



WCMCA - Head Start Staff Calendar 2022-23



<p>July 2022</p> <p>Policy Council: No Meeting Holiday: July 4 <u>July 12-14:</u> Family Service Credential @ LCSC <u>July 19-21:</u> Family Service Credential @ LCSC</p> <p>DUE: Enrollment paperwork Class days calendar</p> <p>EHS Home Visits Begin</p>	<p>August 2022</p> <p>Policy Council: No Meeting <u>Aug. 2-4:</u> Family Service Credential @ LCSC <u>Aug. 16-17:</u> Training Camp @ Arrowwood <u>Aug. 26:</u> Conscious Discipline @ Grand Arbor</p> <p>DUE: <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 Poster and Signs Checklist</i></p> <p><u>Aug. 31:</u> Enrollment Home Visit Paperwork Playground Safety Plan Equipment Request Forms</p>	<p>September 2022</p> <p>Policy Council: Sept. 16 Holiday: Sept. 5 <u>Sept. 16:</u> EHS PLC-Videos/Planning Forms due</p> <p>Staff Emergency Agreements Petty Cash Audit</p> <p>DUE: <u>Sept. 15:</u> See August EHS Coaching Strengths and Needs Assessment <u>Modules:</u> Staff Emergency Agreement Fire/Tornado Drill Log</p> <p><u>Sept. 30:</u> HS Coaching Strengths and Needs Assessment</p>
<p>October 2022</p> <p>Policy Council: Oct. 21 <u>Oct. 7:</u> HS PLC <u>Oct. 20-21:</u> MEA (optional PTO) Physicals Due: 30 calendar days from first day of class Screenings Due: 45 calendar days from first day of class EHS HOVRS/PFHB Fidelity Observation Petty Cash Audit</p> <p>DUE: <u>Oct. 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Oct. 15:</u> Petty Cash Reconciliation</p> <p><u>Oct. 31:</u> TS GOLD Fall Checkpoints Finalized Fall Heights and Weights Facility Health & Safety Inspection</p>	<p>November 2022</p> <p>Policy Council: Nov. 18 Holidays: Nov. 11, 24, 25 <u>Nov. 4:</u> Health Advisory Board <u>Nov. 4:</u> EHS PLC Fall Data Analysis HS CLASS Observation</p> <p>DUE: <u>Nov. 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Nov. 30:</u> Report Cards HS/Conference Forms EHS Family Assessment & Initial Goal Setting Fall Data Analysis</p>	<p>December 2022</p> <p>Policy Council: No Meeting Holidays: Dec. 23, 26 <u>Dec. 9:</u> Planning Day @ Grand Arbor <u>Dec. 27-31:</u> EHS/HS closed</p> <p>DUE: <u>Dec. 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p>

*Monthly Forms due by the 5th of the month: Menus, Medication Logs (whether or not medication has been administered), Home Visits, Classroom Calendar & Newsletter w/Health Literacy component, In-kind, Staff Mileage, Team Meeting Minutes, Family Event Socialization Info, PED documented in ChildPlus Communication Log



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<p>January 2023</p> <p>Policy Council: Jan. 20 Holidays: Jan. 2, 16 <u>Jan. 13:</u> HS PLC-Videos/Planning forms due <u>Jan. 20:</u> EHS PLC-Videos/Planning forms due</p> <p>DUE: <u>Jan. 5:</u> Winter Supply Order Facility Health and Safety Inspection <i>*This includes Classroom/Socialization Posters and Signs Checklist</i> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Jan. 31:</u> Video Planning Forms for all staff members Winter Checkpoints Due Facility Health & Safety Inspection</p>	<p>February 2023</p> <p>Policy Council: Feb. 17 Holiday: Feb. 20 <u>Feb. 10:</u> Recruitment/Enrollment Training Teachers @ LCSC</p> <p>DUE: <u>Feb. 5:</u> Enter Actions for HV/PC in Child Plus <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Feb. 28:</u> Review/Update Family Goals in CP -Do not turn in Report Cards/Family Conference Forms</p>	<p>March 2023</p> <p>Policy Council: Mar. 17 <u>Mar. 3:</u> EHS & HS PLC's-Videos/Planning forms due for HS <u>Mar. 24, 31:</u> Self-Assessment Committees HS CLASS Observation</p> <p>DUE: <u>Mar. 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Mar. 31:</u> Heights and Weights Video Planning Forms for all staff members Facility Health & Safety Inspection</p>
<p>April 2023</p> <p>Policy Council: Apr. 21 <u>Apr. 7:</u> Health Advisory Board EHS HOVRS & PFHB Fidelity Observation</p> <p>DUE: <u>Apr. 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>Apr. 30:</u> TS GOLD Spring Checkpoints Finalized Outdoor Equipment and Play Area Inspection</p>	<p>May 2023</p> <p>Policy Council: May 19 Holiday: May 29 <u>May 19:</u> EHS PLC- Video/Planning forms due</p> <p><i>*By end of program year*</i> EHS- 46 HV/ 22 Socializations Duration Centers: 136 Days (7.5 hrs. daily) 3- 1/2 Day Centers: 128 Days</p> <p>DUE: <u>May 5:</u> <u>Module:</u> Fire/Tornado Drill Log</p> <p><u>May 25:</u> Spring TS GOLD Report Cards Update/Completion Status of Family Goals Spring Data Analysis</p> <p><u>May 31:</u> Supply Order/ Site Equipment Request Form</p>	<p>June 2023</p> <p>Policy Council: No meeting Holiday: June 19 <u>June 21-22:</u> Initial HV/Enrollment Training and Transition to Head Start @ LCSC <u>June 16:</u> EHS Program Year Transition Meeting Individual Teacher Recruitment Conferences Petty Cash Audit</p> <p>DUE: <u>June 30:</u> Records to schools</p>

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