

## Family Support – To-Do Lists (Deliverables)

June 2018				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	June 30	Returning Application and Eligibility Verification Form for EHS and HS	Send to ESD if a child is returning to EHS or Head Start	<a href="#">Temporary Guidance 2018-2019</a>  <a href="#">EN-4 of ERSEA Procedure</a>
<input type="checkbox"/>	June 30	Re-enrollments for HS, ECEAP, and EHS	Send completed Health forms to ESD	<a href="#">EN-4 of ERSEA Procedure</a>
<input type="checkbox"/>	June 30	Transitions Visit	A transition visit enables parents to understand their child’s progress while in an early learning program and enables staff to support the family’s transition into the upcoming school year. Transitions are individualized according to the family transition plan and may include children moving from EHS to Preschool EL, Preschool EL children moving on to kindergarten, or returning families transitioning to a new program year. Staff provide parents with developmental assessment information, end of year health summary, review family progress toward goals set during the year, and child and family strengths noted throughout the year. Any needed community resource information and referrals are also given at this time.	<a href="#">EN-4 of ERSEA Procedure</a>
<input type="checkbox"/>	June 30	4 <sup>th</sup> Staffings	This is the date by which the last interdisciplinary staffings should occur. <i>(Year-round models may hold another staffing during the summer if needed.)</i>	

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Start May	Begin Enrollment for 2018-2019 Program year	After attending the Enrollment ERSEA Training, begin to recruit, select and enroll families for the 2018-2019 program year for part-year programs. Full year programs – continue to recruit and focus on 2017-2018 enrollment and begin to plan for 2018-2019 program year enrollments.	New Enrollment Section will be added to <a href="#">ERSEA Procedure</a>
<input type="checkbox"/>	Past Due	PIR Demographic Data – ALL HS/EHS Models	<p><b>HS/EHS:</b> Complete PIR Family services and demographic data entry on each child in both “At Enrollment” and “At End of Enrollment” fields for part year classes. Continue to enter for full year classes.</p> <p>Check and make sure all Adult Education and Employment Status fields are complete for single parent families and for BOTH parents from two parent families.</p> <p>Enter “Y” for all services Needed or Received for each child/family.</p> <p><b>EHS-HB:</b> Make sure to include pregnancy information for all expectant mothers.</p>	<p><a href="#">Entering PIR Family Services and Demographic Data</a></p> <p><a href="#">Entering Pregnancy Information</a></p>

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Ongoing				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Ongoing	Schedule Peer Literacy or Peer Health Teachback	Training of Peer Literacy and Peer Health educators were completed in March. Newly trained educators are anxious to do a Teachback at their home site and at new sites also. If you referred parents to either of the peer training opportunities and they completed the training, plan to get them scheduled for a Teachback at your site (required), and support parents in their efforts to provide teachbacks at other centers/sites in the coming weeks and months.	<a href="#">Teachback Request Form</a>
<input type="checkbox"/>	May/June	Summer Activity Packets	If you gathered supplies, activity sheets, recreational opportunity information for families to use to support their child’s continued learning during the summer, plan to hand those out as the children leave the programs that do not run in the summer.	
<input type="checkbox"/>	Ongoing	Recruitment	Part-Day models: Recruitment at this time is focused on the 2018-2019 Program year.  Models who operate all year continue recruiting for the 2017-2018 Program year, but also look ahead to the 2018-2019 Program year.	<a href="#">Recruitment Section of the ERSEA Procedure</a>
<input type="checkbox"/>	Upon exit from the program	Exit from the program	<b>Early Head Start and Head Start:</b> Notify Tiffany Matthews ( <a href="mailto:TMatthews@psesd.org">TMatthews@psesd.org</a> ) of any children exiting the program at your site with reason, and transfer information (dates of transfer, and transfer from/to site names) when relevant.  <b>ECEAP:</b> Enter exit date and reason for exit, document in Child/Family updates in ELMS	<a href="#">ELMS Eligibility and Enrollment Manual</a>

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### Ongoing

	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Maintain site representation at Policy Council during the summer months and into fall	Policy Council Representatives		

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

- Monthly Menus, Special Diets List/Menu Cover Sheet