Sacramento City
UNIFIED SCHOOL DISTRICT

Early Learning & Care
Teacher Accountability Calendar
2024-2025

Welcome to the 2024-2025 School Year!!

This is Early Learning & Care's calendar ***for classroom staff****.*
It is not intended for parents or the parent board.

Professional Learning Information

All Professional Learnings will be in person.

Dates are subject to change:

August 19-23	Pre-Service Week	8:00-4:00
August 26-30	Classroom Planning/Home Visits	Regular Contracted work schedule
September 20	Professional Learning	1:00-4:00
October 11	Professional Learning	1:00-4:00
November 8	Professional Learning	1:00-4:00
December 13	Professional Learning	1:00-4:00
January 10	Professional Learning	1:00-4:00
February 7	Professional Learning	1:00-4:00
March 14	Professional Learning	1:00-4:00
April 11	Professional Learning	1:00-4:00
May 9	Professional Learning	1:00-4:00

Department Norms

Human dignity is maintained in all interactions.

- No yelling
- Use “I feel messages”
- Respect individual differences
- Value each other’s unique backgrounds and experiences
- Maintain psychological and physical safety in every interaction by being sensitive to others
- Be courteous to everyone

Celebrate our successes.

- Allow time at every event to share team successes
- Acknowledge one another's efforts

Professional communication

- Timely response (within one day) to parent/site staff/district/central staff
- Go directly to the source to validate information or to address concerns
- Avoid assumptions – and remain open minded
- Avoid emotionally-laden words
- Refrain from carrying emotion forward
- Maintain confidentiality
- Phone communication – remember to use the same tone as if you were meeting with someone in person
- Use a positive tone (respectful) in verbal and written communications
- Create environments for open communication to occur
- Follow up after agreements have been made to ensure completion, commitments/promises kept
- Limit personal calls - No cell phones during work hours with children

Written communication

- Reports are completed on time
- Documents and reports are completed accurately
- Follow through on assignments given
- Maintain confidentiality in storing documents
- Have a staff suggestion box
- Provide written material during meetings to back up what is being said
- Acknowledge staff who turn in paperwork on time
- Provide staff with information and resources in ample time to meet deadlines

Use effective team decision-making strategies.

- Allow time for discussion and process
- Be on time to meetings
- Make sure all staff members are informed
- All players informed of decisions in a timely manner
- Value divergent thinking; look at all sides. Once a decision is made, be united behind it
- Gather staff input from the field, ask what is working and what’s not working during meetings
- When possible, get consensus
- Value our own expertise but be willing to go outside when we need it
- Attack the problem, not the person
- Pull together in a crisis or when need arises. Person who is having crisis lets group know
- Provide time for reflection
- Include all stakeholders
- Provide an answer to an issue

Notify your support person:

- If time lines can’t be met (well in advance so all resources can be pulled in)
- When you are absent, call both your support person and the person responsible for your attendance
- Of any emergencies or hot topics - **NO SURPRISES**
  - 911 emergencies and injuries that require a doctor’s attention
  - CPS referrals
  - Licensing notifications/breaches/reports/visits
  - Grant reviewers/monitor contacts or visits
  - Potential litigation
  - Contract concerns
  - Student/employee safety, lockdowns
  - Staff dissension
  - Worker’s Compensation issues
  - Removal by a police officer
  - Loss of power, water, flooding or any other unusual incident
  - Angry parents

Professional team work

- Be on time to work
- Consistent with break and prep-time schedules
- Provide constructive feedback to each other, focus on strengths

Accountability

When Paperwork is Due	How Often	To Whom
Child Plus HS Monthly Attendance Input	Daily	Child Plus (Mahelet Barrera)
ST-FD-Wrap Daily Sign-in Sheets	First of month	Assigned CDS Enrollment
Lesson Plans (**weekly**)	Every Friday	Assigned Coordinator
Per Diem Time Sheets (email or text)	no later than the 25th of the month	Denise Auzenne
Child Plus Education Events Data Entry	25th of the month	Child Plus (May Song)
New Student Heights & Weights	two weeks after enrolled	CD Clerk Enrollment
Form 12/Absence Report	Upon return to work	Dawn Weymouth and Denise Auzenne
Monthly visitor/Staff Sign-in Sheets	Last day of month	Assigned Coordinator
Meal Count Report (yellow copy)	Last day of month	CDS I Serna
Parent Meeting Agenda and Sign-in Sheets	Last day of month	CDS I Serna (Krista)
Monthly DIS Log Sign-in Sheets	Last day of month	Disability Coordinator
Head Start In-Kind Hours	Last day of month	CDS I Serna (Krista)
Time Sheets	Last day of month	Dawn Weymouth and Denise Auzenne
Family Partnership/Goal Sheets	Same time as Parent Conferences	SCL Serna (Bill)

School Year Start Notes and Reminders

Reminders:

- ***Attendance is entered into Child Plus daily by the end of the day (Head Start)***
- *Review your students' file **prior** to the beginning of school*
- *Be sure to look over student IEPs, screeners and complete your screening records*
- *Request pull-ups and wipes from your nurse as needed for students*
- *Review the Health & Safe Environments Checklist and SETA screener when setting up your classroom*

ASQ & ASQ-SE screeners are due within 45 days of enrollment

- *ASQ: Ages and Stages Questionnaire*
- *ASQ-SE: Ages and Stages Social Emotional Questionnaire*

HEALTH REMINDERS

For RESCUE and NON-RESCUE medications, a NON-LOCKING (clear plastic) medical box will be used.

Review students' special diets or modifications and post on the
Food, Allergy and Substitution Chart

DRDP Requirements

***For students enrolled after the first day of school,** DRDP are due within 60 calendar days of enrollment.*

HS, Wrap, State:

- *New students enrolled on or prior to Oct. 6th must have a fall, winter and spring DRDP*
- *New students enrolled between Oct. 7th and Dec. 6th must have a winter and spring DRDP.*
- *New students enrolled after Dec. 7th must have a spring DRDP.*

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August's Notes and Reminders

Reminders:

- Set-up the classroom Substitute Binders before the first day of class
- Home Visits and Parent Orientations to be completed August 26th–30th
- Begin gathering student aneedotal observations for the DRDP
- Heights and Weights need to be completed within first two weeks of enrollment
- ASQ screeners to be completed within 45 days of enrollment (to be done during the 1st home visit)
- ASQ-SE screeners to be completed within 45 days of enrollment (to be done during the 1st home visit)

Notes:

All Programs

- Home Visits are August 19th–22nd
- Students first day of class is August 28th
- Learning Genie for 10 month programs DRDP begins on August 28th

Looking Ahead for All Programs:

- Learning Genie for DRDP opens on September 3 and closes on October 4th
- Continue gathering student aneedotal observations for the DRDP
- APPLE Bag rotations begins in September
- Labor Day Holiday is September 2nd

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1 **DRDP Starts** (12 month Program only) **12-Month FD Programs** begin 45/60 day count when child enrolls into your class	**2** Lesson Plans Due (12 mo. Programs only)
5	**6**	**7**	**8**	**9** Lesson Plans Due (12 mo. Programs only)
12	**13**	**14** **Welcome Back to School!** **District Pre-service Day 1** 8:30-3:30	**15** **Welcome Back to School!** **District Pre-service Day 2** 8:30-3:30	**16** Lesson Plans Due(12 mo. Programs only) **Welcome Back to School!** **District Pre-service Day 3** 8:30-3:30
19 **Home Visits & Classroom Prep**	**20** **Home Visits & Classroom Prep**	**21** **Home Visits & Classroom Prep**	**22** **Home Visits & Classroom Prep**	**23** Lesson Plans Due(12 mo. Programs only) **Tentative Parent/Classroom Orientation**
26 **ELC Staff Orientation Kick-Off** 8:00-4:00	**27** **ELC Staff Orientation Kick-Off** 8:00-4:00	**28** **Home Visits & Classroom Prep**	**29** **Home Visits & Classroom Prep**	**30** Lesson Plans Due All Programs Home Visit Verification Form to Coordinator Family Worksheet to SCL End of Month Paper work Due per page 4

September's Notes and Reminders

Reminders:

- Make sure to conduct a pedestrian safety lesson with your students
- Parents need to elect a PC and PAC Representative for Policy Council
- Prioritize screeners by first year students then second year students
- ASQ-SE should be completed within the first 45 days of students' attendance
- Dental Varnishes will begin in October. Add your class dates to the calendar

Notes:

All Programs

- Labor Day Holiday is September 2nd

Looking Ahead for All Programs:

- Continue gathering student anecdotal observations for the DRDP
- Continue to do ASQ & ASQ-SE screens with students upon their entry to school

September 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 **Labor Day** **No School**	**3** Learning Genie for Fall DRDP begins **All Classes in Regular Session**	**4**	**5**	**6** Lesson Plans Due State Sign-in Sheets Due
9	**10**	**11**	**12**	**13** Lesson Plans Due **Heights & Weights Due to CD Clerk** For students who start at the beginning of the school year
16	**17**	**18**	**19** **HS PC/State PAC Meeting** 9-11am at Hiram Johnson	**20** Lesson Plans Due **Professional Learning** 1:00 – 4:00
23	**24**	**25** Child Plus Education Events Data Entry Due	**26**	**27** Lesson Plans Due
30 Home Visit Verification Form to Coordinator Parent Meeting Plan Due End of Month Paper work Due per page 4	**All Classes:** *PC & PAC Rep. Names to Coordinator *SCUSD Parents Rights Signed & in student file	**All Classes Continued:** *Speech & Language Referrals to Sp. Needs Coordinator *Request for Internal Services (RIS) to Sp. Needs Coordinator	**Full-Day 12 month only:** *Rescreen: ASQ & ASQ-SE	

October's Notes and Reminders

Reminders:

All Programs

- Follow the department Celebration Guidelines for classroom celebrations
- **Remember to rescreen any students who did not pass the ASQ & ASQ-SE**
  Submit a *Request for Internal Services (RIS)* form to the appropriate staff should a child need additional support

Notes:

All Programs

- Learning Genie for Fall DRDP is due on November 1st

SAFE ENVIRONMENTS:

- Review daily the Safe & Healthy Environments Checklist.
- Note fire drills, drop & cover and lockdown drills on log each month.

Looking Ahead:

All Programs:

- Continue to do ASQ & ASQ-SE screens with students upon their entry to school
- Set Up parent conference schedule for November
- Veteran's Day Holiday will be observed on November 11th
- Parent/Teacher Conference dates for all programs are November 12th – 15th
- Thanksgiving Break is November 25th – 29th for all programs
- Learning Genie for Winter DRDP begins on November 4th and is due on February 3rd

October 2024

Monday	Tuesday	Wednesday	Thursday	Friday
All Classes: *Request for Internal Services (RIS) to Sp. Needs Coordinator	**1** Fidelity Tool Environment Checklist Due	**2**	**3**	**4** Lesson Plans Due State Sign-in Sheets Due
7	**8**	**9**	**10**	**11** Lesson Plans Due **Professional Learning** 1:00 – 4:00
14 **45 day screener results**	**15**	**16**	**17** **HS PC Meeting** 9-11am at Hiram Johnson	**18** Lesson Plans Due
21	**22**	**23**	**24**	**25** Lesson Plans Due Child Plus Education Events Data Entry Due
28	**29**	**30**	**31** End of Month Paper work Due per page 4	**All Classes Continued:** *Speech & Language Referrals to Sp. Needs Coordinator *ASQ-SE Screener Referrals *Fall DRDP Student Ratings into Learning Genie

November's Notes and Reminders

Reminders:

Head Start/Wrap/Full-Day Programs

- Learning Genie for DRDP Opens on November 4th

Notes:

All Programs:

- **Tooth Brushing Procedures**
  - ✓ Tooth brushing must occur once daily
  - ✓ Children are given a "pea size" amount of toothpaste dispensed separately on a small tab of paper
  - ✓ All toothbrushes are labeled with child's name
  - ✓ Toothbrushes should be properly stored and not touching.
  - ✓ All toothbrushes should be in good condition. Replace frayed toothbrushes
  - ✓ **Effective assistance and assistance from staff are given to encourage proper brushing techniques**

  Review dental varnish schedule for your classroom dates
- Veteran's Day Holiday Observed November 11th
- Thanksgiving Break November 25th – 29th

Looking Ahead for All Programs:

- Continue to do ASQ & ASQ-SE screens with students upon their entry to school
- Winter Break is December 23rd – January 3rd for all programs

November 2024

Monday	Tuesday	Wednesday	Thursday	Friday
All Classes: *Late Enrolled DRDP student ratings *ASQ & ASQ-SE Screener Referrals				**1** Lesson Plans Due State Sign-in Sheets Due
4 Learning Genie for Winter DRDP begins	**5**	**6**	**7**	**8** Lesson Plans Due **Professional Learning** 1:00 – 4:00
11 Veteran's Day **No School**	**12** **Parent Conferences take place**	**13**	**14**	**15** Lesson Plans Due
18 **FPA Goals**	**19**	**20**	**21** **HS PC Meeting** Elections 9-11am at Hiram Johnson	**22** Lesson Plans Due End of Month Paper work Due per page 4 Enter December Home Visits into **Child Plus** Child Plus Education Events Data Entry Due IDP Home Visit Verification Form to Coordinator
25 **Thanksgiving Break – ALL Programs Closed**	**26**	**27**	**28**	**29**

December's Notes and Reminders

Reminders:

- Continue gathering student anecdotal observations for the DRDP
- Follow the department Celebration Guidelines for classroom celebrations

Notes:

- SAFE ENVIRONMENTS
  - ✓ Do you have sufficient wood chips around your play equipment?
- Winter Break Begins December 23rd

Looking Ahead to 2025:

All Programs

- Plan a parent meeting for January based on Parent Meeting Surveys
- Winter Break continues through January 3rd
- Martin L. King, Jr. Holiday is January 20th

December 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2	**3**	**4**	**5**	**6** Lesson Plans Due State Sign-in Sheets Due
9	**10**	**11**	**12**	**13** Lesson Plans Due **Professional Learning** 1:00 – 4:00
16	**17**	**18**	**19** **HS PC Meeting** 9-11am at Hiram Johnson	**20** Lesson Plans Due End of Month Paper work Due per page 4 Child Plus Education Events Data Entry Due
23 **Winter Break – All Programs Closed**	**24**	**25**	**26**	**27**
30 **Winter Break – All Programs Closed**	**31**		**All Classes:** *Rescreens for ASQ & ASQ-SE *FPA Goal Sheet to CD Clerk	

January's Notes and Reminders

Reminders:

- Continue gathering student anecdotal observations for the DRDP
- Follow the department Celebration Guidelines for classroom celebrations

Notes:

- Winter Break Ends January 3rd
- Martin L. King, Jr. Holiday is January 20th

Looking Ahead:

All Programs

- Learning Genie for DRDP closes on February 3rd
- Learning Genie for DRDP opens on February 6th and closes on April 26th
- Plan a parent meeting for January based on Parent Meeting Surveys
- Lincoln's Birthday Holiday is February 10th
- Set up a schedule for the February Parent/Teacher conferences – February 11th – 14th
- Washington's Birthday Holiday is February 17th

Children with involved parents are:

- More successful in school
- More ambitious
- More self-confident with their identity
- Self-protective and self-reliant
- Less likely to drop out
- Less Susceptible to peer pressure
- Less likely to get in trouble with the law

January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Winter Break – All Programs Closed		
6 State Sign-in Sheets Due	7	8	9	10 Lesson Plans Due **Professional Learning** 1:00 – 4:00
13	14	15	16 **HS PC/State PAC Meeting** 9-11am at Hiram Johnson	17 Lesson Plans Due
20 **Martin L. King, Jr. Holiday** **No School**	21	22	23	24 Lesson Plans Due Child Plus Screener results for new students Child Plus Education Events Data Entry Due
27	28	29	30	31 Lesson Plans Due End of Month Paper work Due per page 4 Enter December Home Visits into **Child Plus** IDP Home Visit Verification Form to Coordinator Learning Genie for Winter DRDP ends

February's Notes and Reminders

Reminders:

All Programs

- Safe Environments screening tool due this month
- Learning Genie for DRDP closes on February 3rd
- Learning Genie for DRDP Opens on February 5th
- Lincoln's Birthday Holiday, February 10th
- Parent Conferences February 11th – 14th
- Washington's Birthday Holiday, February 17th

Notes:

S.U.P.E.R. vision

S Stop

U Unite and Gather

P Perform a Sweep of the area for children

E Exact Count of children

R Recount and Roll Call your children

HEALTH REMINDER !

Wash hands before and after food preparation, treating a wound, setting the table, dispensing medication, handling animals, contact with blood or other bodily fluids, after removal of gloves

February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 Learning Genie for Spring DRDP begins	**4**	**5**	**6**	**7** Lesson Plans Due State Sign-in Sheets Due **Professional Learning** 1:00 – 4:00
10 Lincoln's Birthday Holiday **No School**	**11** **Home Visits take place**	**12**	**13**	**14** Lesson Plans Due
17 Washington's Birthday Holiday	**18**	**19**	**20** **HS PC Meeting** 9-11am at Hiram Johnson	**21** Lesson Plans Due
24 Child Plus Enter Home Visits **FPA Updates**	**25** Child Plus Education Events Data Entry Due	**26**	**27**	**28** Lesson Plans Due End of Month Paper work Due per page 4 Home Visit Verification Form to Coordinator

March's Notes and Reminders

Reminders:

- ✧ *Do you have any NEW students needing an ASQ & ASQ-SE screening?*

Notes:

SAFE ENVIRONMENTS:

- ✓ *Check those flashlights again and make sure they are working and are "BRIGHT"!*
- ✓ *Call Nurse for batteries*
- ✓ *Check bikes and outdoor equipment*

Looking Ahead:

Head Start/State/Wrap Programs

- ✧ *Closed during Spring Break, April 14th – 18th*

Full-Day Programs

- ✧ *Spring Break: Open April 14th – 16th and Closed April 17th – 18th*

All Programs

- ✧ *Start planning the Parent Activity with your parents at the parent meeting*
- ✧ *Learning Genie for DRDP closes on April 25th*

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	**4**	**5**	**6**	**7** Lesson Plans Due State Sign-in Sheets Due
10	**11**	**12**	**13**	**14** Lesson Plans Due **Professional Learning** 1:00 – 4:00
17	**18**	**19**	**20** **HS PC Meeting** 9-11am at Hiram Johnson	**21** Lesson Plans Due
24	**25** Child Plus Education Events Data Entry Due	**26**	**27**	**28** Lesson Plans Due Home Visit Verification Form to Coordinator
31 End of Month Paper work Due per page 4	**Full-Day/Head Start/Wrap:** *IDP (LG Child Report) Home Visit Verification Forms			

April's Notes and Reminders

Reminders:

All Programs

- Learning Genie for DRDP closes on April 25th

Head Start/State/Wrap Programs

- Closed during Spring Break, April 14th – 18th

Full-Day Programs

- Spring Break: Open April 14th – 16th and Closed April 17th – 18th

Notes:

- SAFE ENVIRONMENTS:
  - ✓ Check refrigerator thermometers
  - ✓ Clean refrigerator
  - ✓ Clean meal cart

Looking Ahead:

Head Start Programs

- Plan and Schedule your Parent Activity for May
- Parent Conference are May 12th – 16th
- Memorial Day Holiday is May 26th

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1	**2**	**3**	**4** Lesson Plans Due State Sign-in Sheets Due
7	**8**	**9**	**10** **HS PC Meeting** 9-11am at Hiram Johnson Pending	**11** Lesson Plans Due **Professional Learning** 1:00 – 4:00
14	**15**	**16**	**17**	**18** Lesson Plans Due
Spring Break: Head Start/State/Wrap Programs Closed all week – Full-Day Programs Open 14th - 16th, closed 17th - 18th				
21	**22**	**23**	**24** **HS PC Meeting** 9-11am at Hiram Johnson Pending	**25** Lesson Plans Due Learning Genie for Spring DRDP closes Child Plus Education Events Data Entry Due
28 Any Student enrolled after April 26 needs a Spring DRDP	**29**	**30** End of Month Paper work Due per page 4		

May's Notes and Reminders

Reminders:

State Programs

- Work on completing DRDP Parent Surveys
- Parent Conference are May 12th – 16th
- Memorial Day Holiday is May 26th

Notes:

- Preparation for Summer Deep Cleaning begins June 13th

Looking Ahead:

All 10 Month Programs

- Last day of school with children is June 12th
- Teachers close their classrooms on June 13th
- Please submit Celebration form for the End of School Year Celebration

May 2025

Monday	Tuesday	Wednesday	Thursday	Friday
Full-Day/Head Start/Wrap: *FPA Goal Sheet #3 due to CD Clerk **State**: *DRDP Parent Survey			1	2 Lesson Plans Due State Sign-in Sheets Due
5	6	7	8	9 Lesson Plans Due **Professional Learning** 1:00 – 4:00
12	13	14	15 **HS PC/State PAC Meeting** 9-11am at Hiram Johnson	16 Lesson Plans Due
Parent/Teacher Conferences				
19	20	21	22	23 Lesson Plans Due
26 Memorial Day **No School**	27 Child Plus Education Events Data Entry Due **FPA Close Out**	28	29	30 Lesson Plans Due End of Month Paper work Due per page 4

June's Notes and Reminders

Reminders:

Head Start/State/Wrap Programs

- ✧ All paperwork is due the June 13th
- ✧ Distribute any student Medications to parents on the last day of class
- ✧ Complete classroom inventory

Full Day Programs

- ✧ Continue on through summer

Notes:

Preparing for Summer Deep Cleaning:

- ✓ Complete Classroom Inventory
- ✓ Put Away All Classroom Materials
  - Chairs up on Table
  - School Supplies and Materials Bagged or Boxed
- ✓ Take All Personal Belongings Home with You

Looking Ahead:

Full Day Programs

- ✧ Full-Day 12 month classes to continue through July & August
- ✧ Independence Day Holiday is July 4th

June 2025

Monday	Tuesday	Wednesday	Thursday	Friday
2 State Sign-in Sheets Due **FPA Close Out**	**3**	**4**	**5** **HS PC/State PAC Meeting** 9-11am at Hiram Johnson - Pending	**6** Lesson Plans Due
9	**10**	**11**	**12** **HS PC/State PAC Meeting** 9-11am at Hiram Johnson - Pending Last Day of School for children in 10 Month Programs!	**13** 10 Month Teachers Close Classrooms – paperwork due Lesson Plans Due (12 month programs only)
16	**17**	**18**	**19** **Juneteenth Holiday**	**20** Lesson Plans Due (12 month programs only)
23	**24** Child Plus Education Events Data Entry Due	**25**	**26**	**27** Lesson Plans Due (12 month programs only)
30 End of Month Paper work Due per page 4 (12 month programs only)				

Preparing for Summer Deep Cleaning:

- ✓ Complete Classroom Inventory
- ✓ Put Away All Classroom Materials
  - Chairs up on Table
  - School Supplies and Materials Bagged or Boxed
- ✓ Take All Personal Belongings Home with You

July and August's Notes and Reminders

Reminders:

Full-Day Programs

- Complete classroom inventory
- Independence Day Holiday is July 4th

Notes:

- When doing water play, have the children wash the toys. This is a fun way to get them all cleaned up!

Looking Ahead:

Full Day Programs

- First Day of School for Students – August 1st

July 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 State Sign-in Sheets Due Learning Genie DRDP opens for Full-Day Students enrolled in May & June	**2**	**3** **Independence Day** **No School**	**4** Lesson Plans Due (12 month programs only)
7	**8**	**9**	**10**	**11** Lesson Plans Due (12 month programs only)
14	**15**	**16**	**17**	**18** Lesson Plans Due (12 month programs only)
21	**22**	**23**	**24**	**25** Lesson Plans Due (12 month programs only)
28	**29**	**30**	**31** End of Month Paper work Due per page 4 Learning Genie DRDP closes	

August 2025

Monday	Tuesday	Wednesday	Thursday	Friday
				1 First Day of School 12 month program Lesson Plans Due (12 month programs only) State Sign-in Sheets Due
4	**5**	**6**	**7**	**8** Lesson Plans Due (12 month programs only)
11	**12**	**13**	**14**	**15** Lesson Plans Due (12 month programs only)
18	**19**	**20**	**21**	**22** Lesson Plans Due (12 month programs only)
25	**26**	**27**	**28**	**29** End of Month Paper work Due per page 4 Lesson Plans Due (12 month programs only)

General Notes and Helpful Information

Abbreviations

ADA = Americans with Disabilities Act
ASQ = Ages and Stages Questionnaire
ASQ-SE = Ages and Stages Questionnaire-Social Emotional
CDS = Child Development Specialist
CSPP = California State Preschool Program
DIS Log = Designated Instruction Services
DRDP = Desired Results Developmental Profile
EAR = Education Accountability Record
ECERS = Early Childhood Environmental Rating Scale
FD = Full-Day
FPA = Family Partnership Agreement
FPM = Federal Program Monitoring (State-required triennial program monitoring)
HS = Head Start
IDP = Individualized Development Plan
IEP = Individualized Education Plan
NAEYC = National Association for the Education of Young Children (www.naeyc.org)
PAC = Parent Advisory Committee (State Preschool)
PC = Policy Committee (Head Start)
PIP = Program Improvement Plan
PIR = Program Information Report
PPP = Parent Participation Preschool
QRIS = Quality Rating Improvement System
SCL = School Community Liaison
SCOE = Sacramento Country Office of Education
ST = State Preschool (may also be referred to as CSPP)
TBD = To Be Determined
Wrap = Start Preschool/Head Start

45 and 60 Day Timelines 2024-2025

Enrolled	45 Day	60 Day
1-Jul-24	15-Aug-24	30-Aug-24
2-Jul-24	16-Aug-24	31-Aug-24
3-Jul-24	17-Aug-24	1-Sep-24
4-Jul-24	18-Aug-24	2-Sep-24
5-Jul-24	19-Aug-24	3-Sep-24
6-Jul-24	20-Aug-24	4-Sep-24
7-Jul-24	21-Aug-24	5-Sep-24
8-Jul-24	22-Aug-24	6-Sep-24
9-Jul-24	23-Aug-24	7-Sep-24
10-Jul-24	24-Aug-24	8-Sep-24
11-Jul-24	25-Aug-24	9-Sep-24
12-Jul-24	26-Aug-24	10-Sep-24
13-Jul-24	27-Aug-24	11-Sep-24
14-Jul-24	28-Aug-24	12-Sep-24
15-Jul-24	29-Aug-24	13-Sep-24
16-Jul-24	30-Aug-24	14-Sep-24
17-Jul-24	31-Aug-24	15-Sep-24
18-Jul-24	1-Sep-24	16-Sep-24
19-Jul-24	2-Sep-24	17-Sep-24
20-Jul-24	3-Sep-24	18-Sep-24
21-Jul-24	4-Sep-24	19-Sep-24
22-Jul-24	5-Sep-24	20-Sep-24
23-Jul-24	6-Sep-24	21-Sep-24
24-Jul-24	7-Sep-24	22-Sep-24
25-Jul-24	8-Sep-24	23-Sep-24
26-Jul-24	9-Sep-24	24-Sep-24
27-Jul-24	10-Sep-24	25-Sep-24
28-Jul-24	11-Sep-24	26-Sep-24
29-Jul-24	12-Sep-24	27-Sep-24
30-Jul-24	13-Sep-24	28-Sep-24
31-Jul-24	14-Sep-24	29-Sep-24
1-Aug-24	15-Sep-24	30-Sep-24
2-Aug-24	16-Sep-24	1-Oct-24

Enrolled	45 Day	60 Day
3-Aug-24	17-Sep-24	2-Oct-24
4-Aug-24	18-Sep-24	3-Oct-24
5-Aug-24	19-Sep-24	4-Oct-24
6-Aug-24	20-Sep-24	5-Oct-24
7-Aug-24	21-Sep-24	6-Oct-24
8-Aug-24	22-Sep-24	7-Oct-24
9-Aug-24	23-Sep-24	8-Oct-24
10-Aug-24	24-Sep-24	9-Oct-24
11-Aug-24	25-Sep-24	10-Oct-24
12-Aug-24	26-Sep-24	11-Oct-24
13-Aug-24	27-Sep-24	12-Oct-24
14-Aug-24	28-Sep-24	13-Oct-24
15-Aug-24	29-Sep-24	14-Oct-24
16-Aug-24	30-Sep-24	15-Oct-24
17-Aug-24	1-Oct-24	16-Oct-24
18-Aug-24	2-Oct-24	17-Oct-24
19-Aug-24	3-Oct-24	18-Oct-24
20-Aug-24	4-Oct-24	19-Oct-24
21-Aug-24	5-Oct-24	20-Oct-24
22-Aug-24	6-Oct-24	21-Oct-24
23-Aug-24	7-Oct-24	22-Oct-24
24-Aug-24	8-Oct-24	23-Oct-24
25-Aug-24	9-Oct-24	24-Oct-24
26-Aug-24	10-Oct-24	25-Oct-24
27-Aug-24	11-Oct-24	26-Oct-24
28-Aug-24	12-Oct-24	27-Oct-24
29-Aug-24	13-Oct-24	28-Oct-24
30-Aug-24	14-Oct-24	29-Oct-24
31-Aug-24	15-Oct-24	30-Oct-24
1-Sep-24	16-Oct-24	31-Oct-24
2-Sep-24	17-Oct-24	1-Nov-24
3-Sep-24	18-Oct-24	2-Nov-24
4-Sep-24	19-Oct-24	3-Nov-24

Enrolled	45 Day	60 Day
5-Sep-24	20-Oct-24	4-Nov-24
6-Sep-24	21-Oct-24	5-Nov-24
7-Sep-24	22-Oct-24	6-Nov-24
8-Sep-24	23-Oct-24	7-Nov-24
9-Sep-24	24-Oct-24	8-Nov-24
10-Sep-24	25-Oct-24	9-Nov-24
11-Sep-24	26-Oct-24	10-Nov-24
12-Sep-24	27-Oct-24	11-Nov-24
13-Sep-24	28-Oct-24	12-Nov-24
14-Sep-24	29-Oct-24	13-Nov-24
15-Sep-24	30-Oct-24	14-Nov-24
16-Sep-24	31-Oct-24	15-Nov-24
17-Sep-24	1-Nov-24	16-Nov-24
18-Sep-24	2-Nov-24	17-Nov-24
19-Sep-24	3-Nov-24	18-Nov-24
20-Sep-24	4-Nov-24	19-Nov-24
21-Sep-24	5-Nov-24	20-Nov-24
22-Sep-24	6-Nov-24	21-Nov-24
23-Sep-24	7-Nov-24	22-Nov-24
24-Sep-24	8-Nov-24	23-Nov-24
25-Sep-24	9-Nov-24	24-Nov-24
26-Sep-24	10-Nov-24	25-Nov-24
27-Sep-24	11-Nov-24	26-Nov-24
28-Sep-24	12-Nov-24	27-Nov-24
29-Sep-24	13-Nov-24	28-Nov-24
30-Sep-24	14-Nov-24	29-Nov-24
1-Oct-24	15-Nov-24	30-Nov-24
2-Oct-24	16-Nov-24	1-Dec-24
3-Oct-24	17-Nov-24	2-Dec-24
4-Oct-24	18-Nov-24	3-Dec-24
5-Oct-24	19-Nov-24	4-Dec-24
6-Oct-24	20-Nov-24	5-Dec-24
7-Oct-24	21-Nov-24	6-Dec-24

Enrolled	45 Day	60 Day
8-Oct-24	22-Nov-24	7-Dec-24
9-Oct-24	23-Nov-24	8-Dec-24
10-Oct-24	24-Nov-24	9-Dec-24
11-Oct-24	25-Nov-24	10-Dec-24
12-Oct-24	26-Nov-24	11-Dec-24
13-Oct-24	27-Nov-24	12-Dec-24
14-Oct-24	28-Nov-24	13-Dec-24
15-Oct-24	29-Nov-24	14-Dec-24
16-Oct-24	30-Nov-24	15-Dec-24
17-Oct-24	1-Dec-24	16-Dec-24
18-Oct-24	2-Dec-24	17-Dec-24
19-Oct-24	3-Dec-24	18-Dec-24
20-Oct-24	4-Dec-24	19-Dec-24
21-Oct-24	5-Dec-24	20-Dec-24
22-Oct-24	6-Dec-24	21-Dec-24
23-Oct-24	7-Dec-24	22-Dec-24
24-Oct-24	8-Dec-24	23-Dec-24
25-Oct-24	9-Dec-24	24-Dec-24
26-Oct-24	10-Dec-24	25-Dec-24
27-Oct-24	11-Dec-24	26-Dec-24
28-Oct-24	12-Dec-24	27-Dec-24
29-Oct-24	13-Dec-24	28-Dec-24
30-Oct-24	14-Dec-24	29-Dec-24
31-Oct-24	15-Dec-24	30-Dec-24
1-Nov-24	16-Dec-24	31-Dec-24
2-Nov-24	17-Dec-24	1-Jan-25
3-Nov-24	18-Dec-24	2-Jan-25
4-Nov-24	19-Dec-24	3-Jan-25
5-Nov-24	20-Dec-24	4-Jan-25
6-Nov-24	21-Dec-24	5-Jan-25
7-Nov-24	22-Dec-24	6-Jan-25
8-Nov-24	23-Dec-24	7-Jan-25
9-Nov-24	24-Dec-24	8-Jan-25
10-Nov-24	25-Dec-24	9-Jan-25
11-Nov-24	26-Dec-24	10-Jan-25
12-Nov-24	27-Dec-24	11-Jan-25

Enrolled	45 Day	60 Day
13-Nov-24	28-Dec-24	12-Jan-25
14-Nov-24	29-Dec-24	13-Jan-25
15-Nov-24	30-Dec-24	14-Jan-25
16-Nov-24	31-Dec-24	15-Jan-25
17-Nov-24	1-Jan-25	16-Jan-25
18-Nov-24	2-Jan-25	17-Jan-25
19-Nov-24	3-Jan-25	18-Jan-25
20-Nov-24	4-Jan-25	19-Jan-25
21-Nov-24	5-Jan-25	20-Jan-25
22-Nov-24	6-Jan-25	21-Jan-25
23-Nov-24	7-Jan-25	22-Jan-25
24-Nov-24	8-Jan-25	23-Jan-25
25-Nov-24	9-Jan-25	24-Jan-25
26-Nov-24	10-Jan-25	25-Jan-25
27-Nov-24	11-Jan-25	26-Jan-25
28-Nov-24	12-Jan-25	27-Jan-25
29-Nov-24	13-Jan-25	28-Jan-25
30-Nov-24	14-Jan-25	29-Jan-25
1-Dec-24	15-Jan-25	30-Jan-25
2-Dec-24	16-Jan-25	31-Jan-25
3-Dec-24	17-Jan-25	1-Feb-25
4-Dec-24	18-Jan-25	2-Feb-25
5-Dec-24	19-Jan-25	3-Feb-25
6-Dec-24	20-Jan-25	4-Feb-25
7-Dec-24	21-Jan-25	5-Feb-25
8-Dec-24	22-Jan-25	6-Feb-25
9-Dec-24	23-Jan-25	7-Feb-25
10-Dec-24	24-Jan-25	8-Feb-25
11-Dec-24	25-Jan-25	9-Feb-25
12-Dec-24	26-Jan-25	10-Feb-25
13-Dec-24	27-Jan-25	11-Feb-25
14-Dec-24	28-Jan-25	12-Feb-25
15-Dec-24	29-Jan-25	13-Feb-25
16-Dec-24	30-Jan-25	14-Feb-25
17-Dec-24	31-Jan-25	15-Feb-25
18-Dec-24	1-Feb-25	16-Feb-25

Enrolled	45 Day	60 Day
19-Dec-24	2-Feb-25	17-Feb-25
20-Dec-24	3-Feb-25	18-Feb-25
21-Dec-24	4-Feb-25	19-Feb-25
22-Dec-24	5-Feb-25	20-Feb-25
23-Dec-24	6-Feb-25	21-Feb-25
24-Dec-24	7-Feb-25	22-Feb-25
25-Dec-24	8-Feb-25	23-Feb-25
26-Dec-24	9-Feb-25	24-Feb-25
27-Dec-24	10-Feb-25	25-Feb-25
28-Dec-24	11-Feb-25	26-Feb-25
29-Dec-24	12-Feb-25	27-Feb-25
30-Dec-24	13-Feb-25	28-Feb-25
31-Dec-24	14-Feb-25	1-Mar-25
1-Jan-25	15-Feb-25	2-Mar-25
2-Jan-25	16-Feb-25	3-Mar-25
3-Jan-25	17-Feb-25	4-Mar-25
4-Jan-25	18-Feb-25	5-Mar-25
5-Jan-25	19-Feb-25	6-Mar-25
6-Jan-25	20-Feb-25	7-Mar-25
7-Jan-25	21-Feb-25	8-Mar-25
8-Jan-25	22-Feb-25	9-Mar-25
9-Jan-25	23-Feb-25	10-Mar-25
10-Jan-25	24-Feb-25	11-Mar-25
11-Jan-25	25-Feb-25	12-Mar-25
12-Jan-25	26-Feb-25	13-Mar-25
13-Jan-25	27-Feb-25	14-Mar-25
14-Jan-25	28-Feb-25	15-Mar-25
15-Jan-25	1-Mar-25	16-Mar-25
16-Jan-25	2-Mar-25	17-Mar-25
17-Jan-25	3-Mar-25	18-Mar-25
18-Jan-25	4-Mar-25	19-Mar-25
19-Jan-25	5-Mar-25	20-Mar-25
20-Jan-25	6-Mar-25	21-Mar-25
21-Jan-25	7-Mar-25	22-Mar-25
22-Jan-25	8-Mar-25	23-Mar-25
23-Jan-25	9-Mar-25	24-Mar-25

Enrolled	45 Day	60 Day
24-Jan-25	10-Mar-25	25-Mar-25
25-Jan-25	11-Mar-25	26-Mar-25
26-Jan-25	12-Mar-25	27-Mar-25
27-Jan-25	13-Mar-25	28-Mar-25
28-Jan-25	14-Mar-25	29-Mar-25
29-Jan-25	15-Mar-25	30-Mar-25
30-Jan-25	16-Mar-25	31-Mar-25
31-Jan-25	17-Mar-25	1-Apr-25
1-Feb-25	18-Mar-25	2-Apr-25
2-Feb-25	19-Mar-25	3-Apr-25
3-Feb-25	20-Mar-25	4-Apr-25
4-Feb-25	21-Mar-25	5-Apr-25
5-Feb-25	22-Mar-25	6-Apr-25
6-Feb-25	23-Mar-25	7-Apr-25
7-Feb-25	24-Mar-25	8-Apr-25
8-Feb-25	25-Mar-25	9-Apr-25
9-Feb-25	26-Mar-25	10-Apr-25
10-Feb-25	27-Mar-25	11-Apr-25
11-Feb-25	28-Mar-25	12-Apr-25
12-Feb-25	29-Mar-25	13-Apr-25
13-Feb-25	30-Mar-25	14-Apr-25
14-Feb-25	31-Mar-25	15-Apr-25
15-Feb-25	1-Apr-25	16-Apr-25
16-Feb-25	2-Apr-25	17-Apr-25
17-Feb-25	3-Apr-25	18-Apr-25
18-Feb-25	4-Apr-25	19-Apr-25
19-Feb-25	5-Apr-25	20-Apr-25
20-Feb-25	6-Apr-25	21-Apr-25
21-Feb-25	7-Apr-25	22-Apr-25
22-Feb-25	8-Apr-25	23-Apr-25
23-Feb-25	9-Apr-25	24-Apr-25
24-Feb-25	10-Apr-25	25-Apr-25
25-Feb-25	11-Apr-25	26-Apr-25
26-Feb-25	12-Apr-25	27-Apr-25
27-Feb-25	13-Apr-25	28-Apr-25
28-Feb-25	14-Apr-25	29-Apr-25

Enrolled	45 Day	60 Day
6-Apr-25	21-May-25	5-Jun-25
7-Apr-25	22-May-25	6-Jun-25
8-Apr-25	23-May-25	7-Jun-25
9-Apr-25	24-May-25	8-Jun-25
10-Apr-25	25-May-25	9-Jun-25
11-Apr-25	26-May-25	10-Jun-25
12-Apr-25	27-May-25	11-Jun-25
13-Apr-25	28-May-25	12-Jun-25
14-Apr-25	29-May-25	13-Jun-25
15-Apr-25	30-May-25	14-Jun-25
16-Apr-25	31-May-25	15-Jun-25
17-Apr-25	1-Jun-25	16-Jun-25
18-Apr-25	2-Jun-25	17-Jun-25
19-Apr-25	3-Jun-25	18-Jun-25
20-Apr-25	4-Jun-25	19-Jun-25
21-Apr-25	5-Jun-25	20-Jun-25
22-Apr-25	6-Jun-25	21-Jun-25
23-Apr-25	7-Jun-25	22-Jun-25
24-Apr-25	8-Jun-25	23-Jun-25
25-Apr-25	9-Jun-25	24-Jun-25
26-Apr-25	10-Jun-25	25-Jun-25
27-Apr-25	11-Jun-25	26-Jun-25
28-Apr-25	12-Jun-25	27-Jun-25
29-Apr-25	13-Jun-25	28-Jun-25
30-Apr-25	14-Jun-25	29-Jun-25
1-May-25	15-Jun-25	30-Jun-25
2-May-25	16-Jun-25	1-Jul-25
3-May-25	17-Jun-25	2-Jul-25
4-May-25	18-Jun-25	3-Jul-25
5-May-25	19-Jun-25	4-Jul-25
6-May-25	20-Jun-25	5-Jul-25
7-May-25	21-Jun-25	6-Jul-25
8-May-25	22-Jun-25	7-Jul-25
9-May-25	23-Jun-25	8-Jul-25
10-May-25	24-Jun-25	9-Jul-25
11-May-25	25-Jun-25	10-Jul-25

Enrolled	45 Day	60 Day
12-May-25	26-Jun-25	11-Jul-25
13-May-25	27-Jun-25	12-Jul-25
14-May-25	28-Jun-25	13-Jul-25
15-May-25	29-Jun-25	14-Jul-25
16-May-24	30-Jun-24	15-Jul-24
17-May-24	1-Jul-24	16-Jul-24
17-May-24	1-Jul-24	16-Jul-24
18-May-24	2-Jul-24	17-Jul-24
19-May-24	3-Jul-24	18-Jul-24
20-May-24	4-Jul-24	19-Jul-24
21-May-24	5-Jul-24	20-Jul-24
22-May-24	6-Jul-24	21-Jul-24
23-May-24	7-Jul-24	22-Jul-24
24-May-24	8-Jul-24	23-Jul-24
25-May-24	9-Jul-24	24-Jul-24
26-May-24	10-Jul-24	25-Jul-24
27-May-24	11-Jul-24	26-Jul-24
28-May-24	12-Jul-24	27-Jul-24
29-May-24	13-Jul-24	28-Jul-24
30-May-24	14-Jul-24	29-Jul-24
31-May-24	15-Jul-24	30-Jul-24
1-Jun-24	16-Jul-24	31-Jul-24
2-Jun-24	17-Jul-24	1-Aug-24
3-Jun-24	18-Jul-24	2-Aug-24
4-Jun-24	19-Jul-24	3-Aug-24
5-Jun-24	20-Jul-24	4-Aug-24
6-Jun-24	21-Jul-24	5-Aug-24
7-Jun-24	22-Jul-24	6-Aug-24
8-Jun-24	23-Jul-24	7-Aug-24
9-Jun-24	24-Jul-24	8-Aug-24
10-Jun-24	25-Jul-24	9-Aug-24
11-Jun-24	26-Jul-24	10-Aug-24
12-Jun-24	27-Jul-24	11-Aug-24
13-Jun-24	28-Jul-24	12-Aug-24
14-Jun-24	29-Jul-24	13-Aug-24
15-Jun-24	30-Jul-24	14-Aug-24

Enrolled	45 Day	60 Day
16-Jun-25	31-Jul-25	15-Aug-25
17-Jun-25	1-Aug-25	16-Aug-25
18-Jun-25	2-Aug-25	17-Aug-25
19-Jun-25	3-Aug-25	18-Aug-25
20-Jun-25	4-Aug-25	19-Aug-25
21-Jun-25	5-Aug-25	20-Aug-25
22-Jun-25	6-Aug-25	21-Aug-25
23-Jun-25	7-Aug-25	22-Aug-25
24-Jun-25	8-Aug-25	23-Aug-25
25-Jun-25	9-Aug-25	24-Aug-25
26-Jun-25	10-Aug-25	25-Aug-25
27-Jun-25	11-Aug-25	26-Aug-25
28-Jun-25	12-Aug-25	27-Aug-25
29-Jun-25	13-Aug-25	28-Aug-25
30-Jun-25	14-Aug-25	29-Aug-25

45 Day Deadlines:
Health & Developmental Screeners

60 Day Deadline is for DRDP (1st)

Sacramento City
UNIFIED SCHOOL DISTRICT

Early Learning & Care

Teacher Notes