Shasta Head Start Child Development, Inc.
Classroom Start up Checklist

Set-up:
- ✓ Environment using the ECERS or ITERS
- ✓ Lesson Plan Binder
- ✓ Child sign-in/out binder
- ✓ Volunteer sign-in/out
- ✓ Classroom binder
- ✓ Portfolio crate
- ✓ Parent board
- ✓ Medical alert sheets
- ✓ Allergy sheets
- ✓ Helping hands
- ✓ Label child cubbies with names
- ✓ Label toothbrush holders and toothbrushes
- ✓ Make lunch placemats/lunch cards
- ✓ Restock the first aid kit

Complete:
- ✓ Review all child files and complete education cover sheet
- ✓ Create daily schedule (Use ECERS/ITERS to meet substantial portion of the day)
- ✓ Create a visual picture schedule
- ✓ Complete Framing Your day
- ✓ Complete Behavior Crisis Intervention Plan
- ✓ Write lesson plans
- ✓ Assemble First Home Visit Packets
- ✓ Schedule first home visits
- ✓ Create first parent newsletter
- ✓ Prepare for Orientation and create packets

Head Teacher/Site Supervisor
- ✓ Licensing Board
- ✓ Make class list and print rooster from Child Plus
- ✓ Order supplies and materials
- ✓ Orientation phone calls
- ✓ Health training for individual children as needed