Shasta Head Start Child Development, Inc. Early Head Start Yearly Timeline

Month I & II	Month III & IV	Month V	Month VI	Month VII	Month VIII	Month IX	Month X	Months XI – XII
July/August	September/October	November	December		February	March	April	May/June
• •	-			January	•		-	
Setup Caregiver	□ 1 st home visit (45 days)	□ Individualization	□ Individualization	□ Individualization	□ 2 nd Conferences Part-Year	Transition Activities	Transition Activities	□ Transition Activities
binder	□ Screeners-ASQ-3	Tracking - ongoing	Tracking - ongoing	Tracking – ongoing	Weekly Lesson Planning	□ Individualization		Final Home Visits
Setup Curriculum binder	ASQ-SE (45 days)	Portfolio Collections	Weekly Lesson Planning Deviau/undeta files	2 nd Conferences Full-Year	Begin Transition	tracking -final cycle Full-Year	tracking -final cycle Part-Year	Portfolios to families Review final child
 Review child files Review IFSP goals 	□ 1 st DRDP Ratings □ 1 st Conferences	 Weekly Lesson Planning Review/update files 	Review/update files Staff with Family	 Weekly Lesson Planning Review/update files 	activities □ Individualization	□ Complete Portfolios Full-Year □ Complete DRDP	Complete Portfolios Part-Year Complete DRDP	
Weekly Lesson Planning	□ Set Child Goals	□ Staff with Family	Worker (Monthly)	□ Staff with Family	tracking -ongoing	Rating Record- 2 nd	Rating Record- 2 nd	outcomes reports Close child files –
Building the Foundation	Begin individualization	Worker (Monthly)	Child Observations	Worker (Monthly)	Review/update files	Rating Full-Year	Rating Part-Year	transfer documents
Checklist – Due 5 days after	tracking – 1st cycle	Child Observations	Portfolio collections	Child Observations	□ Staff with Family	Weekly Lesson Planning	Weekly Lesson Planning	from caregiver binder to
school starts	Address IFSP/IEP	Update Needs &	Update Needs &	Portfolio collections	Worker (Monthly)	Review/update files	Review/update files	child files
*1st week lesson plan	Goals as identified	Services plan	Services plan	Update Needs &	Child Observations	□ Staff with Family	□ Staff with Family	Weekly Lesson Planning
*Daily Schedule	Weekly Lesson Planning	Parent Child Activity	Parent Child Activity	Services plan	Portfolio collections	Worker (Monthly)	Worker (Monthly)	□ Review/update files
*Framing Your Day	□ Review/update files	Records (PCAR)	Records (PCAR)	Parent Child Activity	Update Needs &	Child Observations	□ Child Observations	□ Staff with Family
*Class Rules & Expectations	□ Staff with Family	□ ITERS Environment	□ ITERS Environment	Records (PCAR)	Services plan	Portfolio collections	□ Update Needs &	Worker (Monthly)
*Behavior Crisis	Worker (Monthly)	Requirements for Late	Requirements for Late	□ ITERS Environment	Parent Child Activity	Update Needs &	Services plan	Child Observations
Intervention Plan	□ Child Observations	start families:	start families:	Requirements for Late	Records (PCAR)	Services plan	DRDP Summary	Update Needs &
(Scan to ED Dept.)	Portfolio collections	Needs & Services Plan	Needs & Services Plan	start families:	□ ITERS Environment	Parent Child Activity	follow-up State	Services plan
□ 1 st home visit	□ Update Needs &	1 st Home visit,	1st Home visit,	Needs & Services Plan	Requirements for Late	Records (PCAR)	Only (EESD 3900)	Parent Child Activity
(45 days)	Services plan	Screeners (45 days)	Screeners (45 days)	1 st Home visit,	start families:	ITERS Environment	Parent Child Activity	Records (PCAR)
□ Screeners-ASQ-3	Parent Child Activity	DRDP (60 days)	DRDP (60 days)	Screeners (45 days)	Needs & Services Plan	Requirements for Late	Records (PCAR)	ITERS Environment
ASQ-SE (45 days)	Records (PCAR)			DRDP (60 days)	1st Home visit,	start families:	□ ITERS Environment	Requirements for Late
Initial Needs &	□ ITERS Environment				Screeners (45 days)	Needs & Services Plan	Requirements for Late	start families:
Services Plans	DRDP Summary State				DRDP (60 days)	1 st Home visit,	start families:	Needs & Services Plan
Environment	Only (EESD 3900)					Screeners (45 days)	Needs & Services Plan	1 st Home visit,
Changes (ITERS)	Requirements for Late				Transition Activities	DRDP (60 days)	1 st Home visit,	Screeners (45 days)
Setup Portfolio	start families:		Transition Activities	Program Self	Parent Meeting (as needed)		Screeners (45 days)	DRDP (60 days)
System & begin	Needs & Services Plan		Parent Meeting (as needed)	Assessment	Parent Calendar		DRDP (60 days)	
	1 st Home visit,	Transition Activities	Parent Calendar	Program Planning	Fire/Disaster Drills			□ Parent Meeting (as needed)
Parent Child Activity	Screeners (45 days)	Parent Meeting (as needed)	Fire/Disaster Drills	Transition Activities	Safety Checklist		Transition Activities	□ Shut down checklist
Records (PCAR) Child Observations	DRDP (60 days)	Parent Calendar Fire/Disaster Drills	Safety Checklist Monthly site meeting	 Parent Meeting (as needed) Parent Calendar 	Monthly site meeting File/Portfolio Checks	Transition Activities	Parent Meeting (as needed)	Close & transition files of
□ Staff with Family		Safety Checklist)	□ File/Portfolio Checks	□ Fire/Disaster Drills	Review Lesson Plans	□ Parent Meeting (as needed)	□ Parent Meeting (as needed) □ Parent Calendar	families moving out of program ☐ Transition Activities
Worker (Monthly)	Referrals sent to	☐ Monthly site meeting	Review Lesson Plans	Safety Checklist	□ Individual monthly	□ Parent Calendar	Fire/Disaster Drills	Parent Calendar
worker (wonting)	Disability Dept.	□ File/Portfolio Checks	□ Individual monthly	□ Monthly site meeting	staffing	□ Fire/Disaster Drills	□ Safety Checklist	□ Fire/Disaster Drills
□ Start-up checklist	Transition Activities	Review Lesson Plans	staffing	□ File/Portfolio Checks	Center Maintenance	□ Safety Checklist	☐ Monthly site meeting	□ Safety Checklist
□ Licensing updates	□ Parent Meeting (as needed)	□ Individual monthly	Center Maintenance	Review Lesson Plans	Checklist	Monthly site meeting	□ File/Portfolio Checks	□ Monthly site meeting
□ Disaster plans	□ Parent Calendar	Staffing	Checklist	□ Individual monthly	Child Supervision Monthly	□ File/Portfolio Checks	Review Lesson Plans	☐ File/Portfolio Checks
□ Order start up	□ Fire/Disaster Drills	Center Maintenance	Child Supervision Monthly	staffing	Checklist	Review Lesson Plans	□ Individual monthly	Review Lesson Plans
Supplies	□ Safety Checklist	Checklist	Checklist	Center Maintenance		Individual monthly	staffing	Individual monthly
Orientation/Parent	□ Site meeting	Child Supervision Monthly		Checklist		staffing	Center Maintenance	staffing
Meeting	□ File/Portfolio Checks	Checklist		Child Supervision Monthly		Center Maintenance	Checklist	Center Maintenance
Parent Calendar	Review Lesson Plans			Checklist		Checklist	Child Supervision Monthly	Checklist
□ Fire/Disaster Drills	Individual monthly			Active Supervision Training		Child Supervision Monthly	Checklist	Child Supervision Monthly
Review Files	staffing			first day back from Winter Break		Checklist		Checklist
Monthly site meeting	Center Maintenance					Active Supervision Training		
Review Lesson Plans	Checklist					first day back from Spring Break		
□ Individual monthly	Child Supervision Monthly					(March/April)		
Staffing	Checklist							
Center Maintenance								
Checklist								
Child Supervision Monthly Checklist								
□ Zoning & Active Supervision								
Training prior to 1st day of school								
Training prior to 1% day of SCI001	1		1		1		I	1