

2011 - 2012



Child Start
incorporated

CHILD AND FAMILY SERVICES

TCCC

**Program
Calendar**

August 2011

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 Safety Cards Due	9	10	11	12
15	16	17	18	19
Training, File Preparation, Case Management				
22	23	24	25	26
Case Management	SS Training	Case Management		
29	30 Last Day Of Service	31 IN-SERVICE DAY Training		
Case Management				

Date	Activity
Aug 17	ERSEA Training and File Distribution <i>(Site Supervisors, FSP, HBTs)</i>
Aug 23	Health, Nutrition & Food Service Training <i>(Site Supervisors)</i>
Aug 24	Case Management & Family Services Training <i>(Site Supervisors, FSP)</i>
Aug 24-26	Case Management, Review HE27s, Continue File Review and Preparation
Aug 26	Last Day of Service for 2010/2011 <i>(All TCCC Program Options)</i>
Aug 31	ASQ:SE & ASQ:3 Training <i>(PC, PCA, SS, FSP)</i>
Aug 31	In-Service Days: Family Orientation <i>(Sites and HB Closed)</i>

✓	Checklist
	Call families to confirm acceptance
	SS/CA develop team case management schedule based on priority
	SS/CA develop family orientation schedule and share with staff
	Plan for completing priority health follow-up in place (HE06, CNP925, etc.)
	Plan for completing family orientation in place. All roles defined.
	Priority Home Visits completed
	Classroom and family corners are set up.

September 2011

TCCC

Monday

Tuesday

Wednesday

Thursday

Friday

Service Days: 19 Total: 19			1 IN-SERVICE DAY All Staff Event	2 IN-SERVICE DAY Family Orientation
5 CLOSED Labor Day Holiday	6 1st Day of Service	7 Safety Cards Due	8	9 HS Education Training Track #1
12	13	14	15	16
19	20 Emergency Preparedness Training SS Meeting	21 Training Day (3:30-5:30)	22	23
26	27	28	29	30 CPR/First Aid

✓	Checklist
	Are ER41s complete? Allergies and medical limitations documented?
	Are classroom activities planned to support vision & hearing screenings?
	Are sub folders and sub plans in place and up-to-date?
	Is there a plan in place to monitor the sign-in/out sheets and absence f/u?
	Has 1st Case Management been completed with all families?
	Is there a plan in place to assure 30 day timelines will be met? (First Education Home Visit, TB Test, Physical Exam, Family Assessments)

Date	Activity
SEP	Heights and Weights Due
Sep 1 Morning	"Community Begins With Relationships" <i>(All Staff Event)</i>
Sep 1 Afternoon	Mandated Reporter Training & Regional Mtg. <i>(All Site Staff)</i>
Sep 2	Family Orientation, Site Preparation
Sep 9	Head Start Education Training Track #1 <i>(Select Staff)</i>
Sep 20	Emergency Preparedness Training <i>(Site Supervisors and Select Staff)</i>
Sep 30	CPR/First Aid Training <i>(Select Staff)</i>

October 2011

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 30-Day Deadline First Ed HV, TB Test, Physical Exam, Family Assessments, Pedestrian Safety	6	7 Safety Cards Due
10	11	12	13	14 HS Education, Health/FS Training Tracks
17	18 Site Supervisor Meeting	19 Training Day (3:30-5:30)	20 45-Day Deadline ASQ:3/SE, Hearing, Vision, Site Safety Packet	21 IN-SERVICE DAY Staff Training
24	25	26	27	28
31				Service Days: 20 Total: 39

Date	Activity
OCT	Quality Visits <i>TCCC Toddler Classroom</i>
Oct 5	30-Day Deadline <i>First Education Home Visit, TB Test, Physical Exam, Family Assessments, Pedestrian Safety</i>
Oct 14	Head Start Education Training Track #2, Health & Family Services Training Track
Oct 18	Crisis Intervention Training <i>Site Supervisor Meeting</i>
Oct 20	45-Day Deadline <i>ASQ-3, ASQ:SE, Hearing, Vision, Site Safety Packet (SA01a)</i>
Oct 21	In-Service Days <i>Site Closed for Staff Training</i>
Oct 22	Policy Council Orientation <i>Saturday from 9:00am to 3:00pm</i>

✓	Checklist
	Did RAR book bag rotation begin?
	Are lesson plans coded with all areas addressed?
	<i>(HS Only)</i> Is a plan in place for RIF Distribution?
	Is follow-up from Family Assessments occurring? Are schedules in place to begin FPA with parents?
	Were HE24s submitted prior to 30- and 45-day deadlines?
	Were ASQ:SE and ASQ-3 calculations double checked before submission?
	Is follow-up from 1st Case Management occurring and/or completed?

November 2011

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
Service Days: 18 Total: 57	1	2 Recruitment Mtg. QV Debrief	3	4 HS Education Training Track #3
7 Safety Cards Due Parent Surveys	8	9	10	11 CLOSED Veteran's Day Holiday
14	15 Site Supervisor Meeting	16 Training Day (3:30-5:30)	17	18
21	22	23	24	25
CLOSED: Thanksgiving Holiday				
28	29	30 Training Day (3:30-5:30)		

✓	Checklist
	Have Classroom Assessments (ED-29) been completed?
	Did ASQ:SE and ASQ-3 re-screenings occur?
	Did team review RAR quality standards and implement tracking system?
	(HS only) Has parent conference prep begun? (WSS, Family Reports, Schedule Conferences)
	Has the Monthly Update To Parents (ED21) been completed each month?

Date	Activity
Nov 2	Quality Visit Debrief <i>TCCC Toddler Classroom</i>
Nov 2	Recruitment Meeting <i>10:00 to 11:30</i>
Nov 7	Distribute Parent Surveys
Nov 11	Veteran's Day Holiday <i>Site Closed for Staff Holiday</i>
Nov 16	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>
Nov 23-25	Thanksgiving Holiday <i>Site Closed for Staff Holiday</i>
Nov 30	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>

December 2011

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
Service Days: 21 Total: 78			1	2 90-Day Deadline Hgb/Hct, Lead, BP, Dental, Growth & Nutrition
5	6	7 Safety Cards Due	8	9 HS Education Training Track #4
12	13	14	15	16
19	20 Site Supervisor Meeting	21 Training Day (3:30-5:30)	22	23
26 CLOSED Christmas Day Holiday	27	28	29	30 120-Day Deadline <i>FPA, 2nd CM</i>

Date	Activity
Dec 2	90-Day Deadline Hgb/Hct, Lead, BP, Dental, Growth & Nutrition
Dec 9	Head Start Education Training Track #4
Dec 20	Site Supervisor Meeting
Dec 21	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>
Dec 26	Christmas Holiday <i>Site Closed for Staff Holiday</i>
Dec 30	120-Day Deadline <i>Family Partnership Agreements, 2nd Case Management</i>

✓	Checklist
	Is follow-up for outstanding/failed health requirements occurring?
	Are HE24s updated and submitted?
	Were Parent Conferences completed during the month of December?
	At parent conferences, were ER-41s updated and initialed by staff in both the file and sub folder?
	Was the Monthly Update To Parents (ED21) completed?

January 2012

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
2 CLOSED New Year's Day Holiday	3	4	5	6
9 Safety Cards Due	10	11 Recruitment Mtg.	12	13
16 CLOSED MLK Day Holiday	17 Site Supervisor Meeting	18 Training Day (3:30-5:30)	19	20 HS Education, Health/FS Training Track
23	24	25	26	27
30	31			Service Days: 20 Total: 98

✓	Checklist
	Are Family Fun Event discussions taking place?
	Are Classroom Activity Funds being utilized?
	Are Family Partnership Agreements complete?
	Is there a plan in place to begin working on Kindergarten Transitions?
	<i>(HS only)</i> Is there a plan in place to complete Classroom Outcomes Goal Worksheet (ED32)?
	<i>(HS only)</i> Is there a plan in place for RIF distribution?
	Was the Monthly Update To Parents (ED21) completed?

Date	Activity
JAN	Heights and Weights Due
Jan 2	New Year's Day Holiday <i>Site Closed for Staff Holiday</i>
Jan 11	Recruitment Meeting <i>10:00 to 11:30</i>
Jan 16	Martin Luther King Jr. Day Holiday <i>Site Closed for Staff Holiday</i>
Jan 17	Site Supervisor Meeting
Jan 18	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>
Jan 20	Head Start Education Training Track #5, Health & Family Services Training Track

March 2012

TCCC

Monday

Tuesday

Wednesday

Thursday

Friday

Service Days: 21 Total: 138			1	2
5	6	7 Safety Cards Due Recruitment Mtg.	8	9 HS Education Training Track #7
12	13	14	15	16
19	20 Site Supervisor Meeting	21 Training Day (3:30-5:30)	22	23
26	27	28	29	30 CLOSED Cesar Chavez Day Holiday

✓	Checklist
	(HS) Were ER-41s updated and initialed by staff in the file and sub folder?
	(HS only) Is there a plan in place for RIF distribution?
	Was the Monthly Update To Parents (ED21) completed?

Date	Activity
Mar 7	Recruitment Meeting <i>10:00 to 11:30</i>
Mar 9	Head Start Education Training Track #7
Mar 20	Site Supervisor Meeting
Mar 21	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>
Mar 30	Cesar Chavez Day Holiday <i>Site Closed for Staff Holiday</i>

April 2012

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 Safety Cards Due
9	10	11	12	13 HS Education, Health/FS Training Track
16	17 Intake Training	18 Training Day (3:30-5:30)	19	20
23	24	25	26	27
30				Service Days: 21 Total: 159

Date	Activity
APR	Quality Team Visits <i>TCCC Head Start Classroom</i>
APR	Review ED29
Apr 13	Head Start Education Training Track #8, Health & Family Services Training Track
Apr 17	Intake Training <i>Site Supervisor and Family Services Partner</i>
Apr 18	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>

✓	Checklist
	<i>(HS only)</i> Is there a plan in place to complete Classroom Outcomes Goal Worksheet (ED32)?
	<i>(HS only)</i> Is there a plan in place to complete Plate Project?
	Was the Monthly Update To Parents (ED21) completed?

May 2012

TCCC

Monday

Tuesday

Wednesday

Thursday

Friday

Service Days: 22 Total: 181	1	2 QT Debrief	3	4
7 Safety Cards Due	8	9	10	11 HS Education Training Track #9
14	15 Site Supervisor Meeting RAR Distribution Ends	16 Training Day (3:30-5:30)	17	18
21	22	23	24	25
28 CLOSED Memorial Day Holiday	29	30 Training Day (3:30-5:30)	31	

✓	Checklist
	Was the Monthly Update To Parents (ED21) completed?

Date	Activity
May 2	Quality Team Debrief <i>TCCC Head Start Classroom</i>
May 11	Head Start Education Training Track #9
May 15	Site Supervisor Meeting
May 16	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>
May 28	Memorial Day Holiday <i>Site Closed for Staff Holiday</i>
May 30	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>

June 2012

TCCC

Monday

Tuesday

Wednesday

Thursday

Friday

Service Days: 20
Total: 201

				1
4	5	6	7 Safety Cards Due	8
11	12	13	14	15 IN-SERVICE DAY Celebrating Our Success
18	19 Site Supervisor Meeting	20 Training Day (3:30-5:30)	21	22
25	26	27	28	29

Date	Activity
JUN	Quality Team Visits <i>TCCC Infant Classroom</i>
Jun 15	In-Service Day <i>Site Closed for Celebrating Our Success Day</i>
Jun 19	Site Supervisor Meeting
Jun 20	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>

✓	Checklist
	(HS only) Is there a plan in place to complete Classroom Outcomes Goal Worksheet (ED32)?
	Were final Education Home Visits completed?
	(HS) Is there a plan to distribute Kindergarten Transition Packets (ED42)?
	Was the Monthly Update To Parents (ED21) completed?

July 2012

TCCC

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 CLOSED Independence Day Holiday	5	6 Safety Cards Due
9	10	11 QV Debrief	12	13
16	17	18 Training Day (3:30-5:30)	19	20
23	24	25	26	27
30	31			Service Days: 21 Total: 222

✓	Checklist
	Was the Monthly Update To Parents (ED21) completed?

Date	Activity
Jul 4	Independence Day Holiday <i>Site Closed for Staff Holiday</i>
Jul 11	Quality Visit Debrief <i>TCCC Infant Classroom</i>
Jul 18	TCCC Training Day <i>Select Training for Staff from 3:30 to 5:30</i>

