

## NM PreK Calendar of Accountability Due Dates and Program Expectations

FALL ACCOUNTABILITY	DUE DATES AND PROGRAM EXPECTATIONS
<input type="checkbox"/> <b>Provide teachers with copies of needed documents</b> <ul style="list-style-type: none"> <li>● <i>PreK Standards</i></li> <li>● <i>ELGs</i></li> <li>● <i>Rubrics</i></li> <li>● <i>Quick Look Forms</i></li> <li>● <i>Portfolio Documentation Forms</i></li> <li>● <i>Lesson Planning Form</i></li> </ul>	<p>At the beginning of your program year.</p> <p>This should also be part of your new staff orientation.</p>
<input type="checkbox"/> <b>Virtual Home visits and Family home language survey w/appropriate documentation in student files</b>	<p>Virtual Home visits to be completed prior to the child starting school, or within two weeks of a child's start date if enrolled during the school year.</p>
<input type="checkbox"/> <b>Health and developmental screenings, and have a referral process in place w/appropriate documentation</b>	<p>Within first 3 months of the child's attendance: Complete a developmental screening on each child.</p> <p>If possible, obtain information of child's last Health Screening, Vision Screening and Dental Screening.</p> <p>Have a referral process in place</p>
<input type="checkbox"/> <b>Maintain family engagement resources.</b>	<p>Maintain a collection of family engagement activities. It <u>may</u> contain flyers, agendas and sign-in sheets.</p> <p>Also include community involvement resources.</p>
<input type="checkbox"/> <b>Create program plans and ensure they are included in the Family Preschool Handbook</b> <ul style="list-style-type: none"> <li>● <i>Eligibility, Recruitment, Selection, Enrollment &amp; Attendance Plan</i></li> <li>● <i>Family Engagement Plan &amp; Family Activity Calendar</i></li> <li>● <i>Inclusive Practices Policies &amp; Procedures Plan</i></li> <li>● <i>Transition Plan</i></li> <li>● <i>Transportation Plan (if applicable)</i></li> </ul>	<p>Complete by Nov. 15<sup>th</sup></p> <p>Refer to <i>NM PreK Program Plan Guidance</i> as a resource (<a href="http://www.newmexicoprek.org">www.newmexicoprek.org</a>)</p> <p>You will work with your Program Specialist for support.</p>
<input type="checkbox"/> <b>Enter students into EPICS within ten days of start date</b> <input type="checkbox"/> <b>Complete &amp; enter rubric observations for each student in EPICS</b>	<p>First Observation Collection: Due 45 <b>calendar</b> days from the first day of school. – This is also included on your EPICS session page</p>
<input type="checkbox"/> <b>Schedule and complete fall conferences to coincide with completed observation data</b>	

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<input type="checkbox"/> Send copy of annual calendar with scheduled closings & total number of session days noted to your Program Specialist	Due Oct. 15 <sup>th</sup>
<input type="checkbox"/> Complete a classroom environmental assessment (ECERS, CLASS etc.) & submit score in EPICS	Complete and entered by Oct. 30 <sup>th</sup> **Work with your assigned PreK Program Specialist for guidance.
<input type="checkbox"/> Complete & submit First Admin Report	Due Oct. 15 <sup>th</sup>
<b>ONGOING ACCOUNTABILITY ITEMS</b>	
<input type="checkbox"/> Staff information updated in EPICS (Update by the 5 <sup>th</sup> day of every month) <ul style="list-style-type: none"> <li>• Staff info</li> <li>• Current education levels</li> <li>• Trainings</li> <li>• Semester coursework &amp; grades (when applicable)</li> <li>• *When staffing changes are made, alert monitor</li> </ul>	
<input type="checkbox"/> Students updated in EPICS (Update by the 5 <sup>th</sup> day of every month) <ul style="list-style-type: none"> <li>• Student demographic info</li> <li>• Enrollment Status</li> <li>• Observations/Rubrics (when applicable)</li> <li>• Screenings</li> <li>• Referrals</li> <li>• IEPs</li> </ul>	
<input type="checkbox"/> Alert monitor of any licensing sanctions/COOs within 3 days	
<input type="checkbox"/> <b>Submit invoices in a timely manner (15<sup>th</sup> of each month) to include Employee Expenditure sheet, Purchase Order</b>	
<b>WINTER ACCOUNTABILITY</b>	<b>DUE DATES AND PROGRAM EXPECTATIONS</b>
<input type="checkbox"/> Complete & enter rubric observations for each student in EPICS (Extended/Early Extended/Mixed Extended only)	Winter observations due in EPICS by Friday February 5 <sup>th</sup>
<input type="checkbox"/> Schedule and complete winter conferences to coincide with completed observation data	All programs should offer winter/mid-year Family/Educator Conferences
<input type="checkbox"/> Complete & submit Second Admin Report	Due February 15 <sup>th</sup>
<input type="checkbox"/> Complete Ongoing Accountability Items	
<b>SPRING ACCOUNTABILITY</b>	<b>DUE DATES AND PROGRAM EXPECTATIONS</b>
<input type="checkbox"/> Complete & enter rubric observations for each student in EPICS	Spring Collection: Due 10 days prior to the last day of the program year. Date is included on program's EPICS session page.

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<input type="checkbox"/> Ensure that each student's status is current and reflects completion or partial completion of PreK.	
<input type="checkbox"/> Schedule and complete spring conferences to coincide with completed observation data	
<input type="checkbox"/> Ensure that K Destination is Entered for Each Child in EPICS	
<input type="checkbox"/> Complete & submit Final Admin Report	Due June 15 <sup>th</sup>
<input type="checkbox"/> Complete Ongoing Accountability Items	