

EHS 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: 10/19/17 90 Day Date: 12/1/17

In August, primary tasks focus around home visiting, settling up your classroom, and conducting an Open House. The first week is earmarked for home visiting. You should be able to complete a substantial number of your visits (approximately 10) during this week and the week following Pre-Service.

August tasks:

Education :

- ___ 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

Classroom Preparation:

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

Health and Meal Service :

- ___ Contact Health Director/ Nutrition Director about children who have allergies and need medical protocols
- ___ Review existing protocols and food allergies with cooks and other staff that work with the child, remembering to respect confidentiality at all times
- ___ **File the original protocol in the child's file and a copy in** the Emergency binder in the classroom
- ___ Determine the assignment of Medical and Dental providers of all insured children within the first 30 days

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 to discuss :
 - Existing IFSPs

- Classroom Management System/ Guidance
- Existing or suspected behavior concerns and specific ways to address
- Families currently in crisis and how it may impact children
- Arrival and drop off procedure (review self-transport and transport)
- 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

Education :

___ 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

Classroom Preparation:

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

Health and Meal Service tasks:

___ Contact Health Director/ Nutrition Director about children who have allergies and need medical protocols

___ Review existing protocols and food allergies with cooks and other staff that work with the child, remembering to respect confidentiality at all times

___ **File the original protocol in the child's file and a copy in the Emergency binder in the classroom**

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:

Submit training certificates

Submit ECE Coursework transcripts

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.)
 - Pedestrian Safety activities

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* _____

EHS COMBINATION MONTHLY TASKS FOR CFAS

Education

- ___ Continue 2 home visits per month covering all component areas , soliciting parent ideas and goals for children
- ___ Continue to initiate a Transition Plan for any child 30 months or older
- ___ 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 and make changes to classroom environment/submit Changes to Environment form to Ed Manager
- ___ Organize/document Portfolio entries
- ___ Complete a monthly Pedestrian Safety Activity in classroom
- ___ 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
- ___ Observe TA and document to Responsive Observation Form/discuss and submit to Education Manager (if applicable)
- ___ Participate in the planning and facilitation of a monthly Parent Meeting at the Center

Health

- ___ Ensure completion and follow up of well child, dental, nutrition assessment and review that insurance is up to date

Social Services

- ___ Continue to address social service issues and goals with families per program guidelines
- ___ Address any emergent concerns
- ___ Update any changes in address, phone number, contacts to Emergency Contact forms, file, and Child Plus

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

EHS 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: 10/19/17

90 Day Date: 12/1/17

September tasks:

- ___ Complete Monthly Tasks list
- ___ Meet with your Education Manager to review your Professional Success Plan
- ___ Meet with TA to review their PSP and goals (if applicable)
- ___ Review new policies and procedures/training materials
- ___ Encourage families to schedule Well Childs, Dentals and Nutrition Assessments if not already completed
- ___ Begin Family Partnership process with families on Home Visits
- ___ Continue to determine the Medical and Dental providers of insured children within the 1st 30 days
- ___ Begin Transition Plan with any child enrolled at 30 months or older

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

EHS 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: 10/19/17

90 Day Date: 12/1/17

October tasks:

____ Complete Monthly Tasks list

____ Complete 1st Checkpoint for children in TS GOLD by October 19th

____ Complete Bus Monitor Observation on TA/meet and document to Responsive Observation form (if applicable)

____ Schedule and prepare for Parent Conferences that will occur during Home Visits in November

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

____ Submit training certificates

____ Submit ECE Coursework transcripts

EHS 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: 12/1/17

November tasks:

- ___ Complete Monthly Tasks list
- ___ Complete Parent Staff Conferences on Home Visits with families
- ___ Encourage families to complete Well Childs, Dentals and Nutrition Assessment in the first 90 days
- ___ Ensure that Family Story is completed within 90 days and scores are entered into Child Plus.
- ___ Assist families in the goal writing process.

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

___ Submit training certificates

___ Submit ECE Coursework transcripts

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

90 Day Date: 12/1/17

December tasks:

____ Complete Monthly Tasks list

____ Complete a Family Story with each family to meet 90 day deadline by December 1

____ Score the Family Story and enter scores into Child Plus

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

____ Submit training certificates

____ Submit ECE Coursework transcripts

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

January tasks:

- ___ Complete Monthly Tasks list
- ___ Complete Checkpoints in TS GOLD for each child by January 31st
- ___ Schedule and prepare for Parent Conferences to be completed during Home Visits in February

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 and classroom volunteer hours
- ___ Submit classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

February tasks:

- ___ Complete Monthly task list
- ___ Complete Parent Conferences during Home Visits in February
- ___ Enter updated Family Story scores to Social Services tab in Child Plus

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

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

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

March tasks:

- ___ Complete Bus Monitor Observation with TA (if applicable)
- ___ Begin to gather PIR report information in Child Plus for returning children

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

EHS COMBINATION CFA TIMELINE

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 Child & Family Services Manager with your month end reports.

Center _____

Date Submitted: _____ Teacher's signature _____

Date Returned: _____ Supervisor's signature _____

April tasks:

- ___ Complete Monthly Tasks list
- ___ Complete Checkpoints in TS Gold for each child by April 30
- ___ Take Class Photo and submit a copy to IT
- ___ Complete remaining PIR information on returning children in Child Plus

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- ___ Submit training certificates
- ___ Submit ECE Coursework transcripts

EHS COMBINATION CFA TIMELINE

MAY

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 _____

May tasks:

- ___ Complete Monthly Tasks list
- ___ Complete yearly evaluation with Education Manager. Update Professional Success Plan. (Ed Manager will submit to HR Director)
- ___ Complete one year evaluation with TA, updating their Professional Success Plan and submitting to the HR Department (if applicable)
- ___ Ensure all PIR info for returning children is entered into Child Plus
- ___ Break down non-**returning children's files: (remember to include children who have dropped during the year)**
 1. Remove and paper clip sections together (leaving tab dividers in the file)
 2. Put all the paper clipped contents in a manila folder
 3. Rubber band the manila folder together to keep contents in
 4. Tape spine label on front of manila folder
 5. Alphabetize the files by last name and place in archive box
 6. Label the box with classroom and year
- ___ Clean and organize classroom
- ___ Complete Year End Checklist and give to Team Leader
- ___ Take all personal items home before/on last work day

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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

___ Submit training certificates

___ Submit ECE Coursework transcripts