WCMCA - Head Start Staff Calendar 2021-22

July 2021

Policy Council: No Meeting
Holiday: July 5 (observed)
July 13- Family Engagement Training at LCSC (in-person)
July 14- Motivational Interviewing/Ready Rosie (virtual)

DUE: Enrollment paperwork
        Class days calendar

Home Visits begin after June 28th

August 2021

Policy Council: No Meeting
Aug 3: Group Coaching Training, MPSI & Brigance Refreshers, Referral Process (virtual)
Aug. 5: Child Plus PLC @ LCSC
Aug. 24-25: Training Camp at Arrowwood in Alexandria
Aug. 26th & 27th : First Aid/CPR

DUE:

Before Classes Begin, but by Sept. 15
        Outdoor Equipment and Play Area Inspection
        Facility Health and Safety Inspection
         This includes Classroom/Socialization Posters and Signs Checklist

August 31: Enrollment Home Visit Paperwork
        Playground Safety Plan
        Equipment Request Forms

September 2021

Policy Council: Sept 17
Holiday: Sept. 6
Sept. 17: Nature Play Training @ Brandon School FB Field

Staff Emergency Agreements
Petty Cash Audit

DUE:
Sept. 15: See August
Modules: Staff Emergency Agreement
        Fire/Tornado Drill Log

Sept. 30: Monthly PED in CP/Communication Log

October 2021

Policy Council: Oct. 15
Oct. 8: HS PLC
Oct 20-21: MEA/ PTO (optional)
Physicals Due: 30 calendar days from first day of class

Petty Cash Audit

DUE:
Oct. 5: Module: Fire/Tornado Drill Log

Oct. 15: Petty Cash Reconciliation

Oct. 31: Checkpoints Finalized
        Fall Heights and Weights
        Coaching Strengths & Needs Assessments
        Monthly PED in CP/Communication Log

November 2021

Policy Council: Nov. 19
Holidays: 11, 25, 26
November 5: Health Advisory Board
Nov. 5: EHS PLC

EHS Fidelity observation

DUE:
Nov. 5: Module: Fire/Tornado Drill Log

Nov. 30: Report Cards HS/ Conference Forms EHS
        Family Assessment & Initial Goal Setting
        Monthly PED/Communication Log
        Staff Video Planning Form

December 2021

Policy Council: Dec. No Meeting
Holidays: Dec. 24
Dec. 10: Planning Day @ Grand Arbor
Dec. 24 -Jan. 1: EHS/ HS closed Dec. 24-Jan 1

DUE:
Dec 5:   Module: Fire/Tornado Drill Log

Dec. 23: Monthly PED in CP/Communication Log

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

WCMCA - Head Start Staff Calendar 2021-22

January 2022

Policy Council: Jan 21
Holidays: Jan 1, 17
Jan 7: EHS PLC/ Fall Data Analysis due
Jan 14: HS PLC/Fall Data Analysis due

DUE:
Jan 5:   Winter Supply Order
Facility Health and Safety Inspection
This includes Classroom/Socialization Posters and Signs Checklist

Module: Fire/Tornado Drill Log

Jan 31: Monthly PED in CP/Communication Log
        Staff Video Planning Forms

February 2022

Policy Council: Feb. 18
Holiday: Feb. 21
Feb 11: Recruitment/Enrollment Training Teachers @ LCSC

DUE:
Feb 5:   Enter Actions for HV/PC in Child Plus

Module: Fire/Tornado Drill Log

Feb 28:   Review/Update Family Goals in CP
         -**do not turn in**
        Monthly PED in CP/Communication Log

March 2022

Policy Council: March 18
March 5: EHS PLC
March 12: HS PLC
March 18 & 25: Self-Assessment Committees

CLASS

DUE:
Mar 5:   Module: Fire/Tornado Drill Log

Mar 31: Heights and Weights
        Monthly PED/Communication Log
        Staff Video Planning Forms

April 2022

Policy Council: April 15
April 1 : Health Advisory Board
April 1: EHS PLC

Agency All Staff TBA
EHS HOVRS & Fidelity Tool

DUE:
April 5:   Module: Fire/Tornado Drill Log

April 30: TS GOLD Spring Checkpoints Finalized
        Monthly PED in CP/Communication Log
        Outdoor Equipment and Play Area Inspection

May 2022

Policy Council: May 20
Holiday: May 30
May 6: EHS PLC

By end of program year
EHS- 46 HV/ 22 Socializations
Duration Centers: 136 Days (**7.5 hrs. daily**)
4- 1/2 Day Centers: 128 Days

DUE:
May 5:   Module: Fire/Tornado Drill Log

May 25:   Spring TS GOLD Report Cards
        Update/Completion Status of Family Goals
        Monthly PED in CP/Communication Log

May 31:   Supply Order/ Site Equipment Request Form

June 2022

Policy Council: June 17
June 24: EHS PLC (year-end transition to new year)
June 27: Initial HV/Enrollment Training and Transition to Head Start @ LCSC

Teacher Individual Staff Recruitment Conferences
Petty Cash Audit
Family Service Credential TBD

DUE:
June 30: Records to schools

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