

Education – 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"/> For classrooms starting at the end of September	Please see September 2018 Connector and Education To-Do List (Deliverables) for beginning of the year instructions.	Archived at: www.earlylearningwa.org	Connector Monthly News webpage To-Do Lists/Deliverables webpage
<input type="checkbox"/> By the first day of class and on-going	Classroom Health Routines and Classroom Safety	Read all procedures and outlines	Classroom Health Routines section of the ELPM Classroom Safety Practices section of the ELPM
<input type="checkbox"/> Returning Staff: Sept. 15 New Staff: within 4 months of hire	Remaining courses in Learning Path	Returning or New Teaching Staff Learning Paths	Litmos online platform at: psed.litmos.org
<input type="checkbox"/> Upon child's entry into the program	Entering IEP/IFSP information into ELMS	ECEAP ONLY: Teachers enter any existing IEP/IFSP information into ELMS. HEAD START: Family Support enters information for children in Head Start.	ELMS website
<input type="checkbox"/> Within 45 days of child's first day of class	Developmental Screening ECEAP may eliminate screening for children on an IEP if the screening is dated within the last 6 months and the evaluation covers all the developmental areas in the file.	ASQ-3 is our Developmental Screening Tool. ECEAP: ASQ screening date (or Developmental Evaluation date) and results are reported in ELMS. EHS/HS: Complete data entry worksheets for screening and send to PSESD. <i>For additional information see the Education article on Coaching in this month's Connector.</i>	Required Developmental Screenings Procedure
<input type="checkbox"/> EHS and Head Start Only: Within 45 days of child's first day of class.	Social-Emotional/Behavioral Screening	ASQ-SE2 is our Behavioral Screening Tool. EHS/HS: Complete data entry worksheets for screenings and send to PSESD.	Required Social Emotional/Behavioral Screening Procedure – Head Start/EHS

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<input type="checkbox"/>	Prior to setting first GOLD Checkpoints	Assign Color Bands and complete the <u>Home Language Survey</u> in GOLD	Follow <i>MyTS GOLD</i> procedures for assigning the correct color bands for each age group. The <u>Home Language Survey</u> is required! “Does Not Apply” is NOT an option.	My Teaching Strategies website Ongoing Child Assessment Procedure
<input type="checkbox"/>	Within 30 days of the start of class (Preschool only)	Pedestrian and Transportation Safety Activities	Clearly document completion on your weekly lesson plans.	Curriculum Planning Procedure - Preschool
<input type="checkbox"/>	ECEAP only: By the 5th of each month for previous month	Parent teacher conference time	Starting October 5, log formal meetings or substantive conversations between teacher and parent in ELMS.	ELMS Website
<input type="checkbox"/>	Beginning the first week of class, then weekly and ongoing.	Daily Schedule and Lesson Plan	Post current weekly lesson plan in the classroom.	Curriculum Planning Procedure - Preschool My Teaching Strategies website
<input type="checkbox"/>	Monthly at a minimum	Health and Nutrition Lessons/Activities	Document clearly in lesson plans.	Required Curricula - Center-Based Preschool and Family Child Care Curriculum Planning Procedure - Preschool My Teaching Strategies website
<input type="checkbox"/>	Preschool: Weekly, beginning the first week of class	Second Step curriculum and the Child Protection Unit	Second Step begins the first week of school. After the completion of Unit 1, the Child Protection Unit curriculum can begin.	Required Curricula - Center-Based Preschool and Family Child Care Curriculum Planning Procedure - Preschool Second Step and Child Protection Unit kits in classroom

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<input type="checkbox"/>	Beginning first week of class and ongoing	Child observations and ongoing assessment	Documentation should begin the first week of class.	Ongoing Child Assessment Procedure

See [Health Nutrition To-Do List](#) for additional information about:

- Monthly Menus, Special Diets List/Menu Cover Sheet
- Attendance and Meal Count
- Classroom Health Routines and Classroom Safety
- First Aid Inspection