

## 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>All documents to be provided at the beginning of your program year. This should also be part of staff orientation.</p> <p>Staff that join throughout the year should be provided with all documents.</p>
<input type="checkbox"/> <b>Submit PreK Budget to PreK Specialist for Approval</b>	<p>Budgets must be submitted and approved before programs are able to invoice for reimbursement.</p>
<input type="checkbox"/> <b>Home visits with consideration for family preference of setting. Virtual and/or in person visits with strict observance of COVID-Safe Practices (preferably outside). Family home language survey w/appropriate documentation in student files</b>	<p>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>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 and submit to NM PreK Specialist by Sept 15<sup>th</sup> Refer to <i>NM PreK Program Plan Guidance</i> as a resource. (<a href="http://www.newmexicoprek.org">www.newmexicoprek.org</a>) Programs may work with PreK Specialist for support.</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. If possible, obtain information of child's last Health Screening, Vision Screening and Dental Screening. Have a referral process in place</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>Maintain family engagement resources.</b>	<p>Maintain documentation of family engagement activities. Flyers, agendas, photos and sign-in sheets may be included. Also include community involvement resources.</p>

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<input type="checkbox"/> <b>Attend Required Administrator Meetings and Staff and Administrator Trainings</b>	All training and meeting dates will be provided to programs by PreK Specialists and or UNM Early Childhood Services.
<input type="checkbox"/> <b>Schedule and complete fall conferences to coincide with completed observation data</b>	
<input type="checkbox"/> <b>Send copy of annual calendar with scheduled closings &amp; total number of session days noted to your Program Specialist</b>	Due Oct. 15 <sup>th</sup>
<input type="checkbox"/> <b>Complete a classroom environmental assessment (ECERS, CLASS etc.) &amp; submit score in EPICS</b>	Complete and notify PreK Specialist of results by Sept. 30 <sup>th</sup> Enter scores into EPICS by Oct 30th **Work with your assigned PreK Program Specialist for guidance.
<input type="checkbox"/> <b>Complete &amp; submit First Admin Report</b>	Due Oct. 15 <sup>th</sup>
<b>ONGOING ACCOUNTABILITY ITEMS</b>	
<input type="checkbox"/> <b>Staff information updated in EPICS (Update by the 5<sup>th</sup> day of every month)</b> <ul style="list-style-type: none"> <li>• <i>Staff info</i></li> <li>• <i>Current education levels</i></li> <li>• <i>Trainings</i></li> <li>• <i>Semester coursework &amp; grades (when applicable)</i></li> <li>• <i>*When staffing changes are made, alert monitor</i></li> </ul>	
<input type="checkbox"/> <b>Students updated in EPICS (Update by the 5<sup>th</sup> day of every month)</b> <ul style="list-style-type: none"> <li>• <i>Student demographic info</i></li> <li>• <i>Enrollment Status</i></li> <li>• <i>Observations/Rubrics (when applicable)</i></li> <li>• <i>Screenings</i></li> <li>• <i>Referrals</i></li> <li>• <i>IEPs</i></li> </ul>	
<input type="checkbox"/> <b>Ongoing Progress towards FOCUS Verification and/or Accreditation</b>	
<input type="checkbox"/> <b>Alert Specialist of any licensing sanctions/COOs within 3 days</b>	<input type="checkbox"/> <b>Alert Specialist of any licensing sanctions/COOs within 3 days</b>
<input type="checkbox"/> <b>Alert Specialist of any staff changes within 10 days</b>	<input type="checkbox"/> <b>Alert Specialist of any staff changes within 10 days</b>
<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"/> <b>Complete &amp; enter rubric observations for each student in EPICS</b>	Winter observations due in EPICS by Friday February 5 <sup>th</sup>

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<b>(Extended/Early Extended/Mixed Extended only)</b>	Winter observations due in EPICS by First Friday of February
<input type="checkbox"/> <b>Schedule and complete winter conferences to coincide with completed observation data</b>	All programs should offer winter/mid-year Family/Educator Conferences
<input type="checkbox"/> <b>Complete &amp; submit Second Admin Report</b>	Due February 15 <sup>th</sup>
<input type="checkbox"/> <b>Complete Ongoing Accountability Items</b>	
<b>SPRING ACCOUNTABILITY</b>	<b>DUE DATES AND PROGRAM EXPECTATIONS</b>
<input type="checkbox"/> <b>Complete &amp; enter rubric observations for each student in EPICS</b> <input type="checkbox"/> <b>Ensure that each student's status is current and reflects completion or partial completion of PreK.</b> <input type="checkbox"/> <b>Schedule and complete spring conferences to coincide with completed observation data</b>	Spring Collection: Due 10 days prior to the last day of the program year. Date is included on program's EPICS session page.
<input type="checkbox"/> <b>Ensure that Kindergarten Destination is Entered for Each Child in EPICS</b>	
<input type="checkbox"/> <b>Complete &amp; submit Final Admin Report</b>	Due June 15 <sup>th</sup>
<input type="checkbox"/> <b>Complete Ongoing Accountability Items</b>	
<input type="checkbox"/> <b>Submit Final Invoices by Specified Due Date</b>	This is usually the first week in July.