EDUCATION MILESTONES

January Milestones
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Prepare staff for 2nd Parent Conference & Schedule.
- Teaching Strategies GOLD Plans reviewed and updated. (Winter/February 1st)
- Schedule self-assessment preparation & assignments.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of February and March
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
  - Prepare and schedule transition activities, End of the Year Celebrations and field trips
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

February Milestones
- Finalize WINTER child Assessment data by 2/15/13 using (save data in PDF)
- Ed Coordinator/Program Director review assessment data to inform program planning
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Assess Parent Conference attendance…Identify any issues or concerns.
- Share outcome reports with individual teaching teams and management staff.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of March and April
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Classroom attendance analysis
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
- SLOT REALLOCATION
March Milestones
☐ Complete and submit WINTER Outcome Analysis Report 3/18/13
☐ Complete Classroom Observation and provide feedback.
☐ Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
☐ Review Gold Documentation Report (for quantity)
☐ View documentation (for quality)
☐ Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
☐ Plan & schedule for Week of the Young Child.
☐ Share completed Outcome Analysis report and share with parent and policy groups.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of April and May
☐ Register new staff into Gateways within 30 days of hire
☐ Verify GOLD Assessment preliminary markings
☐ Webinar: Delegate agency Education Data Analysis discussion with ED/PD and Ed Coordinator
☐ SLOT REALLOCATION – new slots awarded to delegate agencies
☐ New partner sites on GOLD
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

April Milestones
☐ Prepare & schedule end of the year staffing for children who are dually enrolled/receiving special services.
☐ Complete Classroom Observation and provide feedback.
☐ Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
☐ Review Gold Documentation Report (for quantity)
☐ View documentation (for quality)
☐ Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
☐ Implement Week of the Young Child Activities.
☐ Update/revise Education Plan for approval by Parent Group.
☐ Implement Child Abuse/Neglect Prevention Month training and activities.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of May and June
☐ Register new staff into Gateways within 30 days of hire
☐ Verify GOLD Assessment preliminary markings
☐ Education webinars Data Analysis discussion with ED/PD and Ed Coordinator
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
May Milestones

☐ Finalize SPRING child Assessment data by 5/24/13 (save data in PDF)
☐ Ed Coordinator/Program Director review assessment data to inform program planning
☐ Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
☐ Complete Classroom Observation and provide feedback.
☐ Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
☐ Review Gold Documentation Report (for quantity)
☐ View documentation (for quality)
☐ End of the Year Home visits Scheduled and completed
☐ Provide support/training in planning transitional activities.
☐ Prepare & schedule staff for end of the year home visit.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of June and July
☐ Register new staff into Gateways within 30 days of hire
☐ Verify GOLD Assessment preliminary markings
☐ Classroom attendance analysis
☐ Prepare/attend PIR/Roundtable meetings
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

June Milestones

☐ Complete and submit SPRING Outcome Analysis Report
☐ Complete Classroom Observation and provide feedback.
☐ Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
☐ Review Gold Documentation Report (for quantity)
☐ View documentation (for quality)
☐ Report out on status of children moving on to kindergarten
☐ Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
☐ Share outcome report with teaching and management staff.
☐ Classroom inventories completed.
☐ Order new materials based on classroom inventories, self-assessment and outcomes.
☐ Review/update with teaching staff their individual staff development plans. Set schedule with staff for ongoing review and conversation about progress made.
☐ Finalize plans for pre-service training.
☐ Transition Activities implemented.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of July and August
☐ Register new staff into Gateways within 30 days of hire
☐ Prepare/attend PIR/Roundtable meetings
☐ Conduct agency-wide inventory of Creative Curriculum Pre School Kits
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
July Milestones

- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Develop training goals / strategies for teaching staff and parents based on self-assessment, validation, and outcome measures.
- Program year outcome report shared with parent and policy committee.
- Plan & complete training calendar for next school year.
- Recruit new staff.
- Review personal files of teaching staff to ensure needed evidence of staff qualifications is present in each file. (transcripts and certificates)
- Update staff roster and certify the qualifications of Head Start classroom teachers and assistant teachers.
- Update & modify Education management plan based on outcome reports, self-assessment, and parent input.
- Update staff Professional Development Plans
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of August
- Register new staff into Gateways within 30 days of hire
- Prepare/attend PIR/Roundtable meetings
- Certification of qualified teaching staff
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
- Conductor
- Conduct agency-wide inventory of Creative Curriculum Pre School Kits

August Milestones

- Complete Classroom Observation and provide feedback.
- Finalize SUMMER assessment data by August 16, 2013 (save in PDF)
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Prepare/attend PIR/Roundtable meetings
- Implement pre-service training.
- Distribute Education Folders for the new program year. Provide training for teaching staff on time lines, expectations, and how services provided for children and families are documented. (home visits, parent conferences, child observation, assessment, goals)
- Conduct home visit training for teaching staff.
Review & update policy (holiday celebration policy), procedures and education systems with teaching staff.

Update & complete 1st session for new staff orientation.

Establish center class lists to ensure teacher/child ratio’s and group size based on predominate age of the children enrolled meet performance standards.

Evaluate and assess classroom room arrangements. **Resource:** Creative Curriculum “Preparing for the First 6 weeks of school” – Teacher Guide (3 to 5 center-base)

Phase in / Transition Plan updated & implemented.

Schedule Initial Home visits for returning children.

Review and Clean House on the Teaching Strategies GOLD

Update staff Professional Development Plan

Register new staff into Gateways within 30 days of hire

Certification of qualified teaching staff

CPS – Track “E” begins

Training calendar review

Schedule and complete initial home visits. Complete/update Home Language survey.

**Resources to share (TSI books) and handout on Child Assessment**

Establish parents School Readiness goals

Certify Education staff participated in Pedestrian and Transportation Safety/Evacuation training

Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

Conduct agency-wide inventory of Creative Curriculum Pre School Kits

SLOT REALLOCATION

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**September Milestones**

Complete Health and Safety Checklist on classrooms.

Plan and conduct parent orientation.

Schedule and complete initial home visits. Complete/update Home Language survey.

**Resources to share (TSI books) and handout on Child Assessment**

Parents establish School Readiness goals during home visit

Review each classrooms daily routine. Do they match Head Start and curriculum requirements? Observe daily routines and focus on how the children and staff are adjusting to the new program year and provide feedback.

Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR

Schedule safety training….bus/pedestrian. (within 30 days of program start date) Certify that bus evacuation drills occur prior to children/adults go on field trips.

Update staff Professional Development plan

Register new staff into Gateways within 30 days of hire

Complete Parent School Readiness survey

Certification process enrollment in compliance with age and class size

Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of September and October

Certify Education staff participated in Pedestrian and Transportation Safety/Evacuation training
Prepare and schedule transition activities, End of the Year Celebrations and field trips
- Certification of teaching staff qualification
- Training calendar update
- CPS Track “R” starts
- Curriculum and Assessment Orientation for teachers and teacher assistants
- Finalize agency-wide inventory of Creative Curriculum Pre School Kits
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

October Milestones
- Complete Classroom observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Plan & schedule with Mental Health specialists training and support needed for staff and parents/children. Schedule classroom observations.
- Review/update holiday celebration policy…Halloween, etc…
- Participate & complete the review of special need referrals.
- Complete developmental, social emotional screenings (within 45 days of child’s program start date)
- Schedule and begin Family/Child Reviews.
- Enter completed fall assessments into Teaching Strategies GOLD (Nov. 1st)
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of November and December
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Classroom attendance analysis
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

November Milestones
- Finalize FALL child Assessment data by 11/02/13 using Classroom Profile (save data in PDF)
- Ed Coordinator/Program Director review assessment data to inform program planning
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
Progress Reports, Goal Plans, and 1st Parent Conferences completed.
☐ Create Individual Development & Learning Report and share with parents to identify and upgrade goals.
☐ Outcome reports generated, shared with individual teaching teams and management staff.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of December and January
☐ Register new staff into Gateways within 30 days of hire
☐ Verify GOLD Assessment preliminary markings
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

December Milestones
☐ Complete and submit FALL Outcome Analysis Report 12/03/13
☐ Complete Classroom Observation and provide feedback.
☐ Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
☐ Review Gold Documentation Report (for quantity)
☐ View documentation (for quality)
☐ Progress Reports, Goal Plans, and 1st Parent Conferences completed.
☐ Create Individual Development & Learning Report and share with parents to identify and upgrade goals.
☐ Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
☐ Implement Holiday Celebration Policy
☐ Review outcome report and share findings with parent and policy committee.
☐ Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of January and February
☐ Register new staff into Gateways within 30 days of hire
☐ Verify GOLD Assessment preliminary markings
☐ Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator