

**EMAA HEAD START 2023-2024 PLANNING CALENDAR (TIMELINE)**

**August**

7	Site Managers, Teachers and Family Advocates return to sites and begin final enrollment process. Begin DIALS/HV's Policy Council
14	All other staff return; Pre-Service (staff will work 8 hours no matter what normal schedule is) @Black River Elec/Fred'town@8:30am: (ALL WEEK, STAFF WORK 40 HOURS NO MATTER NORMAL SCHEDULE)
17	Cooks/Cook Aide Training@9am - Black River Electric in Fredericktown
18	Final enrollments are completed Dials and #1Teacher HV Completed; As many as possible Staff meeting (morning) —unless staff is needed to complete final enrollment. Open House - Explain Conscious Discipline, Tour classrooms, Do Make N Take Activity 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.
21	Classes Begin First quarter beings - Begin 1st outcomes/Heights and Weights
25	Begin Family/Child Staffing #1

**September**

1	School (LEA) meetings begin--update Memorandum of Agreement & schedule meetings Family Advocates begin working on 1st Family Outcomes Family Advocates - HV#1 With CD (Composure) and work on Family Goals to be completed by the end of the month ASA's run report Immunization Report #3320 - run monthly and place in orange file each month SM/FA review health requirements CP 3020 (or CP 3015) for next 6 weeks (then monthly) to check on screenings and physicals
4	<b>HOLIDAY</b>
11	Begin Children's Homework & Begin In-Kind Activity Calendars
19	Last day for children's physicals for licensing—30 days - physicals, leads, and hemoglobins
22	Site Managers & Teachers Training CLASS - Place & Time TBA
29	Family Advocates work on Family Ass'mt items and Goal Setting. All items checked on the parent self-assessment must be addressed within two months of final enrollment. Use goal planner or goal ladder. First 6 weeks - ASA's run #3020 each week Parent Meeting by last week of month: read by-laws and vote on them, elect officers & Policy Council rep Turn in Parent Committee Information form to Heather ASAP

**October**

1	All family assessment items must be addressed within two months of final enrollment Family Advocates - Parent Contact #1 to be done by end of the month (phone call/center visit) Family Advocates - Parent Night Social Event CD Skill #1 (composure) to be done at the center by the end of the month. Family Advocates - Beginning of the month have Education Committee meeting to chose training topics for parent meetings ASA's run report Immunization Report #3320 - run monthly and place in orange file each month SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.)
2	Policy Council—seating of new parent representatives ASA's - run #3010 (health history) and #3410 (growth charts) - Make 2 copies - one for child's file and one the FA's share with the family
4	All Home Visits completed (Education) Last day for ALL screenings (health, DIAL-4, social-emotional, growth)—45 days. SM/FA check using CP 3020 (or CP 3015)
6	Training: Family Advocate Support & Information. Community Service Conference Room, Desloge. 9:00-3:00
9	<b>HOLIDAY</b>
19	1st Quarter Ends Courtney's Corner - SM+AC - MAC; Fredericktown - 1pm
20	Teachers - First Outcomes due to ASA's
23	2nd quarter begins; Begin 1st Parent Teacher Conferences completed by December 13th
27	ALL STAFF Training "Trauma Informed" @9am - Place TBA Begin Family/Child Staffing #2
31	First outcomes aggregation completed for November PC Family Advocate Family Outcomes #1 completed and turned in to the ASA to enter. LEA Meetings completed by the end of the month 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 Family Advocates - Parent Night Social Event CD Skill #2 (Assertiveness) to be done at the center by the end of the month. Family Advocates sent out IEP Ongoing Communication Form Family Adv - HV #2 including CD (Encouragement). Discuss Holistic Approach to Healthy Living Worksheet & Family Goal SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) ASA's run report Immunization Report #3320 - run monthly and place in orange file each month
6	Policy Council
9	Tentative Date - HSAC - Place/Time TBA
10	<b>HOLIDAY</b>
16	Courtney's Corner - MAC; Fredericktown - 1pm
17	Begin #2 Outcomes
17	Initial dental exam – 90 day deadline/First Quarter Ends
23-24	<b>HOLIDAY</b>
30	Send in Education Wishlists and be VERY SPECIFIC Last day to purchase classroom, cleaning, donated, and family activity funds

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<b>DATE</b>	<b>ACTIVITY</b>
<b>December</b>	
1	All family assessment items must be addressed within two months of final enrollment ASA's run report Immunization Report #3320 - run monthly and place in orange file each month SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.)
7	Agency-wide meeting
11	Family Advocates - Parent Contact #2 completed before Christmas Break. Make sure families receive all resources needed.
13	1st PTC's completed
14	Last Day for Children before Christmas Break; Last day for Staff that do not work on Fridays.
15	Last Day for Monday - Friday Staff for Christmas Break 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. Make sure all workflow has been entered.
18-J5	Christmas Break
<b>January</b>	
8	Family Advocates - Begin updating Health History/Nutrition Information to be completed by the end of February Family Advocates - CD Parent Night Social Event, Skill #3 (Encouragement) to be completed by the end of the month. Begin Recruiting and taking applications for the fall 2023/2024 program year All family assessment items must be addressed within two months of final enrollment Family Advocates - HV#3 with CD (Positive Intent), keep updating referrals and working on Family Goals. To be completed by the end of the month. Use Goal Planner and Goal Ladder to track progress ASA's run report Immunization Report #3320 - run monthly and place in orange file each month SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (give 1st of each mo.) FA/TE/CK/SM return Policy Council
9	All other Staff/Children Return
12	2nd Quarter End
15	<b>HOLIDAY</b>
16	3rd Quarter Begins Teachers Begin 2nd HV and Completed by March 1st
19	Begin #3 Family/Child Staffing
26	2nd Education Outcomes are due to ASA's Cook/Cook Aide Training - Place and Time TBA
31	Education Specialist begins 2nd aggregation (prepared for PC February 1st) FA - HV#2 and CD Skill #3 completed by the end of the month Nutrition info/history updates Site managers complete performance evaluations & all signed codes of conduct forms
<b>February</b>	
1	Recruitment Committee Meeting (Tentatively) completed by end of month and form turned in to Heather. <b>RECRUIT!</b> Family Advocates - Complete updating Health History/Nutrition Information - turn into ASA for entry All family assessment items must be addressed within two months of final enrollment Parent Contact #3 completed by the end of the month CD Parent Night Social Event Skill #3 (Choices) completed by the end of the month Family Advocates - Begin working on 2nd Family Outcomes to be done by the end of April and start updating PIR page ASA's run report Immunization Report #3320 - run monthly and place in orange file each month 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, due at the end of the month Training: Family Advocate Support and Area Supports, Community Service Conference Room, Desloge, 9:00-3:00 (ERSEA) 2nd Education Aggregation due for February PC
5	Policy Council
15	Courtney's Corner - SM+AC, FR MAC 1:00
19	<b>Holiday</b>
23	Begin 3rd Outcomes

Where has the year gone!.....Next Up is  
**MARCH!**

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<b>DATE</b>	<b>ACTIVITY</b>
<b>March</b>	
1	All family assessment items must be addressed within two months of final enrollment
	ASA's run report Immunization Report #3320 - run monthly and place in orange file each month
	SM/FA review health completion <b>CP 3015</b> & Treatment Tracking <b>CP 3050</b> ( <i>give 1st of each mo.</i> )
	Family Advocates - Send home information on Kindergarten screenings and make sure parents of children that will attend
	Family Advocates - HV #4 with CD (Empathy) completed by the end of the month. Finalize all referrals. Take report #3030 and #3410. 3 copies: 1 for file, 1 for parents, and 1 for school attending.
	Family Advocates - Parent Night Social Event Skills #5 (Empathy) to be done by the end of the month
	Teachers complete 2nd Home Visit
4	Policy Council
15	ALL STAFF Training - Mental Health First Aide - Place & Time TBA
18	3rd Quarter Ends
19	4th Quarter Begins
	Teachers - Begin 2nd PTC; Complete by May 3rd
21	Courtney's Corner - SM+AC, FR MAC 1:00
22	Begin #4 Family/Child Staffing
28	Finalize referrals, take <b>CP 3030</b> and growth chart; ( <b>CP 3410</b> ), last update of PIR page, all of which will be done by the end of the year. 1 copy will go to the school for the children going into Kindergarten
	Site managers complete EMAA HS DAP Checklist/Mentoring with all education staff by end of the month & turn into Evelyn
	ASA run <b>PIR Audit Reports</b> listed on "ChildPlus Report Schedule" and fix all ERRORS
29	<b>HOLIDAY</b>
<b>April</b>	
1	Volunteer appreciation activity—with recognition for families whose children had perfect attendance.
	All family assessment items must be addressed within two months of final enrollment
	Family Advocates - Parent meeting on Kindergarten Readiness before end of the month. Invite Kindergarten Teachers/Principals
	Family Advocates - CD Parent Night Social Event Skill #6 (Positive Intent) to be done before the end of the month
	ASA's run report Immunization Report #3320 - run monthly and place in orange file each month
	SM/FA review health completion <b>CP 3015</b> & Treatment Tracking <b>CP 3050</b> ( <i>give 1st of each mo.</i> )
	Policy Council
5	Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00
16	Last day to enroll new children + Snow Days (must have 30 days left before the end of school)
18	Courtney's Corner - SM+AC, FR MAC 1:00
30	<b>Final Family Outcomes Due</b>
	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 <b>CP 3030</b> to public school or program child will attend next year; 3) Give
	Finalize referrals, take Report #3030 and Growth Chart; (Report #3410), last update of PIR page, all of which will be done by the
	Child Homework Ends
ASA run <b>PIR Audit Reports</b> listed on "ChildPlus Report Schedule" and fix all ERRORS	
FA Parent Contact #4 must be completed by the end of the month	
<b>May</b>	
1	SM/FA review health completion <b>CP 3015</b> & Treatment Tracking <b>CP 3050</b> ( <i>give 1st of each mo.</i> )
	ASA's run report Immunization Report #3320 - run monthly and place in orange file each month
	Family Advocates - Parent Contact #5 - inform parents about summer school and make sure they have Kindergarten immunizations
	Family Advocates - CD Parent Night Social Event Skill #7 (Consequences) to be done before the end of the month
3	Teachers - 2nd PTC completed
6	Policy Council
10	3rd Education Outcomes due to ASA's
16	Fourth Quarter Ends
	FA HV #4 and CD Skill #7 completed by end of the month
	Due: health & kitchen inventories; Disabilities Alert Lists; Transition Activities, Non-EMAA Staff Orientation, Mental Health Screening Follow-Up; Complete End-of-Year Checklist before staff leaves for the summer, "Honey-Do" Lists and Key locations
	Last Day for Children and Monday-Thursday Staff and 2022-2023 Program Year.....Have a great Summer!
17	LAST DAY for Monday - Friday Staff.....Have a great summer!
24	Aggregation complete for June Policy Council