

EMAA HEAD START 2023-2024 PLANNING CALENDAR (TIMELINE)

DATE	ACTIVITY
August	
	<i>Final enrollments are completed</i>
18	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.
25	Begin Family/Child Staffing #1
September	
1	Family Advocates begin working on 1st Family Outcomes. Do not rate families too high to start. Use guidelines.
	Family Advocates - HV#1 With CD (Composure) and work on Family Goals to be completed by the end of the month
	SM/FA review health requirements CP 3020 (or CP 3015) for next 6 weeks (<i>then monthly</i>) to check on screenings
19	Last day for children’s physicals for licensing—30 days - physicals, leads, and hemoglobins
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.
	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 meeting
	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
2	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. Make sure the parent signs
4	Last day for ALL screenings (health, DIAL-4, social-emotional, growth)—45 days. SM/FA check using CP 3020 (or CP 3015) and CP 3410 (growth chart)
6	Training: Family Advocate Support & Information, Community Service Conference Room, Desloge, 9:00-3:00
31	Family Advocate Family Outcomes #1 completed and turned in to the ASA to enter.
	LEA Meetings completed by the end of the month
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 Setting
	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
17	Initial dental exam – 90 day deadline/First Quarter Ends
30	Last day to purchase classroom, cleaning, donated, and family activity funds
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>)
11	Family Advocates - Parent Contact #2 completed before Christmas Break. Make sure families receive all resources needed before the break

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January	
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 or Goal Ladder to track progress.
	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
19	Begin #3 Family/Child Staffing
31	FA - HV#2 and CD Skill #3 completed by the end of the month
	Nutrition info/history updates
February	
1	Recruitment Committee Meeting (Tentatively) completed by end of month and form turned in to Heather. RECRUIT!
	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
	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
2	Training: Family Advocate Support and Area Supports, Community Service Conference Room, Desloge, 9:00-3:00 (ERSEA)
March	
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>)
	Family Advocates - Send home information on Kindergarten screenings and make sure parents of children that will attend Kindergarten in the fall are making appointment for screenings.
	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
22	Begin #4 Family/Child Staffing
28	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. 1 copy will go to the school for the children going into Kindergarten
April	
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
	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
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)
	Final Family Outcomes Due
30	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.
	FA Parent Contact #4 must be completed by the end of the month

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May	
1	SM/FA review health completion CP 3015 & Treatment Tracking CP 3050 (<i>give 1st of each mo.</i>)
	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
16	FA HV #4 and CD Skill #7 completed by end of the month
	Due: Disabilities Alert Lists; Mental Health Screening Follow-Up