

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Check that all current staff are listed in Standard 1 Staff Qualifications
- Complete Standard 1 Classroom Information and National Accreditations
- Share Strengthening Families training information and expected due date with staff
- Check CPR/First Aid dates in Standard 2 and schedule class if needed
- Share training opportunities and expectations with staff that will support classroom practices

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- Complete Standard 2 Assessment
- Complete Standard 2 Nutrition and Physical Activity Results
- Complete Standard 2 Written Health Information/Family Resources
- Complete Standard 3 Family Engagement Self Assessment

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Complete Standard 3 Family Engagement Improvement Plans
- Complete Standard 3 Family Engagement Written Evidence
- Complete Standard 4 Lesson Plans
- Complete Standard 4 Curriculum Questionnaire

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Complete Standard 4 Description of Assessment Tools
- Complete Standard 1 Professional Learning Plan
- Ensure all training certificates are uploaded into GaPDS, including Strengthening Families, and GaPDS profiles are submitted for review
- Ensure CPR/First Aid dates are showing correctly in Standard 2

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Complete Standard 1 Staff Qualifications
- Complete Standard 1 Teacher Class Assignment
- Complete Standard 5 Teacher: Student Ratio Count
- Collect information for Pre-Observation Information
- Submit portfolio and Pre-Observation Information (5/17-5/31)