

## 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)

\_\_\_ 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
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SUBMIT TO HR ASSISTANT:

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## 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.)

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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* \_\_\_\_\_

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

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

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

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

## HS 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
- 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

### 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

## FULL DAY TIMELINE

### SEPTEMBER

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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
- \_\_\_ 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:

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##### SUBMIT TO OVERSIGHT DIRECTOR:

- \_\_\_ Submit inkind
- \_\_\_ Submit classroom volunteer hours

##### SUBMIT TO HR ASSISTANT:

- \_\_\_ Submit training certificates
- \_\_\_ Submit ECE Coursework transcripts

##### SUBMIT TO FISCAL:

- \_\_\_ **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.**

FULL DAY TIMELINE

OCTOBER

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45 Day Date: 10/19/17

October Tasks:

\_\_\_\_ 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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FULL DAY TIMELINE

## NOVEMBER

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

### November Tasks:

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

### END OF THE MONTH TASKS:

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FULL DAY TIMELINE

DECEMBER

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### JANUARY

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

#### January Tasks:

- \_\_\_ Complete TS Gold Checkpoints for each child by January 31st
- \_\_\_ Initiate Kindergarten Assessments as part of Transition Process
- \_\_\_ Schedule and Prepare for upcoming Parent Conferences, including completing a Kindergarten Assessment for 4 year olds

#### END OF THE MONTH TASKS:

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#### February Tasks:

\_\_\_\_ Complete a Parent Staff Conference with each family on February 9<sup>th</sup>. Include the Kindergarten Assessment for 4 year olds.

#### END OF THE MONTH TASKS:

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#### March tasks:

\_\_\_\_ Begin PIR report for returning children

#### END OF THE MONTH TASKS:

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#### April Tasks:

- \_\_\_ 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
- \_\_\_ Update Kindergarten Assessment for 4 year olds

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#### May tasks:

- \_\_\_ 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 and complete PIR information for returning children

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#### June Tasks:

\_\_\_ 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

\_\_\_ Take personal items home

\_\_\_ Complete and turn in End of the Year Checklist to Team Leader

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