

FAMILY CHILD CARE PROVIDER TIME LINES

Provider's Signature _____

Date Submitted _____ Date Returned _____

Family Child Care Specialist Signature _____

AUGUST

- _____ Review Policies & Procedures and Work Plan
- _____ For all enrolled children, ensure Children's files are complete and labeled. Review and initial recruitment notes
- _____ Plan September's lunch and snack menus
- _____ In conjunction with the Family Child Care Specialist, plan and administer the Developmental Screen (Dial 3)
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Begin Education home visits and include:
 1. Complete Developmental History form with parents for each child enrolled, or update forms for returning Children
 2. Review with parents concerns noted on recruitment notes and other concerns or needs which may have arisen since recruitment and enrollment to begin to formulate goals for the child
 3. Complete a Child/family Education-focused activity with the parent and child using the Curriculum Guide as a resource
- _____ Plan, document and conduct emergency drills and check smoke alarms
- _____ **Establish a place near the phone for a folder containing all Emergency Notification Forms**
- _____ Prepare daily plans for the month of August to include
 1. Activities to familiarize children with all health and special services prior to the delivery of the services (Hearing screening, dental exam, vision screening, physical exam, and speech services)
 2. Emergency drills (Fire drills and bus evacuations where applicable)
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Ensure parent input in children's activities, and document on the home visit form and in the lesson planning book
- _____ Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month. Include sign in/out forms for billing (For Enhanced Contract participants only)
- _____ Review children's Medical History forms prior to children beginning class and make adaptations as necessary

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ENVIRONMENT

- _____ Plan and post a Classroom Daily Schedule with pictures and words (**readable** by children and adults)
- _____ Identify all interest center areas with a sign or poster labeling it with pictures and words (**must include English, Spanish**, and other languages as appropriate- .i.e., Block Area; Area de Bloques)
- _____ Label shelves and items stored on shelves (**must include English, Spanish**, and other languages as appropriate- i.e., Basket of Fruit; Canasta de fruta)
- _____ Post current education objectives and expected behaviors for each interest center in appropriate languages
- _____ *Ensure fire extinguisher is up to date and is accessible
- _____ *Ensure Smoke Detector is working, replace batteries if necessary
- _____ *Post all emergency procedures in the classroom (fire, dental, medical)
- _____ Review and update any established medical protocols
- _____ *Post children's allergies
- _____ Post hand washing procedures (English and Spanish or other languages as appropriate)
- _____ *Have a first aid kit and blood clean up kit available
- _____ *Provide emergency lighting (Working flashlight)
- _____ *Place flammable, poisons, and dangerous materials, in a locked cabinet or other storage area inaccessible to the children
- _____ Maintain a well lighted classroom
- _____ *Make toileting and hand washing facilities accessible to children
- _____ *Store garbage and trash in a safe and sanitary manner, until collected
- _____ *Post and evacuation plan in each room used for child care
- _____ Store materials and equipment in a safe and orderly fashion when not in use
- _____ Provide appropriate equipment and materials which are consistent with cultural and ethnic background of the children
- _____ Provide equipment and materials which are accessible, attractive, and inviting to the children - low shelves at children's eye level, located in a area appropriate for their use, stored in containers, and the place to be kept is easily identified by the use of labels, outlines and samples to assist children with clean up procedures

*Required by Registration and Performance Standards

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END OF MONTH FORMS

(to be completed monthly)

To be turned in to the Program Manager/Education Director on the last working day of the month

- _____ Calendar with next month=s themes and activities listed
- _____ In-Kind Contribution Forms
- _____ Family Activity (In-Kind) Forms
- _____ Home Visit Time Sheet (In-Kind) Forms
- _____ Classroom Attendance Form (front and back with complete information)
- _____ Child Care Billing form
- _____ Sign in/out forms (for Enhanced Contract participants only)
- _____ Home Visit Attendance Form

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SEPTEMBER

- _____ Plan October's lunch and snack menus
- _____ Prepare daily plans one week in advance. Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Review goals of returning children and plan activities accordingly
- _____ Continue standard education home visits as needed to include:
 - X Complete Developmental History from with Parents for each child enrolled
 - X Review with families concerns noted on recruitment notes and other concerns or needs which may have arisen since recruitment and parent=s goals for their child
 - X Complete a Child/family Education-focused activity with the parent and child using the Curriculum Guide as a resource
- _____ Record an observation of each child. Place observation form in child=s file and record information in Progress Notes
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Conduct a fire drill and check smoke alarms
- _____ Attend and participate in all activities on Center Day
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Complete end of month forms, submit to the Family Child Care Specialist on the last working day of the month
- _____ Record weekly entries on children's individualized goal sheets in lesson planning book
- _____ Develop with parents an individualized plan for volunteering
- _____ Complete DECA Screen for each child
- _____ Ensure Parent completes DECA screen

*ensure all children meet 45 day screening time frame

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OCTOBER

- _____ Prepare daily plans one week in advance, incorporating individual goals as they become evident. Include a fire/emergency drill.
- _____ Plan November's snack and lunch menu
- _____ Begin recording **entry behaviors** on the Portage Checklist by October 15th (Record entry behaviors on the Portage Checklist)
- _____ Prepare for Comprehensive Parent Staff Conference. To be completed in November
- _____ Complete any outstanding education home visits. Share pertinent family information with the Family Advocate. Ask for assistance from the Family Advocate for families where assistance in completing visits is needed
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Assist the Family Advocate with information on the completion of Medical and Dental screening, and Nutrition Assessments, and help develop a plan with parents to complete any needed follow-up (document the plan in the Progress Notes)
- _____ Attend and participate in all Center Day activities.
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Complete end of month forms, submit to Family Child Care specialist on the last working day of the month
- _____ Record portfolio entry in each goal area for each child
- _____ Record weekly evaluations of children's individual goals in the lesson planning book.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book

45 day for Family Child Care Year program: _____

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NOVEMBER

- _____ Plan December's lunch and snack menu
- _____ Continue **entry behaviors** on the Portage Checklist for newly enrolled children
- _____ Complete RIF Distribution report
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Complete a Comprehensive Parent/Staff Conference in November
- _____ Conduct a fire drill and check smoke detectors
- _____ Participate in the AHow Are We Doing@ assessment and turn in completed forms with the month end report
- _____ Attend and participate in all activities on Center Day.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Record weekly evaluations of individual children's goals in the lesson planning book.
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Formal observation of each child
- _____ Entries on Child Outcome Data Sheets by November 1

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DECEMBER

- _____ Plan January's lunch and snack menu
- _____ Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Review child=s progress related to Comprehensive Staffing goals, update the Portage Checklist and make appropriate entries in the progress records
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Staffing Summary Form
- _____ Conduct a fire/emergency drill and check smoke alarms. Document in lesson plans
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Attend and participate in all activities on Center Day
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Portfolio entry in each goal area for each child.

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JANUARY

- _____ Plan February's lunch and snack menu
- _____ RIF Distribution reports
- _____ Evaluate your environment and make changes, expanding or changing interest areas, and providing new supplies, play materials, and equipment. **Document in Lesson Plan book**
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Record weekly individual children's goals in the lesson planning book
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Parent/Staff Conference Form
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Conduct a fire/emergency drill and check smoke alarms. Document in lesson plans
- _____ Attend and participate in all activities on Center Day
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Begin preparations to participate in the program self assessment
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Formal observation of each child.
- _____ Entries on Child Outcome Data Sheets by January 15th

- _____ Complete DECA Screen (teacher only)

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FEBRUARY

- _____ Begin process for transition.
- _____ Plan March's lunch and snack menu
- _____ With Family Advocate, provide information to parents for National Dental Health Month
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Review goals from the Comprehensive Parent/Staff Conference Form, the Portage Checklist and make appropriate entries in the progress records
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Parent/Staff Conference Form and individualized goal tracking sheets.
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Conduct a fire/emergency drill. Check smoke alarms
- _____ Attend and participate in all activities on Center Day.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Portfolio entry in each goal area for each child.
- _____ Update Portage for each child.

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MARCH

- _____ packets and "Growing Up Drug Free" booklets, are available for your use
- _____ RIF Distribution reports
- _____ Plan April's lunch and snack menu
- _____ Evaluate your environment and make changes, expanding or changing interest areas, and providing new supplies, play materials, and equipment. **Document in Lesson Plan book**
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Parent/Staff Conference Form
- _____ Conduct a fire drill, check smoke alarms
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Attend and participate in all activities on Center Day.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Begin revisions with Family Child Care Specialist for the next program year, to include:
 - X policies and procedures
 - X work plan
 - X forms
- _____ Begin formulating a request list to include materials, equipment, pamphlets, and handouts for next program year
- _____ Assist Family Advocates with the Intent to Re-Enroll and application process with families returning for next program year and/or applying for Head Start
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Update Child Outcome Data Sheets by March 15th
- _____ Record Formal Observation for each child.

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APRIL

- _____ Plan May's lunch and snack menu
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Review and prepare for Parent Conference in May
- _____ Develop with Center Team, the Parent Staff Conference Form to include closure and or development of family and summer goals with the parent Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Staffing/Parent Conference form.
- _____ Conduct a fire drill and check smoke detectors
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Conduct education home visits as follows:
 - X Begin final home education home visit 6 weeks prior to completion of services for the program year
 - X An education activity with the parent and child
 - X Transition activities
 - X Bring closure to goals and help parent plan summer activities for their child=s goal
- _____ Pull the hard copy, of the CIS form from children's files, to be given to parent (for children going into public school-kindergarten-only). Ensure a **readable copy** is left in the child=s file
- _____ Attend and participate in all activities on Center Day.
- _____ Ensure parent input in center activities, classroom activities, and home program activities, both at parent meetings and on home visits and comment on home visit forms and in the lesson planning book
- _____ Continue program revisions begun in March
- _____ Submit a list of your program's top volunteers, for special recognition at the end of the school year, **please** check spelling to ensure accuracy
- _____ Submit a request for materials, equipment, pamphlets, and handouts for the next program year to Family Child Care Specialist
- _____ Complete a list of where children will be attending kindergarten and submit to Family Child Care Specialist
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Update Portage for each child.
- _____ Record Portfolio entry in each goal area for each child.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book

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MAY

- _____ Plan June's lunch and snack menu
- _____ Record weekly evaluations of individual children's goals in the lesson planning book
- _____ Update goals from the Parent/Conference Comprehensive Staffing and the Portage Checklist and make appropriate entries in the Progress Notes. Ensure child=s file is accurate and up to date for program year end
- _____ Complete the Comprehensive Parent/Staff Conference in May with the parents to include closure and or development of family and summer goals with the parent
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Conduct education home visits as follows:
 - X Begin final home education home visit 6 weeks prior to completion of services for the program year
 - X An education activity with the parent and child
 - X Transition activities
 - X Bring closure to goals and help parent plan summer activities for their child=s goal
- _____ Prepare daily plans one week in advance, incorporating individual goals identified on the Comprehensive Staffing/Parent Staff Conference and Individualized Goals forms.
- _____ Conduct a fire/evacuation drill and check smoke detectors
- _____ Attend and participate in all activities on Center Day.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Complete revisions begun in March
- _____ Complete DECA Screen by both teacher and parent
- _____ **Pull the yellow copies of Comprehensive Staffing form (face sheet), Parent Staff Conference form and the Signature page for each child going to public school and return them to your Family Child Care Specialist**

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JUNE

- _____ Plan July's lunch and snack menus
- _____ Prepare daily plans one week in advance, documenting progress on individual goals
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Plan and conduct a fire/emergency drill and check smoke alarms and document in Lesson Plans
- _____ Plan July's snack and lunch menus
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Attend and participate in all Center Day activities.
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month
- _____ Record Portage updates for each child.
- _____ Update Child Outcome Data Sheets.

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JULY

- _____ Prepare daily plans one week in advance, documenting progress on individual goals
- _____ Plan August's snack and lunch menus
- _____ Record information gathered from observations, parent's input, concerns, problems or needs in each child's Progress Notes
- _____ Record any and all concerns, problems, needs in Progress Notes, forward referrals to the Administrative team utilizing the Internal Referral form
- _____ Ensure parent input when planning children's activities and document in the lesson planning book
- _____ Provide for on-going training for parents on Pedestrian Safety
- _____ Plan and implement on-going Pedestrian Safety Curriculum for children
- _____ Plan and conduct a fire/emergency drill and check smoke alarms and document in Lesson Plans
- _____ Complete end of month forms, submit to Family Child Care Specialist on the last working day of the month