

**HEAD START 2019-2020 Timeline:**

<b>First Child Attendance Day</b>	<b>September 9, 2019</b>	<b>Last Child Attendance Day May 21<sup>st</sup> / June 9<sup>th</sup> (EY Site)</b>
Health History	September 13, 2019	To be completed within the first 5 days of when a child starts
ASQ-3 / ASQ:SE-2, Heights, Weights, Vision and Hearing	Sept. 9 <sup>th</sup> – Oct. 23 <sup>rd</sup>	To be completed within the first 45 days of when a child starts
1st Parent – Teacher Conference	Sept 9 <sup>th</sup> – Oct. 31 <sup>st</sup>	Teacher visit cannot occur until the ASQ and ASQ: SE have been completed by the parent- the results will be shared at the 1st PT conference.
1st FA Visit (at the center)	Sept 9 <sup>th</sup> – October 31 <sup>st</sup> (38 work days)	Outcomes Assessment, Needs Assessment, Family Goal, Family Engagement Recruitment, referrals, and Title 1 Migrant Forms due. (Email Title 1 Migrant Forms to Family Engagement Content Specialist)
Begin to individualize on the lesson plan	Week of October 23 <sup>rd</sup>	Begin with Teacher Goal
<b>TS Gold Fall Checkpoint Period</b>	Sept. 9 <sup>th</sup> – Nov. 15 <sup>th</sup>	After finalizing Fall checkpoint, print Fall observations of each child and place one copy in child's file and one copy to be shared at visit or sent home. DO NOT INCLUDE other children's names or photos.
1 <sup>st</sup> Home Visit	Nov. 4 <sup>th</sup> – Jan. 17 <sup>th</sup>	2 Portfolios to be developed and shared at this visit
Family Advocate 60 day timeline	November 7, 2019	90-85% attendance – direct contact or phone call meeting 85-80% Attendance Action Plan required 75% or lower – possible waitlist *staffing must occur first
<b>TS Gold Winter Checkpoint Period</b>	Nov. 18 <sup>th</sup> – Feb. 7 <sup>th</sup>	After finalizing Winter checkpoint, print Winter observations of each child and place one copy in the child's file and one copy to be shared at visit or sent home. DO NOT INCLUDE other children's names or photos.
2 <sup>nd</sup> FA Visit (at the home)	Nov. 18 <sup>th</sup> – Jan. 31 <sup>st</sup> (41 workdays)	2 <sup>nd</sup> round of Outcomes Assessment, Needs Assessment, Family Goal, Referrals, and Family Engagement Recruitment.
90 Day timeline: Physical, Dental, Nutrition, Dental & Physical Health Status	December 6, 2019	To be completed within the first 90 days of when a child starts
2 <sup>nd</sup> Parent- Teacher Conference	Jan. 20 <sup>th</sup> – March 20 <sup>th</sup>	This visit will include the kinder packet 2 portfolio labels to be developed and shared at this visit
<b>TS Gold Spring Checkpoint Period</b>	Feb. 17 <sup>th</sup> – May 15 <sup>th</sup>	After finalizing Spring checkpoint, print Spring observations for each child and place one copy in file and send one copy home week of May 18 <sup>th</sup> . DO NOT INCLUDE other children's names or photos
3 <sup>rd</sup> FA Visit (at the Center)	Feb. 18 <sup>th</sup> – April 17 <sup>th</sup> (38 workdays)	3 <sup>rd</sup> round of Outcomes Assessment, Needs Assessment, Family Goal, Referrals, and Family Engagement Recruitment. *Begin spring enrollments.
2 <sup>nd</sup> – Home Visit	March 23 <sup>rd</sup> – May 20 <sup>th</sup>	2 portfolio to be developed and shared at this visit
FA: focus on enrollments	April 20 <sup>th</sup> – May 27 <sup>th</sup> (27 work days)	Focus on enrollments. Final check in on families, referrals, resources needed, and close family goals.
Last week to Individualize	May 11 <sup>th</sup>	Home goals / teacher goals / IEP / Interventions / BMP
Send Individual Child Profile report to family (place one copy in child's file)	Week of May 18 <sup>th</sup>	
Complete Classroom Inventory List	Week of May 18 <sup>th</sup>	Submit one copy to SRCS and leave one posted in the classroom
Turn in materials(camera, TSG binder & lesson plans) and clean-up classroom	Can start May 21 <sup>st</sup> / June 9 after children leave	Blocks need to go in boxes. Leave classroom set-up as is, place items in shelf in a clear plastic bag

**If a child enrolls from September – end of November they will need 4 visits, if a child enrolls from December-February they need 3 visits, from March to April 2 visits, in May one visit.**