

Education – To-Do Lists (Deliverables)

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

June 2019

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> As Needed	See Sept. to May 2018/19 Connectors & Education To-Do Lists for beginning of the year instructions.	Archived at: www.earlylearningwa.org	Connector Monthly News webpage To-Do Lists/Deliverables webpage
<input type="checkbox"/> Ongoing	Home Language Survey in MyTeaching Strategies Platform	All Preschool teachers must complete the Home Language Survey in MyTeachingStrategies for each child enrolled in HS or ECEAP. This determines whether the English Language Acquisition Objectives 37 and 38 will be added to that child’s assessment. Please DO NOT use “Not Applicable” for any preschool children. Please note that colorbands (age/class) and start dates for each child must be entered into a child’s profile in MyTeachingStrategies prior to completing the Home Language Survey, otherwise an error message will appear.	Assessing Dual Language Learners in MyTeachingStrategies GOLD MyTeachingStrategies™ (TS GOLD) website
<input type="checkbox"/> End of School Year	Schedule/Complete quarterly staffing for families	All families should receive 4 staffings per program year.	Staffing Section Interdisciplinary Staffings Procedure
<input type="checkbox"/> <i>ECEAP: By the 5th for previous month_____</i> Weekly and Ongoing____ <i>Monthly and Ongoing__</i> Preschool Only, Ongoing	<i>Parent/Teacher Conferences</i> Daily Schedule and Lesson Plan <i>Health/Nutrition Lessons_____</i> Second Step/CPU	<i>Log formal meetings/substantive conversations in ELMS_____</i> Post current lesson plan in the classroom._ <i>Document in lesson plans</i> Document in lesson plans	

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