

HS CENTERBASE 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)
  - \_\_\_ Determine the assignment of **children's** Medical and Dental providers within 30 days
  - \_\_\_ 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**

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

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 Field trip request, if applicable

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

## 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* \_\_\_\_\_

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

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

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

## HS CENTERBASE MONTHLY TASKS FOR CFAS

### 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/document to new Changes to Environment form
- \_\_\_ 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
- \_\_\_ Plan and facilitate in monthly Parent Center meeting
- \_\_\_ Complete a second ASQ and ASQSE with families at appropriate intervals following the guidelines

### Health and Social Services

- \_\_\_ Ensure completion and follow up of well child, dental, nutrition assessment
- \_\_\_ Review and insure that insurance is up to date
- \_\_\_ Continue to schedule SS Home Visits with families per program guidelines
- \_\_\_ Address any emergent concerns
- \_\_\_ Update any changes in address, phone number, contacts to Emergency Contact forms, files, 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

HS CENTERBASE CFA TIMELINE

SEPTEMBER

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Center \_\_\_\_\_

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

45 Day Date: 10/19/17

90 Day Date: 12/1/17

September tasks:

- Complete Monthly Task list
- Continue to determine the assignment of **children's** Medical and Dental providers within the first 30 days
- Meet with your Education Manager to review your Professional Success Plan
- Meet with your TA to review their Professional Success Plan
- Review new policies and procedures/training materials
- Begin Social Service Home Visits with families who have received 1<sup>st</sup> Ed visit

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 Field trip request, if applicable

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

HS CENTERBASE CFA TIMELINE

OCTOBER

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

October tasks:

- Complete Monthly Task list
- Complete 1<sup>st</sup> Checkpoint for children in TS GOLD by October 19th
- Complete Bus Monitor Observation on TA/meet and document to Responsive Observation form
- Continue 1<sup>st</sup> SS Home Visits with families
- Schedule and prepare for Parent Conferences on November 3

END OF THE MONTH TASKS:

SUBMIT ELECTRONICALLY:

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NOVEMBER

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90 Day Date: 12/1/17

November tasks:

- Complete Monthly Task sheet
- Complete Parent Staff Conferences with families
- Schedule and complete 2<sup>nd</sup> SS Home Visit to complete Family Story within 90 day requirement

END OF THE MONTH TASKS:

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DECEMBER

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90 Day Date: 12/1/17

December tasks:

\_\_\_\_ Complete Monthly Task list

\_\_\_\_ Complete all initial Social Service Visits to meet 90 day deadline by December 1

\_\_\_\_ Enter Family Story Scores into Child Plus under Social Services Tab

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 Field trip request, if applicable

SUBMIT TO EDUCATION MANAGER:

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JANUARY

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January tasks:

- \_\_\_ Complete Monthly Tasks list
- \_\_\_ Complete Checkpoints in TS GOLD for each child by January 31st
- \_\_\_ Schedule and prepare for Parent Conferences on February 9<sup>th</sup>
- \_\_\_ Complete Kindergarten Assessment in preparation for 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 Field trip request, if applicable

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FEBRUARY

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February tasks:

- \_\_\_ Complete Monthly Tasks list
- \_\_\_ Complete Parent Conferences, beginning on February 9th
- \_\_\_ Share Kindergarten Assessment with parents at Conferences
- \_\_\_ Begin mid-year Social Service visits with families to update scores on Family Story
- \_\_\_ Enter updated Family Story scores and progress on goals to Social services tab in Child Plus

END OF THE MONTH TASKS:

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MARCH

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March tasks:

- \_\_\_ Continue mid- year SS visits with families to update scores/ emergent needs, entering updated scores and families progress on goals to Social Services tab in Child Plus
- \_\_\_ Complete Bus Monitor Observation with TA
- \_\_\_ Begin to gather PIR report information in Child Plus for returning children

END OF THE MONTH TASKS:

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\_\_\_ **Submit electronic EOM report to "Month End", cc'd to Ed Manager**

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April tasks:

- Complete Monthly Tasks list
- Complete Checkpoints for each child by April 30
- Take Class Photo and submit a copy to IT
- Update Kindergarten Assessment
- Begin Final Home Visits (Education and Social Services) to include:
  1. **Update family's goals, progress** and Family Needs Assessment Scores
  2. Share Kindergarten Readiness/ Transition Info with parents
  3. Follow up on well childs, dentals and nutrition exams and treatment
  4. **Share children's goals and progress over the program year**
  5. Share ways parents can continue learning activities with their children over the summer break
  6. Share resources in the community for summer activities that are family-oriented
  7. Follow up on any emergent issues
- Complete remaining PIR information on returning children in Child Plus

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MAY

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May tasks:

- Complete Monthly Tasks list
- Complete any outstanding Education and SS Home Visits
- 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
- 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

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