

CENTERBASE 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 (approximately 10) 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 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.

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 September

____ *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 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.

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 CENTERBASE 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. Mgr
- _____ 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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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

____ Complete outcome measures in Childplus by Nov. 1

____ Prepare for parent-staff conferences in November

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

____ 1st Book distribution

____ 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 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 Child & Family Services Director on the 1st:

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

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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

Specific task for 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/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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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 by Jan.15th.

____ Prepare for parent staff conferences in Feb.

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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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. 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.*
- ____ 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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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 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 Child & Family Services Director on the 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTERBASE 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 and enter percentage scores into month end electronic form.

___ Complete Outcome Measures in Childplus by April 15th.

___ Complete one year teacher eval and PDP.

___ Have class pictures taken and submit to the I/T Director

___ Home Visits: Begin Final Home Visits (education and social services)

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

*Transition activities and information

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

*Follow-up on Family Partnership Plan

*Follow-up on health issues/concerns

*Follow-up on emergent issues

* Follow-up on transition plans for those going on to Kindergarten and

submit transition survey electronically to CFS Dir

___ Complete PIR reports for returning children

___ Complete 2nd 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 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.

____ ***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 1st:

____ ESD sign in/out form

Submit to Health & Safety Coordinator 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

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 CENTER BASE 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 final education home visits**

_____ **Complete final social service home visits and FPP updates**

_____ **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 1st

- _____ *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 1st:

- _____ ESD sign in/out form

Submit to Health & Safety Coordinator on the 1st

____ In-kind classroom volunteer forms

Submit to Fiscal on the 1st:

____ Reconciliation form with Receipts of purchases made 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.

____ 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