

EMAA HEAD START TIMELINE FOR 2007-2008

MONTH	AREA	RESPONSIBILITY	REPORT	ACTIVITY
August	Training: Partn/Trans Education Training: Mental Health Training: Nu/Ed/Prog Partn/Dis/Transition	Family ad/Site mgrs/ Teachers/ASA All staff/HLCounselors Aides, cooks and ASA All staff	#3540 #2120	Aug. 20: Transitioning into Head Start training; begin final enrollment—obtain IEP info using Report #3540 Aug. 20-31: First education home visits; prepare centers; Use Report #2120 by classroom to make name tags Aug. 24: Pre-service, 8:30-4:30 “ Conscious Discipline” at Farmington Presbyterian Church Aug. 27: Aides, cook and ASA Transitioning into Head Start training at MAC 8:30-4:00 Aug. 31: Staff meeting (morning) & Open House (afternoon)—unless staff is needed to complete final Enrollment. Transition – Meet with parents & others that parent or ECSE recommends of a child with a severe disability or health condition to train staff on working with the child.
Sept.	Partnerships/Trans. Partnerships/Trans Health/Disabilities Partnership/Dis/Trans Partnerships He/Nu/Dis/MH He/Nu/Dis/MH/Partn Training: Education Training: Partnerships Partnerships/Education Partnerships/Education	Family advocates Family adv/Site mgrs. Classroom team/ASA Family adv/Site mgrs PC representatives Family ad/SM/ASA Specialists/FA/HLC Center aides Family advocates Family adv/Site mgrs Teachers/Site mgrs	#3030 & #3410 #3035 #3540	Sept.-Oct. First family adv. HV (completed by Oct. 31): include giving parents the results of screening (#3030) & growth chart (#3410), work on Family Partnership Agreement; document child abuse/neglect reporter. Sept. First Parent Meeting within first 2 weeks of classes—before Sept. 14: include get acquainted with HS Sept-Oct: Run Latest Occurrence of Health Events Report #3035 first 5 weeks (<i>then monthly</i>) to check on screenings Sept-Oct: School (LEA) meeting--update Memorandum of Agreement Sept. 10: Policy Council Sept. 10: Begin Family/Child Staffings. Start with children with disabilities (use Report #3540) to ensure implementation of existing IEPs within two weeks, and then do those with ‘Concern Identified.’ Sept. 17: Center aide CDA training, 8:30-12:30, FR MAC Sept. 18/20: Plans approved by Health Services Advisory Committee—meet twice, N & S. Sept. 24: Family Advocate Support & Training Session Sept. Second Parent Meeting <i>last week of month</i> : include elect officers, make curriculum topic suggestions and then parents sign “Tentative Topics” form, read by-laws and vote on them, elect Policy Council Rep Sept. 28: Tentative Topics is completed with parent input and a copy is placed in Site Managers Notebook.
Total class days: 16				
Oct.	Partnerships Health Health/Disabilites Training: Mental Health He/Dis/MH/Ed Health Education Training: Program Training: Education Education/Program Education Training: Education	PC reprsentatives Family advocates Site mgrs/FA/ASA Center aides/other staff Classroom team/ASA Classroom team/ASA Site mgr/teachers/ASA Site managers/Renee Site mg/ASA/Teachers Site mg/Teachers/ASA Teachers Site managers/Ed staff	#3035 3015/3050 #3035 #3410 #5420 #2320	Oct. 1: Policy Council—seating of new parent representatives Oct. 2: Last day for children’s physicals for licensing—30 days Oct. 2: ASA give SM/FA Completion Report #3015 & Treatment Tracking #3050 to review (<i>give beginnin of ea mo</i>) Oct. 13: <i>Conscious Discipline</i> , Saturday, 8:30-3:30 MAC Fine Arts Center Theater Oct. 18: Last day for ALL screenings (health, developmental, social-emotional)—45 days Oct. 18: First growth assessment (height/weight) completed (Growth Chart #3410) Oct. 18: Outcomes & NRS completed: ASA give Outcome Completion Report #5420 to SM to check on Oct. 6. Oct. 18: Renee's Roundtable with Site Managers Oct. 22 or 29: Ed Cluster Training, 12:30-3:30, FR MAC (All teachers and SM will attend on one these 2 dates.) Oct. 25: End of quarter: ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Oct. 26: Begin first parent-teacher conferences and second outcomes to be completed by December 13 Oct. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff.
Total class days: 35				
Nov.	Partner/Mental health Partnerships Training: Nutrition Training: Program Training: Education Training: Partnerships Education Health	Family advocates PC Representatives Cooks and cook aides Site managers/Renee Site mgrs/Teachers Family advocates Education staff Family advocates	#3035	Nov.-Dec. Second family advocate HV (completed by Dec. 13) – Discuss/hand out “Healthy Living Checklist” Nov. 5: Policy Council Nov. 5: Cook and cook aide training Nov. 15: Renee's Roundtable with Site Managers Nov. 16: Last day to purchase classroom or cleaning supplies. Nov. 19 or 26: Ed Cluster Training, 12:30-3:30, FR MAC (All teachers and SM will attend on one these 2 dates.) Nov. 26: Family Advocate Support & Training Session Nov. 30: Children enrolled before this date need to have outcomes completed by Dec. 13 Nov. 30: Initial dental exam – 90 day deadline
Total class days: 52				

Dec. Total class Days: 60	Training: Partnerships Education Training: Education Training: All areas Health/Ed/Nutrition	All staff Teachers/ASA/Site mg All center aides All new staff Cooks, teachers, SM	5420/2510	Dec. 3: (Tentative) Agency-wide meeting in Leadington at "Special Memories" Banquet Hall Dec. 13: Outcomes & P-T Conferences completed: ASA give Reports #5420 and 2510 to SM to check on Dec. 7. Dec. 14: ALL center aide training, 8:30-12:30, FR MAC Dec. 14: HS101 training, 1:30-4:30 FR MAC Dec. 14: Health, education and kitchen inventories due.
Jan. Total class days: 78	Partnerships/Nutrition Partnerships Education Partnerships/Education Training: Education Health Training: Program Training: Partnerships Training: Partnerships Training: Education	Family Advocates PC Representatives Site mg/Teachers/ASA Teachers/ASA/Site mg Center aides Health Specialist Site managers/ Renee ASA/Family Adv. Site mgrs/Teachers Site managers/Ed staff	#2320	Jan.-Feb. Third family advocate home visit (to be completed by Feb. 28): nutrition info/history, apps for next yr. Jan. 7: Policy Council Jan. 8: End of quarter. ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Jan. 9: Begin second parent-teacher conferences to be completed by March 4. Jan. 14: Center aide CDA training, 8:30-12:30, FR MAC Jan. 15: Immunization audit to DOH due Jan. 17: Renee's Roundtable with Site Managers Jan. 28: ASA and Family Advocates Support & Training including recruitment training Jan. 28 or Feb 4: Ed Cluster/Recruit training, 12:30-3:30, FR MAC (All teach & SM will attend on one these 2 dates) Jan. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff.
Feb. Total class days: 94	Partnerships Transition/Partners Health Partnerships Training: Education Education Training: Program Education	Family adv./Site mgr Site Manager Classroom team PC Representatives Center aides Teachers Site mgrs/Renee Teachers/SM/ASA	#3410 #2510	Feb. Recruitment Committee Meeting completed by end of month and form turned in to Beverly. RECRUIT! Feb. Transition Agreement with school(s) filled out by end of month; activities take place, form turned in Apr. 25. Feb. Second growth assessment (height/weight) completed (Growth Chart #3410) by March 4 Feb. 4: Policy Council Feb. 11: Center aide CDA training, 8:30-12:30, FR MAC Feb. 20: Children enrolled before this date need to have outcomes completed by March 4. Feb. 21: Renee's Roundtable with Site Managers Feb. 22: P-Tconferences completion status: ASA give Report #2510 to SM to check.
March Total class days: 108	Partnerships Partnerships Education Education/Transition Education Training: Mental Health Partnerships Training: Mental Health Training: Mental Health Training: Program Training: Mental Health Training: Education	Family Adv/ASA PC Representatives Site mg/Teachers/ASA Teachers Teachers Teachers/SM/HLC Family Advocates Center aides/HLC Cook/cook aide/HLC Site mgrs/Renee Family adv/ASA/HLC Site manager/Ed staff	#3030 & #3410 #2320	Mar.-Apr. Fourth family advocate home visit (to be completed by the end of the school year): finalize referrals, take Report #3030 and Growth Chart (Report #3410), last update of PIR page Mar. 3: Policy Council Mar. 4: End of quarter. ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Mar. 5: Begin second education home visit to be completed by the end of year (mostly done during Spring Break) Mar. 5: Begin final outcomes to be completed by the end of year Mar. 3 or 10: Ed Cluster Training, including HL Counselor training, 12:30-3:30, FR MAC Mar. 17 + snow days: Last day to enroll new children (45 days from the end of the school year) Mar. 18: ALL center aide training, including HL Counselor training, 8:30-12:30, FR MAC Mar. 18: Cook and cook aide training, including HL Counselor training, 12:30-3:30, FR MAC Mar. 20: Renee's Roundtable with Site Managers Mar. 31: ASA and Family Advocate Support & Training, including HL Counselor training Mar. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff.
April/ May Total class days: 128	Partnerships Transition Partnerships Training: Education He/Nu/Dis/MH/Partn Education He/Nu/Dis Partnerships	All staff Family adv/site mgr/ teacher/ASA PC Representatives Center aides Specialists/FA/HLC Teachers/SM/ASA All staff PC Representatives	#3030 5420/2510	April Volunteer appreciation activity—with recognition for families whose children had perfect attendance April Transition: 1) Kindergarten transition activities. 2) Send Report #3030 to public school or program child will attend next year; 3) Give children's portfolios to parents to share with school in August. Apr. 7: Policy Council Apr. 14: Center aide CDA training, 8:30-12:30, FR MAC April 15 & 17: Health Services Advisory Committee, meet twice, N & S Apr. 25: Outcomes & home visits completed: ASA give Reports #5420 and #2510 to SM to check on April 18. Apr. 25: Due: health & kitchen inventories; Dis. Alert Lists; Transition Agreements., Non-EMAA Staff Orientation May 7: Policy Council