

# Preschool Education Staff Yearly Timeline for State Classrooms

Month I & II Start-up July/Aug.	Month III & IV September/October	Month V November	Month VI December	Month VII January	Month VIII February	Month IX March	Month X April	Month XI May	Extended Year Month XII June
<input type="checkbox"/> Classroom Startup checklist <input type="checkbox"/> Setup Teacher binder <input type="checkbox"/> Setup Curriculum binder <input type="checkbox"/> Review Child Files <input type="checkbox"/> Building Foundation Checklist to CDD <input type="checkbox"/> CLASS Environment <input type="checkbox"/> <b>1<sup>st</sup> home visit</b> (within 45 days of start) <input type="checkbox"/> Classroom Orientation <input type="checkbox"/> Ped Safety Parent Train. <input type="checkbox"/> <b>45-day screeners-ASQ 3, ASQ-SE</b> <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Review DRDP <input type="checkbox"/> Review IEP Goals and Objectives on identified children <input type="checkbox"/> Begin Observations in Learning Genie (LG) <input type="checkbox"/> Licensing/Disaster plans <input type="checkbox"/> Set up system & begin portfolio –Fall Collections <hr/> <input type="checkbox"/> Center Orientation <input type="checkbox"/> Center Startup checklist <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Review Child and Staff Files <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's <input type="checkbox"/> Order supplies <input type="checkbox"/> Zoning and Active Supervision Training prior to 1 <sup>st</sup> day of school	<input type="checkbox"/> <b>Complete DRDP 1<sup>st</sup> rating</b> <input type="checkbox"/> Portfolio-1 <sup>st</sup> collection due <input type="checkbox"/> Print DRDP reports Parent Progress and Class Cohort <input type="checkbox"/> <b>1<sup>st</sup> Parent-Teacher Conference</b> (Generate Child Goals) <input type="checkbox"/> State 3900 goals due <input type="checkbox"/> Begin 8 wk. goal tracking -1 <sup>st</sup> cycle <input type="checkbox"/> What Your Child Is Learning <input type="checkbox"/> Referrals sent to Disabilities Depart <input type="checkbox"/> Cont. portfolio Collections <input type="checkbox"/> Ongoing Observations in LG <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's	<input type="checkbox"/> Begin 8 wk. Goal tracking – 2 <sup>nd</sup> cycle <input type="checkbox"/> Address IEP Goals for Identified Children <input type="checkbox"/> Portfolio Collections <input type="checkbox"/> Ongoing Observations <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's	<input type="checkbox"/> Portfolio Collections <input type="checkbox"/> On-going Observations in LG <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's	<input type="checkbox"/> <b>2<sup>nd</sup> Parent-Teacher Conference</b> (Individual Transition Plans) <input type="checkbox"/> Review IEP Goals and Objectives <input type="checkbox"/> Ongoing Observations in LG <input type="checkbox"/> Portfolio Collections <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Transition Packets <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's <input type="checkbox"/> Active Supervision Training first day back from Winter Break	<input type="checkbox"/> What Your Child is Learning <input type="checkbox"/> Begin Transition activities <input type="checkbox"/> Begin 8 wk. goal tracking -3rd cycle <input type="checkbox"/> Portfolio Collections <input type="checkbox"/> Ongoing Observations in LG <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's	<input type="checkbox"/> Complete DRDP Spring Rating <input type="checkbox"/> Portfolio 2 <sup>nd</sup> Collections due <input type="checkbox"/> Print DRDP reports Parent Progress and Class Cohort <input type="checkbox"/> Close Child Goals <input type="checkbox"/> Transition Activities <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment <input type="checkbox"/> State 3900 goals due  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's <input type="checkbox"/> Active Supervision Training first day back from Spring Break (March/April)	<input type="checkbox"/> Use DRDP reports for School Readiness Goals and Group Profile on Lesson Plans <input type="checkbox"/> Begin Final Home Visits <input type="checkbox"/> Portfolios to parents <input type="checkbox"/> What Your Child is Learning <input type="checkbox"/> Review IEP Goals and Objectives <input type="checkbox"/> Transition Activities <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's <input type="checkbox"/> Order Supplies	<input type="checkbox"/> Use DRDP reports for School Readiness Goals and Group Profile on Lesson Plans <input type="checkbox"/> End of the Year Celebrations <input type="checkbox"/> Complete <b>Final Home Visits</b> <input type="checkbox"/> Portfolios to parents <input type="checkbox"/> Transition Activities <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Family of Week <input type="checkbox"/> CLASS Environment  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance Checklist <input type="checkbox"/> Staff with Family Workers (Bimonthly) & Individual Staffing's	<input type="checkbox"/> Use DRDP reports for School Readiness Goals and Group Profile on Lesson Plans <input type="checkbox"/> Transition Activities <input type="checkbox"/> Close out child files <input type="checkbox"/> Lesson Plans <input type="checkbox"/> CLASS Environment <input type="checkbox"/> Shut Down Checklist  <input type="checkbox"/> Requirements for <b>Late</b> start families: 1 <sup>st</sup> Home visit, 45-day screeners, on-Going Assessment <hr/> <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Fire/Disaster Drills <input type="checkbox"/> Child Supervision Monitoring Checklist <input type="checkbox"/> Parent/Child Activity Records <input type="checkbox"/> Second Step Letters <input type="checkbox"/> Site Meeting. <input type="checkbox"/> Safety Checklist <input type="checkbox"/> Center Maintenance <input type="checkbox"/> Staff with Family Workers(Bimonthly)& Individual Staffing's