



Head Start/ECEAP/EHS EDUCATION ACTIVITY SUBMISSIONS

*monthly/quarterly submission due by the 10th of the following month

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> Complete and Document Initial Home Visits in Child Plus -administer ASQ 3 and ASQ SE Set up classrooms Pre-attendance planning Case Management Pre-service training Program year ends (full year program) FY-Complete Summer Checkpoints Begin Education Tracking form 	<p>Before Children Start</p> <ul style="list-style-type: none"> Complete and Document Initial Home Visits in Child Plus -administer ASQ 3 and ASQ SE Classroom Safety Plan Initial Child Individual Plan in TSG and date documented in Child Plus under Education Complete Developmental History <p>After Children Start</p> <ul style="list-style-type: none"> Complete Classroom Reflective Checklist. Complete the Lead/Monitor Protocol (PS), Daily Staffing Plan (I/T). 	<p>*Monthly Activities/submissions</p> <ul style="list-style-type: none"> Ensure all ASQ 3 and ASQ:SE screeners completed within 45 day requirement Continue on-going assessment
NOVEMBER	DECEMBER	JANUARY
<p>*Monthly Activities/submissions</p> <ul style="list-style-type: none"> New budget year begins Complete Fall Checkpoints Winter Conferences Begins 	<p>*Monthly Activities/submissions</p> <p>*Quarterly Activities/Submissions</p> <ul style="list-style-type: none"> Complete Winter Conferences & Document in Child Plus 	<p>*Monthly Activities/ Submissions</p>
FEBRUARY	MARCH	APRIL
<p>*Monthly Activities/ Submissions</p>	<p>*Monthly Activities/submissions</p> <p>*Quarterly Activities/Submissions</p> <ul style="list-style-type: none"> Complete Winter Checkpoints Complete Spring Home Visits & Document in Child Plus Begin Transition Plans (Toddler to PS & PS to Kindergarten) 	<p>*Monthly Activities/submissions</p>
MAY	JUNE	JULY
<p>*Monthly Activities/submissions</p> <p>*Quarterly Activities/Submissions</p> <ul style="list-style-type: none"> Complete final assessment Complete Spring Checkpoints Plan end of the year activities Complete End-of-the-Year Conferences & Document in Child Plus Complete Kindergarten Checklist for PS children moving to kindergarten (PS only) 	<p>*Monthly Activities/submissions</p> <ul style="list-style-type: none"> Part-year programs close out files and closes up classrooms Full-year programs continue planning, data collection, etc. 	<p>*Monthly Activities/submissions</p> <ul style="list-style-type: none"> Year-round programs complete conferences as needed

Activity	Source of Documentation	Frequency	Submit to:	
			CM	CS
Lesson Plans	TSG - posted in the classroom	weekly	X	
	TSG	monthly		X
Child Documentation Report	TSG	monthly	X	X
Disabilities Summary	Form - include FSC	monthly		X
Home Visits/Conferences	Child Plus Report #2510	quarterly	X	X
Individualize Child Planning	Child Plus Report #2510	quarterly	X	
	TSG	quarterly		X
Checkpoint Assessment Report	TSG	quarterly	X	X
Classroom Reflective Checklist	Form	quarterly		X
Classroom Safety Plan	Form	quarterly	X	
Lead/Monitor Protocol (PS) or Daily Staffing Plan (I/T)	Form - posted and signed	quarterly	X	
	Form	quarterly		X
End of Year Kindergarten Checklist	Form - preschool only	yearly		X

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