

## 2023/2024 HS & EHS Timeline

First Child Attendance Day	September 5, 2023	Last Child Attendance Day May 21, 2024, and June 5, 2024 (Duration)
Family Questionnaire	September 8, 2023	To be completed over the phone within 5 days of Child Attendance Day (CAD)
Initial Health History	September 8, 2023	Complete within 5 days of Child Attendance Day (CAD)
ASQ-3 / ASQ:SE-2		Complete within 45 days of Child Attendance Date (CAD)
Health Screenings: height, weight, vision, and hearing	October 20, 2023	Complete within 45 days of Child Attendance Date (CAD)
Attendance	October 20, 2023	<p>Complete within 45 days of Child Attendance Date (CAD) - Prepare Attendance Action Plans as needed</p> <p>90-85% attendance – direct contact or phone call meeting</p> <p>84-75% Attendance Action Plan required</p> <p>74% or lower – possible waitlist *staffing must occur first</p>
1st Parent – Teacher Conference		The teacher visit cannot occur until the ASQ-3 and ASQ: SE has been completed by the parent- the results will be shared at the 1st PT conference. Share Kinder packet & Information
1st FA Family Visit - Home (prioritize Pre-K classroom first then do infant, toddler, and preschool classrooms)	September 5-November 8th	<del>Due to COVID-19 some adjustments may have to be made:</del> Outcomes Assessment, Needs Assessment (PIR Section), Family Goal, Referrals, and Title 1 Migrant Forms. (Email Title 1 Migrant forms to Eligibility and Program Governance Content Specialist)
Monthly FA Family Check-in	Monthly (minimum)	After the FA 1st visit, families will receive a check-in at least once a month to follow-up on progress of family goals, family engagement events, family well-being, etc.
Meet Enrollment Numbers	September 5, 2023	2023-2024 Enrollment Numbers - Must be fully enrolled by first day
Begin to individualize on the lesson plan		Begin with School Readiness Goal
Enter the ASQ & ASQ:SE parent information into TS Gold (use the crosswalk form)	Before 1st Checkpoint(Spring)	If a child enrolls after spring checkpoint, their ASQ information will be entered into TS Gold before finalizing the next checkpoint period.

Complete the Classroom Baseline Tool activity form and enter data into TS Gold	Before 1st Checkpoint	For preschool classrooms only.  If a child enrolls after the spring checkpoint, their baseline information will be entered into TS Gold before finalizing the next checkpoint period.
<p><b>Before finalizing Spring you must:</b></p> <ul style="list-style-type: none"> <li>• Enter Classroom Baseline tool data into TS Gold.(Preschool only)</li> <li>• Enter the ASQ &amp; ASQ:SE (using crosswalk form) data into TS Gold.</li> <li>• Check demographic report to make sure child information is correct.</li> <li>• Class list needs to be current (no withdrawn children should be in TS Gold.)</li> </ul>		
<b>TS Gold Spring Checkpoint Period</b>		After finalizing the Spring checkpoints, print observations for each child. Place one copy in the child's file and give one copy to the family at the visit. *Please remember NOT to include other children's names or photos.
1 <sup>st</sup> Home Visit		Share Kinder packet & information, if not previously shared.
<p><b>Before finalizing Summer you must:</b></p> <ul style="list-style-type: none"> <li>• Enter Classroom Baseline data into TS Gold.(Preschool Only)</li> <li>• Enter the ASQ &amp; ASQ:SE (using crosswalk form) data into TS Gold.</li> <li>• Check demographic report to make sure child information is correct.</li> <li>• Class list needs to be current (no withdrawn children should be in TS Gold.)</li> </ul>		
<b>TS Gold Summer Checkpoint Period</b>		After finalizing the Summer checkpoints, print observations for each child. Place one copy in the child's file and give one copy to the family at the visit. *Please remember NOT to include other children's names or photos.
WCE, Dental, Lead, Nutrition Dental + Physical Health Status (90 days)	December 4, 2023	Complete within the first 90 days of Child Attendance Date (CAD)
2nd home visit		
2nd FA Family Visit - Center (Pre-K Classroom ONLY)		End of year Outcomes Assessment. Finalize Needs Assessment (PIR Section), Family Goals and Referrals.
<b>Pre-K Rooms Last Day of Attendance</b>		<b>Last Day of Attendance for Pre-K Classrooms- EW</b>
<p><b>Before finalizing Fall you must:</b></p> <ul style="list-style-type: none"> <li>• Enter Classroom Baseline data into TS Gold.(Preschool Only)</li> <li>• Enter the ASQ &amp; ASQ:SE (using crosswalk form) data into TS Gold.</li> <li>• Check demographic report to make sure child information is correct.</li> <li>• Class list needs to be current (no withdrawn children should be in TS Gold.)</li> </ul>		
<b>TS Gold Fall Checkpoint Period</b>		After finalizing Fall checkpoints, print out observations for each child. Place one copy in the child's file and send one copy home to share with family.* Please remember to NOT include other children's names or photos.

2nd Parent -Teacher Conference		
2nd FA Family Visit - Center		End of year Outcomes Assessment. Finalize Needs Assessment (PIR Section), Family Goals and Referrals.
Last week to Individualize		For all children
Individual Child Profile Report		Send Individual Child Profile report to family (place one copy in child's file)
Complete Classroom Inventory List		Submit one copy to SRCS and leave one posted in the classroom
Last Child Attendance Date		Last Child Attendance Date
Turn in materials (camera, TSG binder & lesson plans) and clean-up classroom		The blocks need to go in boxes. Please leave classroom set-up as is, place items in shelf in a clear plastic bag

**Teachers:** If a child enrolls from May 01- June 09 the child will need 4 visits. If a child enrolls from June 12th - July 21st the child will need 3 visits. If a child enters on July 24th -September 1st, the child will need 2 visits. If a child enters from September 4th -October 27th the child will need 1 visit.

**Family Advocates:** If a child enrolls from **May 2nd - September 2nd**, the family will receive 2 visits. If a child enrolls from **September 2nd - October 27th** then the family will receive 1 visit.

\* When a child enrolls in the program the Family Advocate has 45 days to get the first visit done, it can be in the home or at the center it is a REQUIREMENT to have at least ONE visit in the home.