



200 South Harrison Street #1
Aberdeen, South Dakota 57401
605.229.4506

Timeline of Requirements (Center) 2021-2022

Due Date	Duty
August	Initial Home Visits into ChildPlus - Enter (Home Visit #1) under Education Tab
August	Enter Authorizations into ChildPlus–Services / Child’s Name / Application / Authorization
August (and when added)	Enter new children into Teaching Strategies GOLD Enter DIAL4 as initial checkpoints in GOLD Change repeat children’s band to “4 year old” / Mark as IEP if needed
August	Invite parents via email to Teaching Strategies Family
August/September	Environmental Health and Safety Checklist / Safety Screener/ “Physical Environment” section of Fidelity Checklist (before children begin classes)
August, December, March	Replace all toothbrushes (and as necessary for individuals)
September/November/ April	Bus Evacuations (document on Emergency Preparedness Log & Lesson Plan)
September & October	Tornado (document on Emergency Preparedness Log & Lesson Plan)
By October 29 th	Finalize child checkpoints in Teaching Strategies GOLD Make sure child profile has IEP marked if needed / Fill out English Language Acquisition if applicable #38, 39
By November 16 th	Creative Curriculum Fidelity Checklist – Teacher Checklist
November/December	Child Progress and Planning Reports & Meet with families to review child progress / document goal input from families on Report - Enter (Conference #1) into ChildPlus
February - April	Verification of Inventory
By February 14 th	Finalize child checkpoints in Teaching Strategies GOLD / Mark IEP / #38, 39 for DLL
February/March	Child Progress and Planning Reports & Meet with families to review child progress - Document goal input from families on Report - Enter (Home Visit #2) into ChildPlus
By May 1 st	Finalize child checkpoints in Teaching Strategies GOLD / Mark IEP / #38, 39 for DLL
May	Child Progress and Planning Reports & Meet with families to review child progress Document goal input from families on Report - Enter (Conference #2) into ChildPlus
April & May	Tornado Drill (document on Emergency Preparedness Log & Lesson Plan)
May- week after school ends	Child files to Main Office – separate out “REPEATS” – ALPHABATIZE by last name
Weekly	Food Purchase Orders
Weekly	ChildPlus Attendance – Print, fill out and scan/mail original to main office
Weekly	Weekly Staff Meeting Report – file at site for review
Weekly	Send Emergency Card Updates to Office & Print as needed
Weekly- Friday by 12p	Lesson Plans (Include: Second Step Core and Child Protection Unit and Individualization)
Every other Friday by 12p	Timesheets (scan/email to supervisor; mail original to main office)
On-going	Child observations for lesson planning (enter into Teaching Strategies GOLD)
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
1 st Friday Monthly	Requisitions
Monthly	Fire Extinguishers (document on Emergency Preparedness Log)
Monthly	Smoke Detectors (document on Emergency Preparedness Log)
Monthly	1 st Aid Supplies (document on Emergency Preparedness Log)
Monthly	Fire Drills (document on Emergency Preparedness Log, Evacuation Drill, & Lesson Plan)
Monthly	Pupil Transportation Expense Sheet
Monthly	Pupil Transportation Log
Monthly (due by 5 th)	In-Kind
ASAP after event	Enter 2 Conferences and 2 Progress Home Visits into ChildPlus (under Education Tab)



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Timeline of Requirements (Home Base) 2021-22

Due Date	Duty
Before beginning	Copies of Home Base Parent Guides for families
August	Initial Home Visits into ChildPlus - Enter (Home Visit #1) under Education Tab
August	Enter Authorizations into ChildPlus–Services / Child’s Name / Application / Authorization
August	Invite parents via email to Teaching Strategies Family
August (and when added)	Enter new children into Teaching Strategies GOLD Enter DIAL4 as initial checkpoints in GOLD Change repeat children’s band to “4 year old” / Mark as IEP if needed
August/September	Environmental Health and Safety Checklist / Safety Screener / “Physical Environment” section of Fidelity Checklist (before children begin classes)
August, January	Replace all toothbrushes (and as necessary for individuals)
September & April	Tornado Drill at group (document on Emergency Preparedness Log & Lesson Plan) Fire Drill at group (document on Emergency Preparedness Log, Evacuation Drill & Lesson Plan)
October & May	Tornado Drill in the homes (document on Emergency Preparedness Log & Lesson Plan) Fire Drill in the homes (document on Emergency Preparedness Log & Lesson Plan)
By Oct. 29	Finalize child checkpoints in Teaching Strategies GOLD Make sure child profile has IEP marked if needed / Fill out English Language Acquisition if applicable #38, 39
By November 16 th	Creative Curriculum Fidelity Checklist – Teacher Checklist (for group socialization site)
Oct./Nov.	Child Progress and Planning Reports & Meet with families to review child progress
By February 14th	Finalize child checkpoints in Teaching Strategies GOLD / Mark IEP / #38, 39 for DLL
February/March	Child Progress and Planning Reports & Meet with families to review child progress
By May 1st	Finalize child checkpoints in Teaching Strategies GOLD / Mark IEP / #38, 39 for DLL
May	Child Progress and Planning Reports & Meet with families to review child progress
April/May	Verification of Inventory
May week after school ends	Child files to Main Office – separate out “REPEATS” - ALPHABATIZE by last name
Ongoing	Child observations for lesson planning (enter into Teaching Strategies GOLD)
Weekly	Weekly Home Visit Lesson Plan (Include on Lesson Plans: Second Step Core and Child Protection Unit)
Weekly	Food Purchase Orders – mail to main office with receipt attached
Weekly	Send Emergency Card Updates to Office & Print as needed
Weekly	Enter Weekly Home Visits into ChildPlus
Every other Friday by 12p	Timesheets (scan/email to supervisor; mail original to main office)
1 st Friday Monthly	Requisitions
Monthly (due by 5 th)	Staff Vehicle Report
Monthly (due by 5 th)	In-Kind
Monthly (due by 5 th)	Enter Group and Home Visit Attendance into ChildPlus
Monthly (send in the last day of the month)	Meal Counts
Monthly	Meet with EC, FSC to discuss child/family successes and needs.
Monthly	Check Fire Extinguishers (document on Emergency Preparedness Log)
Monthly	Smoke detectors (document on Emergency Preparedness Log)
Monthly	1 st Aid Supplies Checklist (document on Emergency Preparedness Log)
ASAP after event	Enter 2 Conferences and 2 Progress Home Visits into ChildPlus (under Education Tab)
2 days before each group	Lesson Plan on Teaching Strategies GOLD (for Groups)