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) _____ ☐ 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	☐ 1st home visit **(45 days)** ☐ Screeners-ASQ-3 ASQ-SE **(45 days)** ☐ 1st DRDP Ratings ☐ 1st conference ☐ 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) _____ ☐ 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 ☐ Weekly Lesson Planning ☐ Portfolio Collections ☐ 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) _____ ☐ 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) _____ ☐ 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	☐ Complete DRDP Rating Record- 2nd rating ☐ 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) _____ ☐ 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	☐ Review child outcomes reports ☐ 2nd Conferences ☐ Update child goals ☐ Review IFSP/IEP Goals ☐ Weekly Lesson Planning ☐ Begin Transition activities ☐ Individualization tracking -final cycle ☐ DRDP Summary follow-up **State Only** (EESD 3900) ☐ 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) _____ ☐ Review child outcomes reports ☐ 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 ☐ 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 ☐ Center Maintenance Checklist ☐ Child Supervision Monthly Checklist	☐ **Transition Activities** ☐ Individualization tracking -final cycle ☐ 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) _____ ☐ 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 ☐ Complete DRDP Rating Record- 3rd rating ☐ Review/update files ☐ Staff with Family Worker (Monthly) ☐ 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) _____ ☐ 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