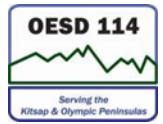




Center Based Education Staff Deliverables 2023-2024

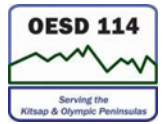


The following document shows due dates and documentation requirements for education-related tasks. There is a list below of all Education procedures and forms. Each can be found on the Early Learning website.

FREQUENCY	CLASSROOM/SITE TASK	PROGRAM, SELF, and TEAM TASK
<p>Daily</p>	<p>Take attendance and meal count at the table during each meal/snack. Complete attendance and meal count report. <i>See CACFP PROCEDURE and ERSEA ATTENDANCE PROCEDURE</i></p> <p>Conduct child observations daily for each child—must use to plan individualized activities in the classroom.</p>	<p>Documentation:</p> <ul style="list-style-type: none"> • ChildPlus <p>Ongoing planning conversations, activities and practices are embedded throughout each day</p> <ul style="list-style-type: none"> • Teaching Strategies GOLD
<p>Weekly</p>	<p>Daily classroom schedule and weekly lesson plan are posted. <i>*After fall conferences, see Individualized Learning Plan (ILP) Procedure</i></p>	<p>Send lessons plans to your coach 2 weeks prior to implementation.</p> <ul style="list-style-type: none"> • Lesson plans must include a Creative Curriculum study • Evidence that lesson plans reflect parent input and ILP/IEP goals
<p>Monthly</p>	<p>Reflective Supervision (RS) with your Supervisor</p> <p>Round Tables with the direct service team</p> <p>ChildPlus to support assessment process and data collection including regular self-monitoring.</p>	<p>RS to support meeting practice and process based goals</p> <p>Review this EDUCATION STAFF DELIVERABLES document, all due dates, to ensure adherence to established timelines</p> <p>School District Part B Agency Contact Sign In Sheet turned in to Program Manager by end of month</p>
<p>Three (or Four) Times a Year</p>	<p>Developmental assessments (Checkpoints) completed, enter ILP into ChildPlus</p> <ul style="list-style-type: none"> • Data is used to inform Individual Learning Plan Goal Sheet completion <p>Parent Baseline Assessment: Complete with families at initial conference, fall conference and winter conference. See Parent Baseline Procedure.</p> <p>Assess classroom environment</p> <ul style="list-style-type: none"> • materials (quality, engagement, quantity, etc.) • supplies (restock, new, etc.) • setup (stations, environment, outside, etc.) <p><i>Review ECERS and Creative Curriculum and confer with Coach to ensure environmental fidelity.</i></p>	<p>Review TSG assessment data with Coach,</p> <p>Input Parent Baseline Assessment data into TSG.</p> <p>Participate in PLC (Professional Learning Community) groups</p> <p>Work with your coach to review Fidelity and reflect on your practices and evaluate your implementation of the curriculum and assessment resources.</p>



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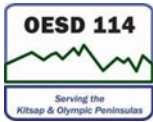


<p>Four Times a Year (at minimum)</p>	<p>Complete and document in ChildPlus and ELMS (if applicable) CB Education Parent Conference—must have at least 2 per year</p> <ul style="list-style-type: none"> discuss the child’s progress and to set individual goals <i>See Education, Child Development, and Disabilities tab for more information</i> <p>CB Education Home Visit—must have at least 2 per year</p> <ul style="list-style-type: none"> discuss the child’s progress and to set individual goals <i>See Education, Child Development, and Disabilities tab for more information. The first visit with a family should occur in the home.</i> 	<p>Prepare for conferences:</p> <ul style="list-style-type: none"> Generate an Individual Child Profile Report and Development and Learning Report for each child. The Individual Child Report <ul style="list-style-type: none"> Does not need to be given to families Attach to Child Plus Education Section The Development and Learning Report <ul style="list-style-type: none"> Is to be given to families <p>Have Objectives for Development and Learning (ODL) ready to share, complete new parent baseline, Development and Learning Report and examples of work and observations. Create an Individual Learning Plan (ILP). See ILP Procedure. Prior to the last conference of the year, it is optional to print the child’s entire portfolio to share with the family.</p>
<p>Two times a year</p>	<p>Collaborate as a team about child/family strengths and needs</p>	<p>Participate in Family Staffings for each family</p> <ul style="list-style-type: none"> Discuss strengths and needs of each child Ensure ChildPlus documentation is up-to-date. <p>Facilitated by Supervisor, attended by team.</p>

STAGE OF CHILD ENROLLMENT	TASK	DOCUMENTATION/PROCESS
<p>Before 1st Day or at Enrollment</p>	<p>Review and follow the FIRST 5 THINGS PROCEDURE Interpretive or translation services as indicated</p>	<p>See also the CHILDPLUS RESPONSIBLE STAFF GUIDELINES Visit INTERPRETIVE AND TRANSLATIONS SERVICES PROCEDURE for interpreter/translation support</p>
<p>Within 2 Weeks of Enrollment</p>	<p>Transfer parent responses on the Home Language Survey into Teaching Strategies GOLD</p> <p>★ EHS/HS: Confirm each child’s color band in Teaching Strategies GOLD is correct or update. <i>Each child’s profile begins in the color band of their current age.</i></p>	<p>Reach out to your Coach with any questions No answers should be marked as “N/A”</p>
<p>After 1st Day of Class</p>	<p>Add family e-mails to My Teaching Strategies</p>	<p>This allows teachers and families to use the two-way communication feature</p>
<p>Within 45 days of Child’s 1st Day of Class</p>	<p>Complete DECA and ASQ screenings.</p> <p>FOLLOW UP: 6-8 weeks post screenings, if indicated, complete rescreen(s).</p>	<p>Follow DEVELOPMENTAL SCREENINGS PROCEDURE AND SOCIAL EMOTIONAL SCREENINGS PROCEDURE and CHILDPLUS INSTRUCTIONS for guidance</p> <p>Add action in ChildPlus to the existing developmental screening event. See CHILDPLUS INSTRUCTIONS for guidance.</p>



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<p>Ongoing, As Needed, or Indicated</p>	<p>Enter/update:</p> <ul style="list-style-type: none">• IFSP/IEP documentation, including collaborations• Screenings: dates, results, parent conversations• Referrals (or refusal for referral) <p>All Follow-up is clearly documented in ChildPlus</p>	<p>Document all in ChildPlus per procedures</p> <p>Log any family support visits, formal meetings, or substantive conversations with families in ChildPlus and ELMS, if applicable. Review ChildPlus entry guidelines. See ChildPlus Instructions Education for guidance.</p> <p>★ ECEAP only: All documentation must be in both ChildPlus and ELMS</p>
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First Date of Service for center-based programs = the first day the child attends class



Center Based Education Staff Deliverables 2023-2024



DUE DATES BASED ON CALENDAR MONTH

DUE	SEPTEMBER
Prior to 1st day of class	Set up the classroom to fidelity—design must reflect individual diversity and abilities of all enrolled children and families. <i>Review Creative Curriculum and ECERS books.</i>
	Divide caseload between Lead and Assistant teacher. Assign 70% of caseload to Lead Teacher and 30% of caseload to Assistant Teacher. *Full day Head Start classrooms will divide caseload between Lead and Assistant teacher. Assign 60% of caseload to Lead Teacher and 20% of caseload to each Assistant Teacher. CPIDs must be shared with supervisor and coach to support monitoring.
	Complete Initial Conference with each family <ul style="list-style-type: none"> ASQ, Preschool Center Family Questionnaire, Home Language Survey, and Authorization to Exchange Information forms <i>Use CENTER BASED CONFERENCEING WITH FAMILIES PROCEDURE</i>
After child's 1st day of class	Add family emails to <ul style="list-style-type: none"> My Teaching Strategies <i>This allows teachers and families to use the two-way communication feature.</i>
1st day of class	Document date in ChildPlus and if applicable, ELMS, for each child.
Begin & continue during year	Discuss and complete transition activities with families. <i>See the Transitions tab under Education, Child Development, and Disabilities section of the Early Learning Services page for more information</i>

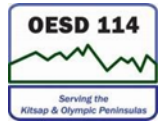
DUE	OCTOBER
10/15	Last day to complete Learning Management System ERSEA training
10/25	ERSEA Recruitment Plan due in ChildPlus in Personnel tab
10/30	Complete and provide a copy to your supervisor for approval: <ul style="list-style-type: none"> Active Supervision Classroom Safety Plan Once approved, post on your Emergency Board and update when changes are made
10/30	Complete and document under ChildPlus Personnel tab: <ul style="list-style-type: none"> Annual Birth to 5 Strengths and Needs Self-Assessment Annual Goal Setting and Action Planning
10/31	Teacher and Parent PRE DECA s complete <ul style="list-style-type: none"> Share results with families—document in ChildPlus 3 actions/strategies entered per rating period (see SOCIAL EMOTIONAL SCREENING PROCEDURE)

DUE	NOVEMBER
11/15	Finalize Teaching Strategies GOLD Fall Checkpoints
11/30	Run and upload under Education tab in ChildPlus: <ul style="list-style-type: none"> Individual Child Profile Report for each child
11/30	Work with your Coach to complete a Pre DECA-Reflection Tool- review data- individual and group, and create classroom support plan.

DUE	DECEMBER
12/15	Complete and document in ChildPlus and ELMS (if applicable) <ul style="list-style-type: none"> Center Based Education Parent Conferences Fall Individual Learning Plans



Center Based Education Staff Deliverables 2023-2024



DUE	JANUARY
1/31	Run a Class Profile Report to identify the strengths and areas that need additional support for children.
	Work with your Coach to complete a Teaching Strategies GOLD Outcomes Reflection Tool based on Fall data

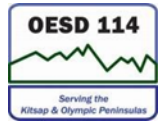
DUE	FEBRUARY
2/4	Teacher and Parent MID DECA s completed. 3 actions/strategies entered per rating period (<i>see procedure</i>)
2/15	Finalize Teaching Strategies GOLD Winter Checkpoints
2/28	Run and upload under Education tab in ChildPlus: <ul style="list-style-type: none"> Individual Child Profile Report for each child

DUE	MARCH
3/29	Complete and document in ChildPlus and ELMS (if applicable) <ul style="list-style-type: none"> Center Based Education Parent Conferences Winter Individual Learning Plans
	Complete Kindergarten Transition plans for students transitioning to kindergarten. Refer to KINDERGARTEN TRANSITION CHILDPLUS INSTRUCTIONS and use the Kindergarten Transition Plan form
	Work with your Coach to complete a Mid DECA-Reflection Tool- review data- individual and group, and create classroom support plan.

DUE	APRIL
4/28	Run a Class Profile Report to identify the strengths and areas that need additional support for children.
	Work with your Coach to complete a Teaching Strategies GOLD Outcomes Reflection Tool based on Winter data



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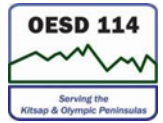
DUE	MAY
5/6	Teacher and Parent POST DECA s completed. 3 actions/strategies entered per rating period (see procedure).
5/15	Finalize Teaching Strategies GOLD Spring Checkpoints

DUE	JUNE
June 7	Run and upload under Education tab in ChildPlus: <ul style="list-style-type: none"> • Individual Child Profile Report for each child
	Work with your Coach to complete a Post DECA-Reflection Tool- review data- individual and group, and create classroom support plan.
PY Site by last class day	Finalize and upload Kindergarten Transition plans for students transitioning to kindergarten in ChildPlus. Ensure CP event is up to date. Refer to KINDERGARTEN TRANSITION CHILDPLUS INSTRUCTIONS and use the Kindergarten Transition Plan form. Submit original copies to Education coach.
PY Site by last class day	Complete and document in ChildPlus (and ELMS if applicable) all Spring <ul style="list-style-type: none"> • Center-Based Education Parent Conferences and • Individual Learning Plans
	Summer transition activities provided to families

DUE	AUGUST (<i>for year-round Center Based</i>)
8/15	Finalize TS GOLD Summer Checkpoints
8/30	Run and upload under Education tab in ChildPlus: <ul style="list-style-type: none"> • Individual Child Profile Report for each child



Center Based Education Staff Deliverables 2023-2024



ALL STAFF REQUIREMENTS:

- Read procedures, policies at beginning of year and ongoing— use only the most up to date versions (found on OESD Early Learning website)
 - Expectation: procedure is reviewed prior to asking questions about process, method, etc.
 - It is the responsibility of each team member to stay up to date on any changes
- Review Early Learning Program Calendar monthly (at minimum) and use in planning
- Utilize a tracking system for deadlines, run reports related to education tasks,

FORMS/DATA ENTRY EVENT/ACTIVITY:

- Individual Learning Plan Goal Form
- Teaching Strategies GOLD Outcomes Reflection Tool
- Kindergarten Transition Plan
- ERSEA Recruitment Plan
- Initial Contact Home Visit
- Birth to 5 Strengths and Needs Self-Assessment
- Goal Setting and Action Planning
- Pre-DECA
- Mid-DECA
- Post-DECA
- ASQ
- School District Part C Agency Contact Sign In Sheet
- CB Parent Conference
- Active Supervision Plan
- Center based Conferencing with Families procedure
- ERSEA: Home Language Survey
- My Teaching Strategies
- Education Staff Deliverables
- Family Staffings
- ChildPlus Responsible Staff Guidelines
- EL Interpretive and Translations Services Procedure
- Developmental Screening and Social Emotional Screening Procedures
- Related ChildPlus Instructions

PROCEDURES/PROCESSES:

- Kindergarten Transition ChildPlus Instructions
- Pedestrian and Vehicle Safety Training Procedure
- Social Emotional Screening Procedure
- CACFP Procedure
- ERSEA Attendance Procedure
- First 5 Things Procedure

EDUCATION REPORTS:

- Development and Learning Report
- Individual Child Profile Report
- Teaching Strategies GOLD Checkpoints (Fall, Winter, Spring)
- Class Profile Report
- ChildPlus reports