









# United Families Incorporated

## July 1, 2015 to June 30, 2016

<p><b>July</b></p> <p>1<sup>st</sup> - First day for Full day program            13<sup>th</sup> – CSPP ½ Day return – Aurora, Brawley, Calexico1, Coachella, El Centro 2</p> <p><b>3<sup>rd</sup> Closed</b>            *Multi-Step Project / Special Activity  <b>22 School days</b></p>  	<p><b>October</b></p> <p>5<sup>th</sup> – Agency Fund Raiser            26<sup>th</sup> – The 1<sup>st</sup> DRDP Tally Worksheet Due            30<sup>th</sup> - ECER's /ITER's Center Self-Assessment Due</p> <p><b>*Multi-Step Project</b>  <b>22 School days</b></p> 	<p><b>January</b></p> <p>25<sup>th</sup> – Agency ECERs/ITERS Self-Assessment Begins</p> <p><b>1<sup>st</sup> Closed</b>  <b>18<sup>th</sup> Closed</b></p> <p><b>*Special Activity</b>  <b>19 School days</b></p> 	<p><b>April</b></p> <p>1<sup>st</sup> – Parent Survey's distributed            1<sup>st</sup> – 15<sup>th</sup> Parent Conferences            18<sup>th</sup> - Parent Survey's Due            22<sup>nd</sup> - Final DRDP Tally Worksheet</p> <p><b>3<sup>rd</sup> - Closed</b>  <b>*Multi-Step Project</b>  <b>21 School days</b></p> 
<p><b>August</b></p> <p>3<sup>rd</sup> – 1<sup>st</sup> Day for CCTR CSPP ½ Day Centers Seely, Westmorland, Calipatria, Salton City            12<sup>th</sup> – Site Director Orientation -<b>Mandatory</b>            13<sup>th</sup> – Teacher Orientation-<b>Mandatory</b>            14<sup>th</sup> – Teacher Assistant Orientation-<b>Mandatory</b>            31<sup>st</sup> - Parent Meeting Calendar Due            31<sup>st</sup> – DRDP Child's Portfolio (1<sup>st</sup> Assessment - for children who started July 1<sup>st</sup>)  <b>21 School days</b> *Multi-Step Project / Special Activity</p> 	<p><b>November</b></p> <p>2<sup>nd</sup> - Parent Survey Distributed            10<sup>th</sup> – Summary of Findings review            11<sup>th</sup> – Professional Development            2<sup>nd</sup> - 25<sup>th</sup> - Parent Conferences            30<sup>th</sup> - Parent Survey's Due</p> <p><b>26<sup>th</sup> &amp; 27<sup>th</sup> Closed</b>  <b>*Fall Special Activity &amp; Multi-Step Project</b>  <b>18 School days</b></p> 	<p><b>February</b></p> <p>11<sup>th</sup> – All Site Director's Meeting</p> <p><b>15<sup>th</sup> Closed</b>  <b>*Multi-Step Project / Special Activity</b>  <b>20 School days</b></p> 	<p><b>May</b></p> <p>13<sup>th</sup> – Self-Assessment Completed and sent off to State            20<sup>th</sup> - Staff Evaluations Due            27<sup>th</sup> – All Site Director's Meeting</p> <p><b>30<sup>th</sup> Closed</b>  <b>*Multi-Step Project</b>  <b>21 School days</b></p> 
<p><b>September</b></p> <p><b>7<sup>th</sup> - Closed</b></p> <p>22<sup>nd</sup> - Site Director's Meeting<sup>1</sup>(Infant &amp; Toddler)            23<sup>rd</sup> – Site Director's Meeting (Large Preschool)            24<sup>th</sup> – Site Director's Meeting (Small Preschools)            14<sup>th</sup> thru 30<sup>th</sup> Welcome/Parent Orientations            30<sup>th</sup> DRDP<sup>2</sup> Child's Portfolio (1<sup>st</sup> Assessment - for children who started in August 4<sup>th</sup>)  <b>*Multi-Step Project / Special Activity</b>  <b>21 School days</b></p>	<p><b>December</b></p> <p>1<sup>st</sup> – 11<sup>th</sup> Open House            14<sup>th</sup> - Site Director's Meeting (Infant &amp; Toddler)            15<sup>th</sup> – Site Director's Meeting (Large Preschools)            16<sup>th</sup> – Site Director's Meeting (Small Preschool)            18<sup>th</sup> - Preparation for ECERS &amp; ITERS Agency Self-Assessment (Training Participants)            24<sup>th</sup> &amp; 31<sup>st</sup> Minimum Day  <b>25<sup>th</sup> Closed</b>  <b>*Multi-Step Project</b>  <b>22 School days</b></p>	<p><b>March</b></p> <p>18<sup>th</sup> – Graduation Plans due            24<sup>th</sup> – Agency Annual Meeting            31<sup>st</sup> – ECERS/ITERS Agency Self-Assessment Completed</p> <p><b>25<sup>th</sup> Closed</b>  <b>*Spring Multi-Step Project</b>  <b>21 School days</b></p> 	<p><b>June</b></p> <p>20<sup>th</sup> - 24<sup>th</sup> – Preschool Graduations (after 4pm)</p> <p>All paperwork due <b>last day</b> of facility!!!</p> <p><b>*Multi-Step Project</b>  <b>22 School days</b></p> 
<b>1<sup>st</sup> Quarter <u>64 Days</u></b>	<b>2<sup>nd</sup> Quarter <u>62 Days</u></b>	<b>3<sup>rd</sup> Quarter <u>60 Days</u></b>	<b>4<sup>th</sup> Quarter <u>60 Days</u></b>

<sup>1</sup> Site Director's meeting dates and frequency might change as needed.

<sup>2</sup> DRDP – Desired Results Developmental Profile must be completed 60 calendar days from the date of enrollment.

**Fire drills are to be done monthly**

**Earthquake drills are to be done quarterly**

