

## Center Director – To-Do Lists (Deliverables)

*Please note: Many documents have been revised – please use the most current form, linked here*

### November 2018

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> November 2 <u>OR</u> November 30 8:30 am – 4:00 pm	First Aid CPR Training	Current First Aid CPR cards need to be posted in every classroom for all staff in the classroom.	<a href="#">Training and Meeting Calendar</a> (registration required)
<input type="checkbox"/> November 7	Daily Safe Arrival/Departure/ Transportation Checklist  <b>NOTE:</b> If providing Bus Monitors instead of completing Daily Checklists, Center is exempt from this requirement.	Upload one Sample Checklist from week 6 of your program into Litmos.  <ol style="list-style-type: none"> <li>1. Ensure you're in Learning View</li> <li>2. <b>Learning Path:</b> 2018-19 DELIVERABLES: Transportation Assessment</li> <li>3. <b>Course:</b> 2018-19 xCENTERx (Transportation Assessment)</li> <li>4. <b>Module:</b> Daily Safe Arrival/Departure/Transportation Checklist – Random Sample 1</li> </ol>	<a href="https://psed.litmos.com">https://psed.litmos.com</a>
<input type="checkbox"/> November 7 <u>OR</u> November 9 (choose one) 8:30 am – 3:30 pm	New Staff Training Session 2 of 3	Support New Staff in attending this important training day. Also appropriate for staff new last year that missed Session 2 of New Staff Training.	<a href="#">Training and Meeting Calendar</a> (registration required)
<input type="checkbox"/> November 29 9:00 am – 2:00 pm	Center Director Meeting	Attend monthly meeting to receive updates, provide input, and engage in professional learning with fellow Center Directors.	<a href="#">Center Director Hub</a>
<input type="checkbox"/> As soon as <u>ALL</u> Fall Home Visits are complete	Safe Arrival/Departure Policy Change Tracking Form – “HAVE NOT Authorized”	Complete the “HAVE NOT Authorized” Tracking Form for each classroom session, listing families who have not authorized released to persons under 18 and have been notified of the policy change.  Email completed tracking forms to <a href="#">Venissia Buyco</a> .	<a href="#">Tracking Form - "HAVE NOT Authorized" Safe Arrival Departure due after Fall Home Visits</a>

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### Ongoing

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Monthly	To Do Lists (Deliverables) -Education -Health, Nutrition, Safety -Family Support	Review all lists and ensure that site staff are carrying out deliverables accurately and within established timelines.	<a href="#">To Do/Deliverables section of ELWA</a>
<input type="checkbox"/> Monthly	<b>ECEAP Only:</b> Review Staff Monitoring Report in ELMS and follow-up with staff as needed	Contact Kristyl Riddle ( <a href="mailto:KRiddle@psed.org">KRiddle@psed.org</a> ) with questions.	<a href="http://elms.del.wa.gov">http://elms.del.wa.gov</a>
<input type="checkbox"/> Monthly, 10th of each month	<b>ECEAP Only:</b> ELMS Monthly Report	Submit monthly report in ELMS.	<a href="#">ELMS Monthly Report Instructions</a>
<input type="checkbox"/> Monthly, within 45 days of month's end	Monthly Reimbursement Claim	Submit claims and documentation of expenditures). Questions: Linda Donley ( <a href="mailto:LDonley@psed.org">LDonley@psed.org</a> )	<a href="#">Fiscal section of ELPM</a>
<input type="checkbox"/> Ongoing, as staff are hired	Criminal Record Check (before hire or conditional hire)  Staff Information Form (within 5 days of hire)	Pay close attention to the criminal background check and fingerprint requirements and timelines.  Parent participation in the hiring process is a requirement.	<a href="#">Hiring &amp; Staff Qualifications section of the ELPM</a>
<input type="checkbox"/> Ongoing	Deliverables Calendar	Review Deliverables Calendar for upcoming due dates.	Included in subcontract
<input type="checkbox"/> Ongoing, as needed	Review Find a Classroom	Ensure site addresses and phone numbers are accurate. Send changes to Kristyl Riddle ( <a href="mailto:KRiddle@psed.org">KRiddle@psed.org</a> ).	<a href="#">Find A Classroom page on ELWA</a>
<input type="checkbox"/> Ongoing, as purchases are made	Log purchases into Inventory Database	Purchases valued at \$300 or more logged into EL Inventory Database.	<a href="http://Classes.EarlyLearningWA.org">Classes.EarlyLearningWA.org</a>
<input type="checkbox"/> Ongoing, as needed	Changes to Center Calendars	Submit any calendar revisions to Tiffany Lyons ( <a href="mailto:TLyons@psed.org">TLyons@psed.org</a> ).	

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<input type="checkbox"/> Ongoing, as needed	Prior Approval from PSESD	Obtain written prior approval from Talena Dixon ( <a href="mailto:TDixon@psesd.org">TDixon@psesd.org</a> ) before: <ul style="list-style-type: none"> <li>Enrolling over-income children. Include your Family Engagement Coach and Team Manager on communication about enrollment.</li> <li>Changing class start or end dates.</li> <li>Adding or moving an existing site or class.</li> <li>Adding a new class or changing a classroom location.</li> <li>Beginning a major remodeling of the site, including planned use of space not previously approved by the fire marshal's office or DEL.</li> <li>Changing the number of slots assigned to a site.</li> <li>Changing a service area boundary.</li> <li>Purchasing equipment with unit costs of \$5,000 or greater including ancillary costs, or procuring playground or facility improvements with a total cost of \$5,000 or greater including ancillary costs, paid fully or in part with ECEAP funds.</li> <li>Selling or disposing of equipment purchased using program funds.</li> <li>Changing Center’s legal status, Center Director, or organizational structure related to the program.</li> <li>Implementing exceptions to ECEAP Performance Standards.</li> <li>Scheduling non-student days, if providing Extended Day model.</li> </ul>	Included in subcontract