Colorado Preschool Program Calendar of Coordinator Responsibilities

Responsibilities	July	August	Sept.	October	Nov.	Dec.	January	February	March	April	May	June
Determination of Child Eligibility and Enrollment	x	x	x	x	x					x	x	x
Pupil Membership Count												
If applicable, apply for flexibility to serve preschoolers for a full day			x	x								
Alert CPP supervisor of unused slots in program			x	x								
Alert CPP supervisor of changes in ECARE slot configurations			x	x								
Official Count Day (Oct. 1)/Alternate Early Childhood Count Day (Nov. 1)				x	x							
Pupil count finalized and submitted to department (Nov. 10)					x							
Implement Early Childhood Program	x	x	x	x	x	x	x	x	x	x	x	x
Continuous development of individual learning plan for children funded by CPP		x	x	x	x	x	x	x	x	x	x	
Support teacher development		x	x	x	x	x	x	x	x	x	x	x
Plan and facilitate transitions to kindergarten								x	x	x	x	x
Notify CPP consultant of changes in contact information/administration	x	x	x	x	x	x	x	x	x	x	x	x
District Council Management												
Form council/create meeting schedule	x	x										
Suggested meeting schedule (six meetings required per year)		x	x		x		x		x		x	
Quality monitoring visits (two required per year per classroom with children funded by CPP); discuss needs and strengths				x	x	x	x	x	x	x		
Develop/review district comprehensive plan		x	x	x								
Contribute to/review annual CPP report							x	x	x			
Annual CPP report due in April										x		
Facilitate Request for Proposal (RFP) process (every other year)							x	x	x	x		
Apply for CPP expansion slots (when authorized by Legislature)											x	x
Family Involvement and Support												
Family agreements reviewed and signed		x	x	x								
Support services and involvement activities provided		x	x	x	x	x	x	x	x	x	x	x
Implementation of Results Matter												
Training needs assessed/required training provided for staff	x	x	x	x								
Observation and documentation begins/continues (ongoing)		x	x	x	x	x	x	x	x	x	x	
Checkpoint deadlines					x			x			x	
Run reports and analyze program data					x	x	x	x			x	x
OSEP reporting and end-of-year cleanup											x	x
Report on CPP Revenue and Expenditures by Business Managers	x	x	x	x	x	x						
Service and Support from CDE												
Ongoing communication with CDE and visits from consultants	x	x	x	x	x	x	x	x	x	x	x	x
New coordinator webinars/individual meetings		x	x	x	x							
CPP legislative report released January 15							x					
Monitor early childhood legislation and notify field accordingly							x	x	x	x	x	
Regional meetings for coordinators									x	x	x	