

EHS FULL DAY TIMELINE

AUGUST

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

Center \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

Date Returned: \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

45 Day Date: 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)

\_\_\_ Work with FA to determine within the 30 day requirement where families Medical and Dental homes are assigned.

\_\_\_ 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)

\_\_\_ 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 and classroom volunteer hours

SUBMIT TO HR ASSISTANT:

- Submit training certificates
- Submit ECE Coursework transcript

## 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.)

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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* \_\_\_\_\_

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\_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ *Date* \_\_\_\_\_

## EHS FULLDAY 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
- Organize/document Portfolio entries
- 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
- Complete a Transition plan for any child that turns 30 months of age as needed

### 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 FULL DAY TIMELINE

### SEPTEMBER

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Date Submitted: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

Date Returned: \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

45 Day Date: 10/19/17

#### September Tasks:

- \_\_\_ Complete Monthly Task Sheet
- \_\_\_ Continue any outstanding home visits to comply with 45 day rule
- \_\_\_ Continue to work with FA to determine Medical and Dental homes that children are assigned to within 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
- \_\_\_ Complete a Transition Plan for any child who has started school at 30 months or above

#### 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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- \_\_\_ 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

##### 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.

## EHS FULL DAY TIMELINE

### OCTOBER

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Date Returned: \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

45 Day Date: 10/19/17

#### October Tasks:

- \_\_\_ Complete Monthly Task Sheet
- \_\_\_ Complete 1<sup>st</sup> Checkpoint in TS Gold for each child in your classroom by October 19<sup>th</sup>.
- \_\_\_ Schedule and Prepare for Parent Staff Conferences

#### END OF THE MONTH TASKS:

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## EHS FULL DAY TIMELINE

### NOVEMBER

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Date Returned: \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

#### November Tasks:

\_\_\_ Complete Monthly Task Sheet

\_\_\_ Complete Parent Staff Conferences **with each child's family on November 3<sup>rd</sup>**. Include Transition Surveys.

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### DECEMBER

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Date Submitted: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

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#### December tasks:

\_\_\_\_ Complete Monthly Task Sheet

#### END OF THE MONTH TASKS:

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EHS FULL DAY TIMELINE

JANUARY

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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:

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## EHS FULL DAY TIMELINE

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#### February Tasks:

\_\_\_\_ Complete Monthly Task Sheet

\_\_\_\_ Complete a Parent Staff Conference with each family on February 9<sup>th</sup>. Include the updated Transition Survey.

#### END OF THE MONTH TASKS:

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#### March tasks:

- \_\_\_ Complete Monthly Task Sheet
- \_\_\_ Begin PIR report for returning children

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#### April Tasks:

- \_\_\_ Complete Monthly Task Sheet
- \_\_\_ Complete TS Gold Checkpoint by April 30<sup>th</sup> for each child in the classroom
- \_\_\_ Take a class picture and submit to IT department
- \_\_\_ Begin final Education Home Visits

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#### May tasks:

- \_\_\_ Complete 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
- \_\_\_ Continue to gather PIR information for returning children

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### JUNE

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#### June 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

\_\_\_ Begin weekly home visits with returning children

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