

**Community Action Team, Inc. – Child & Family Development Programs
Head Start School Year 2024-25 Dates Due Page – Also See Program Calendar**

GOLD™ Final Checkpoint Rating Due/End Dates			
Checkpoint Period	1/3 Finalized	2/3 Finalized	Finalization Due Date
FALL	10/04/24	10/25/24	11/15/24
WINTER	12/13/24	01/24/25	02/14/25
SPRING	03/21/25	04/18/25	05/16/25
Teaching Strategies GOLD™	Teachers and Assistant Teachers enter data daily and make preliminary level decisions at time of entry. Teachers finalize all placement decisions and will finalize when there is enough data to support a placement decision.		
	Share the GOLD™ Family Conference Form and GOLD™ Child Report Card 3-times per year during a PTC, HV or extra appointment and update the child goals for home and school.		
	Run reports, analyze, and write a summary and action plan 3x/year.		
Sept. 9 through Nov. 15	Observe, collect, enter data and make preliminary decisions (10 weeks)		
November 14, 2024	CFDP Fall Finalization Due Date		
Nov. 18 through Dec. 6	Share Family Conference Form and Child Development & Learning Report (Upload to Child Plus). Update child goals for home and school. Analyze and summarize GOLD™ reports.		
Dec. 9, 2024	Submit School Readiness Report Analysis, Summary & Plan to CM/Education Specialist – Use Form 2-15a		
Nov. 18 through Feb. 14	Observe, collect, enter data and make preliminary decisions (11 weeks)		
February 14, 2025	CFDP Winter Finalization Due Date		
Feb. 18 through Feb. 28	Share Family Conference Form and Child Development & Learning Report (Upload to Child Plus). Update child goals for home and school. Analyze and summarize GOLD™ reports.		
March 3, 2025	Submit School Readiness Report Analysis, Summary & Plan to CM/Education Specialist – Use Form 2-15a		
Feb. 17 through May 16	Observe, collect, enter data and make preliminary decisions (11 weeks)		
May 16, 2025	CFDP Spring Finalization Due Date		
May 19 through May 30	Share Family Conference Form and Child Development & Learning Report (upload to Child Plus). Update child goals for home and school. Analyze and summarize GOLD™ reports.		
June 2, 2025	Submit School Readiness Report Analysis, Summary & Plan to CM/Education Specialist – Use Form 2-15a		
Classroom Data	PBIS – Mental Health – Social/Emotional and CLASS Observations		
September 23, 2024	Form 2-20 PBIS Preschool Behavior Support Self-Assessment		
October 25, 2024	Form 2-43 Social Emotional Classroom Profile to CM, ED/Disability Specialist		
TBD	CLASS Observation & Plans Due – FAX Scoring Summary to Admin on obs. date		

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Family Contact Visits	Education Home Visits Parent Teacher Conferences Social Service Home Visits (Total of five (5) home visits and two (2) PTC). NOTE: This is a total of seven (7) Family Contact Visits although there is often cross-over between social service and education content on any given family visit. Expectation is to schedule visits so families have contact throughout the school year. LDO: Two (2) Home Visits a month (Includes Ed, SS, PTC)
Two (2) Ed HV/year	Teacher completes two Ed home visits per year with the first one completed before school starts or within 30 days of enrollment
October 7, 2024	First Ed HV Completed (1) (Majority to be completed prior to school starting)
April 4, 2025	Second Ed HV Completed (2)
Two (2) PTC/year	It is best practice to alternate, one HV, one PTC, and then repeat cycle. Contact with families does NOT have to align with TSG finalization.
January 17, 2025	First PTC Completed (1)
June 6, 2025	Second PTC Completed (2)
Three (3) SS HV/year	Families receive a minimum of three SS home visits . Social Service home visits are completed by the family advocate or center manager.
December 6, 2024	First Social Service HV Completed (1)
March 7, 2025	Second Social Service HV Completed (2)
May 16, 2025	Third Social Service HV Completed (3)

Family Partnership	The family partnership process maintains and supports family strengths, interests and needs to develop ways to assist families.
December 6, 2024	Family Partnership established
Family Strengths, Interest, and Needs Assessment (FSIN)	FSIN assessment supports work with families by helping to organize information, for follow-up services, for initiating conversation about specific topics, and development of family goals.
December 6, 2024	First FSIN Completed (1)
June 6, 2025	Second FSIN Complete (2)

Health and Development	The Health and Development is important for school success. The following items are to be completed or determined within 30, 45, or 90 days		
30 Days (October 8, 2024)	45 Days (October 23, 2024)		90 Days (December 7, 2024)
Medical Home	ASQ-3	ASQ-SE	Up-to-date – Medical Status
Dental Home	Vision	Hearing	Up-to-date – Dental Status
	Height	Weight	
2nd Height/Weight due May 16, 2025			
Note: Medical and dental items are determined within these time frames. If children do not have medical/dental homes or medical well child/dental exams, determination is that they do not have or are not up-to-date. Document in Child Plus with the plan to support the family.			

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Chronological Program Due Dates			
Date	Action	Date	Action
9-23-2024	Form 2-20, PBIS Self-Assessment	12-7-2024	Up-to-date – Medical Status
10-4-2024	1/3 Finalized Fall TSG	12-7-2024	Up-to-date – Dental Status
10-7-2024	Ed Home Visit (1)	12-13-2024	1/3 Finalized Winter TSG
10-8-2024	Dental Home	1-17-2025	PTC (1)
10-8-2024	Medical Home	1-24-2025	2/3 Finalized Winter TSG
10-23-2024	ASQ-3	2-14-2025	Finalized Winter TSG
10-23-2024	ASQ - SE	3-7-2025	SS Home Visit (2)
10-23-2024	Vision	3-21-2025	1/3 Finalized Spring TSG
10-23-2024	Hearing	4-4-2025	Ed Home Visit (2)
10-23-2024	Height (1)	4-18-2025	2/3 Finalized Spring TSG
10-23-2024	Weight (1)	5-16-2025	Height (2)
10-25-2024	Form 2-43 (SEC Profile)	5-16-2025	Weight (2)
10-25-2024	2/3 Finalized Fall TSG	5-16-2025	SS Home Visit (3)
11-15-2024	Finalized Fall TSG	5-16-2025	Finalized Spring TSG
12-6-2024	SS Home Visit (1)	6-6-2025	PTC (2)
12-6-2024	Family Partnership	6-6-2025	FSIN (2)
12-6-2024	FSIN (1)		