Transition activities, update, and information**
    - \*Review goals and help parents plan activities for the summer**
  - \_\_\_\_\_ **Complete PIR reports for returning children**
  - \_\_\_\_\_ **Break down files on non-returning children (as necessary)**
- Before submitting to team leader ensure the following have been completed.*  
*Remove and paper clip each section.*  
*Place contents in manila folder.*  
*Rubberband the folder to ensure all forms stay intact.*  
*Tape Spine label on front of manila folder*  
*Alphabetize the folders and place in a cardboard box.*  
*Label the box with classroom and program year*

**Monthly Task**

**Education:**

- \_\_\_\_\_ Continue to complete home visits with families.
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review observation with TA
- \_\_\_\_\_ Determine monthly goals for children, document to individual child goal form
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Portfolio---discuss with and give to parents on final education home visit.
- \_\_\_\_\_ Solicit parent input for center/classroom activities, document on Lesson Plan.
- \_\_\_\_\_ Participate/Assist in planning with the END OF YEAR parent/family center meeting/celebration.
- \_\_\_\_\_ Ensure complete documentation of internal referrals sent to the Family and Social Services director in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.

\_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**

\_\_\_\_ Complete HS transition plan for children 30 months old

**Monthly Task:**

**Operations**

\_\_\_\_ Complete the health and safety checklist and return to the team leader

\_\_\_\_ Ensure cleaning log is completed daily

\_\_\_\_ Post Breakfast, Lunch and Snack menus for April

\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans

**Family Services**

\_\_\_\_ Continue to assist Family Advocate in follow-up for social service and health

**At the End of the Month:**

**Submit electronically**

\_\_\_\_ Complete and submit the electronic month end form to Month End, cc to Ed. Mgr

\_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.

\_\_\_\_ Submit Changes to Environment form for July

\_\_\_\_ Completed TA Observation and Responsive Observation form

\_\_\_\_ Completed copy of this month's Timeline.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

\_\_\_\_ ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

\_\_\_\_ In-kind classroom volunteer forms

\_\_\_\_ Class pictures

**Submit to Fiscal on the 1<sup>st</sup>**

\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card

\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance.

Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.

\_\_\_\_ Ensure your staff development record is updated

**EHS FULL DAY TIMELINE**  
**JULY**

Complete the timeline, indicating with a checkmark all items completed. If task is not completed, provide a reason why and the plan to become up to date on task. Send completed timeline to Education Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Education Task for June:**

- \_\_\_\_\_ Complete child observations as necessary
  - \_\_\_\_\_ Home Visits. Ensure the following are also included on last HV:
    - \*Transition activities, update, and information
    - \*Review goals and help parents plan activities for the summer
  - \_\_\_\_\_ Complete PIR reports for returning children
  - \_\_\_\_\_ Break down files on non-returning children (as necessary)
- Before submitting to team leader ensure the following have been completed.*  
*Remove and paper clip each section.*  
*Place contents in manila folder.*  
*Rubberband the folder to ensure all forms stay intact.*  
*Tape Spine label on front of manila folder*  
*Alphabetize the folders and place in a cardboard box.*  
*Label the box with classroom and program year*

**Monthly Task**

**Education:**

- \_\_\_\_\_ Continue to complete home visits with families.
- \_\_\_\_\_ Complete ASQs/ASQSEs according to child's age
- \_\_\_\_\_ Observe Teacher Assistant/ Review observation with TA
- \_\_\_\_\_ Determine monthly goals for children, document to individual child goal form
- \_\_\_\_\_ Complete lesson plans one week in advance
- \_\_\_\_\_ Evaluate classroom environment and make changes/adjustments according to theme and document to Changes to Environment form and file with lesson plans.
- \_\_\_\_\_ Portfolio---discuss with and give to parents on final education home visit.
- \_\_\_\_\_ Solicit parent input for center/classroom activities, document on Lesson Plan.
- \_\_\_\_\_ Participate/Assist in planning with the END OF YEAR parent/family center meeting/celebration.
- \_\_\_\_\_ Ensure complete documentation of internal referrals sent to the Family and Social Services director in progress notes.
- \_\_\_\_\_ Record the monthly attendance and percentage in children's files.
- \_\_\_\_\_ Implement Pedestrian Safety curriculum
- \_\_\_\_\_ Complete an attendance plan for children (as needed) whose attendance falls below 85% with documentation in progress notes and on the back of the classroom attendance form. Inform the education manager of attendance concerns.

- \_\_\_\_\_ Complete HS transition plan for children 30 months old
- \_\_\_\_\_ Ensure each file has current emergency contacts/phone numbers, current home address, phone number and current work number and **update Childplus.**

**Monthly Task:**

**Operations**

- \_\_\_\_\_ Complete the health and safety checklist and return to the team leader
- \_\_\_\_\_ Ensure cleaning log is completed daily
- \_\_\_\_\_ Post Breakfast, Lunch and Snack menus for April
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans

**Family Services**

- \_\_\_\_\_ Continue to assist Family Advocate in follow-up for social service and health

**At the End of the Month:**

**Submit electronically**

- \_\_\_\_\_ Complete and submit the electronic month end form to Month End, cc to Ed. Mgr
- \_\_\_\_\_ Enter and save current information into child plus home visit dates, attendance and meals, and assessment/screening info.

**Submit to Education Manager on the 1<sup>st</sup>**

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ Completed copy of this month's Timeline.

**Submit to the Education/Disabilities Director on the 1<sup>st</sup>:**

- \_\_\_\_\_ ESD sign in/out form

**Submit to Operations Director on the 1<sup>st</sup>**

- \_\_\_\_\_ In-kind classroom volunteer forms
- \_\_\_\_\_ Class pictures

**Submit to Fiscal on the 1<sup>st</sup>**

- \_\_\_\_\_ Reconciliation form with Receipts of purchases made with the Wal-Mart card
- \_\_\_\_\_ Parent sign-in and out forms with a copy of the completed classroom attendance. Ensure forms are accurately completed and legible. Make needed changes and initial.

**Submit to the Human Resource Director Assistant on the 1<sup>st</sup>**

- \_\_\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted) and/or a copy of a newly obtained degree.
- \_\_\_\_\_ Ensure your staff development record is updated