

2021/2022 General Timeline for PLUS Programs

Month	Administrator	Teachers
As applicable	<ul style="list-style-type: none"> <input type="checkbox"/> Complete & Submit Report of Program Changes <input type="checkbox"/> Renew GSQ Star Rating <input type="checkbox"/> LARA Renewal <input type="checkbox"/> Monthly/Weekly classroom walk through fidelity checks 	<ul style="list-style-type: none"> <input type="checkbox"/>
August	<ul style="list-style-type: none"> <input type="checkbox"/> EC Institute <input type="checkbox"/> Attend <i>Overview of Expectations for GSRP & KCRReady4s</i> if teacher(s) and/or administrator is new to KCR4s <input type="checkbox"/> Prepare TSG/COR Account; attend required PD if new to the platform; purchase DCR (TSG users) <input type="checkbox"/> Review IPDP Tool with Teachers; Review PD calendar; begin initial planning <input type="checkbox"/> KCRReady4s Cohort Meeting <input type="checkbox"/> Sign Mentor-Mentee Agreement <input type="checkbox"/> Review KCRReady4s Provider Agreement for expectations <input type="checkbox"/> Copy of Provider Agreement Appendix in TM Notebook <input type="checkbox"/> Begin BP Checklists for Learning Environment and, <i>if applicable</i>, Distance Learning 	<ul style="list-style-type: none"> <input type="checkbox"/> EC Institute <input type="checkbox"/> Attend <i>Overview of Expectations for GSRP & KCRReady4s</i> if new teacher to KCR4s <input type="checkbox"/> Prepare TSG/COR Classroom; attend required PD if new to the platform <input type="checkbox"/> Attend PD; review PD calendar; register for upcoming PD <input type="checkbox"/> Sign Mentor-Mentee Agreement <input type="checkbox"/> Copy of Provider Agreement Appendix in TM Notebook <input type="checkbox"/> Begin BP Checklists for Learning Environment and, <i>if applicable</i>, Distance Learning
September	<ul style="list-style-type: none"> <input type="checkbox"/> Review IPDP Tool with Teachers and goals from end of previous academic year; begin initial planning; due Nov. 30 <input type="checkbox"/> Sign TM Feedback notes after each visit <input type="checkbox"/> Complete BP Checklist for Environments by Sept. 30 <input type="checkbox"/> <i>If applicable</i>, BP Checklists for Distance Learning done Sept. 30 <input type="checkbox"/> Class lists due to KCR4s Office Manager by Sept. 30 <input type="checkbox"/> Develop Distance Learning Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Review IPDP Tool and goals from end of previous academic year; begin initial planning; due Nov. 30 <input type="checkbox"/> Set coaching goals <input type="checkbox"/> Complete BP Checklist for Environments by Sept. 30 <input type="checkbox"/> ASQs <input type="checkbox"/> Enter child assessment documentation <i>weekly</i> <input type="checkbox"/> Discuss Distance Learning Plan with Program Director <input type="checkbox"/>
October	<ul style="list-style-type: none"> <input type="checkbox"/> KCRReady4s Cohort Meeting <input type="checkbox"/> IRR Certification due Oct. 31 for admin and LT <input type="checkbox"/> Review Child Assessment Data with teams <input type="checkbox"/> Enrollment Day - Submit enrollment numbers <input type="checkbox"/> Attend CLASS feedback and goal setting sessions with TM/ECS for each supported classroom 	<ul style="list-style-type: none"> <input type="checkbox"/> ASQs <input type="checkbox"/> IRR Certification due Oct. 31 for LT <input type="checkbox"/> Review child assessment data with administrator <input type="checkbox"/> First CLASS observation; feedback and goal setting with TM/ECS
November	<ul style="list-style-type: none"> <input type="checkbox"/> Checkpoint #1 due Nov. 12 <input type="checkbox"/> Data Meeting #1 <input type="checkbox"/> IPDPs due Nov. 30 <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Checkpoint #1 due Nov. 12 <input type="checkbox"/> Data Meeting #1 <input type="checkbox"/> Parent Teacher Conferences <input type="checkbox"/> IPDPs due Nov. 30
December	<ul style="list-style-type: none"> <input type="checkbox"/> Review IPDP, register for aligned PD <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Review IPDP, register for aligned PD <input type="checkbox"/>
January	<ul style="list-style-type: none"> <input type="checkbox"/> BP Checklist for Adult/Child Interactions due Jan. 22 <input type="checkbox"/> KCRReady4s Cohort Meeting <input type="checkbox"/> Review Child Assessment Data with teams <input type="checkbox"/> Review IPDP Progress for self and teacher(s) <input type="checkbox"/> Attend CLASS feedback and goal setting sessions with TM/ECS for each supported classroom (Jan. 24 to Feb 25) 	<ul style="list-style-type: none"> <input type="checkbox"/> BP Checklist for Adult/Child Interactions due Jan. 22 <input type="checkbox"/> Review classroom goals; update as necessary <input type="checkbox"/> Review all BP checklists <input type="checkbox"/> Review child assessment data with administrator <input type="checkbox"/> CLASS Observation #2; feedback and goal setting with TM/ECS (Jan. 24 to Feb 25)
February	<ul style="list-style-type: none"> <input type="checkbox"/> Checkpoint #2 due Feb 11 <input type="checkbox"/> Data Meeting #2 <input type="checkbox"/> Attend CLASS feedback and goal setting sessions with TM/ECS for each supported classroom (Jan. 24 to Feb 25) <input type="checkbox"/> Begin collection of family consents for Checkpoint 3 	<ul style="list-style-type: none"> <input type="checkbox"/> Checkpoint #2 due Feb 11 <input type="checkbox"/> Data Meeting #2 <input type="checkbox"/> Parent Teacher Conferences <input type="checkbox"/> CLASS Observation #2; feedback and goal setting with TM/ECS (Jan. 24 to Feb 25)

	data to be shared with K	
March	<input type="checkbox"/> Review Child Assessment Data with teams	<input type="checkbox"/> Review child assessment data with administrator
April	<input type="checkbox"/> KCRReady4s Cohort Meeting <input type="checkbox"/> Attend CLASS feedback and goal setting sessions with TM/ECS for each supported classroom (April 4-29)	<input type="checkbox"/> CLASS Observation #3; feedback and goal setting with TM/ECS (April 4-29)
May	<input type="checkbox"/> Checkpoint #3 due May 13 <input type="checkbox"/> Data Meeting #3 <input type="checkbox"/> End of Year Reflection Document with Teachers <input type="checkbox"/> Checkpoint #3 data shared with K teachers <input type="checkbox"/> Review IPDP document with teachers; set new goals <input type="checkbox"/> Provider Agreement, W-9, and Ins docs to KCR4s for next program year <input type="checkbox"/> Complete and forward Y5/K Transition Spreadsheet for learners with signed family consent	<input type="checkbox"/> Checkpoint #3 due May 13 <input type="checkbox"/> Data Meeting #3 <input type="checkbox"/> Parent Teacher Conferences <input type="checkbox"/> End of Year Reflection Document with Teachers <input type="checkbox"/> Review IPDP document with admin; set new goals <input type="checkbox"/>