Shasta Head Start Child Development, Inc.

Preschool Education Staff Yearly Timeline for State Classrooms

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