



<p><b>July 2020</b></p> <p><u>Policy Council:</u> No Meeting  <u>Holiday:</u> July 3 (observed)  <u>July 7 &amp; 8:</u> Initial Home Visit/Enrollment Training via Zoom  <u>July 22:</u> Preparedness Follow-Up and Planning Meeting for FES'</p> <p><u>DUE:</u> Enrollment paperwork  Class days calendar</p> <p><b>Home Visits begin after July 8<sup>th</sup></b>  <i>*This may include virtual visiting after packets have been mailed to families, completed with FES via phone or video with no contact pick up of forms; or may be in person if FES' and parents are comfortable, distancing can take place and masks are worn</i></p>	<p><b>August 2020</b></p> <p><u>Policy Council:</u> No Meeting  <u>Aug 5:</u> Preparedness Follow-Up and Planning Meeting for FES'  <u>Aug. 19:</u> Preparedness Follow-Up and Planning Meeting for FES'  <u>Aug:</u> <u>TBD</u> EHS Review of Health &amp; Safety</p> <p><u>DUE:</u></p> <p><u>Before Classes Begin</u> but by Sept. 15  Outdoor Equipment and Play Area Inspection  Facility Health and Safety Inspection  <i>*This includes Classroom/Socialization Posters and Signs Checklist</i></p> <p><u>August 31:</u> Enrollment Home Visit Paperwork  Playground Safety Plan  Equipment Request Forms</p>	<p><b>September 2020</b></p> <p><u>Policy Council:</u> Sept 18  <u>Holiday:</u> Sept. 7  <u>Training Camp Day 1:</u> Sept 1  <u>Training Camp Day 2:</u> Sept 2  <u>CACFP Training Sept 3:</u> via Zoom  <u>Sept. 11-</u> First Aid/CPR Refresher</p> <p>HS Fidelity Physical &amp; Structure Sections  Petty Cash Audit</p> <p><u>DUE:</u>  <u>Sept. 15:</u> See August  <u>Modules:</u> Staff Emergency Agreement  Fire/Tornado Drill Log</p> <p><u>Sept. 30:</u> Monthly PED on last lesson plan</p>
<p><b>October 2020</b></p> <p><u>Policy Council</u> Oct. 16  <u>Oct.2:</u> Initial CPR/ First Aid Cert. (am) Refresher (pm)  <u>Oct. 9:</u> HS &amp; EHS PLC  <u>Oct 15-16</u> MEA/ PTO  <u>Physicals Due:</u> 30 calendar days from first day of class.  EHS HOVRS &amp; Fidelity  Petty Cash Audit</p> <p><u>DUE:</u>  <u>Oct. 5:</u> <u>Module:</u> Fire/Tornado Drill Log  <u>Oct. 15:</u> Petty Cash Reconciliation  <u>Oct. 31:</u> Fall Heights and Weights  TS GOLD Fall Checkpoints Finalized  Coaching Needs Assessments  Monthly PED on last lesson plan</p>	<p><b>November 2020</b></p> <p><u>Policy Council:</u> Nov. 20  <u>Holidays:</u> 11, 26, 27  <u>November 6:</u> Health Advisory Board  <u>Nov. 6:</u> EHS PLC</p> <p><b>CLASS</b>  HS Fidelity Tool: Use &amp; Teacher/Child Interactions</p> <p><u>DUE:</u>  <u>Nov. 5:</u> <u>Module:</u> Fire/Tornado Drill Log  <u>Nov. 30:</u> Fall TS GOLD Report Cards  Family Assessment/Initial Goal Setting  Monthly PED on last lesson plan  Staff Video Planning Form</p>	<p><b>December 2020</b></p> <p><u>Policy Council:</u> Dec. No Meeting  <u>Holidays:</u> Dec. 24, 25  <u>Dec. 11:</u> Planning Day (details to follow)  <u>Dec. 26-Jan. 1:</u> EHS/ HS closed Dec. 24-Jan 1</p> <p><u>DUE:</u>  <u>Dec 5:</u> <u>Module:</u> Fire/Tornado Drill Log  <u>Dec. 23:</u> Monthly PED on last lesson plan  Parent Gauge Initial Interview due</p>

\*Monthly Forms due by the 5<sup>th</sup> of the month: Menus, Medication Logs (whether or not medication has been administered), Classroom Calendar and Newsletter w/Health Literacy component, In-kind, Staff Mileage, Team Meeting Minutes, Family Event Info w/ Invite



<p><b>January 2021</b></p> <p><u>Policy Council: Jan 16</u>  <u>Holidays: Jan 1, 18</u>  <u>Jan 8: HS &amp; EHS PLC</u></p> <p><b>HS Fidelity: Family &amp; Assessment</b></p> <p><b>DUE:</b>  <u>Jan 5:</u> Winter Supply Order          Facility Health and Safety Inspection  <i>*This includes Classroom/Socialization Posters and Signs Checklist</i></p> <p><u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Jan 31:</u> TS GOLD Winter Checkpoints Finalized          Monthly PED on last lesson plan          Staff Video Planning Forms</p>	<p><b>February 2021</b></p> <p><u>Policy Council: Feb. 19</u>  <u>Holiday: Feb. 15</u>  <u>Feb 12: Recruitment/Enrollment Training FES'</u></p> <p><b>DUE:</b>  <u>Feb 5:</u> Enter Actions for HV/PC in Child Plus</p> <p><u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Feb 28:</u> TS GOLD Report Cards          Review/Update Family Goals in CP  <b>-do not turn in</b>          Monthly PED on last lesson plan</p>	<p><b>March 2021</b></p> <p><u>Policy Council: March 19</u>  <u>March 5: EHS PLC</u>  <u>March 12: HS PLC</u>  <u>March 19 &amp; 26: Self- Assessment Committees</u></p> <p><b>CLASS</b>  <b>HS Fidelity:</b> Complete and Scored by Supervisor</p> <p><b>DUE:</b>  <u>Mar 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Mar 31:</u> Heights and Weights          Monthly PED on last lesson plan          Staff Video Planning Forms</p>
<p><b>April 2021</b></p> <p><u>Policy Council: April 16</u>  <u>April 2 :Health Advisory Board</u>  <u>April 2: EHS PLC</u></p> <p><b>Agency All Staff TBA</b>  <b>EHS HOVRS &amp; Fidelity Tool</b></p> <p><b>DUE:</b>  <u>April 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>April 30:</u> TS GOLD Spring Checkpoints Finalized          Spring IGDl's Assessments          Monthly PED on lesson Plan          Outdoor Equipment and Play Area Inspection</p>	<p><b>May 2021</b></p> <p><u>Policy Council: May 16</u>  <u>Holiday: May 25</u>  <u>May 7: EHS PLC</u></p> <p><i>*By end of program year*</i>          EHS- 46 HV/ 22 Socializations          Duration Centers: 136 Days (7.5 hrs. daily)          4- 1/2 Day Centers: 128 Days</p> <p><b>DUE:</b>  <u>May 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>May 25:</u> TS GOLD Report Cards          Update/Completion Status of Family Goals          Monthly PED on last lesson plan</p> <p><u>May 31:</u> Supply Order/ Site Equipment Request Form          Parent Gauge Post Interview due</p>	<p><b>June 2021</b></p> <p><u>Policy Council: June 21</u>  <u>June 25: EHS PLC (year- end transition to new year)</u></p> <p><b>FES Individual Staff Recruitment Conferences</b>  <b>Petty Cash Audit</b></p> <p><b>Family Service Credential (tbd)</b></p> <p><b>Initial Home Visit and Enrollment will be held in July.</b></p> <p><b>DUE:</b>  <u>June 30:</u> Records to schools</p>

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