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

Month I & II July/August	Month III & IV September/October	Month V November	Month VI December	Month VII January	Month VIII February	Month IX March	Month X April	Months XI – XII May/June

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