

**TITLE I / HEAD START COLLABORATIVE PROJECT
EDUCATION TIME LINE
2010 – 2011**

On-going:

- Developmental Screening/Articulation Supplement completed within 10 days of enrollment and sent to Curriculum Specialist
- Collect First Child’s Work Samples on first day attending school
- First Parent Conference (i.e. Orientation) on new children completed prior to entering school documentation due to Curriculum Specialist within 30 days of enrollment
- Lesson Plans due weekly (Posted each Monday morning)
- Notify Curriculum Specialist the first Friday of every month of the following scheduled events: Special Events, Field trips, Doors to Discovery Unit Parent Invitations, School Site Events (e.g. celebrations, programs, etc)
- Anecdotal Observations (complete daily)
- Communicate with Family Advocate regarding student absences after 3 consecutive days

August:

- Conduct First Parent Conference (Orientation)
- Administer developmental screening - DIAL3 AND Brigance Articulation Supplement
- Begin writing Anecdotal Observations (complete daily)
- Collect First Child’s Work Samples (i.e. developmental picture and writing) on first day
- Developmental Screening/Articulation Supplement due within three weeks of enrollment, forms due to Curriculum Specialist by Friday September 10th.

..... Classroom Observation Focus - Classroom Setup Checklist, room arrangement, classroom charts, items posted on wall, classroom management and organization.....

September:

- Continue writing Anecdotal Observations daily
- Developmental Screening/Articulation Supplement forms due to Curriculum Specialist, Friday, September 10th, 3:00PM. (File original DIAL3 in cum, copy in HS folder, file original Articulation Supplement in HS folder)
- File original First Parent Contact Form in HS folder by September 15th and check off
- First Parent Conferences (i.e. Orientation) completed within 30 calendar days of enrollment, forms due to Curriculum Specialist by Wednesday, September 22nd, 3:00PM

.....Classroom Observation Focus - Classroom Monitoring Checklist.....

October:

- Creative Curriculum Fall Assessment completed and hard copy in child’s folder by Friday, October 15th at 3:00PM
- Plan Initial Home Visits that are due in November

..... Classroom Observation Focus - Assessment/Measurement Outcomes (anecdotal observations, child profiles, individualization, child progress & planning reports)

.....Education Folder Checklist - Part of Central File Review.....

November:

- Collect Second Child’s Work Samples (developmental picture and writing) Friday, November 12th.
- Child Progress and Planning Report must be completed prior to Initial Home Visit and attached to Parent Contact Form
- Completed signed Initial Home Visit forms due to Curriculum Specialist by Friday, November 19th, at 3:00PM (Parent Contact Form attached on top of Child Progress and Planning Report)

November cont.,

- File original forms in HS folder by December 1st and check off

..... **Classroom Observation Focus** - Classroom Monitoring Checklist.....

December: If planning to take January field trip to Naval Air Museum make arrangements this month. Schedule date, secure bus, and notify cafeteria manager and Curriculum Specialist.

January:

- Implement Naval Air Museum Field Trip
- Collect Third Child's Work Samples (developmental picture and writing) - Friday, January 21st
- Creative Curriculum Winter Assessment completed and anecdotal observations in child's folder by Friday, January 21st at 3:00PM
- Begin Second Home Visits that are due in February

..... **Classroom Observation Focus** - Assessment/Measurement Outcomes (anecdotal observations, child profiles, individualization, child progress & planning reports)

February:

- Child Progress and Planning Report must be completed prior to Home Visits and attached to Parent Contact Form
- Second Home Visits completed and signed Parent Contact Forms due to Curriculum Specialist by Friday, February 25th at 3:00PM (Parent Contact Form attached on top of Child Progress and Planning Report)
- File original Second Home Visit Forms in HS folder by February 28th and check off
- If planning March Field Trip to the Zoo, make arrangements this month. Schedule date, secure bus, and notify cafeteria manager and Curriculum Specialist.

..... **Classroom Observation Focus** - Classroom Monitoring Checklist.....

March:

- Collect Fourth Child's Work Samples (developmental picture and writing) - Friday, March 26th.
- Implement Zoo Field Trip

..... **Classroom Observation Focus** - Assessment/Measurement Outcomes (anecdotal observations, child profiles, individualization, child progress & planning reports)

April:

- Creative Curriculum Spring Assessment completed and all children's profiles and anecdotal observations in child's folder by Friday, April 15th at 3:00PM
- Begin Second Parent Conferences that are due in May

..... **Classroom Observation Focus** - Inventory of items.....

..... **Education Folder Checklist** - Part of Central File Review.....

May:

- Child Progress and Planning Report must be completed prior to Parent Conferences and attached to Parent Contact Form
- File Second Parent Conference Forms in HS folder and check off by May 1st
- Second Parent Conferences completed and Parent contact Forms due to Curriculum Specialist by Friday, May 6th at 3:00PM (Parent Contact Form attached on top of Child Progress and Planning Report)