

Center Director – To-Do Lists (Deliverables)

Please note: Many documents have been revised – please use the most current form, linked here

October 2018

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> ASAP and ongoing	Class Profile	Head Start Review Note: This is the primary way we’re collecting logistical information for the federal review. Please take time to ensure information is accurate and make ongoing updates as needed.	Class Profile Instructions 2018-2019
<input type="checkbox"/> October 3 <u>OR</u> October 5 <i>(choose one)</i> 8:30-3:30	New Staff Training Session 1 of 3	Support New Staff in attending this important training day. Also appropriate for staff new last year that missed Session 1 of New Staff Training.	Training and Meeting Calendar (registration required)
<input type="checkbox"/> October 15	ECEAP Only: All available ELMS information entered and accurate	DCYF runs its first set of accountability reports today.	
<input type="checkbox"/> October 18 1:00 – 4:00 pm	Center Director Meeting	Attend monthly meeting to receive updates, provide input, and engage in professional learning with fellow Center Directors.	Center Director Hub
<input type="checkbox"/> October 19 <u>OR</u> November 2 8:30 am – 4:00 pm	First Aid CPR Training	Head Start Review Note: These are the last PSES- offered trainings before the federal review. Current First Aid CPR cards need to be posted in every classroom for all staff in the classroom.	Training and Meeting Calendar (registration required)
<input type="checkbox"/> October 31	Active Supervision Plans <i>(one per classroom)</i>	<i>This is a funding trigger. Claims for expenses incurred after deliverable due date will be held until deliverable is submitted.</i>	Child Guidance and Supervision page of ELPM Upload to PSES.Litmos.com

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Ongoing

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Monthly	To Do Lists (Deliverables) -Education -Health, Nutrition, Safety -Family Support	Review all lists and ensure that site staff are carrying out deliverables accurately and within established timelines.	To Do/Deliverables section of ELWA
<input type="checkbox"/> Monthly	ECEAP Only: Review Staff Monitoring Report in ELMS and follow-up with staff as needed	Contact Kristyl Riddle (KRiddle@psed.org) with questions.	http://elms.del.wa.gov
<input type="checkbox"/> Monthly, 10th of each month	ECEAP Only: ELMS Monthly Report	Submit monthly report in ELMS.	ELMS Monthly Report Instructions
<input type="checkbox"/> Monthly, within 45 days of month's end	Monthly Reimbursement Claim	Submit claims and documentation of expenditures). Questions: Linda Donley (LDonley@psed.org)	Fiscal section of ELPM
<input type="checkbox"/> Ongoing, as staff are hired	Criminal Record Check (before hire or conditional hire) Staff Information Form (within 5 days of hire)	Pay close attention to the criminal background check and fingerprint requirements and timelines. Parent participation in the hiring process is a requirement.	Hiring & Staff Qualifications section of the ELPM
<input type="checkbox"/> Ongoing	Deliverables Calendar	Review Deliverables Calendar for upcoming due dates.	Included in subcontract
<input type="checkbox"/> Ongoing	Center Collaboration Meetings	Attend face-to-face and/or conference call Center Collaboration Meetings.	PSESD Support Teams section of ELWA
<input type="checkbox"/> Ongoing, as needed	Review Find a Classroom	Ensure site addresses and phone numbers are accurate. Send changes to Kristyl Riddle (KRiddle@psed.org).	Find A Classroom page on ELWA
<input type="checkbox"/> Ongoing, as purchases are made	Log purchases into Inventory Database	Purchases valued at \$300 or more logged into EL Inventory Database.	Classes.EarlyLearningWA.org

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Ongoing

Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Ongoing, as needed	Changes to Center Calendars	Submit any calendar revisions to Tiffany Lyons (TLyons@psesd.org).
<input type="checkbox"/>	Ongoing, as needed	Prior Approval from PSES	<p>Obtain written prior approval from Talena Dixon (TDixon@psesd.org) before:</p> <ul style="list-style-type: none"> Enrolling over-income children. Include your Family Engagement Coach and Team Manager on communication about enrollment. Changing class start or end dates. Adding or moving an existing site or class. Adding a new class or changing a classroom location. Beginning a major remodeling of the site, including planned use of space not previously approved by the fire marshal's office or DEL. Changing the number of slots assigned to a site. Changing a service area boundary. Purchasing equipment with unit costs of \$5,000 or greater including ancillary costs, or procuring playground or facility improvements with a total cost of \$5,000 or greater including ancillary costs, paid fully or in part with ECEAP funds. Selling or disposing of equipment purchased using program funds. Changing Center’s legal status, Center Director, or organizational structure related to the program. Implementing exceptions to ECEAP Performance Standards. Scheduling non-student days, if providing Extended Day model.