

Family Support – 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"/> First day of class	Full Enrollment	Class should be fully enrolled by first day of class.	Enrollment Section in Procedure
<input type="checkbox"/> Before child’s first day of class	Family Orientation	Each parent/guardian must receive orientation before their child’s first day of school.	Family Engagement Guidance
<input type="checkbox"/> Within 30 days of the start of school	Overview Interdisciplinary Staffing	Conduct first staffing to better support families.	Staffing Section Interdisciplinary Staffings Procedure
<input type="checkbox"/> Starting at orientation and enrollment	Parent Committee Meeting	Talk with parents about how they are all members of your center’s Parents Committee, and the role this committee plays with your center’s activities.	Family Engagement Guidance
<input type="checkbox"/> Starting at orientation and enrollment, and before November	Policy Council Representatives	Talk with parents about Policy Council and hold elections at your site for new and returning representatives	Family Engagement Guidance Policy Council
<input type="checkbox"/> Starting at orientation and enrollment, and before December	Parent Professional Development	Talk with parents about professional development opportunities and send in referrals.	Family Engagement Guidance
<input type="checkbox"/> Starting at beginning of program year	Self-Audit Eligibility	Complete eligibility self-audit for 100% of your files.	Eligibility Self-Audit Checklist

Ongoing

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> By Monday of each week	Attendance and Meal Count	Submit records from previous week. ECEAP: Send directly to Colette or FAX to: Pierce County (253) 778-7898 King County (425) 917-7898 HS/EHS: Send to Tiffany or FAX to: Pierce County (253) 778-7766 King County (425) 917-7766	Daily Attendance and Meal Count Procedure-HS/EHS Daily Attendance and Meal Count Procedure-ECEAP
<input type="checkbox"/> Throughout the year	Disability Information (IEP/IFSP)	Enter IEP/IFSP data in ELMS/ChildPlus as children enroll into the program and as they are identified throughout the program year.	Adding Disability Information IEP/IFSP into ChildPlus and ELMS

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<input type="checkbox"/>	Throughout the year	Recruitment	Engage in recruitment activities to meet full enrollment throughout the year.	Recruitment Section in Procedure