

EMAA HEAD START TIMELINE FOR 2011-2012

MONTH	AREA	RESPONSIBILITY	REPORT	ACTIVITY
August	Train: HI/Tr/Ed/Partn Education Train: Nutr/Tr/Ed/HI Training: Education Train/Program/Partners Partn/Dis/Trans/Health	SM/FA/teachers Teachers ASA, AT, cooking CDA candidates All staff All involved staff	#3540 #2120	Aug. 17: Transitioning into Head Start training; begin final enrollment—obtain IEP info using Report #3540 Aug. 17-31: First education home visits; prepare centers; Use Report #2120 by classroom to make name tags Aug. 24: “Transitioning into Head Start,” ASA, asst. teachers, cooking staff Aug. 30: CDA training Aug. 31: Staff meeting (morning) & Open House (afternoon)—unless staff is needed to complete final enrollment. Aug 31: 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.
Sept.	Partnerships/Trans Partnership/Dis/Trans Partnerships Partnerships/Ed/Disab Health/Disabilities He/Nu/Dis/MH/Partn Training: Partnerships Partnerships/Education Partnerships/Education Health Partnerships/health/nutrition	Family adv/site mgrs Family adv/site mgrs PC representatives Teachers/Family adv./ SM/ASA Classroom team/ASA Specialists/FA/HLC Family advocates/SS S Family adv/site mgrs Teachers/Site mgrs Family advocates Family advocates/ASA	#3540 #3035 #3035 #3030 & #3410	Sept. First Parent Meeting within first 2 weeks of classes—before Sept. 15: include getting acquainted with HS Sept-Oct: School (LEA) meetings--update Memorandum of Agreement Sept. 12: Policy Council Sept. 12: 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. 12: Run Latest Occurrence of Health Events Report #3035 first 5 weeks (<i>then monthly</i>) to check on screenings Sept. 13 & 15: Health Services Advisory Committee—meet twice, N & S; plans approved Sept. 22: Family Advocate Support & Training Session, Training Lab, 9:00-3:00 Sept. Second Parent Meeting <i>last week of month</i> : include elect officers, make curriculum topic suggestions and then parents sign ‘Parent Dev..Curriculum’ form, read by-laws and vote on them, elect Policy Council Rep Sept. 30: Teachers keep a copy of ‘Parent Dev..Curriculum’ form. The original copy is placed in SM’s Notebook. Sept. 30: Last day for children’s physicals for licensing—30 days Sept. 30: #1 Family advocate HV or contact completed. Include giving parents the results of screening (#3030), growth chart (#3410) & work on Family Partnership Agreement, all of which will be done by end of Oct.
Total class days: 18				
Oct.	Health/Disabilities Partnerships He/Dis/MH/Ed Health/Nutrition Education Training: Program Training: Education Training: Nutrition Education Education Training: Education Partnerships/health Training: Education	Site mgrs/FA/ASA PC representatives Classroom team/ASA Teachers/ASA Education Team 1 SM/AC/Director Education Team 2 Cooks/cook aides/Nu S Teachers/ASA/SM Teachers/SM/ASA Site mg/teachers/ASA SM/education staff Family advocates/ASA Education Team 3	3015/3050 #3035 #3410 5440 LR1200/2510 #2320	Oct. 1: ASA give SM/FA Completion Report #3015 & Treatment Tracking #3050 to review (<i>give first of each mo.</i>) Oct. 2: Policy Council—seating of new parent representatives Oct. 14: Last day for ALL screenings (health, developmental (DIAL-3), social-emotional)—45 days Oct. 14: First growth assessment (height/weight) completed (Growth Chart #3410) Oct. 17: Ed Team 1 training, FR MAC, 12:30-4:00 Oct. 19: Renee's Roundtable with site managers and area coordinators, FR MAC 12:30-3:30 Oct. 24: Ed Team 2 training, FR MAC, 12:30-4:00 Oct. 24: Cook and cook aide training, FR MAC, 8:30-3:30 Oct. 26: Teachers turn in outcomes for children enrolled before October 5. When entered, ASA give site managers and teachers Group Profile Report #5440 Oct. 26: Education home visits completed. ASA give Report 2510 and LR1200 to SM to check on October 19. Oct. 26: End of quarter: ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Oct. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff. Oct. 31: #2 Family advocate home visit or contact completed Oct. 31: Ed Team 2 training, FR MAC, 12:30-4:00
Total class days: 34				
Nov.	Partnerships Training: Education Training: Partnerships Education Training: Program Education Health Partnerships/MH	PC representatives Education Teams Family advocates Teachers/ASA SM/AC/Director Teachers Family advocates Family advocates	#2320	Nov. 7: Policy Council Nov. 7, 14, 28: Ed Team 1-3, FR MAC, 12:30-4:00 Nov. 10: Family Advocate Support & Training Session, Training Lab, 9:00-3:00 Nov. 15: Turn in outcomes for children enrolled between <i>October 5 and October 26.</i> Nov. 16: Renee's Roundtable with site managers, FR MAC 12:30-3:30 Nov. 18: Last day to purchase classroom or cleaning supplies. Nov. 29: Initial dental exam – 90 day deadline Nov. 30: #3 Family advocate HV or contact complete. Discuss/hand out “Healthy Living Checklist” (done by 12/15).
Total class days: 50				

Dec. Class days: 60	Training: Partnerships Health/Ed/Nutr/MH	All staff Cooks, teachers, SM		Dec. 12: Agency-wide meeting at Farmington Civic Center Dec. 16: Health inventories (1/center), classroom (ours works for licensing), and kitchen inventories due. Copy "Mental Health Screening Follow-Up."
Jan. Total class days: 76	Education Education Training: All areas Partnerships Education Partnerships/Education Training: Education Training: MH, Partners Health Training: Program Education Partnerships/Nutrition	Teachers/ASA/SM Teachers/ASA/site mgr All new staff PC representatives Site mg/Teachers/ASA Teachers Education Teams ASA/FA/HLC/SS Sp Health Specialist Site managers/ Director Teachers Site managers/ed staff Family advocates	LR1200/2510 #2320 #5220	Jan. 6: Parent-teacher conferences completed. ASA give Report LR1200 and 2510 to SM to check on January 3. Jan. 6: End of quarter. ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Jan. 9: HS101, all new staff, 8:30-3:30, Training Lab Jan. 9: Policy Council Jan. 9: Teachers turn in outcomes for children enrolled before <i>December 5</i> . When entered, ASA give site managers and teachers Group Gains Report 5220 for Fall <i>and</i> for Winter to compare individuals' growth.. Jan. 9: Begin second education home visits to be completed by March 1. Jan. 9: HS101 for all staff who have not attended, 9:00 – 4:00, computer lab Jan 9, 23, 30: Ed Team 1-3 education/recruitment training, FR MAC 12:30-4:00, FR MAC Jan. 12: ASA/ Fam. Adv. Support & Training, including recruitment & mental health training, Training Lab, 9:00-3:00 Jan. 15: Immunization audit to DOH due Jan. 18: Renee's Roundtable with site managers, FR MAC, 12:30-3:30 Jan. 31: Teachers turn in first outcomes for children enrolled between December 5 and January 6. Jan. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff. Jan. 31: #5 Family advocate home visit or contact completed. Nutrition info/history (to be done by 2/28), apps for next yr.
Feb. Total class days: 95	Partnerships Transition/Partners Health/Nutrition Partnerships Training: Education Training: Program Education Partnerships/Nutrition	Family adv/site mgr Site manager Classroom team/ASA PC representatives Ed Teams Site mgrs/Director Teachers Family advocates	#3410	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 April 29. Feb. Second growth assessment (height/weight) completed (Growth Chart #3410) by March 1. Feb. 6: Policy Council Feb. 13& 27: Ed Team make-up training (13 th) and Ed Team 1 training/HLC (27 th), FR MAC, 12:30-4:00 Feb. 15: Renee's Roundtable with site managers, FR MAC, 12:30-3:30 Feb. 28: Teachers turn in outcomes for children enrolled between January 9 and February 3. Feb. 28: #6 Family advocate home visit or contact completed.
March Total class days: 108	Education Education Partnerships Nutrition/mental health Train: Mental Hth, Ed Education Partnerships Partnerships Training: Program Education Partnerships	Site mg/teachers/ASA Teachers/SM/ASA PC representatives Cook/c aide/HLC/Nu Teachers/HLC/Ed S Teachers Family advocates. Family advocates Site mgrs/AC/Director Site manager/ed staff Family Adv/ASA	#2320 LR1200/2510 #3030 & #3410	Mar. 1: End of quarter. ASA give SM/teachers Report #2320 to 1) put on Progress Report; 2) look at 25% Mar. 1: Education home visit completed. ASA give Report LR1200 and 2510 to SM to check on February 25. Mar. 5: Policy Council Mar. 5: Cook and cook aide training, including HL Counselor training, 8:30-3:30, FR MAC Mar. 5, 19: Ed Team 2 & 3 education/HLC, FR MAC, 12:30-4:00 Mar. 6: Begin final outcomes second education parent-teacher conferences to be completed by the end of year. Mar. 13 + snow days: Last day to enroll new children (45 days from the end of the school year) Mar. 15: Fam. Adv. Support & Training, Training Lab, 9:00-3:00 Mar. 21: Renee's Roundtable with site managers, FR MAC, 12:30-3:30 Mar. 31: Site managers complete Site Manager Checklist/Mentoring with all education staff. Mar. 31: #7 Family advocate home visit or contact completed. 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.
April Total class days: 128	Partnerships Transition Partnerships He/Nu/Dis/MH/Partn Education Program Program Partnerships He/Nu/Dis/MH Program	All staff Family adv/site mgr/ teacher/ASA PC representatives Specialists/FA/HLC Teachers/SM/ASA ASA All staff Family advocates SM/FA/teachers/cook All staff	#3030 5420/2510 PIR Audit	April Volunteer appreciation activity—with <i>recognition for families whose children had perfect attendance.</i> 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. 2: Policy Council Apr. 10 & 12: Health Services Advisory Committee, meet twice, N & S Apr. 20: Outcomes & p-t conferences completed: ASA give Reports #5420 and #2510 to SM to check on April 13. Apr. 20: Run PIR Audit Reports listed on "ChildPlus Report Schedule" Apr. 23: Agency Training—8 hour day Apr. 27: #8 Final family advocate home visit or contact completed Apr. 27: Due: health & kitchen inventories; Dis. Alert Lists; Transition Agreements., Non-EMAA Staff Orientation, Mental Health Screening Follow-Up; Complete End-of-Year Checklist before staff leaves for the summer

