

Education Monitoring Tool

August	☐ Summer Screening ☐ Initial HV in PY ☐ In-service days for PY ☐ All Agency In-Service ☐ OHS Health and Safety Screener	☐ Open House & Policy Council Overview ☐ Review Child Files on CP ☐ 100% of Teacher Home Visits complete ☐ Monthly newsletter ☐ FY sign up for recruitment events & review Ops Manual
September	☐ First Parent Committee Mtg ☐ Elect parents to Policy Council ☐ 4 th week Policy Council seated ☐ 100% Enrolled ☐ Evacuation Drill Complete	☐ Transportation and Pedestrian Safety Education ☐ Bus Safety @ Public PreK ☐ OHS Safety Check ☐ Mental Health Observations & Reflective Consultation Begins ☐ Monthly newsletter
October	☐ 45-day Dev/Sensory Screens ☐ CLASS Observations (internal) ☐ All Agency In-service Day ☐ Teach Cold & Flu lesson	☐ 1 st Stay Safe Drill ☐ Fire Safety Education ☐ Parent Committee Mtg ☐ Monthly newsletter
November	☐ 1 st Parent Conf & review Health Passport ☐ SmartTeach Checkpoint 1 ☐ Monthly newsletter	☐ Parent Committee Mtg ☐ Classroom profile analysis due & meeting with Coach or Supervisor to review child outcome data
December	☐ 90-day plans follow-up identified or established ☐ (<i>health -development – vision-hearing</i>)	☐ 2 nd Visits complete ☐ FY appraisals due ☐ Monthly newsletter
January	☐ Self- Assessment begins ☐ Identify rising K students and share with FA	☐ All Agency In-service ☐ Monthly newsletter
February	☐ SmartTeach Checkpoint 2 ☐ 2 nd PTC & review Health Passport ☐ Monthly newsletter	☐ Complete Classroom Profile Analysis & meeting with Coach/Supervisor to review child outcome data ☐ Dental Hygiene Month
March	☐ All Agency In-service ☐ CLASS Observations (External)	☐ 2 nd Stay Safe Drill ☐ Parent Committee Mtg ☐ Newsletter

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April	☐ Recruitment postcards sent to families ☐ Ensure recruitment hours are complete ☐ Monthly newsletter	☐ Week of the Young Child Celebration & Parent Committee Mtg ☐ Personal Safety curriculum completed- remember to send parent letter with QR code home prior to teaching these lessons.
May	☐ K Readiness Form completed online ☐ K Special Education Transition Mtgs ☐ Preschool-PreK Transition Mtgs. (internal/external) ☐ PreK & K Registration @ public schools ☐ SmartTeach Checkpoint 3	☐ 2nd PTC 100% complete ☐ PY Door to Door Recruitment Complete ☐ PY Appraisals Due ☐ 30 Training Hours MUST be Complete ☐ Parent Committee Mtg ☐ Evacuation Drill Complete ☐ Monthly newsletter
June	☐ PY Program Year Ends ☐ LPS Cum Files Complete ☐ Screenings for Accepted Children ☐ End of Year Celebrations	☐ All 6-hour EHS children who are PIR 3 complete programming on the last Friday in June and transition to PY HS ☐ All Rising K children will complete full day programming on 6/30 (or the Friday before the 30th)
July	☐ Summer Screenings for PY ☐ FY 1st Home Visits Completed (before mid-August when PY returns) ☐ FY Annual Paperwork completed ☐ FY sign up for recruitment events and review Operations Manual	
Daily: Attendance Monitoring, Classroom Staff Sign-in/out, Playground Check, Classroom Cleaning (8 on 8) and Sanitization Checklist. Monthly: Fire Drill, Med Log Check, Parent Committee Mtgs, Supervision, Staff Mtgs, Policy Council Mtgs, PEEC Health & Safety Checklist. Bi-annual: Stay Safe drill Annual: OHS Health and Safety Screener Ongoing: MH Reflective Observation/Consultation, IFSP/IEP Meetings, Coaching, Training, Parent Trainings, Revisit goals w/ families as needed, Recruitment, Public PreK PLC.		