

**HS COMBINATION CFA 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 Child & Family Services 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 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
- Discuss upcoming hearing and eye screenings
- Review social services component and FPP
- Follow up on well and dental exams and nutrition assessments

\_\_\_\_\_ **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

### **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 PBIS 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 PBIS 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.

**Ensure the confidentiality policy is followed.**

**\*Emergency contacts:**

\_\_\_\_ Review with staff the classroom schedule, which families are self transport along with the emergency contact list of who is on the pick- up and drop off list for all children.

**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 Child & Family Services Manager**

\_\_\_\_ • Copy of the changes to the environment form for Septmeber

\_\_\_\_ \*Electronic field trip form for Sept.

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

**Submit to Health & Safety Coordinator**

\_\_\_\_ In-kind home visit volunteer forms

**Submit to Fiscal**

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

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

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

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

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

\_\_\_\_ self-transportation attendance form and policy

**Classroom Management**

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

\_\_\_\_ PBIS 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.

**Authorization for drop off and pick up**

\_\_\_\_\_ Review arrival and drop off procedures and the authorization to pick up and drop off list of every child found on the emergency contact form.

\_\_\_\_\_ 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 COMBINATION CFA 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 Child & Family Services Manager with your month end reports.

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

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

**90 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
- \_\_\_\_ Prepare for October Bus monitor observation

**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 Child & Family Services 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

**Social Services:**

- \_\_\_\_\_ Begin completing FPP during home visits.
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed.

**Health:**

- \_\_\_\_\_ ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ ensure completion of well child, dental, nutrition assessment and follow-up
- \_\_\_\_\_ review/ensure immunizations are up-to-date

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

**Submit to Child & Family Services Manager on the 1<sup>st</sup>**

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

**Submit to the Child & Family Services Director on the 1<sup>st</sup>:**

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

**Submit to Health & Safety Coordinator on the 1<sup>st</sup>**

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

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

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

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

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

\_\_\_ A copy of your updated PDP.

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

**HS COMBINATION CFA 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 Child & Family Services Manager with your month end reports.

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

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

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

**Education:**

- \_\_\_ *Complete Portage Baseline for each child by the 6<sup>th</sup> week of service, and record score in Child Plus.*
- \_\_\_ *Complete outcome measures in Childplus by Nov. 1*
- \_\_\_ *Prepare for parent-staff conferences in November (as part of parent-conference)*
- \_\_\_ *Add pictures of the children in your classroom to your Class Schedule*
- \_\_\_ *1<sup>st</sup> Book Distribution*
- \_\_\_ *Complete Bus monitor observation*

**Social services:**

- \_\_\_ *Continue completing FPP ensuring 90 day completion requirement*

**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 and 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 Child & Family Services 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:***

- \_\_\_\_\_ Begin completing FPP during home visits.
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed.

**Monthly Task**

***Health:***

- \_\_\_\_\_ ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ ensure completion of well child, dental, nutrition assessment and follow-up
- \_\_\_\_\_ review/ensure immunizations are up-to-date

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

**Submit to Child & Family Services Manager on the 1<sup>st</sup>**

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

**Submit to the Child & Family Services Director on the 1<sup>st</sup>:**

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

**Submit to Health & Safety Coordinator on the 1<sup>st</sup>**

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

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

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

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

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

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

**HS COMBINATION CFA 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 Child & Family Services Manager with your month end reports.

Center \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_  
Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_  
**90 Day Date:** \_\_\_\_\_

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

**Specific Task for Education:**

- \_\_\_ Complete Child Observations
- \_\_\_ Parent-Staff conferences during home visits

**Specific task for Social services:**

- \_\_\_ Continue completing FPP ensuring 90 day completion requirement

**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/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 Child & Family Services 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 complete FPP
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed.

**Monthly Task**

***Health:***

- \_\_\_\_\_ ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ ensure completion of well child, dental, nutrition assessment and follow-up
- \_\_\_\_\_ review/ensure immunizations are up-to-date

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

**Submit to Child & Family Services Manager on the 1<sup>st</sup>**

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

**Submit to the Child & Family Services Director on the 1<sup>st</sup>:**

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

**Submit to Health & Safety Coordinator on the 1<sup>st</sup>**

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

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

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

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

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

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

**HS COMBINATION CFA 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 Child & Family Services Manager with your month end reports.

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

**90 Day Date:** \_\_\_\_\_

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

**Education:**

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

**Social services:**

\_\_\_\_ *Continue completing FPP ensuring 90 day completion requirement*

**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 individual child 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 Child & Family Services 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 complete FPP
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed.

**Monthly Task**

***Health:***

- \_\_\_\_\_ ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ ensure completion of well child, dental, nutrition assessment and follow-up
- \_\_\_\_\_ review/ensure immunizations are up-to-date

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

**Submit to Child & Family Services Manager on the 1<sup>st</sup>**

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

**Submit to the Child & Family Services Director on the 1<sup>st</sup>:**

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

**Submit to Health & Safety Coordinator on the 1<sup>st</sup>**

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

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

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

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

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

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



**HS COMBINATION CFA 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 Child & Family Services 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 Outcome Measures in Childplus Jan.15<sup>th</sup>.

\_\_\_\_ Prepare for parent staff conferences in Feb. to be completed on HVs

**Family Services:**

\_\_\_\_ **Begin mid-year social service home visits to include family partnership plan update**

**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 Child & Family Services 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.

### **Health**

- \_\_\_\_\_ Ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ Continue to follow up and assist families with past due health exams and nutrition assessments.
- \_\_\_\_\_ Continue to follow up and assist families with medical and dental follow up appointments.
- \_\_\_\_\_ Review immunization records to ensure compliance. Assist families with getting past due immunizations up to date.
- \_\_\_\_\_ Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in child's file, and white copy sent to parent.
- \_\_\_\_\_ Ensure that copies of all dental exams are sent to the Health Services Director and the original placed in child's file.

### **Family Services**

- \_\_\_\_\_ Complete the FPP for late enrollees before the 90 day requirement.
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed

### **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 Child & Family Services Manager on the 1<sup>st</sup>***

- \_\_\_\_\_ Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ Copy of the changes to the environment form for 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 Child & Family Services Director on the 1<sup>st</sup>:***

- \_\_\_\_\_ ESD sign in/out form
- \_\_\_\_\_ Self-transport attendance forms

### ***Submit to Health & Safety Coordinator on the 1<sup>st</sup>***

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

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

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

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

\_\_\_ Copies of training certificates and/or ECE course work (if agency paid for course work, grades must be submitted

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

**HS COMBINATION CFA 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 Child & Family Services 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 on home visits.***
- \_\_\_\_\_ ***Prepare for March bus monitor observation***

**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 Child & Family Services 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.

**Health**

- \_\_\_\_ Ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_ Continue to follow up and assist families with past due health exams and nutrition assessments.
- \_\_\_\_ Continue to follow up and assist families with medical and dental follow up appointments.
- \_\_\_\_ Review immunization records to ensure compliance. Assist families with getting past due immunizations up to date.
- \_\_\_\_ Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in child's file, with the white copy going to parent.
- \_\_\_\_ Ensure that copies of all dental exams are sent to the Health Services Director and the original placed in child's file.

**Family Services**

- \_\_\_\_ Complete the FPP for late enrollees before the 90 day requirement.
- \_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed
- \_\_\_\_ Continue to complete mid year home visits.

**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 Child & Family Services Manager on the 1<sup>st</sup>***

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

***Submit to the Child & Family Services Director on the 1<sup>st</sup>:***

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

***Submit to Health & Safety Coordinator on the 1<sup>st</sup>***

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

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

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

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

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

**HS COMBINATION CFA 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 Child & Family Services 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
- \_\_\_\_\_ Ensure Completion of Walkability Checklist with each family
- \_\_\_\_\_ Begin PIR report for families with returning children
- \_\_\_\_\_ Complete Bus monitor observation

**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 Child & Family Services 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

**Health**

- \_\_\_\_\_ Ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ Continue to follow up and assist families with past due health exams and nutrition assessments.
- \_\_\_\_\_ Continue to follow up and assist families with medical and dental follow up appointments.
- \_\_\_\_\_ Review immunization records to ensure compliance. Assist families with getting past due immunizations up-to-date.
- \_\_\_\_\_ Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in child's file, and white copy to parent.
- \_\_\_\_\_ Ensure that copies of all dental exams are sent to the Health Services Director and the original placed in child's file.

**Family Services**

- \_\_\_\_\_ Complete the FPP for late enrollees before the 90 day requirement.
- \_\_\_\_\_ Address emergent concerns/issues with families, formulate goals as needed

***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 Child & Family Services Manager on the 1<sup>st</sup>***

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

***Submit to the Child & Family Services Director on the 1<sup>st</sup>:***

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

***Submit to Health & Safety Coordinator on the 1<sup>st</sup>***

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



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

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

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

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

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

**HS COMBINATION CFA 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 Child & Family Services 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 Outcome Measures in Childplus by April 15<sup>th</sup>.
- \_\_\_\_ Complete one year teacher eval and PDP.
- \_\_\_\_ Have class pictures taken and submit to the I/T Director
- \_\_\_\_ Complete PIR reports for returning children
- \_\_\_\_ Complete 2<sup>nd</sup> Book 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 Child & Family Services 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
- \_\_\_\_\_ Begin to clean and organize storage sheds, closets, cupboards and office in preparation for shut down in May.

**Health**

- \_\_\_\_\_ Ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ Continue to follow up and assist families with past due health exams and nutrition assessments.
- \_\_\_\_\_ Continue to follow up and assist families with medical and dental follow up appointments.
- \_\_\_\_\_ Review immunization records to ensure compliance. Assist families with getting past due immunizations up to date.
- \_\_\_\_\_ Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in child's file, with the white copy going to parent.
- \_\_\_\_\_ Ensure that copies of all dental exams are sent to the Health Services Director and the original placed in child's file.

**Family Services**

- \_\_\_\_\_ Complete the FPP for late enrollees before the 90 day requirement.

**At the End of the Month:**

***Submit electronically***

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

***Submit to Child & Family Services Manager on the 1<sup>st</sup>***

- \_\_\_\_\_ \*Original classroom attendance with accurate totals and documentation of children's absences and attendance plans.
- \_\_\_\_\_ • Copy of the changes to the environment form for May.
- \_\_\_\_\_ • Completed TA Observation and Responsive Observation form
- \_\_\_\_\_ • Completed copy of this month's Timeline.
- \_\_\_\_\_ **\*Lake Shore order with listed page numbers, item numbers, prices and total. Order needs to be completed on a supply/req form, in blue or black ink with both pages completed.**

***Submit to the Child & Family Services Director on the 1<sup>st</sup>:***

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

***Submit to Health & Safety Coordinator on the 1<sup>st</sup>***

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

\_\_\_\_ Class pictures

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

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

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

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

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

**HS COMBINATION CFA TIMELINE**

**MAY**

Complete the timeline, indicating with a checkmark all items completed during the month. If task is not completed, all items must be completed. Send completed timeline to Child & Family Services Manager with your month end reports.

Center \_\_\_\_\_

Date Submitted \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Date Returned \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**Specific Task for May:**

\_\_\_\_\_ Meet with Ed Manager and Team leader to complete one year eval and PDP.

\_\_\_\_\_ Meet with TA to complete one year eval and PDP.

\_\_\_\_\_ Complete home visits

\_\_\_\_\_ Follow up on the froggy loggy and share upcoming community events that meet the criteria of the froggy loggy. Discuss the successes of the froggy loggy and solicit suggestions from families. Inform the family services director of parent suggestions.

\_\_\_\_\_ Follow-up on health issues/concerns

\_\_\_\_\_ Follow-up on emergent issues

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

\_\_\_\_\_ Break down files on non-returning children.

*Before submitting to team leader ensure the following has been completed.*

*Remove and paper clip each section.*

*Place contents in manila folder.*

*Rubber band 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*

***Education:***

\_\_\_\_\_ Observe Teacher Assistant/ Review your observation with your TA

\_\_\_\_\_ Determine monthly goals for children, document on 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.

\_\_\_\_\_ Portfolios—discuss with and give to parents on final education home visit.

\_\_\_\_\_ Solicit parent input for center/classroom activities, document on Lesson Plan.

\_\_\_\_\_ Participate/Plan End of year celebration/parent meeting

\_\_\_\_\_ 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

\_\_\_\_\_ Follow Up on attendance plan for returning 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.

**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 monthly menus
- \_\_\_\_\_ Ensure Emergency Preparedness Plan is current with drills documented to lesson plans
- \_\_\_\_\_ Clean and organize classroom before leaving. Ensure room is ready for summer cleaning. Take all personal items home.

**Health**

- \_\_\_\_\_ Ensure needed forms are to doctors/dentists prior to appointments
- \_\_\_\_\_ Continue to follow up and assist families with past due health exams and nutrition assessments.
- \_\_\_\_\_ Continue to follow up and assist families with medical and dental follow up appointments.
- \_\_\_\_\_ Review immunization records to ensure compliance. Assist families with getting past due immunizations up to date.
- \_\_\_\_\_ Ensure pink copies of all Well Child Exams are sent to Health Services Director and yellow copy is filed in child's file, with the white copy going to parent.
- \_\_\_\_\_ Ensure that copies of all dental exams are sent to the Health Services Director and the original placed in child's file.

**Family Services**

- \_\_\_\_\_ Complete the FPP for late enrollees before the 90 day requirement.

**At the End of the Month:**

**Submit electronically**

- \_\_\_\_\_ Complete and submit the electronic Social/Health Services Tracking form to the Family Services Director, cc to Ed Manager
- \_\_\_\_\_ Complete and submit the electronic month end form to Month End, cc to Ed. Manager
- \_\_\_\_\_ Enter and save current information into child plus.

**Submit to Child & Family Services Manager on the 1<sup>st</sup>**

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

***Submit to the Child & Family Services Director on the 1<sup>st</sup>:***

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

***Submit to Health & Safety Coordinator on the 1<sup>st</sup>***

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

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

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

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

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

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

\_\_\_\_ Completed one year eval with an updated PDP.

\_\_\_\_ Ensure TA submits original one year eval and an updated PDP. Keep a copy for your records for future follow up.

**Submit to Team Leader** or in the event you're the team leader ensure the items on the checklist are submitted to the correct director or manager.

\_\_\_\_ Completed end of year checklist