

Head Start of Washington County Inc. Center Based Education Services Timeline

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
First Home Visit <i>Send to CDM</i>	+	+	+	+	+	+	+	+	+	+	+	+
Start Services Forms + Send to Cindy Perkowski	+	+	+	+	+	+	+	+	+	+	+	+
ESIR(HS), ASQ(EHS) Dev. Screenings (first 45 Days) <i>Send to CDM</i>		+	+	+	+	+	+	+	+	+	+	+
ASQ-SE (EHS,HS), (first 45 Days) <i>Send to CDM</i>		+	+	+	+	+	+	+	+	+	+	+
GOLD Assessment Report				X			X			X		
Conferences <i>Send to CDM</i>				X			X					
Second Home Visit <i>Send to CDM</i>										X HS	X EHS	
EHS Daily Sheets	D	D	D	D	D	D	D	D	D	D	D	D
Lunch Count (daily) <i>Send to kitchen</i>	D	D	D	D	D	D	D	D	D	D	D	D
Daily sign in/out sheet w/ meal count Send to Cindy Perkowski daily	D	D	D	D	D	D	D	D	D	D	D	D
Attendance COPA (daily)	D	D	D	D	D	D	D	D	D	D	D	D
Documentation of Absence (daily) Signed by T & FA forward to Cindy Perkowski	D	D	D	D	D	D	D	D	D	D	D	D
Absentee Contact Form - to FA	D	D	D	D	D	D	D	D	D	D	D	D
GOLD Observational Records / Portfolio Development <i>CDM Review</i>	D	D	D	D	D	D	D	D	D	D	D	D
Lesson Plans / Individual Plans <i>Send to CDM</i>	W	W	W	W	W	W	W	W	W	W	W	W
Time Sheets (bi-weekly) <i>Send to CDM</i>	BW	BW	BW	BW	BW	BW	BW	BW	BW	BW	BW	BW
HS Monthly Contact Forms <i>Send to CDM</i>		M	M	M	M	M	M	M	M	M	M	M
Volunteer Sheets – <i>Send to Kathy Chaney</i>	M	M	M	M	M	M	M	M	M	M	M	M
Mileage Sheets (by the 5 th) <i>Send to CDM</i>	M	M	M	M	M	M	M	M	M	M	M	M
Health & Safety Checklist Posted/ Completed Monthly <i>Send to Shriver Site Asst. @yr end</i>	M	M	M	M	M	M	M	M	M	M ☺ PY	M	M ☺ FY
Kindergarten Transition Card (Transitioning Children) <i>Send to CDM</i>									PY			FY

+ = upon child's entry into the program, D = Daily, W = Weekly, BW = Bi-Weekly, M=Monthly, X= As indicated