



***Early Learning & Care
Teacher Accountability Calendar
2023-2024***

Welcome to the 2023-2024 School Year!!

*This is Early Learning & Care's calendar for classroom staff.
It is not intended for parents or the parent board.*

Professional Learning Information

All Professional Learnings will be in person.

Dates are subject to change:

August 28	Pre-Service Day 1	8:30-3:30
August 29	Pre-Service Day 2	8:30-3:30
August 30	Pre-Service Day 3	8:00-3:30
August 31	Staff Orientation Kick-Off	8:00-4:00
September 1	Classroom Planning/Home Visits	Regular Contracted work schedule
October 6	English Lang. Inst. For ELL Students	1:00-4:00
November 3	Planning with Data/PL Teams	1:00-4:00
December 1	Loose Parts – Joyful Learning	1:00-4:00
January 12	Music and Movement	1:00-4:00
February 9	Planning with Data/PL Teams	1:00-4:00
March 1	Universal Design for Learning	1:00-4:00
April 12	TBD	1:00-4:00
May 3	Universal Design for Learning	1:00-4:00

Department Norms

Human dignity is maintained in all interactions.

- No yelling
- Use “I feel messages”
- Respect individual differences
- Value each other’s unique backgrounds and experiences
- Maintain psychological and physical safety in every interaction by being sensitive to others
- Be courteous to everyone

Celebrate our successes.

- Allow time at every event to share team successes
- Acknowledge one another’s efforts

Professional communication

- Timely response (within one day) to parent/site staff/district/central staff
- Go directly to the source to validate information or to address concerns
- Avoid assumptions – and remain open minded
- Avoid emotionally-laden words
- Refrain from carrying emotion forward
- Maintain confidentiality
- Phone communication – remember to use the same tone as if you were meeting with someone in person
- Use a positive tone (respectful) in verbal and written communications
- Create environments for open communication to occur
- Follow up after agreements have been made to ensure completion, commitments/promises kept
- Limit personal calls - No cell phones during work hours with children

Written communication

- Reports are completed on time
- Documents and reports are completed accurately
- Follow through on assignments given
- Maintain confidentiality in storing documents
- Have a staff suggestion box
- Provide written material during meetings to back up what is being said
- Acknowledge staff who turn in paperwork on time
- Provide staff with information and resources in ample time to meet deadlines

Use effective team decision-making strategies.

- Allow time for discussion and process
- Be on time to meetings
- Make sure all staff members are informed
- All players informed of decisions in a timely manner
- Value divergent thinking; look at all sides. Once a decision is made, be united behind it
- Gather staff input from the field, ask what is working and what’s not working during meetings
- When possible, get consensus
- Value our own expertise but be willing to go outside when we need it
- Attack the problem, not the person
- Pull together in a crisis or when need arises. Person who is having crisis lets group know
- Provide time for reflection
- Include all stakeholders
- Provide an answer to an issue

Notify your support person:

- If time lines can’t be met (well in advance so all resources can be pulled in)
- When you are absent, call both your support person and the person responsible for your attendance
- Of any emergencies or hot topics - **NO SURPRISES**
 - 911 emergencies and injuries that require a doctor’s attention
 - CPS referrals
 - Licensing notifications/breaches/reports/visits
 - Grant reviewers/monitor contacts or visits
 - Potential litigation
 - Contract concerns
 - Student/employee safety, lockdowns
 - Staff dissension
 - Worker’s Compensation issues
 - Removal by a police officer
 - Loss of power, water, flooding or any other unusual incident
 - Angry parents

Professional team work

- Be on time to work
- Consistent with break and prep-time schedules
- Provide constructive feedback to each other, focus on strengths

Accountability

<i>When Paperwork is Due</i>	<i>How Often</i>	<i>To Whom</i>
<i>HS Monthly Attendance Input</i>	<i>Daily</i>	<i>Child Plus</i>
<i>ST-FD-Wrap Daily Sign-in Sheets</i>	<i>First of month</i>	<i>Assigned CDS Enrollment</i>
<i>Lesson Plans (weekly)</i>	<i>Every Friday</i>	<i>Assigned Coordinator</i>
<i>Per Diem Time Sheets (email or text)</i>	<i>no later than the 25th of the month</i>	<i>Denise Auzenne</i>
<i>Child Plus Data Entry</i>	<i>25th of the month</i>	<i>Child Plus (May Song)</i>
<i>New Student Heights & Weights</i>	<i>two weeks after enrolled</i>	<i>CD Clerk Enrollment</i>
<i>Form 12/Absence Report</i>	<i>Upon return to work</i>	<i>Dawn Weymouth or Denise Auzenne</i>
<i>Monthly visitor/Staff Sign-in Sheets</i>	<i>Last day of month</i>	<i>Assigned Coordinator</i>
<i>Meal Count Report (yellow copy)</i>	<i>Last day of month</i>	<i>CDS I Serna</i>
<i>Parent Meeting Agenda and Sign-in Sheets</i>	<i>Last day of month</i>	<i>CDS I Serna</i>
<i>Monthly DIS Log Sign-in Sheets</i>	<i>Last day of month</i>	<i>Disability Coordinator</i>
<i>Head Start In-Kind Hours</i>	<i>Last day of month</i>	<i>CDS I Serna</i>
<i>Time Sheets</i>	<i>Last day of month</i>	<i>Dawn Weymouth or Denise Auzenne</i>
<i>Family Partnership/Goal Sheets</i>	<i>Same time as Parent Conferences</i>	<i>CDS I Serna</i>



School Year Start Notes and Reminders

Reminders:

- ✧ Attendance is entered into Child Plus daily by the end of the day (Head Start)
- ✧ Review your students' file prior to the beginning of school
- ✧ Be sure to look over student IEPs, screeners and complete your screening records
- ✧ Request pull-ups and wipes from your nurse as needed for students
- ✧ Review the Health & Safe Environments Checklist and SETA screener when setting up your classroom

45-day Screener Tool

- ✧ ASQ: Ages and Stages Questionnaire
- ✧ ASQ-SE: Ages and Stages Social Emotional Questionnaire

DRDP Requirements

- ✧ For students enrolled after the first day of school, **DRDP are due within 60 calendar days of enrollment.**
HS, Wrap, State:
- ✧ New students enrolled on or prior to Oct. 6th must have a fall, winter and spring DRDP
- ✧ New students enrolled between Oct. 7th and Dec. 22nd must have a winter and spring DRDP.
- ✧ New students enrolled after Dec. 22nd must have a spring DRDP.

Looking Ahead for All Programs:

- ✧ Learning Genie for DRDP opens on September 1st and closes on October 6th
- ✧ Labor Day Holiday is September 4th

HEALTH REMINDERS

For RESCUE and NON-RESCUE medications, a NON-LOCKING (clear plastic) medical box will be used.

Review students' special diets or modifications and post on the **Food, Allergy and Substitution Chart**

August 2023

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
DRDP Starts (12 month Program only) 12-Month FD Programs begin 45/60 day count when child enrolls into your class	1	2	3	4 Lesson Plans Due
7	8	9	10	11 Lesson Plans Due
14	15	16	17	18 Lesson Plans Due
21	22	23	24	25 Lesson Plans Due
28 Welcome Back to School! Pre-service Day 1 8:30-3:30	29 Welcome Back to School! Pre-service Day 2 8:30-3:30	30 Welcome Back to School! Pre-service Day 3 8:30-3:30	31 ELC Staff Orientation Kick-Off 8:00-4:00	

September's Notes and Reminders

Reminders:

- ✧ Set-up the classroom Substitute Binders at the beginning of September
- ✧ Home Visits to be completed during slow start (**State part-day exempt**)
- ✧ Begin gathering student anecdotal observations for the DRDP
- ✧ Parent Orientations to be completed within the first weeks of September
- ✧ **Make sure to conduct a pedestrian safety lesson with your students**
- ✧ Parents need to elect a PC and PAC Representative for Policy Council
- ✧ Heights and Weights need to be completed within first two weeks of enrollment
- ✧ Prioritize screeners by first year students then second year students
- ✧ ASQ-SE should be completed within the first 45 days of students' attendance
- ✧ Dental Varnishes will begin in October. Add your class dates to the calendar
- ✧ **Distribute and start collecting First 5 Family Information Forms from families**

Notes:

All Programs

- ✧ Labor Day Holiday is September 4th
- ✧ Students first day of class is September 5th
- ✧ Learning Genie for 10 month programs DRDP begins on September 5th
- ✧ Home Visits are September 1st – 8th
- ✧ Slow Start is September 5th – 8th

Looking Ahead for All Programs:

- ✧ Continue gathering student anecdotal observations for the DRDP
- ✧ APPLE Bag rotations begins in September

September 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>All Classes:</p> <ul style="list-style-type: none"> *PC & PAC Rep. Names to Coordinator *SCUSD Parents Rights Signed & in student file *Request for Internal Services (RIS) to Sp. Needs Coordinator 	<p>All Classes Continued:</p> <ul style="list-style-type: none"> *Speech & Language Referrals to Sp. Needs Coordinator *Education Data Entry into Child Plus *FPA Goal Sheet to CD Clerk 	<p>Full-Day 12 month only:</p> <ul style="list-style-type: none"> *Rescreen: ASQ & ASQ-SE 		<p>1</p> <p>Classroom Planning & Home Visits</p>
<p>4</p> <p>Labor Day</p> <p>No School</p>	<p>5</p> <p>Slow Start/Home Visits</p> <p>Learning Genie for Fall DRDP begins</p>	<p>6</p> <p>Slow Start/Home Visits</p>	<p>7</p> <p>Slow Start/Home Visits</p>	<p>8</p> <p>Slow Start/Home Visits</p> <p>Lesson Plans Due</p>
<p>11</p> <p>All Classes in Regular Session</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p> <p>Lesson Plans Due</p>
<p>18</p> <p>Heights & Weights Due to CD Clerk</p> <p>For students who start at the beginning of the school year</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>HS PC/State PAC Meeting 9-11am at Hiram Johnson</p>	<p>22</p> <p>Lesson Plans Due</p>
<p>25</p> <p>Child Plus Data Due</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p> <p>Lesson Plans Due</p> <p>Home Visit Verification Form to Coordinator</p> <p>Family Worksheet to CD Clerk</p> <p>First 5 Family Information Forms Due</p> <p>Parent Meeting Plan Due</p> <p>End of Month Paper work Due per page 4</p>

October's Notes and Reminders

Reminders:

All Programs

- ✧ Follow the department Celebration Guidelines for classroom celebrations
- ✧ ASQ screeners to be completed within 45 days of enrollment (to be done during the 1st home visit)
- ✧ ASQ-SE screeners to be completed within 45 days of enrollment (to be done during the 1st home visit)

Notes:

All Programs

- ✧ Learning Genie for Fall DRDP is due on November 3rd

SAFE ENVIRONMENTS:

- ✧ Review daily the Safe & Healthy Environments Checklist.
- ✧ Note fire drills, drop & cover and lockdown drills on log each month.

Looking Ahead:

All Programs:

- ✧ Continue to do ASQ & ASQ-SE screens with students upon their entry to school
- ✧ Set Up parent conference schedule for November
- ✧ Veteran's Day Holiday will be observed on November 10th
- ✧ Parent/Teacher Conference dates for all programs are November 13th – 17th
- ✧ Thanksgiving Break is November 20th – 24th for all programs
- ✧ Learning Genie for Winter DRDP begins on November 6th and is due on February 2nd

October 2023

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Fidelity Tool Environment Checklist Due	3	4	5	6 State Sign-in Sheets Due Lesson Plans Due Professional Learning 1:00 – 4:00
9	10	11	12	13 Lesson Plans Due
16	17	18	19 HS PC Meeting 9-11am at Hiram Johnson	20 Lesson Plans Due
23	24	25 Child Plus Data Due	26	27 Lesson Plans Due 45 day screener results
30	31 End of Month Paper work Due per page 4	<u>All Classes:</u> *Fall DRDP Student Ratings into Learning Genie *Request for Internal Services (RIS) to Sp. Needs Coordinator	<u>All Classes Continued:</u> *Speech & Language Referrals to Sp. Needs Coordinator *ASQ-SE Screener Referrals *Education Data Entry into Child Plus	

November's Notes and Reminders

Reminders:

Head Start/Wrap/Full-Day Programs

- ✧ Learning Genie for DRDP Opens on November 1st
- ✧ **Remember to rescreen any students who did not pass the ASQ & ASQ-SE**
Submit a Request for Internal Services (RIS) form to the appropriate staff should a child need additional support

Notes:

All Programs:

- ✧ **Tooth Brushing Procedures**
 - ✓ Tooth brushing must occur once daily
 - ✓ Children are given a "pea size" amount of toothpaste dispensed separately on a small tab of paper
 - ✓ All toothbrushes are labeled with child's name
 - ✓ Toothbrushes should be properly stored and not touching.
 - ✓ All toothbrushes should be in good condition. Replace frayed toothbrushes
 - ✓ *Effective assistance and assistance from staff are given to encourage proper brushing techniques*
- Review dental varnish schedule for your classroom dates*
- ✧ Veteran's Day Holiday Observed November 10th
- ✧ Thanksgiving Break November 20th – 24th
- ✧ Learning Genie for DRDP Opens on November 1st

Looking Ahead for All Programs:

- ✧ Continue to do ASQ & ASQ-SE screens with students upon their entry to school
- ✧ First 5 follow-up Family Information Forms are coming due
- ✧ Winter Break is December 25th – January 5th for all programs

November 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>All Classes:</p> <p>*Late Enrolled DRDP student ratings</p> <p>*ASQ & ASQ-SE Screener Referrals</p> <p>*Education Data Entry into Child Plus</p>		<p>1</p> <p>State Sign-in Sheets Due</p>	<p>2</p>	<p>3</p> <p>Lesson Plans Due</p> <p>Learning Genie for Fall DRDP ends</p> <p>Professional Learning 1:00 – 4:00</p>
<p>6</p> <p>Learning Genie for Winter DRDP begins</p>	<p>7</p>	<p>8</p>	<p>9</p>	<p>10</p> <p><i>Veteran's Day</i> No School</p>
<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p> <p>HS PC Meeting Elections 9-11am at Hiram Johnson</p>	<p>17</p> <p>Lesson Plans Due</p> <p>Child Plus Data Due</p>
Parent/Teacher Conferences				
<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>	<p>24</p>
Thanksgiving Break – ALL Programs Closed				
<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p> <p>End of Month Paper work Due per page 4</p>	
FPA Goals				

December's Notes and Reminders

Reminders:

- ✧ Continue gathering student anecdotal observations for the DRDP
- ✧ Follow the department Celebration Guidelines for classroom celebrations

Notes:

- ✧ **SAFE ENVIRONMENTS**
 - ✓ Do you have sufficient wood chips around your play equipment?
- ✧ Winter Break Begins December 25th

Looking Ahead to 2024:

All Programs

- ✧ Plan a parent meeting for January based on Parent Meeting Surveys
- ✧ Winter Break continues through January 5th
- ✧ Martin L. King, Jr. Holiday is January 15th

December 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>All Classes:</p> <ul style="list-style-type: none"> *Rescreens for ASQ & ASQ-SE *FPA Goal Sheet to CD Clerk *Education Data Entry into Child 				<p>1</p> <p>Lesson Plans Due</p> <p>State Sign-in Sheets Due</p> <p>Professional Learning 1:00 – 4:00</p>
4	5	6	<p>7</p> <p>First 5 Follow-up Family Information Forms Due</p>	<p>8</p> <p>Lesson Plans Due</p>
11	12	13	<p>14</p> <p>HS PC Meeting 9-11am at Hiram Johnson</p>	<p>15</p> <p>Lesson Plans Due</p>
18	19	20	21	<p>22</p> <p>Lesson Plans Due</p> <p>End of Month Paper work Due per page 4</p> <p>Enter December Home Visits into Child Plus</p> <p>IDP Home Visit Verification Form to Coordinator</p>
25	26	27	28	29
<p>Winter Break – All Programs Closed</p>				

January's Notes and Reminders

Reminders:

- ✧ Continue gathering student anecdotal observations for the DRDP
- ✧ Follow the department Celebration Guidelines for classroom celebrations

Notes:

- ✧ Winter Break Ends January 5th
- ✧ Martin L. King, Jr. Holiday is January 15th

Looking Ahead:

All Programs

- ✧ Learning Genie for DRDP closes on February 3rd
- ✧ Learning Genie for DRDP opens on February 6th and closes on April 26th
- ✧ Plan a parent meeting for January based on Parent Meeting Surveys
- ✧ Lincoln's Birthday Holiday is February 12th
- ✧ Set up a schedule for the February Parent/Teacher conferences - February 13th - 16th
- ✧ Washington's Birthday Holiday is February 19th

Children with involved parents are:

- More successful in school
- More ambitious
- More self-confident with their identity
- Self-protective and self-reliant
- Less likely to drop out
- Less Susceptible to peer pressure
- Less likely to get in trouble with the law



January 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
Winter Break – All Programs Closed				
8 State Sign-in Sheets Due	9	10	11	12 Lesson Plans Due Professional Learning 1:00 – 4:00
15 <i>Martin L. King, Jr.</i> Holiday No School	16	17	18 HS PC/State PAC Meeting 9-11am at Hiram Johnson	19 Lesson Plans Due
22	23	24	25	26 Lesson Plans Due <u>Child Plus</u> Screener results for new students
29	30	31 End of Month Paper work Due per page 4	Full-Day/Head Start/Wrap: *Education Data Entry into Child Plus	

February's Notes and Reminders

Reminders:

All Programs

- ✧ Safe Environments screening tool due this month
- ✧ Learning Genie for DRDP closes on February 3rd
- ✧ Learning Genie for DRDP Opens on February 5th
- ✧ Lincoln's Birthday Holiday, February 12th
- ✧ Parent Conferences February 13th – 16th
- ✧ Washington's Birthday Holiday, February 19th

Notes:

S.U.P.E.R. vision

S Stop

U Unite and Gather

P Perform a Sweep of the area for children

E Exact Count of children

R Recount and Roll Call your children

HEALTH REMINDER !

Wash hands before and after food preparation, treating a wound, setting the table, dispensing medication, handling animals, contact with blood or other bodily fluids, after removal of gloves

February 2024

Monday	Tuesday	Wednesday	Thursday	Friday
Full-Day/Head Start/Wrap: *Education Data Entry into Child Plus			1 State Sign-in Sheets Due	2 Lesson Plans Due Learning Genie for Winter DRDP ends
5 Learning Genie for Spring DRDP begins	6	7	8	9 Lesson Plans Due Professional Learning 1:00 – 4:00
12 <i>Lincoln's Birthday</i> <i>Holiday</i> No School	13	14	15 HS PC Meeting 9-11am at Hiram Johnson	16 Lesson Plans Due
<div style="border: 1px solid red; background-color: #ffe6e6; padding: 5px; border-radius: 10px;"> Home Visits take place </div>				
19 <i>Washington's Birthday</i> <i>Holiday</i> No School	20	21	22	23 Lesson Plans Due
<div style="border: 1px solid green; background-color: #e6ffe6; padding: 5px; border-radius: 10px;"> FPA Updates </div>				
26	27	28	29 End of Month Paper work Due per page 4 Home Visit Verification Form to Coordinator	

March's Notes and Reminders

Reminders:

- ✧ Do you have any NEW students needing an ASQ & ASQ-SE screening?

Head Start/State/Wrap Programs

- ✧ Closed during Spring Break, March 25th – 29th

Full-Day Programs

- ✧ Open during Spring Break, March 25th – 27th; Closed March 28th – 29th

Notes:

SAFE ENVIRONMENTS:

- ✓ Check those flashlights again and make sure they are working and are "BRIGHT!"
- ✓ Call Nurse for batteries
- ✓ Check bikes and outdoor equipment

Looking Ahead:

Head Start/State/Wrap Programs

- ✧ Closed during Spring Break, March 25th – 29th

Full-Day Programs

- ✧ Spring Break: Open March 25th – 27th and Closed March 28th – 29th

All Programs

- ✧ Start planning the Parent Activity with your parents at the parent meeting
- ✧ Learning Genie for DRDP closes on April 26th

March 2024

Monday	Tuesday	Wednesday	Thursday	Friday
Full-Day/Head Start/Wrap: *Education Data Entry into Child Plus *IDP (LG Child Report) Home Visit Verification Forms				1 State Sign-in Sheets Due Lesson Plans Due Professional Learning 1:00 – 4:00
4	5	6	7	8 Lesson Plans Due
11	12	13	14 HS PC Meeting 9-11am at Hiram Johnson	15 Lesson Plans Due
18	19	20 <u>Child Plus</u> Enter Home Visits	21	22 Lesson Plans Due
25	26	27	28	29 Lesson Plans Due End of Month Paper work Due per page 4 Home Visit Verification Form to Coordinator
Spring Break: Head Start/State/Wrap Programs Closed all week – Full-Day Programs Open 25th-27th, closed 28th - 29th				

April's Notes and Reminders

Reminders:

All Programs

- ✧ Learning Genie for DRDP closes on April 26th

Notes:

✧ SAFE ENVIRONMENTS:

- ✓ Check refrigerator thermometers
- ✓ Clean refrigerator
- ✓ Clean meal cart

Looking Ahead:

Head Start Programs

- ✧ Plan and Schedule your Parent Activity for May
- ✧ Parent Conference are May 6th – 10th
- ✧ Memorial Day Holiday is May 27th

April 2024

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 State Sign-in Sheets Due	2	3	4	5 Lesson Plans Due
8	9	10	11	12 Lesson Plans Due Professional Learning 1:00 – 4:00
15	16	17	18 HS PC Meeting 9-11am at Hiram Johnson	19 Lesson Plans Due
22	23	24	25	26 Lesson Plans Due Learning Genie for Spring DRDP closes End of Month Paper work Due per page 4
29 Any Student enrolled after April 26 needs a Spring DRDP	30	<u>Full-Day/Head Start/Wrap:</u> *Education Data Entry into Child Plus		

May's Notes and Reminders

Reminders:

State Programs

- ✧ *Work on completing DRDP Parent Surveys*
- ✧ *Parent Conference are May 6th – 10th*
- ✧ *Memorial Day Holiday is May 27th*

Notes:

- ✧ *Preparation for Summer Deep Cleaning begins June 14th*

Looking Ahead:

All 10 Month Programs

- ✧ *Last day of school with children is June 13th*
- ✧ *Teachers close their classrooms on June 14th*
- ✧ *Please submit Celebration form for the End of School Year Celebration*

May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1 State Sign-in Sheets Due	2	3 Lesson Plans Due Professional Learning 1:00 – 4:00
6	7	8	9	10 Lesson Plans Due
Parent/Teacher Conferences				
13	14	15	16 HS PC/State PAC Meeting 9-11am at Hiram Johnson	17 Lesson Plans Due
20	21	22	23	24 Lesson Plans Due
27 Memorial Day No School	28 <div style="text-align: center; background-color: #d4edda; border: 1px solid #c3e6cb; padding: 5px;">FPA Close Out</div>	29	30	31 End of Month Paper work Due per page 4 Full-Day/Head Start/Wrap: *FPA Goal Sheet #3 due to CD Clerk State: *DRDP Parent Survey

June's Notes and Reminders

Reminders:

Head Start/State/Wrap Programs

- ✧ *All paperwork is due the June 14th*
- ✧ *Distribute any student Medications to parents on the last day of class*
- ✧ *Complete classroom inventory*

Full Day Programs

- ✧ *Continue on through summer*

Notes:

Preparing for Summer Deep Cleaning:

- ✓ *Complete Classroom Inventory*
- ✓ *Put Away All Classroom Materials*
 - *Chairs up on Table*
 - *School Supplies and Materials Bagged or Boxed*
- ✓ *Take All Personal Belongings Home with You*

Looking Ahead:

Full Day Programs

- ✧ *Full-Day 12 month classes to continue through July & August*
- ✧ *Independence Day Holiday is July 4th*
- ✧ *New school year start is August 1st*

June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
3 State Sign-in Sheets Due FPA Close Out	4	5	6	7 Lesson Plans Due
10	11	12	13 HS PC Meeting 9-11am at Hiram Johnson	14 Lesson Plans Due
17	18	19	20 Last Day of School for children in 10 Month Programs!	21 10 Month Teachers Close Classrooms – paperwork due Lesson Plans Due (12 month programs only)
24	25	26	27	28 Lesson Plans Due (12 month programs only) End of Month Paper work Due per page 4 (12 month programs only)

Preparing for Summer Deep Cleaning:

- ✓ Complete Classroom Inventory
- ✓ Put Away All Classroom Materials
 - Chairs up on Table
 - School Supplies and Materials Bagged or Boxed
- ✓ Take All Personal Belongings Home with You

July and August's Notes and Reminders

Reminders:

Full-Day Programs

- ✧ *Complete classroom inventory*
- ✧ *Independence Day Holiday is July 4th*

Notes:

- ✧ *When doing water play, have the children wash the toys. This is a fun way to get them all cleaned up!*

Looking Ahead:

Full Day Programs

- ✧ *First day of New School Year is August 1st*

July 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 State Sign-in Sheets Due Learning Genie DRDP opens for Full-Day Students enrolled in May & June	2	3	4 <i>Independence Day</i> No School	5 Lesson Plans Due
8	9	10	11	12 Lesson Plans Due
15	16	17	18	19 Lesson Plans Due
22	23	24	25	26 Lesson Plans Due
29	30	31 End of Month Paper work Due per page 4 Learning Genie DRDP closes		

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1 State Sign-in Sheets Due	2 Lesson Plans Due
5	6	7	8	9 Lesson Plans Due
12	13	14	15	16 Lesson Plans Due
19	20	21	22	23 Lesson Plans Due
26	27	28	29 End of Month Paper work Due per page 4	30

General Notes and Helpful Information

Abbreviations

ADA = Americans with Disabilities Act
ASQ = Ages and Stages Questionnaire
ASQ-SE = Ages and Stages Questionnaire-Social Emotional
CDS = Child Development Specialist
CSPP = California State Preschool Program
DIS Log = Designated Instruction Services
DRDP = Desired Results Developmental Profile
EAR = Education Accountability Record
ECERS = Early Childhood Environmental Rating Scale
FD = Full-Day
FPA = Family Partnership Agreement
FPM = Federal Program Monitoring (State-required triennial program monitoring)
HS = Head Start
IDP = Individualized Development Plan
IEP = Individualized Education Plan
NAEYC = National Association for the Education of Young Children (www.naeyc.org)
PAC = Parent Advisory Committee (State Preschool)
PC = Policy Committee (Head Start)
PIP = Program Improvement Plan
PIR = Program Information Report
PPP = Parent Participation Preschool
QRIS = Quality Rating Improvement System
RT = Resource Teacher
SCL = School Community Liaison
SCOE = Sacramento Country Office of Education
ST = State Preschool (may also be referred to as CSPP)
TBD = To Be Determined
Wrap = Start Preschool/Head Start

45 and 60 Day Timelines 2023-2024

Enrolled	45 Day	60 Day
1-Jul-24	15-Aug-24	30-Aug-24
2-Jul-24	16-Aug-24	31-Aug-24
3-Jul-24	17-Aug-24	1-Sep-24
4-Jul-24	18-Aug-24	2-Sep-24
5-Jul-24	19-Aug-24	3-Sep-24
6-Jul-24	20-Aug-24	4-Sep-24
7-Jul-24	21-Aug-24	5-Sep-24
8-Jul-24	22-Aug-24	6-Sep-24
9-Jul-24	23-Aug-24	7-Sep-24
10-Jul-24	24-Aug-24	8-Sep-24
11-Jul-24	25-Aug-24	9-Sep-24
12-Jul-24	26-Aug-24	10-Sep-24
13-Jul-24	27-Aug-24	11-Sep-24
14-Jul-24	28-Aug-24	12-Sep-24
15-Jul-24	29-Aug-24	13-Sep-24
16-Jul-24	30-Aug-24	14-Sep-24
17-Jul-24	31-Aug-24	15-Sep-24
18-Jul-24	1-Sep-24	16-Sep-24
19-Jul-24	2-Sep-24	17-Sep-24
20-Jul-24	3-Sep-24	18-Sep-24
21-Jul-24	4-Sep-24	19-Sep-24
22-Jul-24	5-Sep-24	20-Sep-24
23-Jul-24	6-Sep-24	21-Sep-24
24-Jul-24	7-Sep-24	22-Sep-24
25-Jul-24	8-Sep-24	23-Sep-24
26-Jul-24	9-Sep-24	24-Sep-24
27-Jul-24	10-Sep-24	25-Sep-24
28-Jul-24	11-Sep-24	26-Sep-24
29-Jul-24	12-Sep-24	27-Sep-24
30-Jul-24	13-Sep-24	28-Sep-24
31-Jul-24	14-Sep-24	29-Sep-24
1-Aug-24	15-Sep-24	30-Sep-24
2-Aug-24	16-Sep-24	1-Oct-24

Enrolled	45 Day	60 Day
3-Aug-24	17-Sep-24	2-Oct-24
4-Aug-24	18-Sep-24	3-Oct-24
5-Aug-24	19-Sep-24	4-Oct-24
6-Aug-24	20-Sep-24	5-Oct-24
7-Aug-24	21-Sep-24	6-Oct-24
8-Aug-24	22-Sep-24	7-Oct-24
9-Aug-24	23-Sep-24	8-Oct-24
10-Aug-24	24-Sep-24	9-Oct-24
11-Aug-24	25-Sep-24	10-Oct-24
12-Aug-24	26-Sep-24	11-Oct-24
13-Aug-24	27-Sep-24	12-Oct-24
14-Aug-24	28-Sep-24	13-Oct-24
15-Aug-24	29-Sep-24	14-Oct-24
16-Aug-24	30-Sep-24	15-Oct-24
17-Aug-24	1-Oct-24	16-Oct-24
18-Aug-24	2-Oct-24	17-Oct-24
19-Aug-24	3-Oct-24	18-Oct-24
20-Aug-24	4-Oct-24	19-Oct-24
21-Aug-24	5-Oct-24	20-Oct-24
22-Aug-24	6-Oct-24	21-Oct-24
23-Aug-24	7-Oct-24	22-Oct-24
24-Aug-24	8-Oct-24	23-Oct-24
25-Aug-24	9-Oct-24	24-Oct-24
26-Aug-24	10-Oct-24	25-Oct-24
27-Aug-24	11-Oct-24	26-Oct-24
28-Aug-24	12-Oct-24	27-Oct-24
29-Aug-24	13-Oct-24	28-Oct-24
30-Aug-24	14-Oct-24	29-Oct-24
31-Aug-24	15-Oct-24	30-Oct-24
1-Sep-24	16-Oct-24	31-Oct-24
2-Sep-24	17-Oct-24	1-Nov-24
3-Sep-24	18-Oct-24	2-Nov-24
4-Sep-24	19-Oct-24	3-Nov-24

Enrolled	45 Day	60 Day
5-Sep-24	20-Oct-24	4-Nov-24
6-Sep-24	21-Oct-24	5-Nov-24
7-Sep-24	22-Oct-24	6-Nov-24
8-Sep-24	23-Oct-24	7-Nov-24
9-Sep-24	24-Oct-24	8-Nov-24
10-Sep-24	25-Oct-24	9-Nov-24
11-Sep-24	26-Oct-24	10-Nov-24
12-Sep-24	27-Oct-24	11-Nov-24
13-Sep-24	28-Oct-24	12-Nov-24
14-Sep-24	29-Oct-24	13-Nov-24
15-Sep-24	30-Oct-24	14-Nov-24
16-Sep-24	31-Oct-24	15-Nov-24
17-Sep-24	1-Nov-24	16-Nov-24
18-Sep-24	2-Nov-24	17-Nov-24
19-Sep-24	3-Nov-24	18-Nov-24
20-Sep-24	4-Nov-24	19-Nov-24
21-Sep-24	5-Nov-24	20-Nov-24
22-Sep-24	6-Nov-24	21-Nov-24
23-Sep-24	7-Nov-24	22-Nov-24
24-Sep-24	8-Nov-24	23-Nov-24
25-Sep-24	9-Nov-24	24-Nov-24
26-Sep-24	10-Nov-24	25-Nov-24
27-Sep-24	11-Nov-24	26-Nov-24
28-Sep-24	12-Nov-24	27-Nov-24
29-Sep-24	13-Nov-24	28-Nov-24
30-Sep-24	14-Nov-24	29-Nov-24
1-Oct-24	15-Nov-24	30-Nov-24
2-Oct-24	16-Nov-24	1-Dec-24
3-Oct-24	17-Nov-24	2-Dec-24
4-Oct-24	18-Nov-24	3-Dec-24
5-Oct-24	19-Nov-24	4-Dec-24
6-Oct-24	20-Nov-24	5-Dec-24
7-Oct-24	21-Nov-24	6-Dec-24

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
8-Oct-24	22-Nov-24	7-Dec-24
9-Oct-24	23-Nov-24	8-Dec-24
10-Oct-24	24-Nov-24	9-Dec-24
11-Oct-24	25-Nov-24	10-Dec-24
12-Oct-24	26-Nov-24	11-Dec-24
13-Oct-24	27-Nov-24	12-Dec-24
14-Oct-24	28-Nov-24	13-Dec-24
15-Oct-24	29-Nov-24	14-Dec-24
16-Oct-24	30-Nov-24	15-Dec-24
17-Oct-24	1-Dec-24	16-Dec-24
18-Oct-24	2-Dec-24	17-Dec-24
19-Oct-24	3-Dec-24	18-Dec-24
20-Oct-24	4-Dec-24	19-Dec-24
21-Oct-24	5-Dec-24	20-Dec-24
22-Oct-24	6-Dec-24	21-Dec-24
23-Oct-24	7-Dec-24	22-Dec-24
24-Oct-24	8-Dec-24	23-Dec-24
25-Oct-24	9-Dec-24	24-Dec-24
26-Oct-24	10-Dec-24	25-Dec-24
27-Oct-24	11-Dec-24	26-Dec-24
28-Oct-24	12-Dec-24	27-Dec-24
29-Oct-24	13-Dec-24	28-Dec-24
30-Oct-24	14-Dec-24	29-Dec-24
31-Oct-24	15-Dec-24	30-Dec-24
1-Nov-24	16-Dec-24	31-Dec-24
2-Nov-24	17-Dec-24	1-Jan-25
3-Nov-24	18-Dec-24	2-Jan-25
4-Nov-24	19-Dec-24	3-Jan-25
5-Nov-24	20-Dec-24	4-Jan-25
6-Nov-24	21-Dec-24	5-Jan-25
7-Nov-24	22-Dec-24	6-Jan-25
8-Nov-24	23-Dec-24	7-Jan-25
9-Nov-24	24-Dec-24	8-Jan-25
10-Nov-24	25-Dec-24	9-Jan-25
11-Nov-24	26-Dec-24	10-Jan-25
12-Nov-24	27-Dec-24	11-Jan-25

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
13-Nov-24	28-Dec-24	12-Jan-25
14-Nov-24	29-Dec-24	13-Jan-25
15-Nov-24	30-Dec-24	14-Jan-25
16-Nov-24	31-Dec-24	15-Jan-25
17-Nov-24	1-Jan-25	16-Jan-25
18-Nov-24	2-Jan-25	17-Jan-25
19-Nov-24	3-Jan-25	18-Jan-25
20-Nov-24	4-Jan-25	19-Jan-25
21-Nov-24	5-Jan-25	20-Jan-25
22-Nov-24	6-Jan-25	21-Jan-25
23-Nov-24	7-Jan-25	22-Jan-25
24-Nov-24	8-Jan-25	23-Jan-25
25-Nov-24	9-Jan-25	24-Jan-25
26-Nov-24	10-Jan-25	25-Jan-25
27-Nov-24	11-Jan-25	26-Jan-25
28-Nov-24	12-Jan-25	27-Jan-25
29-Nov-24	13-Jan-25	28-Jan-25
30-Nov-24	14-Jan-25	29-Jan-25
1-Dec-24	15-Jan-25	30-Jan-25
2-Dec-24	16-Jan-25	31-Jan-25
3-Dec-24	17-Jan-25	1-Feb-25
4-Dec-24	18-Jan-25	2-Feb-25
5-Dec-24	19-Jan-25	3-Feb-25
6-Dec-24	20-Jan-25	4-Feb-25
7-Dec-24	21-Jan-25	5-Feb-25
8-Dec-24	22-Jan-25	6-Feb-25
9-Dec-24	23-Jan-25	7-Feb-25
10-Dec-24	24-Jan-25	8-Feb-25
11-Dec-24	25-Jan-25	9-Feb-25
12-Dec-24	26-Jan-25	10-Feb-25
13-Dec-24	27-Jan-25	11-Feb-25
14-Dec-24	28-Jan-25	12-Feb-25
15-Dec-24	29-Jan-25	13-Feb-25
16-Dec-24	30-Jan-25	14-Feb-25
17-Dec-24	31-Jan-25	15-Feb-25
18-Dec-24	1-Feb-25	16-Feb-25

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
19-Dec-24	2-Feb-25	17-Feb-25
20-Dec-24	3-Feb-25	18-Feb-25
21-Dec-24	4-Feb-25	19-Feb-25
22-Dec-24	5-Feb-25	20-Feb-25
23-Dec-24	6-Feb-25	21-Feb-25
24-Dec-24	7-Feb-25	22-Feb-25
25-Dec-24	8-Feb-25	23-Feb-25
26-Dec-24	9-Feb-25	24-Feb-25
27-Dec-24	10-Feb-25	25-Feb-25
28-Dec-24	11-Feb-25	26-Feb-25
29-Dec-24	12-Feb-25	27-Feb-25
30-Dec-24	13-Feb-25	28-Feb-25
31-Dec-24	14-Feb-25	1-Mar-25
1-Jan-25	15-Feb-25	2-Mar-25
2-Jan-25	16-Feb-25	3-Mar-25
3-Jan-25	17-Feb-25	4-Mar-25
4-Jan-25	18-Feb-25	5-Mar-25
5-Jan-25	19-Feb-25	6-Mar-25
6-Jan-25	20-Feb-25	7-Mar-25
7-Jan-25	21-Feb-25	8-Mar-25
8-Jan-25	22-Feb-25	9-Mar-25
9-Jan-25	23-Feb-25	10-Mar-25
10-Jan-25	24-Feb-25	11-Mar-25
11-Jan-25	25-Feb-25	12-Mar-25
12-Jan-25	26-Feb-25	13-Mar-25
13-Jan-25	27-Feb-25	14-Mar-25
14-Jan-25	28-Feb-25	15-Mar-25
15-Jan-25	1-Mar-25	16-Mar-25
16-Jan-25	2-Mar-25	17-Mar-25
17-Jan-25	3-Mar-25	18-Mar-25
18-Jan-25	4-Mar-25	19-Mar-25
19-Jan-25	5-Mar-25	20-Mar-25
20-Jan-25	6-Mar-25	21-Mar-25
21-Jan-25	7-Mar-25	22-Mar-25
22-Jan-25	8-Mar-25	23-Mar-25
23-Jan-25	9-Mar-25	24-Mar-25

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
24-Jan-25	10-Mar-25	25-Mar-25
25-Jan-25	11-Mar-25	26-Mar-25
26-Jan-25	12-Mar-25	27-Mar-25
27-Jan-25	13-Mar-25	28-Mar-25
28-Jan-25	14-Mar-25	29-Mar-25
29-Jan-25	15-Mar-25	30-Mar-25
30-Jan-25	16-Mar-25	31-Mar-25
31-Jan-25	17-Mar-25	1-Apr-25
1-Feb-25	18-Mar-25	2-Apr-25
2-Feb-25	19-Mar-25	3-Apr-25
3-Feb-25	20-Mar-25	4-Apr-25
4-Feb-25	21-Mar-25	5-Apr-25
5-Feb-25	22-Mar-25	6-Apr-25
6-Feb-25	23-Mar-25	7-Apr-25
7-Feb-25	24-Mar-25	8-Apr-25
8-Feb-25	25-Mar-25	9-Apr-25
9-Feb-25	26-Mar-25	10-Apr-25
10-Feb-25	27-Mar-25	11-Apr-25
11-Feb-25	28-Mar-25	12-Apr-25
12-Feb-25	29-Mar-25	13-Apr-25
13-Feb-25	30-Mar-25	14-Apr-25
14-Feb-25	31-Mar-25	15-Apr-25
15-Feb-25	1-Apr-25	16-Apr-25
16-Feb-25	2-Apr-25	17-Apr-25
17-Feb-25	3-Apr-25	18-Apr-25
18-Feb-25	4-Apr-25	19-Apr-25
19-Feb-25	5-Apr-25	20-Apr-25
20-Feb-25	6-Apr-25	21-Apr-25
21-Feb-25	7-Apr-25	22-Apr-25
22-Feb-25	8-Apr-25	23-Apr-25
23-Feb-25	9-Apr-25	24-Apr-25
24-Feb-25	10-Apr-25	25-Apr-25
25-Feb-25	11-Apr-25	26-Apr-25
26-Feb-25	12-Apr-25	27-Apr-25
27-Feb-25	13-Apr-25	28-Apr-25
28-Feb-25	14-Apr-25	29-Apr-25

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
6-Apr-25	21-May-25	5-Jun-25
7-Apr-25	22-May-25	6-Jun-25
8-Apr-25	23-May-25	7-Jun-25
9-Apr-25	24-May-25	8-Jun-25
10-Apr-25	25-May-25	9-Jun-25
11-Apr-25	26-May-25	10-Jun-25
12-Apr-25	27-May-25	11-Jun-25
13-Apr-25	28-May-25	12-Jun-25
14-Apr-25	29-May-25	13-Jun-25
15-Apr-25	30-May-25	14-Jun-25
16-Apr-25	31-May-25	15-Jun-25
17-Apr-25	1-Jun-25	16-Jun-25
18-Apr-25	2-Jun-25	17-Jun-25
19-Apr-25	3-Jun-25	18-Jun-25
20-Apr-25	4-Jun-25	19-Jun-25
21-Apr-25	5-Jun-25	20-Jun-25
22-Apr-25	6-Jun-25	21-Jun-25
23-Apr-25	7-Jun-25	22-Jun-25
24-Apr-25	8-Jun-25	23-Jun-25
25-Apr-25	9-Jun-25	24-Jun-25
26-Apr-25	10-Jun-25	25-Jun-25
27-Apr-25	11-Jun-25	26-Jun-25
28-Apr-25	12-Jun-25	27-Jun-25
29-Apr-25	13-Jun-25	28-Jun-25
30-Apr-25	14-Jun-25	29-Jun-25
1-May-25	15-Jun-25	30-Jun-25
2-May-25	16-Jun-25	1-Jul-25
3-May-25	17-Jun-25	2-Jul-25
4-May-25	18-Jun-25	3-Jul-25
5-May-25	19-Jun-25	4-Jul-25
6-May-25	20-Jun-25	5-Jul-25
7-May-25	21-Jun-25	6-Jul-25
8-May-25	22-Jun-25	7-Jul-25
9-May-25	23-Jun-25	8-Jul-25
10-May-25	24-Jun-25	9-Jul-25
11-May-25	25-Jun-25	10-Jul-25

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
12-May-25	26-Jun-25	11-Jul-25
13-May-25	27-Jun-25	12-Jul-25
14-May-25	28-Jun-25	13-Jul-25
15-May-25	29-Jun-25	14-Jul-25
16-May-24	30-Jun-24	15-Jul-24
17-May-24	1-Jul-24	16-Jul-24
17-May-24	1-Jul-24	16-Jul-24
18-May-24	2-Jul-24	17-Jul-24
19-May-24	3-Jul-24	18-Jul-24
20-May-24	4-Jul-24	19-Jul-24
21-May-24	5-Jul-24	20-Jul-24
22-May-24	6-Jul-24	21-Jul-24
23-May-24	7-Jul-24	22-Jul-24
24-May-24	8-Jul-24	23-Jul-24
25-May-24	9-Jul-24	24-Jul-24
26-May-24	10-Jul-24	25-Jul-24
27-May-24	11-Jul-24	26-Jul-24
28-May-24	12-Jul-24	27-Jul-24
29-May-24	13-Jul-24	28-Jul-24
30-May-24	14-Jul-24	29-Jul-24
31-May-24	15-Jul-24	30-Jul-24
1-Jun-24	16-Jul-24	31-Jul-24
2-Jun-24	17-Jul-24	1-Aug-24
3-Jun-24	18-Jul-24	2-Aug-24
4-Jun-24	19-Jul-24	3-Aug-24
5-Jun-24	20-Jul-24	4-Aug-24
6-Jun-24	21-Jul-24	5-Aug-24
7-Jun-24	22-Jul-24	6-Aug-24
8-Jun-24	23-Jul-24	7-Aug-24
9-Jun-24	24-Jul-24	8-Aug-24
10-Jun-24	25-Jul-24	9-Aug-24
11-Jun-24	26-Jul-24	10-Aug-24
12-Jun-24	27-Jul-24	11-Aug-24
13-Jun-24	28-Jul-24	12-Aug-24
14-Jun-24	29-Jul-24	13-Aug-24
15-Jun-24	30-Jul-24	14-Aug-24

<i>Enrolled</i>	<i>45 Day</i>	<i>60 Day</i>
16-Jun-25	31-Jul-25	15-Aug-25
17-Jun-25	1-Aug-25	16-Aug-25
18-Jun-25	2-Aug-25	17-Aug-25
19-Jun-25	3-Aug-25	18-Aug-25
20-Jun-25	4-Aug-25	19-Aug-25
21-Jun-25	5-Aug-25	20-Aug-25
22-Jun-25	6-Aug-25	21-Aug-25
23-Jun-25	7-Aug-25	22-Aug-25
24-Jun-25	8-Aug-25	23-Aug-25
25-Jun-25	9-Aug-25	24-Aug-25
26-Jun-25	10-Aug-25	25-Aug-25
27-Jun-25	11-Aug-25	26-Aug-25
28-Jun-25	12-Aug-25	27-Aug-25
29-Jun-25	13-Aug-25	28-Aug-25
30-Jun-25	14-Aug-25	29-Aug-25

45 Day Deadlines:
Health & Developmental Screeners

60 Day Deadline is for DRDP (1st)



Early Learning & Care

Teacher Notes