**HS September 2025 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:** | **Complete By:** | **Completed** |
| Begin Initial Home Visit*:** Home Language Survey in SmartTeach
 | 10/23/2025 |  |
|  |  |  |
| ASQ Online ***Results added to the ed doc*** | 10/23/2025 |  |
|  |  |  |
| DECA Online ***Results added to the ed doc*** | 10/23/2025 |  |
|  |  |  |
| Fall Heights and Weights***emailed to Health Team: healthteam@ceoempowers.org*** | 10/23/2025 |  |
|  |  |  |
| Start Anecdotals | 11/14/2025 |  |
|  |  |  |
| Transition Form (if applicable) |  |  |
|  |  |  |
| **Training:** *Send certificate to CM*  |  |  |
| Mandated Reporter |  |  |
|  |  |  |
| Active Supervision  |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS October 2025 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:** | **Complete By:** | **Completed** |
| Complete Initial Home Visit* Home Language Survey in SmartTeach
 | 10/23/2025 |  |
|  |  |  |
| ASQ Online ***Results added to the ed doc*** | 10/23/2025 |  |
|  |  |  |
| DECA Online ***Results added to the ed doc*** | 10/23/2025 |  |
|  |  |  |
| Fall Ed Doc ***emailed to: eduteam@ceoempowers.org*** | 10/23/2025 |  |
|  |  |  |
| Fall Heights and Weights***emailed to Health Team: healthteam@ceoempowers.org*** | 10/23/2025 |  |
|  |  |  |
| Continue Fall Anecdotals and Checkpoint #1  | 11/14/2025 |  |
|  |  |  |
| Transition Form (if applicable) |  |  |
|  |  |  |
| **Training:** *Send certificate to CM* |  |  |
| Allergies and Anaphylaxis |  |  |
|  |  |  |
| ACE’s |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS November 2025 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:**  | **Complete By:** | **Completed** |
| Fall Anecdotals Due | 11/14/2025 |  |
|  |  |  |
| Fall Checkpoint Due | 11/14/2025 |  |
|  |  |  |
| Fall Individualization Goals | 11/14/2025 |  |
|  |  |  |
| Begin Parent-Teacher Conferences: * Parent Teacher Conference Form
* Print Family Conference Form from GOLD. Families will sign and it will be filed in Pocket 1.
 | 12/18/2025 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS December 2025 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:** | **Complete By:** | **Completed** |
| Complete Parent-Teacher Conferences: * Parent Teacher Conference Form
* Print Family Conference Form from GOLD. Families will sign and it will be filed in Pocket 1.
 | 12/18/2025 |  |
|  |  |  |
| Start Anecdotals | 2/13/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS January 2026 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:** | **Complete By:** | **Completed** |
| Start Winter Anecdotals | 2/13/2026 |  |
|  |  |  |
| Start Winter Checkpoints  | 2/13/2026 |  |
|  |  |  |
| Start Post eDECA | 2/13/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS February 2026 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:**  | **Complete By:** | **Completed** |
| Winter Anecdotals | 2/13/2026 |  |
|  |  |  |
| Winter Checkpoints | 2/13/2026 |  |
|  |  |  |
| eDECA (post)***results added to the winter ed doc*** | 2/13/2026 |  |
|  |  |  |
| Fall Individualization Goals | 2/13/2026 |  |
|  |  |  |
| Winter Ed Doc | 2/13/2026 |  |
|  |  |  |
| Start Parent Teacher Conferences | 3/20/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS March 2026 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:**  | **Complete By:** | **Complete** |
| Complete Parent-Teacher Conferences: * Parent Teacher Conference Form
 | 3/20/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS April 2026 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:**  | **Complete By:** | **Complete** |
| Start Spring Anecdotals | 5/1/2026 |  |
|  |  |  |
| Start Spring Checkpoints | 5/1/2026 |  |
|  |  |  |
| Heights and weights***emailed to: healthteam@ceoempowers.org*** | 5/1/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* |  |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial Home Visit, Final Home Visit, and Parent Teacher Conference form in child’s POCKET 1***

**HS May 2026 Paperwork**

|  |  |  |
| --- | --- | --- |
| **Education Paperwork:**  | **Complete By:** | **Completed** |
| Spring Anecdotals  | 5/1/2026 |  |
|  |  |  |
| Spring Checkpoints  | 5/1/2026 |  |
|  |  |  |
| Heights and Weights***emailed to: healthteam@ceoempowers.org*** | 5/1/2026 |  |
|  |  |  |
| Final Home Visit | 5/1/2026 |  |
|  |  |  |
| Spring Ed doc completed. ***emailed to: eduteam@ceoempowers.org*** | 5/29/2026 |  |
|  |  |  |
| Transition Form *(if applicable)* | 5/29/2026 |  |

***\* New child started? Remember all 45-day requirements must be completed. \****

***- Home Visit***

***- ASQ Online***

***- DECA Online***

***Please scan Initial, Individualization Goals, Final Home visit and Parent Teacher Conference Forms to*** ***eduteam@ceoempowers.org*** ***and your Center Manager.***

***Please FILE Initial and Final Home Visit, Parent Teacher Conference and Family Conference Form from GOLD in child’s POCKET 1.***