

**Doña Ana County Head Start**  
**Beginning of the Year Checklist**  
(Complete and turn in to the Education Specialist)

YEAR \_\_\_\_\_ CENTER \_\_\_\_\_ LEAD TEACHER \_\_\_\_\_

- \_\_\_\_\_ On-site Staff File Checklist  
(current and complete) for each Center Staff Member.
- \_\_\_\_\_ Training Log complete with certificates and competency areas are up-to-date for each Center Staff Member (Education).
- \_\_\_\_\_ Identified parents interested in volunteering after reviewing and signing each Parent Involvement Opportunities form. Made plans to discuss with parent during classroom orientation.

**Send the following documents to Program Specialist - Education**

- \_\_\_\_\_ Teacher work schedule
- \_\_\_\_\_ TA work schedule
- \_\_\_\_\_ A copy of “Postings at Your H.S. Center”
- \_\_\_\_\_ Daily schedule that was revised indicating a balance of active and quiet activities, child initiated/adult directed activities, with the time each activity will take place (This will be posted on the parent board).
- \_\_\_\_\_ Playground Coverage Map
- \_\_\_\_\_ Licensing Checklist for DACHS

**Items to be posted at each center**

- \_\_\_\_\_ Big daily schedule for classroom with pictures (at children’s eye level).
- \_\_\_\_\_ Weekly lesson plan on parent board or area where parents can view easily.
- \_\_\_\_\_ Classroom Rules (stated positively and with pictures) (pg. 152-153 Creative Curriculum, Volume 1).
- \_\_\_\_\_ Playground Rules (stated positively and with pictures).
- \_\_\_\_\_ All items on “Postings at Your H.S. Center”.

**Things to do**

- \_\_\_\_\_ Prepare Sign In-Out forms for Staff and Children.
- \_\_\_\_\_ Prepare observation note/notebooks and/or clipboards.
- \_\_\_\_\_ Prepare a portfolio system.
- \_\_\_\_\_ Review Creative Curriculum for preparing to set up the classroom (pg. 55-64).
- \_\_\_\_\_ Review Creative Curriculum (Volume 5) when preparing goals and objectives on lesson plans for: Social-Emotional Development (pg. 3-10), Cognitive Development (pg. 59-79), Physical Development (pg. 25-37), Literacy (pg. 81-103), Language Development (pg. 43-57), Mathematics pg. (105-123), Science &

Technology (pg. 125-137), Social Studies (pg. 139-148), The Arts (pg. 151-161), and English Language Acquisition (pg. 163-168). Also review supplemental curriculum books for integrating the Head Start Content Areas on lesson plans.

### **Setting up the classroom**

- \_\_\_\_\_ Pictures and printed names of children on cubbies.
- \_\_\_\_\_ Labels in English and Spanish or other languages (if needed) all around the classroom . (Have parent help if needed).
- \_\_\_\_\_ Pictures and labels in English and Spanish or other language if needed on manipulatives, props, art supplies, writing tools, toys, etc. to promote Literacy and self help skills. Review Creative Curriculum for ideas. (Volume 3, Chapter 20). English in black letters, Spanish in red letters, other language in green.
- \_\_\_\_\_ Signs indicating how many children can play at each center. Using numerals and people or dots to count. (To promote numeracy and counting).
- \_\_\_\_\_ Name cards for each child to be used at the writing center or other table.
- \_\_\_\_\_ Signs identifying “Interest Centers” (Dramatic play area, Library area, Block area, etc.)
- \_\_\_\_\_ Display pictures reflecting the population served and children from various cultures avoiding stereotypes.
- \_\_\_\_\_ Display pictures of children with disabilities.
- \_\_\_\_\_ Display alphabet and numerals in a variety of ways.
- \_\_\_\_\_ Have at least 4 or 5 dolls out at all times.
- \_\_\_\_\_ Review Creative Curriculum (Volume 2) when setting up “Interest Centers” and preparing lesson plans.
- \_\_\_\_\_ Center Team Meeting:
  - Cover all-important component information and record minutes. Send agenda, minutes, and T&TA form stapled together to Education-Program Specialist.
  - Plan a Center Team Meeting every month and turn in agenda, minutes, and T&TA form to Program Specialist - Education. Use Center Team input sheet to be filled out before Center Team Meeting.