

Center Director To-Do List

(Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

Jump to: [Ongoing](#) | [September](#) | [October](#) | [November](#) | [December/January](#) | [February](#) | [March](#) | [April](#) | [May](#) | [Summer](#)

★ = Look for this icon throughout the program year. This indicates a new or updated item.

Ongoing

When	Deliverable
Frequently	Visit the Early Learning Program Manual (ELPM) to review procedures and download required forms.
Monthly	Review this <i>Center Director To-Do List</i> document and all current month due dates to make sure your tasks, as well as your staff's, are carried out accurately within established timelines.
Monthly	Visit Staff Professional Learning and register for trainings and meetings as applicable.
Monthly	Attend and participate in Center Director Meetings .
Monthly	Review your center/site roster (provided at Center Director Meeting) and complete the appropriate Staff Information Form as needed.
Monthly	ECEAP Only: Review "Staff Monitoring Report" in ELMS and follow up with staff as needed. Contact Cheryl Habgood for questions.
Monthly	Ensure the center has Policy Council Representation . Ensure Policy Council Parent Representatives have an opportunity to report back to peers. Ensure there is on-going recruitment if you do not have Policy Council representatives.
Monthly	Ensure Interdisciplinary Staffings are scheduled and completed: <ul style="list-style-type: none"> • First 30 days of enrolling • At least 4 times a year Completed as needed for emergent and urgent situations
Monthly	ECEAP only: Submit ELMS "Monthly Report" by the 10 th of every month. See the ELMS Monthly Report Instructions.
★ September and throughout the year	Complete the Safe Arrival and Departure Self-Assessment and/or the Transportation Self-Assessment . Submit completed forms in ChildPlus. See the Safe Arrival and Departure/Transportation Process for more information.
Before new staff hire or conditional hire	Review and follow the Hiring and Personnel Management Guide whenever new staff are hired. Visit Program Administration: Staff, Volunteers, and Subs for more information.

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

When	Deliverable
<p>Within 5 days of new staff hire, staff departure, or other changes</p>	<p>Fill out the appropriate online form for staffing changes: New Staff Staff Departure Updates to Contact Information Updates to Grant/Program, Location, Position Document Uploads</p> <p>For new staff and position changes, hiring documents may be attached to the electronic form or upload to Document Uploads Only. For new Head Start staff, transcripts must be attached with the New Staff Information Form so that qualifications can be verified. New Head Start staff will not be entered into any of our systems until qualifications are determined. Visit Program Administration: Staff, Volunteers, and Subs for more information.</p> <p>**Please remember that all new staff need Verification of Parent Participation and Medical Release Form (including TB test, MMR records and COVID records).</p> <p>Contact your Technical Assistance Coordinator (Monitoring Team member) with general questions about Hiring Documents. Contact Cheryl Habgood with questions about Staff Qualifications. Contact Beth Larsen with questions about Portable Background Checks.</p>
<p>As new staff are hired</p>	<p>New staff should complete the First Five courses in their Learning Path as close to their start date as possible, and then have 2 months from their start date to complete the remainder of their online learning path in Moodle. Completion of courses is tracked regularly. Follow up with staff as needed.</p>
<p>Quarterly and as needed</p>	<p>EHS/HS Only: Disabilities Consultants will provide ongoing monitoring to ensure the 10% Mandate is being met through quarterly communications. Response may be required from Family Support Specialist or Center Director, to confirm or clarify current IFSP/IEP counts per grant.</p>
<p>Annually</p>	<p>Provide a copy of your lease or facility use agreement for space to provide ECEAP or Head Start services, if applicable. Submit to your Team Manager.</p>
<p>Annually</p>	<p>Complete Audit Report or Financial Statement and submit to ELfiscal@psed.org.</p>
<p>Monthly, within 45 days of month's end (e.g., submit September's claim by Nov. 15)</p>	<p>Complete Monthly Reimbursement Claim Form to ELfiscal@psed.org. Mail original signatures to: PSESD EL Fiscal 800 Oakesdale Ave SW Renton, WA 98057</p>
<p>As scheduled</p>	<p>Attend Center Collaboration Meetings with your Team Manager and/or your Site Support Team members. Review your Team's Staff Directory as needed.</p>
<p>As changes occur</p>	<p>Make sure center/site addresses and phone numbers are in Find a Classroom are accurate. Submit changes via Find a Classroom Update Form.</p>
<p>As changes occur</p>	<p>Review completion of Class Profile and update as needed. See instructions.</p>
<p>As changes occur</p>	<p>Submit Center Calendar revisions to your Team Manager.</p>



Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

When	Deliverable
As purchases are made	Report new purchases with unit costs of \$300 or more . See Center Inventory Procedure for details.
As purchases are made	Complete the appropriate Purchase Approval Form when purchasing equipment paid fully or in part with HS/EHS/ECEAP funds, with unit costs of \$5,000 or more, including ancillary costs, playground, or facility improvements. Refer to Fiscal Procedure .
As inventory changes occur	Report lost or stolen items . Request prior approval to transfer, sell, or dispose of inventory items. See Center Inventory Procedure for details.
As services are needed	Support center-wide Inclusion for Children with Disabilities and Developmental Delays Guidance . Contact your primary Disabilities Consultant and Mental Health Consultant for consultation, observation, and ongoing support. Visit Disabilities and Mental Health for more information.
As TCA support is requested	Visit Education: Child Guidance and Support and Requesting Funding for a Temporary Classroom Assistant for Temporary Classroom Assistant support.
As BIA support is needed	Visit Multilingual Services for Bilingual Instructional Assistant support.
As Interpreters or translations are needed	Visit Multilingual Services for interpreter/translation support. An up to date “Interpreter Contact List” is attached to the Connector Monthly Newsletter email each month.
Upon renewal	Provide a copy of your insurance certificate, if your center is not a state agency or member of the Washington Schools Risk Management Pool (WSRMP). Submit to your Team Manager.
As needed	Complete a New Site/Classroom Request Form if any below apply. Refer to Site Approval and Slot Movement Procedure or contact Beth Larsen with questions. <ul style="list-style-type: none"> • Adding or moving an existing site or class • Adding a new class or changing a classroom location
As needed	Complete a Slot Movement Request Form if changing the number of slots assigned to a site. Refer to Site Approval and Slot Movement Procedure .
As needed	Obtain written approval from Talena Dixon for the following: <ul style="list-style-type: none"> • Changing class start or end dates • Beginning a major remodeling of a site, including planned use of space not previously approved by the Fire Marshall’s office or DCYF • Changing a service area boundary • Changing center’s legal status or organizational structure related to the program • Implementing exceptions to ECEAP Performance Standards

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

When	Deliverable
	<ul style="list-style-type: none"> ECEAP Working Day: Scheduling non-student days

September

Due By	Deliverable
Before the 1 st day of class	Complete the “First Five” online courses.
By the 1 st day of class	Ensure classes are fully enrolled.
By the 1 st day of class	Submit to your Team Manager who your Electronic Attendance contact Person will be for the year.
★ Before the 1 st day of class	Programs on school year schedule: Complete the Safe Arrival and Departure Self-Assessment and/or the Transportation Self-Assessment . Submit completed forms in ChildPlus. See the Safe Arrival and Departure/Transportation Process for more information.
Before the 1 st day of class	Programs on school year schedule: Complete Site Readiness and Safety Checklist – Center Director and Classroom <i>Site Readiness and Safety Checklists</i> (Preschool / Infant Toddler). Visit Safety and Transportation: Site Readiness and Safety for more information. Submit forms in ChildPlus
Within 2 weeks before the 1 st day of class	If any changes, revise your Center Calendar and submit it to your Team Manager.
Within 1 month after class begins	Returning staff have 1 month after class begins to complete their online learning path in Moodle .
September 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .
September 15	Complete a Class Profile for each classroom and update as needed. See instructions here .
September 15	Head Start and Early Head Start only: Complete <i>Estimated Year-End Final Reimbursement Claim Form</i> . Submit to ELFiscal@psed.org
★ September 15	Programs on year-round schedule: Complete the Safe Arrival and Departure Self-Assessment and/or the Transportation Self-Assessment . Submit completed forms in ChildPlus. See the Safe Arrival and Departure/Transportation Process for more information.
★ September 15	Programs on year-round schedule: Complete Site Readiness and Safety Checklist – Center Director and Classroom <i>Site Readiness and Safety Checklists</i> (Preschool / Infant Toddler). Visit Safety and Transportation: Site Readiness and Safety for more information. Submit forms in ChildPlus
★ September 30	Ensure completion of Active Supervision Plans for each classroom. Submit plans in ChildPlus. Visit Safety and Transportation: Site Readiness and Safety for more information.

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

Due By	Deliverable
September 30	Complete the Operating Budget Template and Staff Compensation Summary . Submit to ELFiscal@psed.org . For ECEAP - This is a contractor-level DCYF funding trigger. Our subcontracts allow for PSESD to hold claims if this deliverable is not submitted by the due date.
September 30	Submit Facility and Lease Agreements to your Team Manager

October

Due By	Deliverable
As soon as possible	For classrooms starting at the end of September/beginning of October: Review the September To-Do List and complete deliverables. Contact your Team Manager for support.
As soon as possible	Review Monitoring Protocols posted on the ELPM. Support staff as needed to complete specific monitoring preparation tasks. Reach out to Site Support team with any questions.
By the 1 st day of class	Ensure classes are fully enrolled.
Within 1 month after class begins	Returning staff have 1 month after class begins to complete their online learning path in Moodle .
October 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .
October 15	ECEAP only: Make sure all available ELMS information is entered and accurate. DCYF will run the first set of accountability reports on this day.
October 15	ECEAP only: Email ECEAP Summer Programming Claims to ELfiscal@psed.org .
October 30	Head Start only: Spend all contract funds. Contact ELfiscal@psed.org for support.

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

November

Due By	Deliverable
November 1	Hold Policy Council Representative Elections and complete the Policy Council Representative Notice and Verification Form . If no representative is elected, complete Policy Council Elections – No Representative Elected Continue to recruit if you do not have Policy Council representatives and document efforts.
November 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .

December/January

Due By	Deliverable
December 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .
December 15	Head Start only: Complete <i>Actual Year-End Final Reimbursement Claim Form</i> and submit to ELFiscal@psed.org
December 31	ECEAP only: Complete the <i>Balance of Funds Budget</i> and submit to ELFiscal@psed.org
December 31	EHS/HS only: Submit One Time Funds Request for COVID-19 to your Team Manager.
January 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .
January 15	Complete your <i>Site School Readiness Goals</i> and submit to your Team Manager.
January 15	ECEAP only: Complete required DCYF ECEAP Smartsheet for each individual site by the business day closest to and not after the 15th. See original E-Alert for more information.
January 30	ECEAP only: Complete required DCYF ECEAP Smartsheet for each individual site by the 30th or the last business day of the month. See original E-Alert for more information.
January 31	Staff hired before September 1, 2021 must upload an updated Medical Release Form to include MMR vaccine info to Document Uploads Only .
★ January 31	Complete Safe Arrival and Departure Self-Assessment and submit to ChildPlus.

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

February

Due By	Deliverable
February 10	ECEAP only: Submit ELMS “Monthly Report”. See the ELMS Monthly Report Instructions .
February 18	EHS/HS Only: Confirm IFSP and IEP counts by grant with PSESD through Google form sent by primary Disabilities Consultant

March

Due By	Deliverable
March 10	ECEAP only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below: <ul style="list-style-type: none">• ELMS Monthly Report Instructions• Class NTRS Instructions• Site NTRS Instructions• NTRS Tip Sheet
March 31	Submit completed Safe Arrival and Departure/Transportation Self-Monitoring Checklist to your Team Manager.

April

Due By	Deliverable
April 10	ECEAP only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below: <ul style="list-style-type: none">• ELMS Monthly Report Instructions• Class NTRS Instructions• Site NTRS Instructions• NTRS Tip Sheet

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

May

Due By	Deliverable
May 1	Complete annual Professional Development Plan Update for provisional staff. Submit to Cheryl Habgood .
May 10	<p>ECEAP only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below:</p> <ul style="list-style-type: none"> • ELMS Monthly Report Instructions • Class NTRS Instructions • Site NTRS Instructions • NTRS Tip Sheet
May 31	<p>Submit the following documents for the upcoming program year to your Team Manager:</p> <ul style="list-style-type: none"> • DCYF Waivers • Center Calendar • Copy of lease agreements • Cost Allocation Plan for next program year
May 31	Head Start and Early Head Start only: Complete the <i>Balance of Funds Budget</i> and submit to elfiscal@psed.org .
May 31	Support site staff in completing PIR questions every month.

Center Director To-Do List (Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Guidance](#))

Summer

Due By	Deliverable
June 10	<p>ECEAP only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below:</p> <ul style="list-style-type: none"> • ELMS Monthly Report Instructions • Class NTRS Instructions • Site NTRS Instructions • NTRS Tip Sheet
July 1	<p>ECEAP Working Day and Family Child Care only: Update subcontractor, site, and class data in ELMS. See Starting the New School Year in ELMS for more information.</p>
July 5	<p>ECEAP Working Day only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below:</p> <ul style="list-style-type: none"> • ELMS Monthly Report Instructions • Class NTRS Instructions • Site NTRS Instructions • NTRS Tip Sheet
August 10	<p>ECEAP Working Day only: Complete reporting on Nontraditional Remote Services (NTRS) with Monthly Report and submit ELMS “Monthly Report”. See original E-Alert for more information. See resources below:</p> <ul style="list-style-type: none"> • ELMS Monthly Report Instructions • Class NTRS Instructions • Site NTRS Instructions • NTRS Tip Sheet
August 15	<p>ECEAP only: Complete <i>Actual Year-End Final Reimbursement Claim Form</i>. Submit to elfiscal@psed.org. Mail document(s) with original signatures to:</p> <p style="text-align: center;">PSESD EL Fiscal 800 Oakesdale Ave SW Renton, WA 98057</p>
August 15	<p>ECEAP Part Day and School Day only: Update subcontractor, site, and class data in ELMS. See Starting the New School Year in ELMS for more information.</p>