

2016-2017 Timeline of Requirements:

**CENTERS**

<b>Due Date</b>	<b>Duty Requirements</b>
August	Initial Home Visits/ As needed for children enrolling later ( <b>enter date in ChildPlus</b> )
August	Enter Authorizations into Child Plus
August (& as children are added)	Enter new children into GOLD Change repeat children's band to "4 year old" / Enter if on IEP (and throughout year)
August/September	Environmental Health and Safety Checklist / Safety Screener (before children begin classes)
August, December, March	Replace all toothbrushes (and as necessary for individuals)
September (& as needed)	Pedestrian Safety for children and parents– within first 30 days – ( <b>document on lesson plans</b> )/As needed for children enrolling later
September/November/ April	Bus Evacuations ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> )
September & October	Tornado ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> )
By September 30 <sup>th</sup>	Creative Curriculum: 1) Implementation Checklist 2) Classroom Profile and 3) Progress and Planning Form
By October 29 <sup>th</sup>	Finalize child checkpoints in Teaching Strategies GOLD on-line
November/December	Child Progress and Planning Reports & 1 <sup>st</sup> Conference ( <b>enter date in ChildPlus</b> )
Nov. 4 – end of year	2 <sup>nd</sup> Home Visit – as needed for each child ( <b>enter date in ChildPlus</b> )
February - April	Inventory of Equipment
By February 14 <sup>th</sup>	Finalize child checkpoints in Teaching Strategies GOLD on-line
February/March	Child Progress and Planning Reports & Meet with families to review child progress ( <b>enter date in ChildPlus</b> )
By May 1 <sup>st</sup>	Finalize child checkpoints in Teaching Strategies GOLD on-line
May	Child Progress and Planning Reports & Meet with families to review child progress ( <b>enter date into ChildPlus</b> )
April & May	Tornado Drill ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> )
May	Child files to Main Office – separate out "REPEATS"
Weekly – the Friday prior	Lesson Plans - Include on lesson plans: - 2 <sup>nd</sup> Step - Talking About Touching - Individualization
On-going	Child observations for lesson planning ( <b>enter into TeachingStrategies GOLD</b> )
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
Monthly	Fire Extinguishers ( <b>document on Emergency Preparedness Log</b> )
Monthly	Smoke Detectors ( <b>document on Emergency Preparedness Log</b> )
Monthly	1 <sup>st</sup> Aide Supplies ( <b>document on Emergency Preparedness Log</b> )
Monthly	Fire Drills ( <b>document on Emergency Preparedness Log, Evacuation Drill, &amp; Lesson Plan</b> )

<b>Due Date</b>	<b>Paperwork / Forms</b>
Weekly – the Friday prior	Lesson Plans
Weekly	Food Purchase Orders
Weekly	Child Plus Attendance
Weekly	Weekly Staff Meeting Report – file at site for review
Weekly	Send Emergency Card Updates to Office & Print as needed
Bi-weekly - due by 12pm on Mon.	Timesheets (email time to HR Manager & Supervisor on Friday)
Monthly (due by 5 <sup>th</sup> )	In – Kind
Monthly	Pupil Transportation Expense Sheet
Monthly	Pupil Transportation Log
Monthly – 1 <sup>st</sup> Friday	Requisitions
End of year	Child Files to main office

## 2016-2017 Timeline of Requirements:

### HOME BASE

Due Date	Duty Requirements
Before beginning	Copies of Home Base Units for families
August (& as children added)	Enter new children into GOLD Change repeat children's band to "4 year old" /Enter if on IEP (and throughout year)
August/September	Environmental Health and Safety Checklist / Safety Screener (before children begin classes)
August, January	Replace all toothbrushes (and as necessary for individuals)
September (& as needed)	Pedestrian Safety for children and parents– within first 30 days – ( <b>document on lesson plans</b> )/As needed for children enrolling later
By September 30 <sup>th</sup>	Creative Curriculum: 1) Implementation Checklist 2) Classroom Profile and 3) Progress and Planning Form
September & April	Tornado Drill at group ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> ) Fire Drill at group ( <b>document on Emergency Preparedness Log, Evacuation Drill &amp; Lesson Plan</b> )
October & May	Tornado Drill in the homes ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> ) Fire Drill in the homes ( <b>document on Emergency Preparedness Log &amp; Lesson Plan</b> )
By Oct. 29	Finalize child checkpoints in Teaching Strategies GOLD on-line
Oct./Nov.	Child Progress and Planning Reports & Meet with families to review child progress
By February 14 <sup>th</sup>	Finalize child checkpoints in Teaching Strategies GOLD on-line
February/March	Child Progress and Planning Reports & Meet with families to review child progress
By May 1 <sup>st</sup>	Finalize child checkpoints in Teaching Strategies GOLD on-line
May	Child Progress and Planning Reports & Meet with families to review child progress
April/May	Inventory of Equipment
May	Child files to Main Office – separate out "REPEATS"
Ongoing	Child observations for lesson planning ( <b>enter into TeachingStrategies GOLD</b> )
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
Monthly	Check Fire Extinguishers ( <b>document on Emergency Preparedness Log</b> )
Monthly	Smoke detectors ( <b>document on Emergency Preparedness Log</b> )
Monthly	First Aide Supplies Checklist ( <b>document on Emergency Preparedness Log</b> )

Due Date	Paperwork / Forms
Weekly	Weekly Home Visit Lesson Plan Include on Lesson Plans: -Talking About Touching Curriculum - Second Step
Weekly	Food Purchase Orders
Weekly	Send Emergency Card Updates to Office & Print as needed
Bi-Weekly – 1 week prior to group	Lesson Planning Form (for Groups)
Bi-Weekly (due by noon on Monday)	Timesheets (and email time to HR Manager & Supervisor on Friday)
Monthly (send in the last day of the month)	Meal Counts
Monthly (due by 5 <sup>th</sup> )	Staff Vehicle Report
Monthly (due by 5 <sup>th</sup> )	Home Visit Weekly Checklist
Monthly (due by 5 <sup>th</sup> )	In-kind
Monthly – 1 <sup>st</sup> Friday	Requisitions
End of year	Child files to main office