

**Head Start Teaching Staff  
Planning and Monitoring Calendar**

<b>Date</b>	<b>Month: August</b>	<b>Comments</b>
8/17-8/31	Pre Service Training, Classroom Prep, Home Visits, etc....	
<b>Date</b>	<b>Month: September</b>	<b>Comments</b>
9/1-9/14	Pre Service Training, Classroom Prep, Home Visits, etc....	
9/9-9/11	Classroom Start Up Monitoring Visits	
<b>9/8</b>	<b>Submit classroom daily schedule for approval</b>	
<b>9/11</b>	<b>Open House- All centers 10-11:30 (Group A), 1:00-2:30 Group B</b>	
9/15	First Day of Classes	
9/15	Begin completing ESI screenings	ESI's must be completed within 45 days of enrollment to the extent possible
9/30	Begin Feeling Buddies Curriculum	See Feeling Buddies Implementation Schedule
		<b>By 10/1: Make recommended referrals from ESI records. Coordinate with Heidi</b>

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Date	Month: October	Comments
10/1	<b>EOM Reports Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
10/1	<b>Submit any disability referrals to LEA &amp; Heidi</b>	*Coordinate with Heidi
10/1	Begin Fred program	
10/5	Self-Care in the Workplace Training	
10/19	<b>Begin Pre-K PAL's</b>	
10/19	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
10/30	<b>ESI Records Due- Email to Heidi, Enter scores in Child Plus</b>	
		PQA Observations Begin
Date	Month: November	Comments
11/2	<b>EOM Reports Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
11/2	Active Supervision Training	All classroom staff
11/13	<b>PAL's screening window ends</b>	<b>All data entered by 11/25</b>
11/9	Conscious Discipline/Making the Most of Classroom Interactions	Required Staff Only
11/30	<b>CORS Entered and Scored All Portfolio work samples collected &amp; filed</b>	
11/30	<b>e-DECA Baseline Assessments Complete</b>	Turn in hard copies with EOM
11/30	Begin Parent Teacher Conferences	
		CLASS Observations Begin



## Head Start Teaching Staff Planning and Monitoring Calendar

Date	Month: December	Comments
12/1	<b>EOM Reports Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
12/7	Holiday Celebration	
12/7	File/Portfolio Review Begins	
12/14	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
12/18	<b>All Parent Teacher Conferences to be Completed</b>	
		CLASS Observations Continue

  

Date	Month: January	Comments
1/4	<b>EOM Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
1/4	Sustaining a Trauma Informed Focus, Employee Benefits Training	
1/11	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
		Conscious Discipline Evaluations Begin

## Head Start Teaching Staff Planning and Monitoring Calendar

Date	Month: February	Comments
2/1	<b>EOM Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
2/1	Active Supervision Training	
2/8	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
2/26	<b>e-DECA mid year assessment complete</b>	Turn in hard copies with EOM
		File/Portfolio Follow Up Reviews
Date	Month: March	Comments
3/1	<b>CORS Entered and Scored All portfolio work samples collected &amp; filed</b>	
3/1	Begin Parent Teacher Conferences	
3/1	<b>EOM Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
3/1	Staff Wellness Day	
3/8	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
		Observation Follow Ups

## Head Start Teaching Staff Planning and Monitoring Calendar

Date	Month: April	Comments
4/1	<b>EOM Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
4/2	All Parent Teacher Conferences to be Completed	
4/12	Child Abuse & Neglect, Active Supervision Training	
4/19	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
<b>4/26</b>	<b>PALS Screening Window Begins</b>	
	<b>Center Meeting-</b> Kindergarten Transition	Teachers arrange for K teacher to speak, field trip to visit K classroom, send home local Kindergarten info, etc.
Date	Month: May	Comments
<b>5/3</b>	<b>EOM Due (Deliver or send by this date)</b>	*Remember to enter COR'S weekly!*
5/10	Conscious Discipline/Making the Most of Classroom Interactions Training	Required Staff Only
5/21	PALS Screening Window Ends	All data entered by 6/4
<b>5/27</b>	<b>CORS Entered and Scored All Portfolio work samples collected &amp; filed</b>	
<b>5/27</b>	<b>e-DECA final assessment complete</b>	Turn in hard copies with EOM
	<b>Center Meeting:</b> End of Year Celebrations	

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Date	Month: June	Comments
6/1	EOM Due (Deliver or send by this date)	
6/7	Conscious Discipline/Making the Most of Classroom Interactions	
6/1-6/11	Home Visits/Close Out	
6/11	Last day of work for school year ☺	



You survived the craziest school  
year EVER!