

HS 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 1st

- ___ 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 _____

HS 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 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 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

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 1st

- ____ 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 1st:

- ____ ESD sign in/out form

Submit to Operations Director on the 1st

- ____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

- ____ 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 1st

- ____ 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

HS 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 6th week of service, and record score in Child Plus.

____ Complete and submit outcome measures to Data Entry by Nov. 1

____ Prepare for parent-staff conferences in November

____ Add pictures of the children in your classroom to your Class Schedule

____ 1st Rif distribution

Monthly Task

Education

- ____ Continue with home visits.
- ____ 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

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 1st

- _____ 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 1st:

- _____ ESD sign in/out form
- _____ Rif electronic form and extra books

Submit to Operations Director on the 1st

- _____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

- _____ 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 1st

- _____ 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

HS 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)
- ___ 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

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 1st

- 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 1st:

- ESD sign in/out form

Submit to Operations Director on the 1st

- In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

- 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 1st

- 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

HS FULLDAY 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
- ____ 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

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 1st

- 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 1st:

- ESD sign in/out form

Submit to Operations Director on the 1st

- In-kind classroom volunteer forms

Submit to Fiscal on the 1st

- 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 1st

- 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

HS FULLDAY TIMELINE
JANUARY

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 Jan:

____ Complete Formal Observation of each child and file with completed documentation into children's files.

____ Complete and Submit Outcome Measures to Data Entry by Jan.15th.

____ 2nd Rif distribution. Complete the online Rif form and submit to the Ed Director.

____ Prepare for parent staff conferences in Feb.

Monthly Task:

Education

____ Continue with home visits

____ Observe Teacher Assistant/ Review 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

____ 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 Center Day planning and activities.

____ 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. Notify Education manager of attendance issues.

____ 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

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 January

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

SOCIAL SERVICES

____ Continue assisting the family advocate in follow-up on social service and health goals/concerns.

At the End of the Month:

____ Complete and submit online End of Month form to Month End, cc'd to Ed. Mgr
____ Enter and save current information into child plus.

Submit to Education Manager on the 1st

____ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
____ Copy of the changes to the environment form for February.
____ 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 1st:

____ ESD sign in/out form
____ Submit electronically the RIF distribution form and Extra Rif books

Submit to Operations Director on the 1st

____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

____ 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 1st

____ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted)
____ Ensure your staff development record is updated

HS 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
- _____ 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

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 1st

____ 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 1st:

____ ESD sign in/out form

Submit to Operations Director on the 1st

____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

____ 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 1st

____ 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

HS 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.
- _____ 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

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 1st

____ 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 1st:

____ ESD sign in/out form

Submit to Operations Director on the 1st

____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

____ 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 1st

____ 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

HS 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 and submit Outcome Measures to Data Entry by April 15th.**
- _____ **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 3rd Rif distribution**

Monthly Task

Education:

- _____ Continue to complete home visits with families.
- _____ 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.**

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 1st

- _____ 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 1st:

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

Submit to Operations Director on the 1st

- _____ In-kind classroom volunteer forms
- _____ Class pictures

Submit to Fiscal on the 1st

- _____ 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 1st

- _____ 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

HS 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.
- _____ 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.**

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 1st

- ___ 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 1st:

- ___ ESD sign in/out form

Submit to Operations Director on the 1st

- ___ In-kind classroom volunteer forms
- ___ Class pictures

Submit to Fiscal on the 1st

- ___ 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 1st

- ___ 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

HS 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 (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.
- _____ 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.
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- _____ 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.**

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 1st

- ____ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- ____ Copy of the changes to the 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 1st:

- ____ ESD sign in/out form

Submit to Operations Director on the 1st

- ____ In-kind classroom volunteer forms
- ____ Class pictures

Submit to Fiscal on the 1st

- ____ 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 1st

- ____ 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

HS 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 Tasks for June:

- _____ Complete child observations as necessary
 - _____ Home Visits. Ensure the following are also included on last HV:
 - *Transition activities, update, and information
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 - _____ Complete PIR reports for returning children
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Submit to Operations Director on the 1st

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