

2015-2016 Timeline of Requirements:

CENTERS

Due Date	Duty Requirements
August	Initial Home Visits/ As needed for children enrolling later (enter date in ChildPlus)
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"
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 – (document on lesson plans)/As needed for children enrolling later
September/November/ April	Bus Evacuations (document on Emergency Preparedness Log & Lesson Plan)
September & October	Tornado (document on Emergency Preparedness Log & Lesson Plan)
By September 30 th	Creative Curriculum: 1) Implementation Checklist 2) Classroom Profile and 3) Progress and Planning Form
By October 29 th	Finalize child checkpoints in Teaching Strategies GOLD on-line
November/December	Child Progress and Planning Reports & 1 st Conference (enter date in ChildPlus)
Nov. 4 – end of year	2 nd Home Visit – as need for each child (enter date in ChildPlus)
February - April	Inventory of Equipment
By February 14 th	Finalize child checkpoints in Teaching Strategies GOLD on-line
February/March	Child Progress and Planning Reports & Meet with families to review child progress (enter date in ChildPlus)
By May 1 st	Finalize child checkpoints in Teaching Strategies GOLD on-line
May	Child Progress and Planning Reports & Meet with families to review child progress (enter date into ChildPlus)
April & May	Tornado Drill (document on Emergency Preparedness Log & Lesson Plan)
May	Child files to Main Office – separate out "REPEATS"
Weekly – the Friday prior	Lesson Plans - Include on lesson plans: - 2 nd Step - Talking About Touching - Individualization
On-going	Child observations for lesson planning (enter into TeachingStrategies GOLD)
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
Monthly	Fire Extinguishers (document on Emergency Preparedness Log)
Monthly	Smoke Detectors (document on Emergency Preparedness Log)
Monthly	1 st Aide Supplies (document on Emergency Preparedness Log)
Monthly	Fire Drills (document on Emergency Preparedness Log, Evacuation Drill, & Lesson Plan)

Due Date	Paperwork / Forms
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 th)	In – Kind
Monthly	Pupil Transportation Expense Sheet
Monthly	Pupil Transportation Log
Monthly – 1 st Friday	Requisitions
End of year	Child Files to main office

2015-2016 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"
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 – (document on lesson plans)/As needed for children enrolling later
By September 30 th	Creative Curriculum: 1) Implementation Checklist 2) Classroom Profile and 3) Progress and Planning Form
September & April	Tornado Drill at group (document on Emergency Preparedness Log & Lesson Plan) Fire Drill at group (document on Emergency Preparedness Log, Evacuation Drill & Lesson Plan)
October & May	Tornado Drill in the homes (document on Emergency Preparedness Log & Lesson Plan) Fire Drill in the homes (document on Emergency Preparedness Log & Lesson Plan)
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 14th	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 1st	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 (enter into TeachingStrategies GOLD)
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
Monthly	Check Fire Extinguishers (document on Emergency Preparedness Log)
Monthly	Smoke detectors (document on Emergency Preparedness Log)
Monthly	First Aide Supplies Checklist (document on Emergency Preparedness Log)

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 th)	Staff Vehicle Report
Monthly (due by 5 th)	Home Visit Weekly Checklist
Monthly (due by 5 th)	In-kind
Monthly – 1 st Friday	Requisitions
End of year	Child files to main office