

## Education – 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"/>	As Needed	See September & October 2018 Connector and Education To-Do List (Deliverables) for beginning of the year instructions.	Archived at: <a href="http://www.earlylearningwa.org">www.earlylearningwa.org</a>  <a href="#">Connector Monthly News webpage</a>  <a href="#">To-Do Lists/Deliverables webpage</a>
<input type="checkbox"/>	New Staff: within 4 months of hire	Remaining courses in Learning Path	Returning or New Teaching Staff Learning Paths  Litmos online platform at: <a href="http://psed.litmos.org">psed.litmos.org</a>
<input type="checkbox"/>	Prior to setting first checkpoints	Assign Color Bands, Start Date and complete the <i>Home Language Survey</i> in GOLD	Follow GOLD procedures for assigning correct color bands. Color bands are automatically set for ECEAP. <b>Home Language Survey is required.</b> “Does not Apply” is not an option.  <a href="#">MyTeachingStrategies™ (TS GOLD) website</a>  <a href="#">Ongoing Child Assessment Procedure</a>
<input type="checkbox"/>	By November 15	Finalize GOLD Checkpoints	Finalize GOLD checkpoints for each child on a quarterly basis.  <a href="#">Individual School Readiness Goals</a>  <a href="#">MyTeachingStrategies™ (TS GOLD) website</a>
<input type="checkbox"/>	By November 30	Run the Development and Learning Report (GOLD) and complete Assessment/Goal Setting visits with families.	Use the Development and Learning Report when meeting with families to set quarterly goals. Complete the Individual School Readiness Goals form.  <a href="#">Individual School Readiness Goals</a>  <a href="#">Conferencing With Families.pdf</a>  <a href="#">(TS GOLD) website</a>
<input type="checkbox"/>	ECEAP: By the 5 <sup>th</sup> for previous month Weekly and Ongoing Monthly and Ongoing Preschool Only, Ongoing	Parent/Teacher Conferences  Daily Schedule and Lesson Plan Health/Nutrition Lessons Second Step/CPU	Log formal meetings/substantive conversations in ELMS Post current lesson plan in the classroom. Document in lesson plans Document in lesson plans

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

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