

Education – To-Do Lists (Deliverables)

SEPTEMBER 2014				
Due Date	What	Tips	Documents	
<input type="checkbox"/> Before first day of class	Child Enrollment	This form provides some initial information about the child so that the teacher can plan for the child before school starts.	Child Enrollment Information Form	
<input type="checkbox"/> Before first day of class	Health and Developmental History	This form provides important health and developmental information. Teachers must review and sign.	Health and Developmental History (1-5 Years) Form	
<input type="checkbox"/> Before first day of class	Site Readiness and Safety Checklist Survey	This checklist assesses areas throughout the building, not just the classroom. You are encouraged to complete as a team.	Site Readiness and Safety Checklist found at classes.EarlyLearningWA.org (available on 9/8)	
<input type="checkbox"/> Before first day of class	Health and Safety Checklist	The top of the form must be completed before posting and must be updated if a new staff member is hired after the beginning of the school year.	Health and Safety Checklist <ul style="list-style-type: none"> • Full day and Family Child Care • Part day 	
<input type="checkbox"/> Before first day of class	DECA Reflective Checklists	For HS and ECEAP: Required; Results of the Reflective Checklists will help you determine if all program elements are fully supporting children’s social-emotional development	Reflective Checklists found in DECA Kits in classroom	
<input type="checkbox"/> Within 45 days of child’s first day of class	Developmental and Behavioral Screenings	<p>ECEAP: Make it a goal to complete screenings in 45 days. Performance Standards allow 90 days. May opt to use ASQ and DECA. Enter screening date and result in ELMS.</p> <p>HS: 45 days required. ASQ and DECA required. Complete data entry worksheet for developmental screening and send to PSESD.</p>	Screening and Assessment section of ELPM	
<input type="checkbox"/> Before first day of class and ongoing	Classroom Health Routines and Classroom Safety	Be familiar with all procedures and routines	Classroom Health Routines section of ELPM Classroom Safety section of ELPM	

Education – To-Do Lists (Deliverables)

SEPTEMBER 2014 – Continued

Due Date	What	Tips	Documents
<input type="checkbox"/> Before first day of class and ongoing	First Aid Inspection	Refer to First Aid Inspection Checklist and the Health and Safety Checklist for list of all required items.	Classroom Safety Practices – First Aid section of ELPM
<input type="checkbox"/> The first week of class or by 9/15	Class Profile Survey	One person from each classroom completes and provides: contact info, staff list, and class times	Class Profile found at classes.EarlyLearningWA.org (available on 9/8)
<input type="checkbox"/> By the 5th of each month	Menus	ECEAP: Send directly to Sue or Colette , or FAX to: Pierce County (253) 778-7898 King County (425) 917-7898 HS: Send to Tiffany Matthews , or FAX to: Pierce County (253) 778-7766 King County (425) 917-7766	Menus/Recordkeeping section of ELPM
<input type="checkbox"/> Prior to setting first GOLD Checkpoints	Assigning Color Bands	Assign color bands based on child’s age on August 31. For 3-5 year olds, once set, the color band should remain the same throughout the year. GOLD will automatically change the color band for children under the age of 3. Returning children’s color bands should be reviewed and adjusted based on their age on August 31.	TS GOLD website Ongoing Child Assessment Procedure
<input type="checkbox"/> Within 30 days of start of class	Pedestrian and Transportation Safety Activities	Teachers must plan, present and clearly document on lesson plans.	Curriculum and Instruction section of ELPM
<input type="checkbox"/> By the 5 th of each month for previous month (starting Oct. 5 th)	Parent teacher conference time	ECEAP: Log any formal meetings or substantive conversations focused on child’s development between teacher and parent in ELMS	ELMS Website

Education – To-Do Lists (Deliverables)

ONGOING			
Due Date	What	Tips	Documents
<input type="checkbox"/> Weekly and ongoing	Lesson Plan	Post in classroom and archive lesson plans based on children’s interests and developmental goals. Lesson plans must include: interests, small and large group, TAT, Second Step, Health/Safety/Nutrition monthly activities, outdoor experiences and materials. Lesson plans should be entered into GOLD. If a site is using an alternative lesson plan, the entire site must use the same format and upload plan as an attachment in GOLD.	Curriculum and Instruction section of ELPM TS GOLD website
<input type="checkbox"/> Monthly at a minimum	Health/Safety/Nutrition Activity	Must include in lesson plans monthly at a minimum. Document clearly in lesson plans.	TS GOLD website
<input type="checkbox"/> Weekly beginning first week of class	Second Step curriculum	Teachers should begin using Second Step the first week of school to help build community in the classroom. Second Step should continue weekly throughout the year.	Second Step kit in classroom
<input type="checkbox"/> Begin first week of class and ongoing	Child observations and ongoing assessment	Begin documenting children’s activities using TS GOLD system the first week of class. Complete at least 2 observations per month for each child. Photos and photos of work samples should be uploaded into GOLD to be stored in the child’s online portfolio. Within each assessment cycle, each should have observations for all GOLD objectives and domains: social-emotion, physical, language, cognitive, literacy and English language acquisition (if needed)	Individual School Readiness Goals Procedure TS GOLD website
<input type="checkbox"/> By Nov 15, Feb 15, May 15, Aug 15	Finalizing Checkpoints	Enter and finalize GOLD checkpoints for each child on quarterly basis	Individual School Readiness Goals Procedure TS GOLD website

See Health Nutrition To-Do List for additional information