

Education – 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 first day of class	Set up a classroom reflecting the diversity of enrolled children and families	<p>Creative Curriculum for Infants, Toddlers/2s; Creative Curriculum for Preschool; Creative Curriculum for Family Child Care each include guidance for arranging and provisioning your classroom or Family Child Care home along with creating a welcoming environment.</p> <p>Curriculum Books at your site/in your classroom</p>
<input type="checkbox"/>	Before first day of class	<p>Child Enrollment Information Form</p> <p>Family Portion of Home Language Survey (for Preschool)</p>	<p>Used for classroom planning and individualizing as well as planning for DLL and BIA supports.</p> <p>Child Enrollment Information Form (Preschool) Child Enrollment Information Form (Infant/Toddler)</p>
<input type="checkbox"/>	Before first day of class	Family School Readiness Goals	<p>Used for classroom activity planning and individualizing</p> <p>Family Strengths and Goal Planning</p>
<input type="checkbox"/>	Before first day of class	Health History Form	<p>Teachers review and sign</p> <p>Health History Form (1-5 Years) Health History Form (0-12 months)</p>
<input type="checkbox"/>	Before first day of class	Site Readiness and Safety Checklist Survey	<p>Use to assess areas throughout the building. Complete as a team and forward to the Center Director</p> <p>Classroom Safety Practices – Site and Classroom Checks sections of ELPM</p>
<input type="checkbox"/>	Before first day of class	Monthly Classroom Health and Safety Checklist	<p>Complete form before posting and update monthly. Form must be updated if a new staff member is hired after the beginning of the school year.</p> <p>Monthly Classroom Health and Safety Checklist</p>

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<input type="checkbox"/>	Before first day of class	<ol style="list-style-type: none"> 1. Active Supervision Training 2. Child Guidance Support 3. Standards of Conduct 4. Mandatory Reporting 5. Universal Precautions and Blood Borne Pathogens 	Complete online trainings, review site plan with Center Director.	psed.litmos.org
<input type="checkbox"/>	Returning Staff: Sept. 30 New Staff: by Dec. 31	Remaining courses in Learning Path	Returning or New Teaching Staff Learning Paths.	psed.litmos.org
<input type="checkbox"/>	Within 45 days of child's first day of class	<p>Developmental Screening (ASQ3)</p> <p>All children are screened annually, including those on an IFSP or IEP (unless the referral agency screened ALL developmental areas).</p>	<p>ECEAP: ASQ screening date (or Developmental Evaluation date) and results reported in ELMS.</p> <p>EHS/HS: Complete data entry worksheets for screening and send to PSESD.</p>	Required Developmental Screening Procedure
<input type="checkbox"/>	EHS and HEAD Start ONLY -Within 45 days of child's first day of class	Social-Emotional/Behavioral Screening	<p>ASQ-SE2 is our Behavioral Screening Tool.</p> <p>EHS/HS: Complete data entry worksheets for screenings and send to PSESD.</p>	Required Social-Emotional/Behavioral Screening Procedure (EHS/HS)
<input type="checkbox"/>	Before first day of class and ongoing	Classroom Health Routines and Classroom Safety	Read all procedures and routines.	Classroom Health Routines section of the ELPM Classroom Safety Practices section of the ELPM

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<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 Sept. 15	Class Profile	One person from each classroom completes and provides: contact info, staff list, and class times.	Action Needed – Class Profiles Class Profile Instructions 2018-2019
<input type="checkbox"/>	Prior to setting first GOLD Checkpoints	Assign Color Bands and complete the <u>Home Language Survey</u> in GOLD	Follow TS GOLD procedures for assigning the correct color bands for each age group. Home Language Survey is required. Does Not Apply is not an option.	My Teaching Strategies website Ongoing Child Assessment Procedure
<input type="checkbox"/>	Within 30 days of start of class (Preschool Only)	Pedestrian and Transportation Safety Activities	Clearly document completion on weekly lesson plan.	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

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<input type="checkbox"/>	Preschool: Weekly, beginning the first week of class	Second Step curriculum and the Child Protection Unit	<p>Second Step begins the first week of school. After the completion of Unit 1, the Child Protection Unit curriculum can begin.</p> <p>Required Curricula - Center-Based Preschool and Family Child Care Curriculum Planning Procedure - Preschool</p> <p>Second Step and Child Protection Unit kits in classroom</p>
<input type="checkbox"/>	Beginning first week of class and ongoing	Child observations and ongoing assessment	<p>Documentation should begin the first week of class.</p> <p>Ongoing Child Assessment Procedure</p>

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