

Center Director – To-Do Lists (Deliverables)

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

September 2018

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Before classes start	“FIRST 5” online courses	<p>Ensure that you and your staff have completed before working with children and families.</p> <p>In the upper-right corner, enter “Team Leader” mode to continually monitor your staff’s progress.</p>	PSESd.Litmos.com
<input type="checkbox"/> Part Year: Before classes start Full Year: Sept 15	Site Readiness and Safety Checklist Forms	<p>See email sent 8/22/18 from Mike Condardo.</p> <p><i>This is a funding trigger. Claims for expenses incurred after deliverable due date will be held until deliverable is submitted.</i></p>	<p>Safety page of ELPM</p> <p>Upload to PSESd.Litmos.com</p>
<input type="checkbox"/> Part Year: Before classes start Full Year: Sept 15	Transportation Safety Assessment	See Center Director News section of this Connector newsletter.	Upload to PSESd.Litmos.com
<input type="checkbox"/> September 1	ECEAP only: Budget Development Form <i>and</i> Staff Compensation Summary	<p>See E-Alert sent 8/17/18 from Mike Condardo.</p> <p>Submit to ELFiscal@psed.org.</p> <p><i>This is a contractor-level DCYF funding trigger. Our subcontracts allow for PSESd to hold claims if DCYF holds our claim due to a subcontractor missing a deliverable until it’s received.</i></p>	
<input type="checkbox"/> First day of class	All slots fully enrolled		
<input type="checkbox"/> September 14 <i>or</i> September 28	First Aid CPR Trainings	Send any staff needing to update their First Aid CPR card. A current card is required for all staff that work with children.	Training and Meeting Calendar (registration required)
<input type="checkbox"/> September 14	Online Course Learning Paths complete for Returning Staff	All returning staff should have their learning path complete by this date. (New staff have 4 months from their hire date.)	PSESd.Litmos.com

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<input type="checkbox"/>	September 17	Class Profile	See E-Alert sent on August 28	Action Needed – Class Profiles Class Profile Instructions 2018-2019
<input type="checkbox"/>	September 27 9:00 am – 2:00 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"/>	September 28	All classes started for the year		
<input type="checkbox"/>	September 28	Full Year Programs only: Site School Readiness Goals 2017-18 Final Report	Submit to Team Manager	

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

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Ongoing

Due Date	What	Tips	Documents and Links
<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 Mike Condardo (MCondardo@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
<input type="checkbox"/> Ongoing, as needed	Changes to Center Calendars	Submit any calendar revisions to Tiffany Lyons (TLyons@psed.org).	

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Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Ongoing, as needed	Prior Approval from PSESD	Obtain written prior approval from Talena Dixon (TDixon@psesd.org) before: <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. 	Included in subcontract