A close up of a logo

Description automatically generated **CFS 2023-2024 What’s Due When**

Expenses due weekly in Podio Recap with PSC – monthly In Kind to families weekly

Optional EHS Academies – 1st Friday of the month/Zoom/8:30-9:30 AM Outlook Calendar daily

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| **September**  Update Yearly Paperwork \*reference  inventory\*  List of dual enrolled families to HS staff  Share Policy Council Letter and  Information  Schedule PD Observation w/PAT file review  Group PD Collaborative  Team Meeting  Health updates to R & H | **October**  Complete/send in Elected Policy Council  Positions form****  ****PSC’s will complete file review by 10/31  ****Individual PD follow-up and reflection (1)  Health updates to R & H  **** | **November**  GOLD checkpoints due by 11/30  EHS Meeting  Group PD Collaborative  Health updates to R & H |
| **December**  FOT and Needs Assessment due 12/31  Individual PD follow-up and reflection (2)  Team Meeting  Health updates to R & H | **January**  Group PD Collaborative  Health updates to R & H | **February**  ****GOLD checkpoints due 2/28  Early Head Start Meeting  Individual PD follow-up and reflection (3)  Health updates to R & H |
| **March**  Schedule PAT w/PAT file review  Team Meeting  Group PD Collaborative  Health updates to R & H | **April**  PSC’s will complete file reviews by 4/30  Individual PD follow-up and reflection (4)  Health updates to R & H | **May**  ****GOLD checkpoints due 5/31  Family Outcomes Tool due 5/25  EHS Team Meeting  Health updates to R & H |
| **June**  Team Meeting  Health updates to R & H  Follow-up on Parent Survey | **July**  ****Complete PD Survey  Health updates to R & H  Follow-up on Parent Survey | **August**  PIR reports due 8/16  GOLD checkpoints due 8/31  Transitions complete by 8/16  Set up transition meetings with teachers  and FES  Set coaching goal for 24-25  All Staff  Health updates to R & H |

**7/23 EHS/HS Teams/EHS/Forms/Reference**

**Daily/Weekly Tasks**

Child Plus

Attendance

Update Needs Identified

Review family goals

Update PIR according to Needs Identified

Home Visiting

Review previous PAT Personal Visit Planning Guide and complete PAT Personal Visit Planning Guide

Ensure all 45 day requirements are met (for newly enrolled families – hearing, vision, eDeca, ASQ)

Learning Genie

Send out extension activities

Approve In Kind hours