



HEAD START AT-A-GLANCE 2013-2014

August 2013

August 12 – 14	Head Start Pre-service/Orientation - Welcome back!
August 15 – 16	Teacher Planning Days
August 19	First day of school
Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Galileo Period 1: August 19, 2013 – November 27, 2013	

August 2013				
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September 2013

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Tentative	Open House (Parent Orientation) – <i>follow school Open House dates set by School Operations</i>
September 3-30	VPK Assessment Period #1 (AP1)
September 5	Teacher Planning Day
September 16	Testing window for DECA, ACUSCREEN, and Articulation screenings begins. Conduct vision screening if not included in child’s medical record located in “Section C – Health” of the child’s Head Start file
September 30	Galileo Baseline should be established on all 11 domains <ul style="list-style-type: none"> • https://www.assessmenttechnology.com/GalileoASP/ASPX/PreKLogin.aspx

September 2013				
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October 2013

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
October 1	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
October 2	All 45-day screenings should be completed (DECA, ACUSCREEN, and Articulation), entered into respective online systems, and filed in child’s Head Start file (DECA - “Section C – Health”; ACUSCREEN and Articulation – “Section D – Education”) <ul style="list-style-type: none"> • DECA: www.e-deca2.org • ACUSCREEN:

October 2013				
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	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day No Opt
	Legal Holiday
	Recess Day
	Beg/End of Grading Period
	Secondary Early Release

<https://www.assessmenttechnology.com/GalileoASP/ASPX/PreKLogin.aspx>

October 4	Submit 45-day screening logs
October 4-14	Analyze screening results (DECA, ACUSCREEN, and Articulation)
October 14	1 st Home Visit Request should be sent to families
October 14	Print Individual Developmental Profiles to be taken to 1 st home visit to review with parents. Place in child's Head Start file - "Section D – Education"
October 14-28	<p>Share screening results with parents* (DECA, ACUSCREEN, and Articulation)</p> <p style="text-align: center;"><i>*Recommended that results be shared during Home Visits</i></p> <p>DECA</p> <ul style="list-style-type: none"> • Print and have parents sign the parent letter generated by e-DECA for ALL children. Provide parents with a copy and file the original with signatures in "Section C – Health" of the • child's Head Start file • For children that demonstrate areas of concern on the DECA, complete the following: <ul style="list-style-type: none"> ○ Provide parent(s) with a copy of the DECA screening to complete at home ○ Collect and enter parent DECA ratings into e-DECA ○ Develop a DECA Intervention Plan (DIP) based on teacher and parent ratings ○ Share DIP with parent(s) and file with original parent/teacher signatures ○ Implement the DIP and record response for four weeks <p>ACUSCREEN</p> <ul style="list-style-type: none"> • Print each child's <i>Individual Development Profile</i> (inclusive of ACUSCREEN results) with parent and teacher signature line from the Galileo system • Share results with parents and file with original parent/teacher signatures in "Section D – Education" of the child's Head Start file <p>Articulation</p> <ul style="list-style-type: none"> • Share results with parents and file with original parent/teacher signatures in "Section D – Education" of the child's Head Start file
October 22	Begin re-screening of ACUSCREEN and Articulation for children who failed initial screenings (NOT DECA), share updated screening results with parents, and file originals in child's Head Start file – "Section D – Education"
October 22 – November 7	<p>Analyze updated screening results</p> <ul style="list-style-type: none"> • Consider referral to the school's speech and language pathologist using the <i>Request for Assistance</i> form (FM-7496) if child has more than 3 errors on the Articulation screening and/or is difficult to understand • Consider referral to the School Support Team (SST) using the <i>Request for Assistance</i> form (FM-7496) if child continues to

	present as "at risk" for developmental delay
October 25	Teacher Planning Day
October 28	Complete 1 st Home Visits

November 2013

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
November 1	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
November 1 – 27	Conduct 1 st Parent/Teacher Conferences
November 4	Complete <i>Health and Safety Checklist</i> and file in classroom for CSS review
November 8	Teacher Planning Day – No Opt
November 27	Complete 1 st Parent/Teacher Conferences

November 2013				
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December 2013

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their enrollment
December 1	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
Galileo Period 2: December 2, 2013 – February 28, 2014	

December 2013				
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23	24	25	26	27
30	31			

January 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
Ongoing	Administer the DECA-Clinical (DECA-C) for all children who have been referred to the School Support Team (SST) for developmental or behavior concerns
January 6	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
January 7- February 4	VPK Assessment Period #2 (AP2)
January 17	Teacher Planning Day
January 21 – 31	Administer the MID DECA for children who demonstrated areas of concern on the PRE (initial) DECA

January 2014				
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February 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
Ongoing	Administer the DECA-Clinical (DECA-C) for all children who have been referred to the School Support Team (SST) for developmental or behavior concerns
February 3	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
February 3	Complete <i>Health and Safety Checklist</i> and file in classroom for CSS review
February 3	Share screening MID DECA results with parents <ul style="list-style-type: none"> • Print and have parents sign the parent letter generated by e-DECA. Provide parents with a copy and file the original in "Section C – Health" of the child's Head Start file • For children that continue to demonstrate areas of concern on the DECA, complete the following: <ul style="list-style-type: none"> ○ Provide parent(s) with a copy of the DECA screening to complete at home ○ Collect and enter parent DECA ratings into e-DECA ○ Develop a DECA Intervention Plan (DIP) based on updated teacher and parent ratings ○ Share DIP with parent(s) and file with original parent/teacher signatures ○ Implement the DIP and record response for four weeks ○ Consider referral to the School Support Team (SST) using the Request for Assistance form (FM-7496) if child has shown minimal response to intervention
February 7	Teacher Planning Day – No Opt
Galileo Period 3: March 3, 2014 – June 2, 2014	

February 2014				
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24	25	26	27	28

March 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
Ongoing	Administer the DECA-Clinical (DECA-C) for all children who have been referred to the School Support Team (SST) for developmental or behavior concerns
March 3	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
March 3	Send request for 2 nd Parent/Teacher Conferences
March 3 – 21	Conduct 2 nd Parent/Teacher Conferences

March 2014				
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March 10 - 14	Analyze updated DECA screening results and DIP. Consider referral to the School Support Team (SST) using the Request for Assistance form (FM-7496) if child has shown minimal response to intervention
March 21	Teacher Planning Day
March 21	Complete all 2 nd Parent/Teacher Conferences
March 24 – 28	Spring Break

April 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
Ongoing	Administer the DECA-Clinical (DECA-C) for all children who have been referred to the School Support Team (SST) for developmental or behavior concerns
April 1	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
April 18	Teacher Planning Day
April 22—May 16	VPK Assessment Period #3 (AP3)

April 2014				
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May 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
Ongoing	Administer initial screenings for all new children within the first 45 days of their entry date
May 1	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
May 1 - 10	Administer the POST DECA for children who demonstrated areas of concern on the MID DECA
May 5	Send 2 nd Home Visit request
May 6 – 30	Share screening results with parents* <i>*Recommended that results be shared during Home Visits</i> <ul style="list-style-type: none"> Print and have parents sign the parent letter generated by e-DECA. Provide parents with a copy and file the original in "Section C – Health" of the child's Head Start file
May 16	VPK Assessment Period #3 (AP3) ends
May 30	Complete 2 nd Home Visits

May 2014				
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June 2014

Ongoing	Observations/Individualization/Anecdotal Notes in Galileo
June 2	Submit completed <i>Classroom Checklist</i> to your Curriculum Support Specialist (CSS) via e-mail or fax
June 3	Complete <i>Health and Safety Checklist</i> and file in classroom for CSS review
June 5	Last Day of School
June 6	Teacher Planning Day

June 2014				
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