



SIU CARBONDALE
HEAD START
2023-2024
Agency Calendar

REMINDERS:

JULY 2023

MON	TUE	WED	THU	FRI
3	4 INDEPENDENCE DAY HOLIDAY	5	6	7
10	11	12	13	14 BW14, SM14 Pay Day
17	18	19 3p PMLT	20	21
24	25	26	27	28 BW15 Pay Day
31 SM15, MO8 Pay Day				

REMINDERS

Center Drills:

- Fire

CD's/FCPC:

- Assign CW case-loads in COPA
- Start Family services in COPA

AUGUST 2023

MON	TUE	WED	THU	FRI
	1 Specialists, Center Directors, family service staff return to work Kick Off meeting	2	3	4
7	8	9	10 Jackson County Health Intake Day 8-4	11 Williamson County Health Intake Day 8-3 Staff Orientation BW16 Pay Day
14 Staff Orientation	15 SM16 Pay Day	16 All other Center Staff return to work 3p PMLT	17 Pre-Service	18 Pre-Service
21 Home Visits PC, 6 pm	22 Home Visits	23 Open House 10-11 am and 5-6 pm	24 Children's First Day of School SV @ CD	25 BW17 Pay Day
28	29 SV @ MB	30	31 August Birthday parties SM17, MO 09 Pay Day	6 days

REMINDERS

Center Drills:

- Fire
- Bus Evacuation
- Earthquake

Center Checklists:

- Health and Safety
- Pest Management
- Bus Route Monitoring

Quarterly Child & Family Consultations (QCFC's)

Parent Involvement Leadership Team (PILT) Meeting

SEPTEMBER 2023

MON	TUE	WED	THU	FRI
				1 HV forms Due
4 LABOR DAY HOLIDAY	5 Beginning of the year study starts	6 Hearing & Vision @ CD Begin Initial FPAs & FNAs	7 Hearing & Vision @ CD	8 BW18 Pay Day
11 CD Parent Meeting 10:00am & 5:30pm	12 Hearing & Vision @ MB KZ @ MN SV @ CD MN Parent Meeting 5:30pm	13 Hearing & Vision at JL/MN JL Parent Meeting 5:30pm	14 Leadership, 1:30 pm MB Parent Meeting 5:30pm	15 TRAINING DAY SM18 Pay Day
18 PC Meeting and Transition Dinner, 5:30 pm	19 SV @ MB Staff Orientation	20 Governing Board, 3 pm 3p PMLT (Virtual)	21 BEGIN DEV SCREENINGS Nutrition Activity— Homemade lemonade	22 BW19 Pay Day
25	26 KZ @ JL PILT Meeting 10—11:00 & 5:30—6:30	27 QCFC's: CD—9:00 MN—10:30 MB—1:30 JL—3:00	28 September birthday parties	29 Work samples in portfolio— Writing name, self portrait, cutting SM18, MO 10 Pay Day <i>19 days</i>

REMINDERS

Center Drills:

- Fire
- Tornado
- Armed Intruder

Assessments:

- 1st Heights and Weights due by 10/5/22

**Fall Festival
2023 Celebration
Saturday, 10/21
10:00 am-1:00 pm**



OCTOBER 2023

MON	TUE	WED	THU	FRI
2	3 SV @ CD	4 Fluoride varnish at CD 10am-2pm	5	6 45 DAY DEADLINE BW20 Pay Day
9 Virtual Training Day	10 KZ @ MN	11 Fluoride varnish at JL/MN 9am-2pm	12 Leadership, 1:30 pm MAP Meeting 5:30 pm Location TBD	13 SM20 Pay Day
16 PC Meeting, 6 pm	17 CW FNA due SV @ MB Staff Orientation	18 Fluoride varnish at MB 10am-2pm 3p PMLT	19 Nutrition Activity— Do it yourself Trail mix	20 BW21 Pay Day
23 CD Parent Meeting 5:30pm	23 KZ @ JL MN Parent Meeting 5:30pm	25 JL Parent Meeting 5:30pm	26 October Birthday parties MB Parent Meeting 5:30pm	27
30	31 Fall Checkpoints due— SE, P, SC, SS, Arts, ELA Letter assessment in Portfolio SM21, MO11 Pay Day	<div style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>HEAD START AWARENESS MONTH</p> </div>		<i>21 days</i>

REMINDERS

Center Drills:
 Fire

Literacy Month:
 PJ's Day!
 Serving
 Graham Crackers &
 Milk

Quarterly Child &
 Family
 Consultations
 (QCFC's)

Parent
 Involvement
 Leadership Team
 (PILT) Meeting

NOVEMBER 2023

MON	TUE	WED	THU	FRI
IT'S FAMILY LITERACY MONTH		1	2	3 BW22 Pay Day
6	7 SV @ CD	8 QCFC's: CD—9:00 MN—10:30 MB—1:30 JL—3:00	9 PILT Meeting 10—11:00 & 5:30—6:30	10
13 CD Parent Meeting 5:30pm	14 KZ @ MN SV@ MB MN Parent Meeting 5:30pm	15 3p PMLT JL Parent Meeting 5:30pm SM22 PAY DAY	16 Evening P/T Confer- ences Nutrition Activity— Cutting fruits and veg- gies HSAC meeting 11:30am-1pm MB Parent Meeting 5:30pm	17 90 DAY DEADLINE Initial FNA's & FPA's due. BW23 Pay Day
20 Day P/T Conferences Leadership, 10 am PC Meeting, 6 pm	21 In-person Training Day	22 Virtual Training Day	23 THANKSGIVING HOLIDAY	24 THANKSGIVING HOLIDAY
27	28 KZ @ JL Staff Orientation	29 November Birthday parties	30 PTC forms due Number and shape assessment in portfo- lio SM23, MO12 PAY DAY	17 Days

REMINDERS

Center Drills:

- Fire

Center Checklists:

- Bus Route Monitoring

DECEMBER 2023

MON	TUE	WED	THU	FRI
				1 Fall Checkpoints due— L, M, LA, C BW24 Pay Day
4	5 SV @ CD	6	7 CW—FDC Training (1) from 9-2:30 pm	8
11 CD Parent Meeting 5:30pm	12 KZ @ MN SV @ MB MN Parent Meeting 5:30pm	13 JL Parent Meeting 5:30pm	14 Leadership, 1:30 pm MB Parent Meeting 5:30pm	15 BW25, SM24 Pay Day
18 CW—FDC Training (2) from 9-2:30 pm PC Meeting, 6 pm	19 KZ @ JL Staff Orientation	20 Governing Board, 3 pm 3p PMLT (Virtual)	21 Nutrition Activity— Healthy Gingerbread Houses December Birthday parties	22 Cutting, writing name, self portrait in portfo- lio
25 HOLIDAY	26 ADMINISTRATIVE CLOSURE	27 ADMINISTRATIVE CLOSURE	28 ADMINISTRATIVE CLOSURE	29 ADMINISTRATIVE CLOSURE <i>16 Days</i> BW26 Pay Day

REMINDERS

Center Drills:

- Fire
- Bus Evacuation

Center Checklists:

- Health and Safety
- Pest Management

Quarterly Child & Family Consultations (QCFC's) w/ Admin Staff, CD's, & CW's

Parent Involvement Leadership Team (PILT) Meeting

JANUARY 2024

MON	TUE	WED	THU	FRI
1 NEW YEAR'S HOLIDAY	2 Training Day SM1, MO1 Pay Day	3	4 CW—FDC Training (3) from 9-2:30 pm	5
8 CD Parent Meeting 5:30pm	9 KZ @ MN SV @ CD MN Parent Meeting 5:30pm	10 JL Parent Meeting 5:30pm	11 MB Parent Meeting 5:30pm	12 BW1, SM2 Pay Day
15 MLK HOLIDAY	16 QCFC's: CD—9:00 MN—10:30 MB—1:30 JL—3:00	17 3p PMLT	18 Nutrition Activity— Spreading with Bagels CW—FDC Training (4) Class 9-2:30 pm	19
22 Leadership, 10 am PC Meeting, 6 pm	23 KZ @ JL SV @ MB Staff Orientation	24 Fluoride varnish at CD 10am-2pm	25 January Birthday parties	26 BW2 Pay Day
29	30 PILT Meeting 10—11:00 & 5:30—6:30	31 Fluoride varnish JL/MN 9am-2pm Winter Checkpoints due— SE, P, SC, SS, A, ELA SM3, MO2 PAY DAY		20 Days

REMINDERS

Center Drills:

- Fire
- Earthquake

SIU Dental Hygiene Students

FEBRUARY 2024

MON		TUE		WED		THU		FRI	
 Celebrate Dental Health Month!		 FAMILY ENGAGEMENT MONTH		1 100 Days of HS Celebration!		2 Self-Assessment		5	
12 CD Parent Meeting 5:30pm		13 KZ @ MN SV @ MB MN Parent Meeting 5:30pm		14 JL Parent Meeting 5:30pm		15 Evening Parent-Teacher Conferences Leadership, 1:30 pm MB Parent Meeting 5:30pm SM4 Pay Day		16 Daytime Parent-Teacher Conferences	
19 Centers Closed PC Meeting, 6 pm		20 Staff Orientation		21 3p PMLT		22 Nutrition Activity—Apple Nachos CW—FDC Training (6) Class 9-2:30 pm			
26		27 KZ @ JL		28		29 Winter Checkpoints due— L, M, LA, C February Birthday parties SM5, MO3 PAY DAY		19 Days	

REMINDERS

Center Drills:

- Fire
- Tornado

Assessments:

- 2nd Heights and Weights due by 3/8/23

Center Checklists:

- Bus Route Monitoring

MARCH 2024

MON	TUE	WED	THU	FRI
				1
4	5 KZ @ MN SV @ CD	6	7 CW—FDC Training (7) Class 9-2:30 pm	8 BW5 Pay Day
11 Administrative Closure	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break SM6 Pay Day
18 Leadership, 10 am PC Meeting, 6 pm Begin Follow-up FNA's FPA's	19 SV @ MB CW—FDC Training (8) Class 9-2:30 pm Staff Orientation	20 Governing Board, 3 pm 3p PMLT (Virtual)	21 HSAC meeting 11:30am-1pm Nutrition Activity— Peeling hardboiled eggs and cuties	22 Kindergarten transi- tion meeting 11-12:30 BW6 Pay Day
25 CD Parent Meeting 5:30pm	26 KZ @ JL MN Parent Meeting 5:30pm	27 JL Parent Meeting 5:30pm March Birthday Parties	28 Work Samples— Cutting, self portrait, writing name. Letter assessments in portfolios MB Parent Meeting 5:30pm	29 15 Days SM7, MO4 Pay Day

REMINDERS

Center Drills:

- Fire
- Bus Evacuation


Center Checklists:

- Health and Safety
- Pest Management

Quarterly Child & Family Consultations (QCFC's)

Parent Involvement Leadership Team (PILT) Meeting

APRIL 2024

MON	TUE	WED	THU	FRI
1	2 SV @ CD	3	4 Map Meeting 5:30 pm Location TBD	5 CAP Kick-Off! Wear Blue Day! BW7 Pay Day
8 Eclipse	9 MN Parent Meeting 5:30pm	10 Fluoride varnish at CD 10am-2pm JL Parent Meeting 5:30pm	11 CW—FDC Training (9) Class 9-2:30 pm Leadership, 1:30 pm	12 Wear Blue Day!
15 PC Meeting, 6 pm SM8 Pay Day	16 KZ @ MN SV @ MB Staff Orientation	17 Fluoride varnish at JL/MN at 9am-2pm	18 Nutrition Activity— Waffle cone fruit cups QCFC's: CD—9:00 MN—10:30 MB—1:30 JL—3:00	19 Wear Blue Day! Spring Checkpoints due— SE, P, SC, SS, A, ELA BW8 Pay Day
22 PILT Meeting 10—11:00 & 5:30—6:30	23 KZ @ JL CW—FDC Training (10) Class 9-2:30 pm	24 Fluoride varnish at MB at 10am-2pm Number and shape assessments in portfo- lios 3p PMLT	25 Home Visits IHSA Statewide Direc- tors' Meeting	26 Home Visits CD & MB Parent Meetings 5:00 pm Wear Blue Day!
29	30 April Birthday Parties SM9, MO5 Pay Day			19 Days

REMINDERS

Center Drills:

- Fire

CW's:

- Finalize family referrals in COPA
- ALL Initial/Final FNA's/FPA's due in COPA

MAY 2024

MON	TUE	WED	THU	FRI
		1	2 SV @ CD	3 In-Person Training Day and Staff Awards BW9 Pay Day
6	7 HV forms due KZ @ MN SV @ MB	8 CW—FDC Training (9) Class 9-2:30 pm	9 May, June, and July Birthday parties	10 Spring checkpoints due— L, M, LA, C
13	14 KZ @ JL Children's Last Day	15 Child Development and cook staff last day 3p PMLT SM10 Pay Day	16 Leadership, 1:30 pm	17 BW10 Pay Day
20 PC Meeting, 6 pm	21	22 CW—FDC Training (10) Class 9-2:30 pm	23	24
27 MEMORIAL DAY HOLIDAY	28	29	30	31 Last day for Center Directors and Community Workers BW11, SM11, MO6 Pay Day 9 Days

REMINDERS:

JUNE 2024

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14 BW12, SM12 Pay Day
17 PC Meeting, 6 pm	18	19 JUNETEENTH HOLIDAY	20 3p PMLT	21
24	25	26 Governing Board, 3 pm	27	28 SM13, MO7 Pay Day BW13 Pay Day