

00EHSCCP TEACHER TIMELINE

AUGUST

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

45 Day Date: 10/19/17

The first week you return is earmarked for home visiting. You should be able to complete substantial number of your home visits that week and the week after Pre-Service.

Education tasks:

___ Review the recruitment notes for each child. Indicate in Child Plus with a note, your name and date

___ Begin Education Home Visits (see listed tasks on Home Visit form)

___ Plan and complete an Open House at your center with your center team before school starts. Assist in offering transportation for those who need it and contacting the Transportation Manager to coordinate

___ **Collaborate with FA to determine children's assignment of Medical and Dental providers** within the 1st 30 days

Classroom Preparation:

___ Set up /prepare your classroom according to Creative Curriculum guidelines (see attachment A)

___ Prepare sign-in and out sheets for each child/designate area where parents can easily locate

Team Responsibilities:

___ Attend initial team meeting at center

___ Provide input and assistance into the Emergency Preparedness plan, the cleaning schedule, and a Team Communication plan (see attachment B)

Classroom Team Responsibilities:

___ Meet before classes start and discuss :

- Existing IFSPs
- Classroom Management System/ Guidance
- Existing or suspected behavior concerns and specific ways to address
- Arrival and drop off procedure / who is authorized to pick up and drop off each child
- Review any existing restraining orders/make sure all can identify person on the restraining order
- Review emergency plan for Dangerous Person on Campus/ practice
- Remember to respect confidentiality at all times

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ Submit **electronic EOM report to “Month End”, cc’d to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
- ___ Submit Attendance for check and re-submission to Data/Nutrition Manager
- ___ Submit Observation of TA and Responsive Observation indicating discussion

SUBMIT TO OVERSIGHT DIRECTOR:

- ___ Submit inkind
- ___ Submit classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

SUBMIT TO FAMILY DEVELOPMENT DIRECTOR:

- ___ **Children’s sign in and out forms along with a copy of the month’s Attendance. Make sure signatures are legible and numbers are correct.**

Setting Up Your Classroom (Attachment A)



1. Arrange classroom environment following the guidelines in Creative Curriculum
2. Prepare a class schedule for children
3. Label classroom shelves with identifying words in English and Spanish. Include a photo of the item. A list of Spanish labels can be found on the website
4. Post breakfast, lunch and snack menus for the month
5. Prepare an emergency Notification Book with Emergency contact sheets for all children, a list of children with medical protocols or food allergies, and copies of those protocols
6. Prepare Classroom Management materials needed **to record children's** progress
7. Prepare Lesson plans 1 week in advance, including all domains as well as:
 - Parent goals and ideas
 - Activities that address upcoming health or specific services prior to delivery of those services. (hearing and vision screenings, fluoride treatments, well-child appointments, etc.)

TEAM MEETING ON COMMUNICATION (Attachment B)

____ Devise a system of communication amongst staff (sticky notes, spiral notebook, 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 a week, etc.)

Each person needs to sign and date to verify attendance and participation:

Signatures of staff who attended and participated in meeting:

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

_____ *Date* _____

EHSCCP MONTHLY TASKS FOR TEACHERS

Education

- Complete outstanding home visits to comply with 45 day rule
- Determine monthly goals for children and document to individualized goal sheets
- Record weekly narrative **on children's progress on goals** in TS GOLD
- Complete Lesson Plans one week in advance
- Evaluate classroom environment/makes changes according to need and theme/document to new Changes to Environment form and submit with EOM to Ed Manager
- Complete a written Observation of TA/ Meet and discuss/ document with Responsive Observation form
- Solicit parent ideas for classroom activities and document to lesson plan
- Record attendance daily in classroom and document weekly to Child Plus
- Follow up on any attendance under 85% and notify Family Development Director of concerns
- Follow up on concerns with an internal referral

Operations

- Complete Health and Safety Checklist and return to Team Leader
- Post monthly menus
- Plan, execute and document Emergency Drills to Emergency Preparedness Manual and Lesson Plans
- Ensure Daily Cleaning Log is being completed

EHSCCP TEACHER TIMELINE

SEPTEMBER

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

45 Day Date: 10/19/17

September Tasks:

- ___ Continue any outstanding home visits to comply with 45 day rule
- ___ **Collaborate with FA to determine the assignment of children's** Medical and Dental providers within the 1st 30 days
- ___ Review your Professional Success Plan with your Education Manager
- ___ **Review TA's Professional Success Plan** with her
- ___ Review training notes and new policies and procedures

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
- ___ Submit Attendance for check and re-submission to Data/Nutrition Manager
- ___ Submit Observation of TA and Responsive Observation indicating discussion

SUBMIT TO OVERSIGHT DIRECTOR:

- ___ Submit inkind
- ___ Submit classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

SUBMIT TO FAMILY DEVELOPMENT DIRECTOR:

- ___ **Children's sign in and out forms along with a copy of the month's Attendance. Make sure signatures are legible and numbers are correct.**

EHSCCP TEACHER TIMELINE

OCTOBER

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

45 Day Date: 10/19/17

October Tasks:

- ___ Complete Monthly Task Sheet
- ___ Complete 1st Checkpoint in TS Gold for each child in your classroom by October 19th.
- ___ Schedule and Prepare for Parent Staff Conferences

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
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EHSCCP TEACHER TIMELINE

NOVEMBER

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

November Tasks:

___ Complete Monthly Task Sheet

___ Complete Parent Staff Conferences **with each child's family on November 3rd**. Include Transition Surveys.

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
- ___ Submit Attendance for check and re-submission to Data/Nutrition Manager
- ___ Submit Observation of TA and Responsive Observation indicating discussion

SUBMIT TO OVERSIGHT DIRECTOR: (Judith Smith)

- ___ Submit inkind
- ___ Submit classroom volunteer hours

SUBMIT TO HR ASSISTANT:

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SUBMIT TO FAMILY DEVELOPMENT DIRECTOR:

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EHSCCP TEACHER TIMELINE

DECEMBER

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

December Tasks:

___ Complete Monthly Task Sheet

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
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EHS CCP TEACHER TIMELINE

JANUARY

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

January Tasks:

- ___ Complete Monthly Task Sheet
- ___ Complete TS Gold Checkpoints for each child by January 31st
- ___ Schedule and Prepare for upcoming Parent Conferences

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
- ___ Submit Attendance for check and re-submission to Data/Nutrition Manager
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SUBMIT TO OVERSIGHT DIRECTOR: (Judith Smith)

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EHSCCP TEACHER TIMELINE

FEBRUARY

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

February Tasks:

___ Complete Monthly Task Sheet

___ Complete a Parent Staff Conference with each family on February 9th. Include the updated Transition Survey.

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
- ___ Make any updates needed in Child Plus, to include home visits

SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
- ___ Submit Changes to the Environment form for the next month
- ___ Submit Attendance for check and re-submission to Data/Nutrition Manager
- ___ Submit Observation of TA and Responsive Observation indicating discussion

SUBMIT TO OVERSIGHT DIRECTOR: (Judith Smith)

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EHSCCP TEACHER TIMELINE

MARCH

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

March tasks:

___ Complete Monthly Task Sheet

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
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SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
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APRIL

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

April Tasks:

- ___ Complete TS Gold Checkpoints by April 30th for each child in the classroom
- ___ Take a class picture and submit to IT department
- ___ Begin final Education Home Visits

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

- ___ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**
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SUBMIT TO EDUCATION MANAGER:

- ___ Submit completed timeline for month
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MAY

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Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

May tasks:

- ___ Continue Monthly Task Sheet
- ___ Continue any outstanding Education Home Visits
- ___ Complete yearly evaluation with Education Manager.
- ___ Review Professional Success Plan and write new goals
- ___ Complete yearly evaluation of TA/reviewing PSP and facilitating the setting of new goals
- ___ Assist FA in gathering PIR information for returning children

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

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SUBMIT TO EDUCATION MANAGER:

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EHSCCP TEACHER TIMELINE

JUNE

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Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

June Tasks:

- ____ Complete Monthly Task sheet
- ____ Complete Checkpoints in TS Gold for all children

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

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EHSCCP TEACHER TIMELINE

JULY/EARLY AUGUST

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Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

July and August Tasks:

- ___ Complete Monthly Task Sheet
- ___ Break down files on non-returning children:
 1. Remove sections and paper clip together
 2. Place contents in a manila folder
 3. Rubber band the folder together
 4. Tape the Spine Label on the front of the folder
 5. Alphabetize and place in an Archive box
 6. Label the box with classroom and year
- ___ Clean and organize the classroom

END OF THE MONTH TASKS:

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