

EMAA HEAD START 2020-2021 PLANNING CALENDAR (TIMELINE)

Notes for 20-21 Timeline: * Family Advocate Trainings may be added later, if COVID cases go down - * All family advocate contacts or home visits are due by the end of the month - ** Homework/Reading Readiness is pending.

DATE	ACTIVITY
August	
13	Site Managers, Teachers and Family Advocates return; Family Advocates/Site Managers meet/all others go to sites First Quarter Begins (08/13/2020-11/02/2020)
17	All other staff return <i>Final enrollments are completed</i>
21	Dials and 1 HV Completed/1st Growth Chart Staff meeting (morning) —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
28	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.
September	
1	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
8	<i>Classes Begin</i>
14	Policy Council Last day for children's physicals for licensing—30 days.
23	Begin 1st PTC to be completed by October 30th All First Outcomes Completed and Submitted
28	Education specialist begins first aggregation and analysis of outcomes (ready for October's PC meeting)
Pending	Parent Meeting by last week of month: read by-laws and vote on them, elect officers & Policy Council rep
October	
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>)
5	Policy Council—seating of new parent representatives
7	Last day for children's physicals for licensing—30 days.
Pending	Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00
19	Begin 2nd outcomes to be completed by January 19th
22	Last day for ALL screenings (health, DIAL-4, social-emotional, growth)—45 days. SM/FA check using CP 3020 (or CP 3015)
Pending	Health Services Advisory Committee - meet twice, N & S (North End/South End)
Pending	Training: SM+AC R Roundtable, FR MAC 12:30-3:30
30	Site managers complete EMAA HS DAP Checklist/Mentoring with all education staff/First PTC Completed
November	
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>)
Pending	Area IV Education Trainings (CA/BO)
2	Policy Council
3	Second Quarter begins/Ending January 12th
Pending	Area III Education Training (FR/PE/STG)
Pending	Area II Education Training (BT/MSF/FA/FA2)
18	Send in Education Wishlists and be VERY SPECIFIC
Pending	Cooks Training - Location TBA - Time 9am-3pm
Pending	Training: SM+AC R Roundtable, FR MAC 12:30-3:30
30	#4 Family advocate HV or contact completed.
30	Last day to purchase classroom or cleaning supplies.
December	
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>)
6	Initial dental exam – 90 day deadline/First Quarter Ends
Pending	Agency-wide meeting
Pending	Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00
18	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.

*** At this time, all meetings are pending**

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DATE	ACTIVITY
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January

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.)
4	Policy Council; Staff Return
12	Second Quarter Ends
Pending	Training: SM+AC R Roundtable, FR MAC 12:30-3:30
Pending	Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00
13	3rd Quarter Begins
19	Teachers Begin 2nd HV (completed by March 5) / Submit 2nd Outcomes
22	Family advocates submit Family Engagement outcomes #2.
26	Education Specialist begins 2nd aggregation (prepared for PC February 1st)
29	Nutrition info/history updates
31	Site managers complete performance evaluations

February

1	Recruitment Committee Meeting (Tentatively) completed by end of month and form turned in to Heather. RECRUIT! 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.) Teachers complete second growth assessment (Growth Chart) CP 3410 Policy Council
16	Teachers begin 3rd outcomes (completed by 4/20/2021)
17	Training: SM+AC R Roundtable, FR MAC 12:30-3:30
26	Nutrition info/history updates

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.) Policy Council
5	Teachers - HV #2 is completed.
Pending	Training:SM+AC R Roundtable, FR MAC 12:30-3:30
23	Third Quarter Ends
24	Fourth Quarter Begins (03/24/2021 - 05/28/2021)
31	Finalize referrals, take CP 3030 and growth chart; (CP 3410), last update of PIR page, all of which will be done by the end of the year. Site managers complete EMEA HS DAP Checklist/Mentoring with all education staff by end of the month & turn into Leah 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.)
5	Policy Council
Pending	Health Services Advisory Committee, meet twice, N & S
20	Submit 3rd outcomes/ Begin 2nd PTC (completed by end of May)
27	Education Specialist begins 3rd aggregation for May Policy Council
30	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. 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. 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.)
28	2nd PTC's completed (SM's Check) Fourth Quarter Ends Due: health & kitchen inventories; Disabilites Alert Lists; Transition Activities, Non-EMEA Staff Orientation, Mental Health Screening Follow-Up; Complete End-of-Year Checklist before staff leaves for the summer, "Honey-Do" Lists and Key locations

*** At this time, all meetings are pending**