

EDUCATION STAFF TIMELINES
AUGUST/SEPTEMBER

Teachers and CFAs: 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: _____

When you First Return to Work

_____ Begin Education Visits to include:

- 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
- Plan and Implement ongoing Pedestrian Safety Curriculum for child
- Facilitate a Safety Walk with parent and 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

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.

_____ 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
- **Full Day Centers only:** discuss sign in and out procedures

- Discuss Classroom and Home Visit 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

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 Pro Social Guidance and Classroom Management Policy and review your existing BIG (Behavior Intervention Guidelines)
- ___ 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 screening, dental exam, vision screening, well child exam, and special services)
- ___ Arrange classroom according to agency policies

Major Tasks to be Completed in September:

- ___ **Formal Observation of each child. File observation, document to education face sheet, and enter NOTEWORTHY information into progress notes.**
- ___ **Observe Teacher Assistant. Review your observation with your TA, as well as professional development/growth and improvement plan**
- ___ Review policies and procedures and workplan

Monthly Tasks:

- ___ Prepare 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
- ___ Record at least weekly entries on children's Individualized Goal Sheets PER GOAL
- ___ Review Staff Development Record, submitting additional training for documentation and ensuring TAs you supervise have up-to-date SDRs
- ___ Ensure Emergency Preparedness Plan is up-to-date and drills are documented to lesson plans accordingly
- ___ Record any concerns in Progress notes. Utilize pre-referral checklist and internal referral form as necessary. Forward Referrals to Administrative team.
- ___ Solicit parent input for center and classroom activities. Document on Lesson Plan.
- ___ **CFAs Only:** Begin walkability activities to be completed by spring break

At the End of the Month:

- ___ **Complete/submit online End of Month Form to Month End, cc'd to your Ed mgr**
- ___ **Total Classroom Attendance. Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your

Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month Please have it ready and totaled correctly.**

____ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month, at least 2 WEEKS in advance
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation forms
- Completed copy of this month's Timelines

____ Gather ink and submit to your center's Operations Director

____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

____ Update ChildPlus accordingly

____ Enter each child's attendance for the month into their file.

____ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

____ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES
OCTOBER

Teachers and CFAs: 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: _____

Major Tasks to be Completed in October:

- _____ **CFAs Only: Complete 1st Social Service Home Visit**
- _____ **Complete Portage Baseline for each child by the 6th week of services, and record score on electronic month end tracking form.**
- _____ **Observe Teacher Assistant. Review your observation with your TA.**
- _____ **Complete Outcome Measure for each child by Nov.1, and forward to Data Entry Specialist. Record number of outcomes completed on line.**
- _____ **Prepare for parent-staff conferences in November (at center for CB and FD)**
- _____ **Complete outstanding Education home visits within the 45-day date**
- _____ **Gather Portfolio entries per Assessment schedule (1 per domain)**
- _____ **1st Rif distribution and paperwork/extra books returned to Education Dir.**
- _____ **Complete outcomes measures for preschool children (due to data entry by Nov. 1st.)**

In the Classroom:

- _____ Add pictures of the children in your classroom to your Class Schedule
- _____ Review and update BIG as necessary

Monthly Tasks:

- _____ Post October's Breakfast, Lunch, and Snack menus
- _____ Prepare Lesson Plans one week in advance, incorporating children's goals into intentional planning of classroom indoor/outdoor activities
- _____ Record at least weekly entries on children's Individualized Goal Sheets per goal
- _____ Ensure Emergency Preparedness Plan is up-to-date and drills are documented to lesson plans accordingly
- _____ Record any concerns in Progress notes. Utilize pre-referral checklist and internal referral form as necessary. Forward Referrals to Administrative team using the Internal Referral form as necessary.

____ Solicit parent input for center and classroom activities. Document on Lesson Plans.

____ **CFAs Only.** Ensure the completion of medical/dental screenings/ nutrition assessments and develop a plan with parents for needed follow-ups.

____ Attend and participate in all Center Day activities/planning.

____ **Combination Only.** Continue with monthly home visits.

____ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans

At the End of the Month:

____ **Complete/submit online End of Month form to Month End, cc'd to your ed mgr**

____ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your

Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

____ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance.
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

____ Gather inkind and submit to your center's Operations Director

____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

____ **CFAs only: Complete Social/Health Services Tracking form and submit To Family Services Director**

____ Update ChildPlus accordingly

____ Enter each child's attendance for the month into their file.

____ Review and update children's Individualized Goals, adding new goals as necessary.

Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

____ Continue walkability activities to be completed by spring break (comb. and CB)

____ Review staff development record for yourself and TAs and submit updates

____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

____ Number of Portfolio entries

____ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES
NOVEMBER

Teachers and CFAs: 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 _____

90-Day Date _____

Major Tasks to be Completed in November:

- ___ **CFAs/Combination Only: Family Partnerships need to be completed by Dec. 1**
- ___ **Observe Teacher Assistant. Review your observation with your TA.**
- ___ **Complete a parent Staff Conference with each family (in center for CB and FD)**
- ___ **Record a formal observation of each child. Document to electronic month end.**

Monthly Tasks:

- ___ Post November's Breakfast, Lunch and Snack menus
- ___ Prepare Lesson Plans one week in advance
- ___ Record at least weekly entries on children's Individualized Goal Sheets per goal
- ___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- ___ Record any concerns/noteworthy information in Progress notes from observations, assessments, or parent input. Utilize pre-referral checklist as necessary. Forward Referrals to Administrative team, using the Internal Referral Form.
- ___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- ___ Continue with walkability activities to be completed by spring break.
- ___ Ensure that 45-day requirements/screenings are met for newly enrolled children (ASQ, ASQSE, portage)
- ___ Attend and participate in Center Day activities/planning
- ___ ensure parent input in center activities, documenting to home visit/lesson plan forms
- ___ Review Staff Development Record for yourself/TAs and submit needed updates.
- ___ Evaluate classroom environment for needed changes
- ___ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans
- ___ **Combination Only.** Continue with monthly home visits.

At the End of the Month:

- ___ **Complete and submit online End of Month form to Month End and cc ed mgr.**
- ___ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every Month. Please have it ready and totaled correctly.**
- ___ Submit to Education Manager on the 1st:
 - Field Trip Authorization form for the next month at least 2 weeks in advance
 - Theme Calendar for the next month in English and Spanish
 - Completed TA Observation/Responsive Observation form
 - Completed copy of this month's Timelines
- ___ Gather inkind and submit to your center's Operations Director
- ___ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit
- ___ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**
- ___ Update ChildPlus accordingly
- ___ Enter each child's attendance for the month into their file.
- ___ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)
- ___ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.
- ___ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

- ___ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.
- ___ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.
- ___ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.
- ___ Numbers of parents that attended Parent Center Meeting

EDUCATION STAFF TIMELINES
DECEMBER

Teachers and CFAs: 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 _____

Major Tasks to be Completed in December:

____ **Complete Portage update for each child/ or as needed for newly enrolled Children**

____ **Observe Teacher Assistant/ Review your observation with your TA.**

____ **Gather portfolio entries: 1 entry per domain for each child.**

Monthly Tasks:

____ Post December's Breakfast, Lunch and Snack menus

____ Prepare Lesson Plans one week in advance.

____ Record at least weekly entries on children's Individualized Goal Sheets per goal

____ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly

____ Record any concerns in Progress notes. Utilize pre-referral checklist as necessary.

Forward Referrals to Administrative team using the Internal referral form.

____ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit Forms

____ **CFAs/Combination.** Continue Social Service follow-up with each family monthly:

- follow-up on family partnership plan goals/issues
- ensure needed forms are to doctors/dentists prior to appointments
- ensure completion of well child, dental, nutrition assessment and follow-up
- review emergency contacts for possible changes
- review/ensure immunizations are up-to-date
- address emergent concerns/issues with families, formulate goals as needed

____ Attend/participate in Center Day activities/planning

____ Continue with walkability activities to be completed by spring break

____ Continue with needed social service and health support/follow-up for each family (combination and CFAs.)

____ Ensure that 45- and 90-day requirements are met for late enrollees.

____ Evaluate classroom environment and make changes as necessary

____ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans

____ **Combination Only.** Continue with monthly home visits.

At the End of the Month:

____ **Complete/submit online End of Month form to “Month End” and cc to Ed mgr.**

____ Total Classroom Attendance. **Make sure your totals are accurate; it won’t be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

____ Submit to Education Manager on the 1st:

- Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month’s Timelines
- Field Trip Authorization form for the next month, at least 2 weeks in advance.

____ Gather inkind and submit to your center’s Operations Director

____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

____ **CFAs only: Complete online Social/Health Services Tracking form and submit to Family Services Director**

____ Update ChildPlus accordingly

____ Enter each child’s attendance for the month into their file

____ Review and update children’s Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

____ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs’ SDR is up-to-date

____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child’s file, with the white copy going to the parent.

____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child’s file.

____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

____ Number of Portfolio entries

____ Number of parents that attended Parent Center Meeting

EDUCATION STAFF TIMELINES
JANUARY

Teachers and CFAs: 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 _____

Major Tasks to be Completed in January:

___ Complete Formal Observation of each child

___ Complete Outcome Measures for each child and submit to Data Entry Specialist by Jan 15

___ Observe Teacher Assistant/ Review your observation with your TA

___ 2nd Rif distribution. Make sure to return report and all extra books to Ed. Dir.

___ CFA's only: Begin mid-year social service home visits to include:

- family partnership plan update
- ensure needed forms are to doctors/dentists prior to appointments
- ensure completion of well child, dental, nutrition assessment and follow-up
- review emergency contacts for possible changes
- review/ensure immunizations are up-to-date
- address emergent concerns/issues with families, formulate goals as needed

Monthly Tasks:

___ Post Breakfast, Lunch and Snack menus for January

___ Prepare Lesson Plans one week in advance.

___ Record at least weekly entries on children's Individualized Goal Sheets per goal

___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly

___ Record any concerns in Progress notes. Utilize pre-referral checklist as needed.

Forward Referrals to Administrative team.

___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.

___ Ensure 45- and 90-day requirements are met for late enrollees.

___ Participate in Center Day activities/planning

___ Continue with walkability activities to be completed by spring break (CFAs only)

___ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans

___ **Combination Only.** Continue with monthly home visits.

At the End of the Month:

___ **Complete and submit online End of Month form to Month End, cc'd to ed. Mgr**
___ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

___ Submit to Education Manager on the 1st:

- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines
- Field Trip Authorization form for the next month at least 2 weeks in advance

___ Gather inkind and submit to your center's Operations Director

___ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

___ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**

___ Update ChildPlus accordingly

___ Enter each child's attendance for the month into their file.

___ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

___ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

___ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

___ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

___ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

___ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

___ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

___ Number of parents that attended Parent Center Meeting

EDUCATION STAFF TIMELINES
FEBRUARY

Teachers and CFAs: 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 _____

Major Tasks to be Completed in February:

- ____ Complete Portage update for each child. Put completed number on line
- ____ Observe Teacher Assistant. Review your observation with your TA.
- ____ Provide information to parents for National Dental Health Month
- ____ Complete mid-year family partnership plan home visits/updates
- ____ Complete Parent-Staff conference with each family (at the center for FD/CB)
- ____ Gather portfolio entries: 1 entry per domain for each child.

Monthly Tasks:

- ____ Post February's Breakfast, Lunch and Snack Menus
- ____ Prepare Lesson Plans one week in advance.
- ____ Record at least weekly entries on children's Individualized Goal Sheets per goal
- ____ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- ____ Record any concerns in Progress notes. Utilize pre-referral checklist as necessary.
- Forward Referrals to Administrative team using the Internal Referral Form.
- ____ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- ____ Ensure 45- and 90-day requirements are met for late-enrollment children/families
- ____ Continue with walkability activities to be completed by spring break
- ____ **CFAs Only.** Continue with monthly social service contacts.
- ____ **Combination Only.** Continue with monthly home visits.
- ____ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans

At the End of the Month:

- ____ Complete and submit online End of Month form to Month End, cc'd to Ed mgr

____ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every Month. Please have it ready and totaled correctly.**

____ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance.
- Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

____ Gather inkind and submit to your center's Operations Director

____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

____ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**

____ Update ChildPlus accordingly

____ Enter each child's attendance for the month into their file.

____ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

____ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

____ Number of Portfolio entries

____ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES
MARCH

Teachers and CFAs: 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 _____

Major Tasks to be Completed in March:

- ___ **CFAs Only: Complete Walkability Checklist (if not already completed)**
- ___ **CFAs Only: start PIR reports**
- ___ **Complete Formal Observation on each child**
- ___ **Observe Teacher Assistant. Review your observation with your TA.**
- ___ **Provide information to parents for National Poison Prevention Month. Mr. Yuk stickers may be available from Safeway. This is also Drug Awareness Month.**
- ___ **Begin planning for Kindergarten and summer transition. Continue with ongoing transition in EHS, starting when child is 30 months old**
- ___ **Begin to formulate classroom order for next program year**
- ___ **Share Nutrition Education information with parents**

Monthly Tasks:

- ___ Post March's Breakfast, Lunch and Snack Menus
- ___ Prepare Lesson Plans one week in advance.
- ___ Record at least weekly entries on children's Individualized Goal Sheets per goal
- ___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- ___ Record any concerns in Progress notes. Utilize pre-referral checklist as needed. Forward Referrals to Administrative team using the Internal Referral Form.
- ___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- ___ Continue with 45/90-day requirements for new enrollees
- ___ Continue monthly follow-ups/contacts with families regarding social service, health
- ___ Attend and participate in Center Day activities/planning
- ___ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans

At the End of the Month:

_____ **Complete/submit online End of Month form to Month End and your Ed mgr.**

_____ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

_____ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

_____ Gather inkind and submit to your center's Operations Director

_____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

_____ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**

_____ Update ChildPlus accordingly

_____ Enter each child's attendance for the month into their file.

_____ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

_____ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

_____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

_____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

_____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

_____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

_____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

_____ Number of Portfolio entries

_____ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES
APRIL

Teachers and CFAs: 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 _____

Major Tasks to be Completed in April:

- ___ Complete portage Update for each child
- ___ Complete Outcome Measures for each child submitted to data entry by May 1.
- ___ Gather portfolio entries: 1 entry per domain for each child.
- ___ Complete 3rd Rif distribution and return report/extra books to Ed. Director

Home Visits:

___ **Begin final Education home visits to be completed by shutdown and to include:**

- *Transition activities and information
- *Review goals and help parents plan activities for the summer around their child's goals
- *Educational activity for Parent and Child (if time allows)
- *Re-enrollment paperwork where applicable

___ **CFAs only: Begin final Social Service home visit to be completed by shutdown include:**

- *follow-up on Family Partnership Plan
- *follow-up on health issues/concerns
- *follow-up on emergent issues

___ **Combination Only.** Continue with monthly home visits.

___ **Continue to formulate classroom order for next year.**

Transition:

___ **Have parents initial Authorization of Release form (at Home Visit) and specify School that child will be attending in the fall**

___ **Begin activities for Kindergarten and summer transition. Continue with ongoing transition in EHS, starting when child is 30 months old.**

___ **Make copy of CIS form for parents; give hard copy to parents at Parent Conference or Home Visit and put the other copy in the file**

___ **Complete a Transition Survey for those children who will be going on to Kindergarten. One copy to parent, one to Ed mgr., and file one copy**

Monthly Tasks:

- ___ Post April's Breakfast, Lunch and Snack Menus
- ___ Prepare Lesson Plans one week in advance.
- ___ Record at least weekly entries on children's Individualized Goal Sheets per goal
- ___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- ___ Record any concerns in Progress notes. Utilize the pre-referral checklist as necessary. Forward Referrals to Administrative team using the Internal Referral Form.
- ___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- ___ Observe Teacher Assistant. Review your observation with your TA
- ___ Participate in Center Day activities/planning
- ___ Participate in/plan for Week of the Young Child Activities
- ___ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans
- ___ Continue to formulate classroom order for next program year

At the End of the Month:

- ___ **Complete/submit online End of Month form to Month End, cc'd to your Ed. mgr**
- ___ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month.**
- ___ Submit to Education Manager on the 1st:
 - Field Trip Authorization form for the next month at least 2 weeks in advance.
 - Theme Calendar for the next month in English and Spanish
 - Completed TA Observation/Responsive Observation form
 - Completed copy of this month's Timelines
- ___ Gather inkind and submit to your center's Operations Director
- ___ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit
- ___ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**
- ___ Update ChildPlus accordingly
- ___ Enter each child's attendance for the month into their file.
- ___ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)
- ___ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

_____ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

_____ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file. (Full Day teachers assist FAs)

_____ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

_____ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

_____ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.

_____ Number of Portfolio entries

_____ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES

MAY

Teachers and CFAs: 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 _____

Major Tasks to be Completed in May:

- _____ **Continue complete final Education Home Visits to be completed by shutdown.**
- _____ **CFAs complete final Social Service home visit to be completed by shutdown.**
- _____ **Have parents initial Authorization of Release form and specify school for those children who will be going on to Kindergarten**
- _____ **Continue activities for Kindergarten and summer transition. Continue with ongoing transition in EHS, starting when child is 30 months old**
- _____ **Give a copy of the CIS form, the Transition Survey, and an initialed Authorization (specified as to which school the child is going to) to your Ed Manager for children who will be entering Kindergarten**
- _____ **FULL DAY Only: Complete a formal observation for each child.**

Monthly Tasks:

- _____ Post May's Breakfast, Lunch and Snack Menus
- _____ Prepare Lesson Plans one week in advance.
- _____ Record at least weekly entries on children's Individualized Goal Sheets per goal
- _____ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- _____ Record any concerns in Progress notes. Utilize pre-referral checklist when necessary. Forward Referrals to Administrative team using the Internal Referral Form.
- _____ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- _____ Observe Teacher Assistant. Review your observation with your TA
- _____ **Full Day Only:** Ensure 45- and 90-day requirements are met.
- _____ **Combination Only: Continue with monthly home visits.**
- _____ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans
- _____ Participate in Center Day activities/planning

Center Base: Prepare for Closure

- _____ Clean classroom, storage and office spaces
- _____ Store educational equipment and supplies
- _____ Return all videos/resources checked out from the main office

- ___ Complete your tasks on the End of the Year Checklist and submit to your Team Leader
- ___ Give your classroom order for next year to your team leader, who will forward To your Ed manager
- ___ Prepare files of children who will not be returning for storage in Umatilla.

At the End of the Month:

___ **Complete/submit online End of Month form to Month End, cc'd to your Ed mgr**
 ___ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

___ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

___ Gather inkind and submit to your center's Operations Director

___ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

___ **CFAs only: Complete online Social/Health Services Tracking form and submit To Family Services Director**

___ Update ChildPlus accordingly

___ Enter each child's attendance for the month into their file.

___ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

___ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

___ **CFAs Only.** Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in the child's file, with the white copy going to the parent.

___ **CFAs Only.** Ensure that copies of all dental exams are sent to the Health Services Director and the original is placed in the child's file.

___ **CFAs ONLY.** Number of follow-ups addressing well child exam completion plans with families or that address concerns from most recent well child exam.

___ **CFAs ONLY.** Number of follow-ups addressing dental exam completion plans with families or that address concerns from most recent dental exam.

___ **CFAs ONLY.** Number of follow-ups addressing nutrition assessment completion plans with families or that address concerns from most recent dental exams.)

___ Number of Portfolio entries

___ Numbers of parents that attended the Center Meeting

EDUCATION STAFF TIMELINES
JUNE

Teachers and CFAs: 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_____

Major Tasks to be Completed in June:

- ___ Observe Teacher Assistant. Review your observation with your TA
- ___ Complete a Portage Update for each child.

FDPY Prepare for Closure:

- ___ Clean classroom, storage and office spaces
- ___ Store educational equipment and supplies
- ___ Return all videos/resources checked out from the main office
- ___ Complete your tasks on the End of the Year Checklist and submit to your Team Leader
- ___ Give your classroom order for next year to your team leader, who will forward To your Ed manager
- ___ Prepare files of children who will not be returning for storage in Umatilla.

Monthly Tasks:

- ___ Post June's Breakfast, Lunch and Snack Menus
- ___ Prepare Lesson Plans one week in advance.
- ___ Record at least weekly entries on children's Individualized Goal Sheets per goal
- ___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly
- ___ Record any concerns in Progress notes. Utilize pre-referral checklist as necessary. Forward Referrals to Administrative team using the Internal Referral Form.
- ___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.
- ___ Ensure 45 day requirements are met for late-enrollment children/families
- ___ Evaluate classroom environment and make changes/adjustments according to theme and document to **Changes to Environment** form and file with lesson plans
- ___ Complete final education home visit by shutdown

At the End of the Month:

- ___ Complete/submit online End of Month form to Month End, cc'd to your Ed mgr

____ Total Classroom Attendance. **Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every Month. Please have it ready and totaled correctly.**

____ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance.
No bus available in the summer.
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

____ Gather inkind and submit to your center's Operations Director

____ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

____ Update ChildPlus accordingly

____ Enter each child's attendance for the month into their file.

____ Review and update children's Individualized Goals, adding new goals as necessary. Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

____ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

____ Numbers of parents that attended the Center Meeting

Summer Home Base Option:

____ Complete weekly Home visits

____ Plan and implement two socialization experiences: dates-- _____

____ Update and review Portage with continuing families

____ Continue transition plans (developed by Teacher/ Family Advocate as needed)

EDUCATION STAFF TIMELINES
JULY

Teachers and CFAs: 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 _____

Major Tasks to be Completed in July:

___ **Observe Teacher Assistant. Review your observation with your TA**

___ **Complete a Formal Observation for each child.**

___ **Ensure completion of all education home visits (2nd home visit)**

Monthly Tasks:

___ Post July's Breakfast, Lunch and Snack Menus

___ Prepare Lesson Plans one week in advance.

___ Record at least weekly entries on children's Individualized Goal Sheets per goal

___ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans accordingly

___ Record any concerns in Progress notes. Utilize pre-referral checklist as necessary.

Forward Referrals to Administrative team using the Internal Referral Form.

___ Solicit parent input for center and classroom activities. Document on Lesson Plan or Home Visit form.

FDFY Prepare for Closure

___ Clean classroom, storage and office spaces

___ Store educational equipment and supplies

___ Return all videos/resources checked out from the main office

___ Complete your tasks on the End of the Year Checklist and submit to your Team Leader

___ Give your classroom order for next year to your team leader, who will forward To your Ed manager

___ Prepare files of children who will not be returning for storage in Umatilla.

At the End of the Month:

___ **Complete/submit online End of Month form to Month End, cc'd to your Ed mgr**

___ **Total Classroom Attendance. Make sure your totals are accurate; it won't be accepted until they are.** Make a copy for yourself and give original to your

Education Manager when they come to pick it up on the 1st. **Ed Managers will pick up your EOM at your site on the first of every month. Please have it ready and totaled correctly.**

___ Submit to Education Manager on the 1st:

- Field Trip Authorization form for the next month at least 2 weeks in advance.
No bus available in the summer.
- Theme Calendar for the next month in English and Spanish
- Completed TA Observation/Responsive Observation form
- Completed copy of this month's Timelines

___ Gather ink and submit to your center's Operations Director

___ **Full Day Option only:** gather sign in and out sheets and submit, with a copy of your attendance, to Fiscal (Diane Shockman) – please review sheets for missing times, dates, and signatures before you submit

___ Update ChildPlus accordingly

___ Enter each child's attendance for the month into their file.

___ Review and update children's Individualized Goals, adding new goals as necessary.

Use Individualized Goals Policy and Procedure for Guidance. (a copy is in your Teacher Notebook)

___ Review Staff Development Record, submitting additional training for documentation as needed, and ensuring TAs' SDR is up-to-date

___ Numbers of parents that attended the Center Meeting

Summer Home Base Option:

___ Complete weekly Home visits

___ Plan and implement two socialization experiences: Dates: _____

___ Update and review Portage with continuing families

___ Continue transition plans (developed by Teacher/ Family Advocate as needed)