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| <p>July 2023</p> <p>July 4: Holiday July 19: EHS and HS DAP Training @ LCSC July 26: EHS PIWI Training @ Grant County Offices Building</p> <p>No Meeting: Policy Council EHS Home visits begin this month.</p> <p>Due by July 31:</p> <ol style="list-style-type: none"> 1. Enrollment Paperwork 2. Class Days Calendar | <p>August 2023</p> <p>Aug. 2: EHS and HS DAP Training @ Perham Head Start Aug. 16: New Staff Orientation @ Elbow Lake Office Aug. 24: First Aid/CPR Training @ LCSC Aug. 30 and 31: Training Camp @ Thumper Pond</p> <p>No Meeting: Policy Council</p> <p>Due before classes begin:</p> <ol style="list-style-type: none"> 1. Outdoor Equipment and Play Area Inspection 2. Playground Safety Plan (ATCC only) 3. Emergency Response Procedures 4. Classroom/Socialization Poster and Signs Checklist 5. Staff Emergency Agreements <p>Due by Aug. 31:</p> <ol style="list-style-type: none"> 1. Enrollment Home Visit Paperwork 2. Playground Safety Plan (All Centers, but ATCC) 3. Equipment Request Forms | <p>September 2023</p> <p>Sept. 4: Holiday Sept. 15: Policy Council Sept. 22: EHS PLC-Set goal in CP Sept. 29: Hearing and Vision Screening Training @ Grant County Offices Building</p> <p>Due by Sept. 5:</p> <ol style="list-style-type: none"> 1. Fire/Tornado Drills Logged <p>Due by Sept. 29:</p> <ol style="list-style-type: none"> 1. Petty Cash Audit 2. HS Coaching Strengths and Needs Assessment 3. EHS Coaching Strengths and Needs Assessment 4. EHS HOVRS/PFHB Fidelity Observations 5. Policy Council Rep. Election |
| <p>October 2023</p> <p>Oct. 6: HS PLC Oct. 13: First Aid/CPR Training @ LCSC Oct. 20: Policy Council Oct. 19-20: MEA-No Centers in session</p> <p>Physicals Due: 30 calendar days from first day of class Screenings Due: 45 calendar days from first day of class</p> <p>Due by Oct. 5:</p> <ol style="list-style-type: none"> 1. Fire/Tornado Drills Logged <p>Due by Oct. 31:</p> <ol style="list-style-type: none"> 1. Petty Cash Audit 2. TS GOLD Fall Checkpoints Finalized 3. Fall Heights and Weights 4. HS CLASS Observations | <p>November 2023</p> <p>Nov. 3: Health Advisory Board Nov. 3: EHS PLC Nov. 10: Holiday Nov. 17: Policy Council Nov. 23 and 24: Holidays</p> <p>Due by Nov. 5:</p> <ol style="list-style-type: none"> 1. Fire Drill Logged <p>Due by Nov. 30:</p> <ol style="list-style-type: none"> 1. HS Report Cards/EHS Conference Forms 2. Family Assessment & Initial Goal Setting 3. Fall Data Analysis | <p>December 2023</p> <p>Dec. 8: Planning Day @ Grand Arbor Dec. 25 and 26: Holidays Dec. 25-29: EHS/HS Closed</p> <p>Due by Dec. 5:</p> <ol style="list-style-type: none"> 1. Fire Drill Logged |

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



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| <p>January 2024</p> <p>Jan. 1: Holiday Jan. 5: HS PLC-Videos/Planning forms due Jan. 12: EHS PLC-Videos/Planning forms due Jan. 15: Holiday Jan. 19: Policy Council</p> <p>Due by Jan. 5:</p> <ol style="list-style-type: none"> 1. Fire Drill Logged 2. Winter Supply Order 3. Classroom/Socialization Posters and Signs Checklist <p>Due by Jan. 31:</p> <ol style="list-style-type: none"> 1. Video Planning Forms for All Staff Members 2. TS Gold Winter Checkpoints Finalized 3. Facility Health & Safety Inspection Completed by Staff | <p>February 2024</p> <p>Feb. 9: Recruitment/Enrollment Training Teachers @ LCSC Feb. 16: Policy Council Feb. 19: Holiday</p> <p>Due by Feb. 5:</p> <ol style="list-style-type: none"> 1. Fire Drill Logged <p>Due by Feb. 29:</p> <ol style="list-style-type: none"> 1. Review/Update Family Goals in ChildPlus (Do not turn in Family Goals/Assessment forms.) 2. HS Report Cards/EHS Family Conference Forms 3. Enter Actions for HV/PC in ChildPlus | <p>March 2024</p> <p>Mar. 1: EHS PLC-Videos/Planning forms due Mar. 8: HS PLC-Videos/Planning forms due Mar. 15: Policy Council/Self-Assessment Committees Mar. 22, 29: Self-Assessment Committees</p> <p>Due by Mar. 5:</p> <ol style="list-style-type: none"> 1. Fire Drill Logged <p>Due by Mar. 15:</p> <ol style="list-style-type: none"> 1. Winter Data Analysis <p>Due by Mar. 29:</p> <ol style="list-style-type: none"> 1. Heights and Weights 2. Video Planning Forms for All Staff Members 3. EHS HOVRS/PFHB Fidelity Observations |
| <p>April 2024</p> <p>Apr. 5: Health Advisory Board Apr. 12: WCMCA All Staff Apr. 19: Policy Council</p> <p>Due by Apr. 5:</p> <ol style="list-style-type: none"> 1. Fire/Tornado Drills Logged <p>Due by Apr. 30:</p> <ol style="list-style-type: none"> 1. TS GOLD Spring Checkpoints Finalized 2. Outdoor Equipment and Play Area Inspection 3. Facility Health & Safety Inspection Completed by Supervisors 4. HS CLASS Observations | <p>May 2024</p> <p>May 10: EHS PLC-Videos/Planning forms due May 17: Policy Council May 27: Holiday</p> <p>*By end of program year* EHS-46 HV and 22 Socializations Duration Centers: 136 Days (7.5 hrs. daily) 3.5 Day Centers: 128 Days</p> <p>Due by May 5:</p> <ol style="list-style-type: none"> 1. Fire/Tornado Drills Logged <p>Due by May 31:</p> <ol style="list-style-type: none"> 1. Spring TS GOLD Report Cards 2. Update/Completion Status of Family Goals 3. Spring Data Analysis 4. Supply Order/Site Equipment Request Form | <p>June 2024</p> <p>June 14: EHS Program Year Transition Meeting June 19: Holiday June 21: Policy Council June 25-26: Initial HV/Enrollment Training and Transition to Head Start @ LCSC</p> <p>Individual Teacher Recruitment Conferences throughout the month.</p> <p>Due by June 28:</p> <ol style="list-style-type: none"> 1. Records to Schools 2. Petty Cash Audit |

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