

## Family Support – 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 soon as <u>ALL</u> Fall Home Visits are complete	Safe Arrival/Departure Policy Change Tracking Form – “HAVE NOT Authorized”	<p>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.</p> <p>Email completed tracking forms to <a href="#">Venissia Buyco</a>.</p>	<a href="#">Tracking Form - "HAVE NOT Authorized" Safe Arrival Departure due after Fall Home Visits</a>
<input type="checkbox"/>	Before child’s first day of class	Family Orientation	Each parent/guardian must receive orientation before their child’s first day of school.	<a href="#">Family Engagement Guidance</a>
<input type="checkbox"/>	Within 30 days of the start of school	Overview Interdisciplinary Staffing	Conduct first staffing to better support families.	<a href="#">Staffing Section</a> <a href="#">Interdisciplinary Staffings Procedure</a>
<input type="checkbox"/>	Starting at orientation and enrollment	Parent Committee Meeting	Talk with parents about how they are all members of your center’s Parents Committee, and the role this committee plays with your center’s activities.	<a href="#">Family Engagement Guidance</a>
<input type="checkbox"/>	Starting at orientation and enrollment, and before November	Policy Council Representatives	Talk with parents about Policy Council and hold elections at your site for new and returning representatives	<a href="#">Family Engagement Guidance</a> <a href="#">Policy Council</a>
<input type="checkbox"/>	Starting at orientation and enrollment, and before December	Parent Professional Development	Talk with parents about professional development opportunities and send in referrals.	<a href="#">Family Engagement Guidance</a>
<input type="checkbox"/>	Throughout the program year	Family Home Visits	Meet with parents to complete home visit, support family goals, needs and interests.	<a href="#">Family Engagement Guidance</a>

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<input type="checkbox"/>	Throughout the program year	Interdisciplinary Staffings	<p>Site teams must schedule quarterly Staffings during the year for each child. Schedule Staffings in advance for the year so each child is “staffed” a minimum of four times a year.</p> <ul style="list-style-type: none"> <li>- Overview Staffing (within 30 days of child’s entry into the program)</li> <li>- Two regular Staffings</li> <li>- Transition Staffing</li> <li>- Additional Staffings may be needed for urgent situations or when a family has very high needs</li> </ul>	<a href="#">Interdisciplinary Staffings Procedure</a> <a href="#">Documentation and Reporting - Staffings Section</a>
<input type="checkbox"/>	Starting at beginning of program year	Self-Audit Eligibility	Complete eligibility self-audit for 100% of your files.	<a href="#">Eligibility Self-Audit Checklist</a>
<input type="checkbox"/>	Nov 30	ECEAP Only - Mobility Mentoring Assessment	Complete Mobility Mentoring Assessment by Nov 30	<a href="#">Mobility Mentoring Resources</a>

### Ongoing

	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	By Monday of each week	Attendance and Meal Count	<p>Submit records from previous week.</p> <p>ECEAP: Send directly to Colette or FAX to:  Pierce County (253) 778-7898  King County (425) 917-7898</p> <p>HS/EHS: Send to Tiffany or FAX to:  Pierce County (253) 778-7766  King County (425) 917-7766</p>	<a href="#">Daily Attendance and Meal Count Procedure-HS/EHS</a> <a href="#">Daily Attendance and Meal Count Procedure-ECEAP</a>

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Ongoing				
Due Date	What	Tips	Documents and Links	
<input type="checkbox"/>	Throughout the year	Disability Information (IEP/IFSP)	Enter IEP/IFSP data in ELMS/ChildPlus as children enroll into the program and as they are identified throughout the program year.	Adding Disability Information IEP/IFSP into <a href="#">ChildPlus</a> and <a href="#">ELMS</a>
<input type="checkbox"/>	Throughout the year	Recruitment	Engage in recruitment activities to meet full enrollment throughout the year.	<a href="#">Recruitment</a> Section in Procedure
<input type="checkbox"/>	Throughout the year	Exit from Program	<b>Early Head Start and Head Start:</b> Notify Tiffany Lyons of any children exiting the program at your site. Provide her with the reason for exit and transfer information (dates of transfer, and transfer-from/to sites) when relevant. <b>ECEAP:</b> Enter exit date and reason for exit, document in Child/Family updates in ELMS.	
<input type="checkbox"/>	Throughout the year	Family Events	Staff must provide a minimum of one family event per quarter.	<a href="#">Family Engagement Guidance</a>