

2025-2026
EHSD Community Services Bureau
Head Start Planning Calendar

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Sarah Reich/Sheila Walsh														
Board of Supervisors: Communication	Best Practice	Christina Castle-Barber	Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month			Community Action Month BOS Proclamation	
	HSPPS Achieving Program Goals	MJ Robb								Head Start Eligibility Training for BOS				
	County Requirement Best Practice	MJ Robb						Invite Board Members to Centers for Week of the Young Child				Board Members visit centers for Week of the Young Child		
Board of Supervisors: Reports	HSA Agency Powers & Functions	MJ Robb	Monthly Report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS
	HSPPS Governing Body													
	HSPPS Achieving Program Goals													
Head Start Committee: Reports	HSPPS Governing Body	MJ Robb	Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee	
	Resolution No. 2023/274													
Communication: Regional Office (RO)	HSA Training & Technical Assistance	MJ Robb	Monthly Calls with the RO		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting						School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting	
GRANTS: HS/EHS Grants (09CH010862)	ACF Application Instructions	MJ Robb			Present Grant Cycle Process Overview to PC at Orientation	Present Grant Cycle Process Overview to PC at Orientation		Begin planning for HS Grant Application	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives (G&O)	Action: PC Review and Approve HS Grant Application (Due 4/1 to ACF)	Action: BOS Review and Approve HS Grant Application (Due 4/1 to ACF)	Submit HS Grant Application (Due 4/1 to ACF)		
	ACF Program Instructions	Alexandra Heintz	SF-425 Semi-annual report due to ACF		Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF		
Recordkeeping & Reporting: Program Information Report & Planning	HSPPS Achieving Program Goals	MJ Robb	Disseminated G/O to Staff, Department Director, PC, and BOS	Upload PIR by August 31st		Present PIR at SAM, Sr. Mgmt. and All Cluster	Present PIR to PC and BOS			Program G/O Updates Report Disseminated to Staff, Department Director, PC, and BOS				
Ayalew Lidete														
Community Assessment (Year 2 Update)	HSPPS Determining Community Strengths & Needs						Researching Community Assessment Updates Year 2			Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff	Submit Executive Summary with HS/EHS Continuation Grant (Due 4/1 to ACF)		
							Researching for Year 5 Community Narratives (survey(s) of community members, community photos, etc.)							
Annual Report	HSPPS Achieving Program Goals- Reporting					Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff				
	HSA Administrative Requirements & Standards													
Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment					Form Self-Assessment Teams for Review at CSB and Partner Sites			Recruit PC Self-Assessment Sub-Committee for 22/23 Program Year					
				Email BOS to seek interest in participating in the Self Assessment	Begin Self-Assessment Process Planning		Begin Self-Assessment Process Planning	Present Process to PC and Broaden Subcommittee Membership	Train Community Volunteers/PC Subcommittee Members	Conduct Self-Assessment (CSB/Partners)				
						Identify Sites and Classrooms for Self-Assessment and Instruments Develop Self-Assessment Schedule and Send out Notification				Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)			
Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	QMU		1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review		CLASS Monitoring			2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review		CLASS Monitoring			End Monitoring
		Jessie Black & Linda Frazier Stafford			Semi-Annual Child Safety Checklist					Semi-Annual Child Safety Checklist				
Ongoing Monitoring: Reports	HSPPS Governing Body	QMU			Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, BOS, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff							Review/Update Content of Monitoring Tools and Handbooks		
	HSPPS Governing Body	QMU	Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms	Root Cause Analysis & Implementation of Corrective Action Plan						Root Cause Analysis & Implementation of Corrective Action Plan				
Amy Wells														
Communication: Families	HSPPS Family Engagement				Community Work Days						Community Work Days			
Communication: Families	HSPPS Parent Activities Promoting Child Learning		Early Closure Letter/Curriculum Input Letter	Back to School Nights			Fall/Holiday Letters							Year-end celebrations
Communication: Families	HSPPS Parent Activities Promoting Child Learning				PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break			PD/PY 1 Week Spring Break (Aligned with Local School Districts)			
Communication: Staff	Best Practice		Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings	Monthly Cluster meetings	Monthly Cluster meetings	Monthly Cluster meetings Quarterly All Cluster Meetings

Citations:
CDE- California Department of Education
HSPPS- Head Start Program Performance Standards
HSA- Head Start Act

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Julia Kittle-White (Partners)															
Partnerships: Communication	HSPPS Community Partnerships & Coordination		CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	CSB and YMCA Quarterly Meeting		CSB and KinderCare Quarterly Meeting	
						Annual Submittals Due						Program self-evaluation documentation for state program due			
									Begin Kindergarten Transitions/ Trainings	CLASS Training for Partners		Child Abuse/DV Prevention Training Required			
					Annual Partner Meeting				Partner Learning Community Meeting				Partner Learning Community Meeting	Partner Learning Community Meeting	
Amy Wells															
Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team			CSB READS kick-off	Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June							
	HSPPS Parent Activities Promoting Child Learning	Education Team				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June							
	HSPPS Family Engagement	Catherine Lucero	CSB Reads (year round)												
Special Events	Best Practice	Education Team & Cluster ADs			CSB READS kick-off					"Dual Language Learner" Celebration TBD	Dr. Seuss Birthday March 2	Week Of the Young Child 4-10	April Teachers Appreciation Week 4-8	May	
Contracts: ELCD/CCDD Contracts					Full Day/Part Day-Begin Screenings and DRDP Assessments		Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30			Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings	Review Parent Survey Results & Share with Senior Mgmt., BOS, and PC. Submit Report to Analyst.		
School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team			Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff				Present Baseline SR goals to PC Prog Svs Subcommittee and Sr.Mgmt.	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.	Present Mid-Year SR Updates to PC, BOS, and staff			
	HSPPS Achieving Program Goals	Education Team			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff				First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	2nd DRDP Outcomes Report to PC, BOS and staff			
School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team							Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes		Prepare Kindergarten Transition Packets	Distribution of SR Packets/ backpacks (Transition to Kindergarten)		
		Education Team	In-Service for Full-day teachers & Pre-Service for PD/PY Teachers	In-Service for Teaching Staff	Lesson Planning Individualization	Comp Services Refresher Training for Teachers and Site Supervisors	Large Group/Circle Time	School Readiness Goals	TBD	LCLASS Environments	TBD	Creative Curriculum	Second Step PITC Training for EHS staff	TBD	
Michelle Mankewich															
Newsletters: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter				Family Newsletter and Winter Safety Newsletter					Summer Safety Newsletter	
Communication: Families	HSPPS Parent Activities Promoting Child Learning	Ana Araujo	No meeting	Monthly Parent Meetings				No Meeting							
Parent Communication Preference Survey	Best Practice	Ana Araujo			Survey parents on communication preference										
Communication/ Training: Families	HSPPS Family Engagement	Ana Araujo	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Begin Family Handbook Updates (Every 2 years, 2025-2027)	Parent Resiliency Training Required			
Give Kids a Smile Day	HSPPS Community Partnerships	Jennifer Kirby	Give Kids a Smile Day (GKSD) - Begin outreach to local dentist					Give Kids a Smile Day (GKSD) - Confirm local dentist	Give Kids a Smile Day Preparation and Implementation of GKSD Plan weekly emails to staff	Give Kids a Smile Day Event -(1st Friday of the Month of February)					
La Clinica Dental Van	HSPPS Community Partnerships	Jennifer Kirby	Monthly at Selected Sites (as vans are available)												
Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figueroa				National Food Day - October 24th CCFP Roundtable Conference				"Pride in Food Service Week" -- First week in February	National Nutrition Month			National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)	
		Irene Figueroa				Family Nutrition Meeting					Family Nutrition Meeting				
Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team & Site Supervisors				Fall Harvest Festivals					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations	
		Education Team									Open House				
	HSPPS Parent Activities Promoting Child Learning	Education Team					EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals						
	HSPPS Parent Activities Promoting Child Learning	Education Team					HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals						
	HSPPS Community Partnerships	Jennifer Kirby				Health, Mental Health & Nutrition Services Advisory Committee Meeting					Health, Mental Health & Nutrition Services Advisory Committee Meeting				

Citations:
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Training: Comprehensive Services Team	HSPPS Family Engagement	Ana Araujo				Making Parenting a Pleasure									
	HSPPS Community Partnerships	Ana Araujo				Family Financial Fitness Workshops									
	HSPPS Family Engagement	Ana Araujo	Male Involvement Events (year round)												
	HSPPS Family Engagement	Jennifer and Irene									Healthy Fathers, Healthy Children				
	staff training and community partners	Rita Loza		Safe Sleep	WIC					FDC refresher	Lead Prevention	Immunization			
Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Michelle		Recognition of Outgoing PC Members	PC Orientation on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee								PC Orientation Planning Begins	
	HSPPS Training	Ana		Exiting Reps sign Form 700 due to Clerk of the Board	Form 700 for New Reps due to Clerk of the Board	Make-Up PC Orientation	Leadership Training	Ethics/Brown Act Video Training Due Exec team attend NHSA PFCE conference				Annual Form 700 due to Clerk of the Board			
	HSA Powers & Functions of HS Agencies														
	HSPPS Policy Council	Ana													
	HSPPS Achieving Program Goals	Ana		Monthly PC Meeting (except July and December)											
			Monthly Subcommittee Meetings (except July, September and December)												
Alexandra Heinitz															
Federal Reports	Title 45: Federal Regulations	Fiscal Team	Head Start & Early Head Start Fiscal Year Begins					County Single Audit begins		Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due	Budget Input in HSES Due to ACF for Next Program Year	Report the Results of Prior Year Single Audit to PC		
	HSA Powers & Functions of HS Agencies	Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	
	HSA Records & Audits	Fiscal Team	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office		Complete Risk Assessment for Each Subrecipient		Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due						
Federal Reports (cont.)	OHS Program Instructions	Fiscal Team	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize Operational and T & TA Budget for HS/EHS; Budget for PC Discussion and Approval				SF-425 Annual Financial Status Report and SF-429 Real property Status Report Due to ACF			SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Cash and Petty Cash due to Auditor's Office		
	OHS Program Instructions	Fiscal Team	County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office				Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO		Subrecipient & Contractor Determination Checklist			
	ACF CSBG Guidance	Michael	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	CSBG Report Due to CSD (due on the 20th)	
State Reports	County Requirement/Timeline	Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office					Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO				State/County Fiscal Year Ends June 30th	
	CDE Fiscal Guidance	Deo	CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due			
		Deo	4th qtr QRIS report to Contra Costa County Office of Education (CCCCOE)			1st qtr QRIS report CCCOE			2nd qtr QRIS report CCCOE			3rd qtr QRIS report CCCOE			
	CDE Fiscal Guidance	Deo	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021								
		Deo	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	
	https://www.fns.usda.gov/cacfp/handbooks	Ali/Alexandra	CACFP CNIPS Budget Submitted					Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services							
Ellen de Senna															
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring		Monthly Enrollment Report and Center Status Report Due via HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued					PD/PY Classes End	
	HSPPS Determining Eligibility		New State Income Guidelines issued		PD/PY Classes Begin	Eligibility training for PC					Eligibility Refresher Training	Eligibility & Enrollment Clinics			
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment	HSPPS Recruitment of Children								Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive				
			Monthly - Purge Waitlist	Send Flyers to current Public Benefit Recipients			Send Flyers to current Public Benefit Recipients			Send Flyers to current Public Benefit Recipients	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports	Disperse recruitment flyers to elementary schools	Send Flyers to current Public Benefit Recipients		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection	HSA Powers & Functions of HS Agencies						Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Year End Transitions			Purge Over-Income Waiver List	
	HSA Powers & Functions of HS Agencies														
	HSPPS Selection Process														
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning	HSA Powers & Functions of HS Agencies		Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY				Distribute Slots Map for Next PY		
Jay Rivera															
Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement		Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding		
	HSPPS Record Retention		Prior Program Year Archived Files Stored at Sites after One Year												
Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS & Kitchen		Annual Deep Cleaning HS	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			
	County Requirement					Health & Safety Officer Committee Meeting									
	Best Practice					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill									

Monique Young-Edwards													
Contracts: Partnerships	Child Nutrition		CACFP Contract	Begin RFI and Contract process for CSBG Contracts Due in March		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts			Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts)				Action: BOS Approval of Contracts that begin 7/1
	Community Partnerships												
	County Admin Bulletin 600.3												