

EMAA HEAD START 2019-20 PLANNING CALENDAR (TIMELINE)

ACTIVITY

August

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| 1 | Site Managers, Teachers and Family Advocates return; receive files/keys at CO |
| 5 | All other staff return |
| Aug 1-13 | First education home visits; enter completed assessment items in children's portfolios <i>Final enrollments are completed</i> |
| 13 | Dials and 1 HV Completed/1st Growth Chart Staff meeting (morning) & Open House (afternoon)—unless staff is needed to complete final enrollment. Transition – For a child with a severe disability or health condition, meet with parents & others that parent or ECSE recommends to train staff on working with the child. |
| 14 | <i>Classes Begin</i> |
| 14 | First Quarter Begins (08/01/2019-10/14/2019) |
| 14 | #1 Family advocate HV or contact completed; Submit FE outcomes #1. Work on Family Partnership Agreement and, as completed, give parents results of screening (CP 3030), growth chart (CP 3410), to be done by end of Oct. |
| 16 | United Way for Children Pre-Service for ALL Education Staff 8:30-3:30 at Shepard's House in Desloge Begin Family Engagement Staff Mtgs. (See FE calendar.) Start with children with disabilities (teachers use CP 3540) to ensure |

September

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| 2 | School (LEA) meetings begin--update Memorandum of Agreement SM/FA review health requirements CP 3020 (or CP 3015) for next 6 weeks (<i>then monthly</i>) to check on screenings and physicals |
| 6 | United Way for Children Pre-Service for ALL Education Staff 8:30-3:30 at Shepard's House in Desloge |
| 9 | Reading Homework Begins |
| 9 | Policy Council |
| 12 | Last day for children's physicals for licensing—30 days. |
| 13 | #2 Family advocate home visit or contact completed |
| 20 | Parent Meeting <i>by last week of month</i> : read by-laws and vote on them, elect officers & Policy Council Rep |
| 27 | All First Outcomes Completed and Submitted |
| 27 | Last day for ALL screenings (health, DIAL-4, social-emotional, growth)—45 days. SM/FA check using CP 3020 (or CP 3015) |
| 30 | Education specialist begins first aggregation and analysis of outcomes (ready for October's PC meeting) |

October

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| 1 | All family assessment items must be addressed within two months of final enrollment SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>) |
| 7 | Policy Council—seating of new parent representatives |
| TBA | Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00 |
| 11 | Begin 1st PTC (share completed outcomes with parents) PTC's to be completed by November 22nd |
| 13 | First Quarter Ends |
| 14 | Second Quarter begins (10/14/2019-12/27/2019) |
| 14 | #3 Family advocate HV or contact complete. Discuss/hand out "Healthy Living Checklist" |
| 16 | Training: SM+AC R Roundtable, FR MAC 12:30-3:30 |
| TBA | Health Services Advisory Committee—meet twice, N & S; (North End /South End) |
| 31 | Site managers complete EMAA HS DAP Checklist/Mentoring with all education staff. |

November

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| 1 | All family assessment items must be addressed within two months of final enrollment SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>) |
| 1 | Area IV Education Trainings (CA/BO) |
| 4 | Policy Council |
| 8 | Area III Education Training (FR/PE/STG) |
| 11 | Initial dental exam – 90 day deadline |
| 14 | Teachers turn in percentage Homework Readiness |
| 14 | #4 Family advocate HV or contact completed. |
| 15 | Area II Education Training (BT/MSF/FA/FA2) |
| 15 | Send in Education Wishlists and be VERY SPECIFIC |
| 15 | Cooks Training - Location TBA - Time 9am-3pm |
| 20 | Training: SM+AC R Roundtable, FR MAC 12:30-3:30 |
| 22 | First PTC Completed |
| 22 | Area I Education Trainings (WA/IR) |
| 25 | Begin 2nd outcomes to be completed by January 17th |
| 22 | Second quarter. Teachers - 1st PTC's completed. SM/T use CP 2306 for attendance info to 1) put on Progress Report; 2) look at |
| 30 | Last day to purchase classroom or cleaning supplies. |

December

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| 1 | All family assessment items must be addressed within two months of final enrollment |
| 1 | SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>) |
| TBA | Agency-wide meeting |
| TBA | Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00 |
| 20 | Inventories due: health (1 per center), classrooms (ours works for licensing), & kitchen. Turn in copy of "Mental Health Screening Follow-Up" for each classroom. Keep a copy in pink mental health folder. |
| 26 | Second Quarter Ends |
| 27 | Third Quarter Begins (12/27/2019-03/13/20) |

| DATE | ACTIVITY |
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| January | |
| 2 | All family assessment items must be addressed within two months of final enrollment SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) |
| 6 | Policy Council |
| 14 | #5 Family advocate home visit or contact completed. Nutrition info/history updates, apps for next yr. Health specialist submits immunization audit to DOH |
| 15 | Training: SM+AC R Roundtable, FR MAC 12:30-3:30 |
| TBA | Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00 |
| 17 | Submit 2nd outcomes |
| 24 | Teachers Begin 2nd HV (completed by March 13) |
| 27 | Education Specialist begins 2nd aggregation (prepared for PC February 3rd) |
| 18 | Family advocates submit Family Engagement outcomes #2. |
| 31 | Site managers complete performance evaluations |
| February | |
| FEBRUARY | Recruitment Committee Meeting completed by end of month and form turned in to Bailey. RECRUIT! |
| 1 | All family assessment items must be addressed within two months of final enrollment SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) |
| 2 | Teachers complete second growth assessment (Growth Chart) CP 3410 |
| 3 | Policy Council |
| 14 | #6 Family advocate home visit or contact completed. Nutrition info/history, apps for next yr. |
| 19 | Training: SM+AC R Roundtable, FR MAC 12:30-3:30 |
| 20 | Teachers turn in percentage Homework Readiness |
| 24 | Teachers begin 3rd outcomes (completed by 4/21/20) |
| March | |
| 1 | All family assessment items must be addressed within two months of final enrollment SM's Check that 2nd HV is completed by March 13th SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) |
| 2 | Policy Council |
| 13 | Third Quarter Ends |
| 13 | Fourth Quarter Begins (03/13/2019-05/21/19) |
| 13 | Teachers - HV #2 is completed. |
| TBA | Family Advocate Support & Training, 9:00-3:00 |
| 14 | #7 Family advocate home visit or contact completed. Finalize referrals, take CP 3030 and growth chart; (CP 3410), last update of |
| 18 | Training:SM+AC R Roundtable, FR MAC 12:30-3:30 |
| 31 | Site managers complete EMAA HS DAP Checklist/Mentoring with all education staff by end of the month & turn into Leah |
| 31 | ASA run PIR Audit Reports listed on "ChildPlus Report Schedule" |
| April | |
| APRIL | Volunteer appreciation activity—with recognition for families whose children had perfect attendance. |
| 1 | All family assessment items must be addressed within two months of final enrollment SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) |
| 6 | Policy Council |
| 14 | #8 Family advocate home visit or contact completed. Finalize referrals, take Report #3030 and Growth Chart; (Report #3410), last update of PIR page, all of which will be done by the end of the year. |
| 15 | Training:SM+AC R Roundtable, FR MAC 12:30-3:30 |
| TBA | Health Services Advisory Committee, meet twice, N & S |
| 17 | Submit 3rd outcomes |
| 17 | Teachers begin 2nd PTC's (to be completed by May 21st) |
| 23 | + snow days: Last day to enroll new children (29 days from the end of the school year) |
| 24 | Transition Agreement with school(s) filled out by end of month; activities take place, form turned in April. Transition: 1) Kindergarten transition activities. 2) Send CP 3030 to public school or program child will attend next year; 3) Give children's portfolios to parents to share with school in August. |
| 27 | Education Specialist begins 3rd aggregation |
| 30 | Family advocates submit Family Engagement outcomes #3. |
| May | |
| 1 | SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) |
| 7 | Stop Homework Readiness (books) |
| 7 | Turn in percentage Homework Readiness (last time) |
| 21 | 2nd PTC's completed (SM's Check) |
| 21 | Fourth Quarter Ends |

