

## Education – To-Do Lists (Deliverables)

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

### June 2018

June 2018				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	As Soon As Possible	Teachers rescreen any child who did not score “Pass” on all the ASQ areas of development.	<p>Please check your children’s screenings to be sure you have rescreened any area where the child did not score a “Pass”.</p> <p>Be sure you have a Disabilities Services Checklist in the file for any child needing a rescreen.</p>	<p><a href="#">Required 45-Day Screenings Summary Procedure</a></p> <p><a href="#">Disabilities Services Checklist Form</a></p>
<input type="checkbox"/>	As Soon As Possible	Teachers review and sign the Health and Nutrition History Form	Teachers should be reviewing and signing the Health and Nutrition History form that is filled out at enrollment. It provides important information about the family and child that teachers need to know.	<a href="#">Health and Nutrition History Form (1-5 Years)</a>
<input type="checkbox"/>	June and ongoing for extended/full-year sites.	Kindergarten                      Transition Activities	Provide activities and information for children and families who will be transitioning to Kindergarten in the fall.	<a href="#">Family Engagement-Transition section of ELPM</a>

### Ongoing

Ongoing				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	By the 5th of each month for previous month	<b>ECEAP only:</b> Parent-Teacher Conference Time	<b>ECEAP only:</b> Log formal meetings or substantive conversations focused on child’s development between teacher and parent in ELMS.	<a href="#">ELMS website</a>

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<input type="checkbox"/>	Upon child’s entry into the program <i>Or if IFSP/IEP is developed at any time during the school year.</i>	Entering IEP/IFSP information into ELMS and ChildPlus	<b>ECEAP:</b> Teachers enter IEP/IFSP information into ELMS for IEPs developed during the program year. Family support staff enters IEPs for children that come into the program on an IEP. <b>Head Start:</b> Family Support staff enters IEP/IFSP information into ChildPlus.	<a href="#">ELMS website</a>
<input type="checkbox"/>	ASAP after family has requested a referral for their child	Developmental/Behavioral referral to school district	Document referral procedure on the <i>Disabilities Services Checklist</i> . Staff supports the family during the referral and screening process.	<a href="#">Special Services section of ELPM</a> <a href="#">Special Services Resources of the Education and Special Services Hub</a>
<input type="checkbox"/>	Weekly and Ongoing	GOLD Child Observations, Ongoing Assessment and Weekly Lesson Plans	Complete child observations in TS GOLD on a regular basis, complete weekly lesson plans in GOLD and post in the classroom.	<a href="#">Individual School Readiness Goals section of the ELPM</a> <a href="#">Curriculum and Instruction section of the ELPM</a> <a href="#">TS GOLD website</a>

**See [Health Nutrition To-Do List](#) for additional information about:**

- Monthly Menus, Special Diets List/Menu Cover Sheet
- Attendance and Meal Count
- Health & Safety Checklist
- Health/Nutrition/Safety Activity
- Classroom Health Routines and Classroom Safety
- First Aid Inspection