 **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