



Classroom Responsibilities

1. Report dates of health assessments
2. Report dates of Brigance assessments
3. Record attendance.
4. Report attendance on the last attendance day of the month.
5. Keep records of:
 - A. Contacting families when children are absent for 3 or more days.
 - B. Substitutes who serve in your classroom.
 - C. Class room volunteers
6. Gather observations and documentation regarding children's assessments.
7. Submit Education Reports, as required on January 4th and May 18th.
8. Submit In-Kind and Success Stories on September 23, December 17th, March 24 and May 18th
9. Submit copy of Creative Curriculum Summary on October 28, January 21 and May 26
10. Share family survey with families of More at Four children in April.
11. Tally family survey and return to MAF/Telamon Head Start/WCPSS Title I office by May 1

Helpful Websites:

www.wakesmartstart.org

www.wcpss.net

www.projectenlightenment.wcpss.net/calendar_of_events/calendar

www.childcareservices.org

www.ncpublicschools.org/earlylearning/

www.vanderbilt.edu/csefel/

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <i>Connections... the Journey 8 a.m.—1 p.m. The Commons Orientation 2—4 p.m.</i>	10	11	12	13	14
15	16	17 <i>Work Day</i>	18 <i>Work Day</i>	19 <i>Work Day</i>	20 <i>Work Day</i>	21
22	23	24 <i>Teacher Advisors</i>	25 <i>WCPSS Traditional Calendar First Day of School!</i>	26	27	28
29	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <i>Holiday!</i>	7	8	9	10 <i>Admin Meeting</i> 1:00 p.m.	11
12	13 <i>Last day to register for BIG voice training...</i>	14	15	16	17 <i>ER</i> <i>Using your BIG voice!</i> <i>Staff training</i> 1—3 p.m. WCSS	18
19	20	21	22	23 <i>In-Kind Reports/ Success Stories Due!</i>	24	25
26	27	28 <i>Community Advisors,</i> 3:00 WCSS <i>Teacher Advisors</i>	29	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Work Day</i>	2
3	4	5	6	7 <i>NC-AEYC Training</i>	8 <i>NC-AEYC Training</i>	9 <i>NC-AEYC Training</i>
10	11	12	13	14	15	16
17	18	19	20	21	22 <i>ER</i>	23
24	25	26 <i>Teacher Advisors</i>	27	28	29 <i>Work Day</i>	30
31						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 NAEYC Conference Creative Curriculum Due	4 NAEYC Conference	5 NAEYC Conference	6 NAEYC Conference
7	8	9	10 Administrators' Meeting, 1:00 p.m.	11 Holiday	12	13
14	15	16	17	18	19	20
21	22	23 Community Advisors 3:00 p.m. WCSS Teacher Advisors	24 Vacation	25 Holiday	26 Holiday	27
28	29	30				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <i>ER</i>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 <i>Work Day</i>	23 <i>Holiday</i>	24 <i>Holiday</i>	25
26	27 <i>Vacation</i>	28 <i>Vacation</i> <i>Teacher</i> <i>Advisors</i>	29 <i>Vacation</i>	30 <i>Vacation</i>	31 <i>Holiday</i>	

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>Work Day</i>	4 <i>In-kind Reports/ Success Stories and Education Updates due!</i>	5	6	7	8
9	10 <i>Administrators' Meeting 1:00 p.m.</i>	11	12 <i>All Brigance Screening Dates Due!</i>	13	14	15
16	17 <i>Holiday</i>	18	19	20	21	22
23 <i>Recruiting Party</i> <i>For all staff mem- bers helping to recruit children and their families!</i>	24 <i>Work Day</i>	25 <i>Community Advisors 3:00 p.m.</i> <i>Teacher Advisors</i>	26 <i>Creative Curriculum Due!</i>	27	28	29
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>2011-12 Pre-K Application Available!</i>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 <i>Registration 1—6 p.m. WCSS</i>	18 <i>Registration 8:00 a.m.— 1:00 p.m., WCSS</i>	19
20	21 <i>Work Day</i>	22 <i>Work Day</i> <i>Registration, tbd</i> <i>Teacher Advisors</i>	23	24 <i>Registration, tbd</i>	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Registration, tbd	2	3 Registration, tbd	4	5
6	7	8	9	10 Administrators' Meeting, 1:00 p.m.	11 ER	12
13	14 Screening	15 Screening	16 Screening	17 Screening	18 Screening	19
20	21	22 Community Advisors 3:00 p.m. WCSS Teacher Advisors	23	24 In-kind Reports/ Success stories due!	25 Vacation	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Work Day	2
3	4	5	6 Creative Curriculum Due!	7	8 ER	9
10 Week of the Young Child!	11	12	13	14	15	16
17	18 Vacation	19 Vacation	20 Vacation	21 Vacation	22 Holiday	23
24	25	26 Teacher Advisors	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 Administrators' Meeting 1:00 p.m.	11	12	13	14
15	16	17	18 In-kind reports/ success stories and Educational Updates Due!	19	20	21
22	23	24 Community Advisors, 3:00 p.m. WCSS Teacher Advisors	25	26 Creative Curriculum Due!	27	28
29	30 Holiday	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 All Exceptions Due!	4
5	6 Close out!	7 Close out!	8 Close out!	9 Close out!	10 Last Day of School! Close out!	11
12	13 Work Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		