

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Timesheets Due	3	4 Independence Day Full Year Staff Holiday	5	6 Coordinators submit policies to Admin for Review.	7
8	9	10 Administration Meeting (All Day) F.A.C.E. Mtg Payday	11 Management Supervision	12 PC Meeting	13	14
15	16 Flash drives of policies submit to Cindy Part Year Admin Staff Returns Teaching Staff Site Assignments Timesheets Due	17 Children's Roster Submit to CDS's	18	19 Ed. Site Setup	20 Ed. Site Setup (All Day)	21 Brd Mtg
22	23 Ed. Site Setup (All Day)	24 Ed. Meeting Planning P.C. Summer Mtg. 9:30am-12:30pm	25 P.I.R. Mtg 9:30am Payday Ed. Training	26 Disability Staff Mtg	27 Ed. Child Folders (All Day) Mental Health Service Area Mtg	28
29	30 MDT Mtg 9-11am Ed. Child File Review	31				

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Welcome Back Orientation & Mandated Training Timesheets Due	2 Ed. Training AM 8-11:30am PM 1-4:30pm Teachers Call Enrolled Families	3 Parent / School Connection Teachers Site Setup	4
5	6 G.L.A.D. Training 8:00am - 11:30am or 1:00pm-4:30pm	7 School Readiness & CLASS Training 8:00am-11:30am or 1:00pm-4:30pm	8 California Foundation Training 8:00am-11:30am or 1:00pm-4:30pm	9 AM Area Meeting Lesson Planning	10 New Adventures in Learning Site Open House / Classroom Orientation Payday	11
Parent School Connection						
12	13 First Day of School	14 Administration Meeting (All Day)	15 Management Supervision	16 Timesheets Due	17 Home Base Socialization Parent / School Connection Completed	18 Brd Mtg
Parent Orientations						
19	20 First Parent Conference Schedule Due	21	22 Pedestrian Training	23 Fire Drill	24 Payday	25
Parent Orientations						
26	27 MDT Mtg 9-11am	28 Earth Quake Drill Ed. Meeting (All Day) P.C. Summer Mtg. 9:30am-12:30pm	29 CDS / MD	30 Disability Staff Mtg New Agency Staff Orientation	31 FSA Monthly Reports Due Home Base Socialization	

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day All Agency Holiday	4 Timesheets Due CDS Paper Work	5 Fire Drill CDS / MD	6	7 New Adventures in Learning	8
9	10 In Observance of Hispanic Heritage Day Part Year Staff Holiday Payday	11 Administration Meeting (All Day)	12 Management Supervision CDS / MD Pedestrian Training	13 Ed. Meeting / Planning (All Day)	14 Home Base Socialization	15 Brd Mtg
16	17 FSA Staff Meeting 9am-12pm FSA Supervisory Timesheets Due	18	19 CDS / MD Challenging Behavior / Classroom Strategies PM Training Focus Training Record Keeping	20 Nutrition Advisory Mtg 9:30-11:30am	21 Area Meeting Non Class Day Teachers Training DRDP 8:00am-11:30am & 1:00pm-4:30pm Home Base Socialization Nutrition & Maint. Staff Mtg/Trg Union Meeting 3pm-4:30pm	22
23	24 1st Parent Conference due for children starting in Aug. ASQ/ASQSE due for children starting Aug 13th. MDT Mtg 9-11am	25 Ed. Meeting ASQ Monitoring P.C. Summer Mtg. 9:30am-12:30pm Payday	26 CDS / MD	27 Disability Staff Mtg	28 FSA Monthly Reports Due Teacher Paper Work Due	29
30						

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 FSA Staff Meeting 9am-12pm FSA Supervisory Timesheets Due CDS Paper Work	2 Fire Drill	3	4	5 New Adventures in Learning Home Base Socialization	6
7	8	9 Administration Meeting (All Day) F.A.C.E. Mtg	10 Management Supervision 1st DRDP Due in Office for children starting in Aug. Pedestrian Training Payday	11 Ed. Meeting / Monitoring DRDP Rating (All Day)	12 Begin 2nd DRDP	13
14	15 Program Evaluation / Update Goals and Objectives	16 Earth Quake Drill P.C. Summer Mtg. 9:30am-12:30pm Timesheets Due	17 CDS / MD Focus Training	18	19 Area Meeting Non Class Day Home Base Socialization Nutrition & Maint. Staff Mtg/Trg Union Meeting 3pm-4:30pm	20 Brd Mtg
21	22 1st Home Visit Schedule Due	23 Ed Task Force 2:30-4:30pm	24 CDS / MD Community Crisis Drill CPR Training 6:00-10:00pm New P.C. Training 9:30am-12:00pm	25 Disability Staff Mtg Payday	26 Mental Health Service Area Mtg	27 CPR 8:00 to 4:00
28	29 1st Home Visit Starts MDT Mtg 9-11am Staff Self Evaluation Begins	30 FSA Monthly Reports Due	31 CDS / MD Teacher Paper Work Due	ECERS Review Month		

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 P.C. Elections 9:30am-12:00pm Timesheets Due CDS Paper Work	2 New Adventures in Learning Home Base Socialization	3
4	5 FSA Staff Meeting 9am-12pm FSA Supervisory	6 Fire Drill Nutrition Advisory Mtg 9:30-11:30am	7 Pedestrian Training	8 Ed. Meeting (All Day)	9 Payday	10
11 xtera Day	12 In Observance of Veterans Day All Agency Holiday	13 Administration Meeting (All Day)	14 Management Supervision Focus Training	15 P.C. Executive Board Training 9:30am-1:00pm	16 Home Base Socialization Timesheets Due - No Exceptions	17 Brd Mtg
18	19 Earth Quake Drill	20 Monitoring Mtg 2:00-4:30pm	21 Part Year Staff Floating Holiday Payday	22 Thanksgiving All Agency Holiday	23 Day After Thanksgiving All Agency Holiday	24
25	26 MDT Mtg 9-11am	27 P.C. Executive Board Mtg 9:30am-12:30pm	28	29 Disability Staff Mtg Teacher Paper Work Due	30 Ed Comp: Probationary Staff Eval Completed FSA Monthly Reports Due Staff Self Evaluation End	
CLASS Monitoring						

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 FSA Staff Meeting 9am-12pm FSA Supervisory Timesheets Due CDS Paper Work	4	5 New Agency Staff Orientation Fire Drill	6 P.C. Meeting 9:30am-12:00pm	7 New Adventures in Learning Home Base Socialization	8
9	10 1st Home Visits Completed MDT Mtg 9-11am Payday	11 Administration Meeting (All Day) Earth Quake Drill	12 Management Supervision CDS / MD Pedestrian Training	13 Disability Staff Mtg Holiday Potluck	14 Part Year FSA Monthly Reports Due Teacher Paper Work Due Timesheets Due	15 Brd Mtg
16	17	18 P.C. Executive Board Mtg 9:30am-12:30pm CDS Paper Work	19	20	21 Payday	22
WINTER BREAK						
23	24 Christmas Eve Full Year Staff Holiday	25 Christmas All Agency Holiday	26	27	28 Full Year FSA Monthly Reports Due	29
WINTER BREAK						
30	31 New Year's Eve Full Year Staff Holiday					

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day All Agency Holiday	2 Timesheets Due	3 Fire Drill	4 New Adventures in Learning	5
CLASS Monitoring						
6	7 2nd Home Visit Schedule Due FSA Staff Meeting 9am-12pm FSA Supervisory	8 Administration Meeting (All Day) F.A.C.E. Meeting	9 Management Supervision CDS / MD	10 Ed. Meeting P.C. Meeting 9:30am-12:00pm Payday	11 Enrollment / Recruitment Training Home Base Socialization	12
STATE REVIEW CLASS Monitoring						
13	14 2nd Home Visit Starts	15 Earth Quake Drill	16 CDS / MD Let's Play - Focus Training Timesheets Due	17 Nutrition Advisory Mtg 9:30-11:30am	18 Jaleh's Q & A	19 Brd Mtg
STATE REVIEW CLASS Monitoring						
20	21 Martin Luther King, Jr. All Agency Holiday	22 2nd DRDP due in Office for children starting in August Community Crisis Drill P.C. Executive Board Mtg 9:30am-12:30pm	23 CDS / MD Ed. Monitoring 2nd DRDP Rating Record	24 Ed. Advisory Meeting Ed. Meeting	25 Area Meeting Non Class Day Home Base Socialization Mental Health Service Area Mtg Nutrition & Maint. Staff Mtg/Trg Payday Union Meeting 3pm-4:30pm	26
STATE REVIEW CLASS Monitoring						
27	28 MDT Mtg 9-11am	29	30 3rd DRDP Starts CDS / MD	31 Disability Staff Mtg FSA Monthly Reports Due		
STATE REVIEW CLASS Monitoring						

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CDS Paper Work Timesheets Due	2
3	4 Fire Drill CDS Paper Work FSA Staff Meeting 9am-12pm FSA Supervisory	5	6 CDS / MD Pedestrian Training	7 Ed. Monitoring 2nd DRDP Rating P.C. Meeting 9:30am-12:00pm	8 Home Base Socialization New Adventures in Learning Payday	9
10	11 Lincoln's Birthday Part Year Staff Holiday	12 Administration Meeting (All Day) Earth Quake Drill Staff Evaluation Start	13 Management Supervision CDS / MD	14	15	16 Brd Mtg
17	18 President's Day All Agency Holiday	19 Timesheets Due	20 CDS / MD Community Crisis Drill Monitoring Mtg 2:00-4:30pm	21 Ed. Meeting	22 Area Meeting Non Class Day Home Base Socialization Nutrition & Maint. Staff Mtg/Trg Union Meeting 3pm-4:30pm	23
24	25 MDT Mtg 9-11am Payday	26 2nd Home Visit Due P.C. Executive Board Mtg 9:30am-12:30pm	27 CDS / MD	28 Disability Staff Mtg FSA Monthly Reports Due Self Assessment Team Training Teacher Paper Work Due		

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March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Self Assessment Month					1 CDS Paper Work Home Base Socialization Timesheets Due	2
3	4 Fire Drill CDS Paper Work FSA Staff Meeting 9am-12pm FSA Supervisory	5	6 CDS / MD Pedestrian Training	7 P.C. Meeting 9:30am-12:00pm	8 New Adventures in Learning Payday	9
10	11	12 Administration Meeting (All Day)	13 Management Supervision Let's Play - Focus Training	14 Ed. Meeting	15 Area Meeting Non Class Day Home Base Socialization LAUSD Teacher Kinder Transition Training Nutrition & Maint. Staff Mtg/Trg Parent Community Resource Fair Union Meeting 3pm-4:30pm	16 Brd Mtg
17	18 Earth Quake Drill MDT Mtg 9-11am Timesheets Due	19 Nutrition Advisory Mtg 9:30-11:30am	20 CDS / MD Community Crisis Drill	21 Ed Task Force 2:30-4:30pm	22 Part Year FSA Monthly Reports Due Teacher Paper Work Due	23
24	25 Payday	26 P.C. Executive Board Mtg 9:30am-12:30pm	27	28 Disability Staff Mtg	29 End of Teaching Staff Evaluation Full Year FSA Monthly Reports Due Teacher Paper Work Due Bonita, La Verne, San Dimas	30
SPRING BREAK						
31						

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 FSA Staff Meeting 9am-12pm FSA Supervisory Timesheets Due	2	3	4 P.C. Meeting 9:30am-12:00pm	5 New Adventures in Learning	6
SPRING BREAK - Bonita, La Verne & San Dimas CDS Paper Work						
7	8 Fire Drill	9 Administration Meeting (All Day) F.A.C.E. Meeting	10 Management Supervision 2nd Parent Conference Schedule Due Payday Pedestrian Training	11	12 New Adventures in Learning - Bonita, La Verne & San Dimas Home Base Socialization	13
14	15 Begin 2nd Parent Conference	16 Earth Quake Drill Timesheets Due	17 Let's Play - Focus Training	18 Ed. Meeting	19 End of the Year Event	20 Brd Mtg
21	22	23 P.C. Executive Board Mtg 9:30am-12:30pm	24 3rd DRDP due in Office for children starting in Aug. Child Development Permit Training	25 Ed. Monitoring 3rd DRDP Disability Staff Mtg Payday	26 Home Base Socialization Mental Health Service Area Mtg	27
28	29 FSA Monthly Reports Due MDT Mtg 9-11am	30 Teacher Paper Work Due				

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Timesheets Due	2 P.C. Meeting 9:30am-12:00pm	3 Community Crisis Drill Home Base Socialization	4
			CDS Paper Work			
5	6 Earth Quake Drill FSA Staff Meeting 9am-12pm FSA Supervisory	7 Administration Meeting (All Day)	8 Management Supervision Fire Drill	9 State Report Review Meeting 1:30-3:30pm	10 2nd Parent Conference Due Part Year FSA Monthly Reports Due Payday	11
12	13 MDT Mtg 9-11am	14 Home Base Socialization Part Day Children's Last Day	15 CDS Paper Work Part Day Sites Closure	16 Timesheets Due	17	18 Brd Mtg
		H.S. Jamboree - Part Day				
19	20 Administration Meeting (All Day)	21	22	23	24 Admin. Retreat Payday	25
Admin. Planning for Program Year 2013-2014						
26	27 Memorial Day All Agency Holiday	28 P.C. Executive Board Mtg 9:30am-12:30pm Teaching Staff Site Assignments	29	30 Disability Staff Mtg Full Day Children's Last Day	31 Full Day Sites Closure CDS Paper Work Full Year FSA Monthly Reports Due	
		H.S. Jamboree - Full Day		Admin. Planning for Program Year 2013-2014		

Foundation for Early Childhood Education, Inc.
 Master Calendar 2012 - 2013
June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Timesheets Due	4 Administration Meeting (All Day)	5 Management Supervision	6 P.C. Meeting 9:30am-12:00pm	7	8
9	10 Payday	11	12	13	14	15 Brd Mtg
16	17 Timesheets Due	18	19	20	21	22
23	24 MDT Mtg 9-11am	25 P.C. Summer Mtg 9:30am-12:30pm Payday	26	27 Disability Staff Mtg	28	29
30						