WCMCA - Head Start Staff Calendar 2026-27

July 2026

July 3: Holiday
July 6: EHS/HSP Closed
July 17: Policy Council
July 22: Summer Training @ LCSC

EHS Home visits begin this month.

Due by July 31:
1. Enrollment Paperwork
2. Class Days Calendar

By end of program year
EHS-46 HV and 22 Family Events
Duration Centers: 136 Days (**7.5 hrs. daily**)
3.5 Day Centers: 128 Days

August 2026

Aug. 17: New Staff Orientation @ Elbow Lake Office
Aug. 19 & 20: Summer Training @ Area Hubs
Aug. 21: Policy Council (tentative)
Aug. 24: First Aid/CPR Refresher Training @ LCSC
Aug. 25 and 26: Training Camp @ Lakeside in Perham

Due before classes begin:
1. Outdoor Equipment and Play Area Inspection
2. Playground Safety Plan
3. Emergency Response Procedures
4. Classroom Posters and Signs Checklist
5. Staff Emergency Agreements
6. First Aid Kit Inventory

Due by Aug. 28:
1. Enrollment Home Visit Paperwork
2. Equipment Request Forms

September 2026

Sept. 7: Holiday
Sept. 11 Hearing and Vision Screening Training in Alex
Sept. 18: Policy Council
Sept. 18: First Aid/CPR Initial Training @ LCSC
Sept. 25: EHS PLC

Due by Sept. 10:
1. Evacuation Drill Logged

Due by Sept. 30:
1. Petty Cash Audit
2. EHS HOVRS/PFHB Fidelity Observations
3. Policy Council Rep. Election

October 2026

Oct. 2: HSP PLC
Oct. 2: Assistants PLC-virtual
Oct. 9: Hearing and Vision Screening Training @ LCSC
Oct. 15-16: MEA-No centers in session
Oct. 23: Policy Council

Physicals Due: 30 calendar days from first day of class
Screenings Due: 45 calendar days from first day of class

Due by Oct. 5:
1. Evacuation Drill Logged

Due by Oct. 30:
1. Petty Cash Audit
2. TS GOLD Fall Checkpoints Finalized
3. Fall Heights and Weights
4. HSP CLASS Observations

November 2026

Nov. 6: Health Advisory Board
Nov. 11: Holiday
Nov. 20: Policy Council Elections
Nov. 26 and 27: Holidays

Due by Nov. 5:
1. Evacuation Drill Logged
2. First Quarter Tornado Drill Logged
3. First Aid Kit Inventory

Due by Nov. 30:
1. HSP Report Cards/EHS Family Conference Forms
2. Family Assessment & Initial Goal Setting
3. Coaching Goal Check In #1

December 2026

Dec. 4: Planning Day @ Area Hubs
Dec. 24 and 25: Holidays
Dec. 24-31: EHS/HSP Closed

No Meeting: Policy Council

Due by Dec. 3:
1. Evacuation Drill Logged

Due by Dec. 18:
1. Winter Supply Order/Site Equipment Request Form
2. Fall Data Analysis

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

WCMCA - Head Start Staff Calendar 2026-27

January 2027

Jan. 1: Holiday
Jan. 8: HSP PLC-virtual
Jan. 8: Assistants PLC-virtual
Jan. 15: Policy Council
Jan. 18: Holiday
Jan. 29: EHS PLC-virtual

Due by Jan. 5:
1. Evacuation Drill Logged
2. Classroom Posters and Signs Checklist

Due by Jan. 29:
1. Coaching Goal Check In #2
2. TS Gold Winter Checkpoints Finalized
3. First Aid Kit Inventory

February 2027

Feb. 5: Recruitment/Enrollment Training @ LCSC
Feb. 15: Holiday
Feb. 19: Policy Council

Due by Feb. 4:
1. Evacuation Drill Logged
2. Second Quarter Lockdown Drill Logged

Due by Feb. 26:
1. Review/Update Family Goals in ChildPlus (**Do not turn in Family Goals/Assessment forms.**)
2. HSP Report Cards/EHS Family Conference Forms
3. Enter Actions for HV/PC in ChildPlus

March 2027

Mar. 5: HSP PLC
Mar. 5: Assistants PLC-virtual
Mar. 12: Self-Assessment Committees
Mar. 19: Policy Council/Self-Assessment Committees
Mar. 26: Self-Assessment Committees

Due by Mar. 4:
1. Evacuation Drill Logged

Due by Mar. 12:
1. Winter Data Analysis

Due by Mar. 31:
1. Heights and Weights
2. Coaching Goal Check In #3
3. EHS HOVRS/PFHB Fidelity Observations

April 2027

Apr. 2: Health Advisory Board
Apr. 2: EHS PLC
Apr. 16: Policy Council
Apr. 23: WCMCA All Staff (tentative)

Due by Apr. 5:
1. Evacuation Drill Logged

Due by Apr. 30:
1. TS GOLD Spring Checkpoints Finalized
2. Outdoor Equipment and Play Area Inspection
3. HSP CLASS Observations
4. First Aid Kit Inventory

May 2027

May 21: Policy Council
May 31: Holiday

Due by May 5:
1. Evacuation Drill Logged
2. Third Quarter Tornado Drill Logged

Due by May 14:
1. Start-up Supply Order/Site Equipment Request Form

Due by May 28:
1. HSP Report Cards/EHS Family Conference Forms
2. Update/Completion Status of Family Goals
3. Close/Continue Coaching Goal

June 2027

June 11: EHS Program Year Transition Meeting
June 18: Holiday
June 23: Initial HV/Enrollment Training and Transition to Head Start @ LCSC

Individual Teacher Recruitment Conferences throughout the month.

Due by June 11:
1. Spring Data Analysis

Due by June 30:
1. Records to Schools
2. Petty Cash Audit

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