



<p>July 2024</p> <p>July 4 and 5: Holidays July 19: Policy Council</p> <p>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 style="text-align: center;">*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>August 2024</p> <p>Aug. 14: New Staff Orientation @ Elbow Lake Office Aug. 16: Policy Council (tentative) Aug. 21 and 22: TSG Curr./Assessment Trng. @ Grand Arbor Aug. 23: First Aid/CPR Training @ LCSC Aug. 27 and 28: Training Camp @ Thumper Pond</p> <p>Due before classes begin:</p> <ol style="list-style-type: none"> 1. Outdoor Equipment and Play Area Inspection 2. Playground Safety Plan 3. Emergency Response Procedures 4. Classroom/Socialization Poster and Signs Checklist 5. Staff Emergency Agreements <p>Due by Aug. 30:</p> <ol style="list-style-type: none"> 1. Enrollment Home Visit Paperwork 2. Equipment Request Forms 	<p>September 2024</p> <p>Sept. 2: Holiday Sept. 20: Policy Council Sept. 20: First Aid/CPR Training @ LCSC Sept. 27: EHS PLC-Set goal in CP Sept. 27: Hearing and Vision Screening Training @ LCSC</p> <p>Due by Sept. 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by Sept. 30:</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 2024</p> <p>Oct. 4: HS PLC-set goal in CP Oct. 4: Assistants' PLC-virtual Oct. 17-18: MEA-No centers in session Oct. 25: Policy Council</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. 7:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place 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 2024</p> <p>Nov. 1: Health Advisory Board Nov. 8: EHS PLC-Videos due Nov. 11: Holiday Nov. 15: Policy Council Elections Nov. 28 and 29: Holidays</p> <p>Due by Nov. 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by Nov. 27:</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 2024</p> <p>Dec. 13: Planning Day @ Grand Arbor Dec. 24 and 25: Holidays Dec. 24-31: EHS/HS Closed</p> <p>No Meeting: Policy Council</p> <p>Due by Dec. 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by Dec. 16:</p> <ol style="list-style-type: none"> 1. Winter Supply Order

**Monthly Forms due by the 5th of the month: Behavior Plan Doc., Classroom Calendar & Newsletter w/Health Literacy & Conscious Discipline, 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*



<p>January 2025</p> <p>Jan. 1: Holiday Jan. 3: HS PLC-Videos due Jan. 3: Assistants' PLC-virtual Jan. 10: EHS PLC-Videos due Jan. 17: Policy Council Jan. 20: Holiday</p> <p>Due by Jan. 6:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged 2. 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 2025</p> <p>Feb. 7: Recruitment/Enrollment Training @ LCSC Feb. 17: Holiday Feb. 21: Policy Council</p> <p>Due by Feb. 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by Feb. 28:</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 2025</p> <p>Mar. 7: HS PLC-Videos due Mar. 7: Assistants' PLC-virtual Mar. 14: Self-Assessment Committees Mar. 21: Policy Council/Self-Assessment Committees Mar. 28: Self-Assessment Committees</p> <p>Due by Mar. 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by Mar. 14:</p> <ol style="list-style-type: none"> 1. Winter Data Analysis <p>Due by Mar. 31:</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 2025</p> <p>Apr. 4: Health Advisory Board Apr. 4: EHS PLC-Videos due Apr. 18: Policy Council Apr. 25: WCMCA All Staff</p> <p>Due by Apr. 7:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place 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 2025</p> <p>May 16: Policy Council May 26: Holiday</p> <p>Due by May 5:</p> <ol style="list-style-type: none"> 1. Evacuation/Shelter-in-Place Drills Logged <p>Due by May 15:</p> <ol style="list-style-type: none"> 1. Supply Order/Site Equipment Request Form <p>Due by May 30:</p> <ol style="list-style-type: none"> 1. Spring TS GOLD Report Cards 2. Update/Completion Status of Family Goals 3. Spring Data Analysis 	<p>June 2025</p> <p>June 13: EHS Program Year Transition Meeting June 17 and 18: Initial HV/Enrollment Training and Transition to Head Start @ LCSC June 19: Holiday June 20: Policy Council</p> <p>Individual Teacher Recruitment Conferences throughout the month.</p> <p>Due by June 30:</p> <ol style="list-style-type: none"> 1. Records to Schools 2. Petty Cash Audit

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