



Classroom Responsibilities

1. Report dates of health assessments
2. Report dates of Brigance assessments
3. Record attendance
4. Report attendance on the last attendance day of the month (note: for year round schools, this can vary widely.... Please pay careful attention to the last day of attendance of your track and make sure you'll be back before the end of the month. If not, please submit attendance.)
5. Keep records of:
 - a. Contacting families when children are absent for 3 or more days
 - b. Substitutes who serve in your classroom
 - c. Volunteers
6. Gather observations and documentation regarding children's assessment (portfolio)
7. Submit Education Reports, as required on January 4 and May 18.
8. Submit Quarterly Report (in-kind, success stories, etc.) on October 10, January 4, April 4 and June 25.
9. Submit copy of Creative Curriculum Summary Report on November 4, January 27 and final report on April 12.
10. Share family survey with families of NC Pre-K (only NC Pre-K) children in March.
11. Tally family survey and return to Wake County SmartStart by April 1.

Helpful Websites

www.wakesmartstart.org
<http://ncchildcare.dhhs.state.nc.us/general/home.asp>
www.projectenlightenment.wcpss.net
www.childcareservices.org
www.dcd.nc.gov
www.vanderbilt.edu/csefel/

October 2011

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 ER NC Pre-K Orientation 1:00 - 4:00 p.m.	8
9	10 Admin Meeting 1-3 p.m. CCSA/Subsidy Bldg. 1st Qtr. Reports	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 W					

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

ER = Early Release
V = Vacation

H = Holiday
W = Work day

November 2011

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Creative Curriculum Report Due	5
6	7	8	9	10 Signing 1–3 p.m.	11 H	12
13	14	15	16	17	18	19
20	21	22	23 V	24 H	25 H	26
27	28	29	30			

Wake County SmartStart

NC Pre-Kindergarten
 4901 Waters Edge Drive
 Suite 101
 Raleigh, NC 27606

Phone: 919.850.9550
 Fax: 919.850.9530
 E-mail: twilkinson@wakesmartstart.org

December 2011

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Admin Meeting 1-3 p.m. CCSA/Subsidy Bldg.	10
11	12	13	14	15	16	17
18	19	20	21	22 V	23 H	24
25	26 H	27 V	28 V	29 V	30 V	31

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

January 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3	4 Education Reports and Qtr. 2 In-kind Due!	5	6	7
8	9	10 Signing!	11 All Brigance Screens Due!	12	13 ER	14
15	16 H	17	18	19	20	21
22	23 W	24	25 Recruiting Kick-off!	26	27 Creative Curricu- lum Reports Due!	28
29	30	31				

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

February 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Admin Meeting 1-3 p.m. CCSA/Subsidy Bldg.	11
12	13	14	15	16	17 ER	18
19	20 W	21 W	22	23	24	25
26	27	28	29			

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

March 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Signing!	10
11	12	13	14	15	16 ER	17
18	19	20	21	22	23	24
25	26	27	28	29	30 W	31

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

April 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 V	3 V	4 V Qtr. 3 In-Kind Report Due	5 V	6 H	7
8	9	10 Admin Meeting	11	12 CC Due	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 ER	28
29	30					

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

May 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Signing!	11	12
13	14	15	16	17	18 Education Reports due!	19
20	21	22	23	24	25	26
27	28 H	29	30	31		

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org

June 2012

Ensuring Wake County children, birth to 5, are successful in school and in life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				NOTE: Signing to be determined – based on submission and completion of June attendance	1	2
3	4	5	6	7 Last Day of School	8 W	9
10	11 W	12 W	13	14	15	16
17	18	19	20	21	22	23
24	25 Qtr. 4, In-kind due	26	27	28	29	30

Wake County SmartStart

NC Pre-Kindergarten
4901 Waters Edge Drive
Suite 101
Raleigh, NC 27606

Phone: 919.850.9550
Fax: 919.850.9530
E-mail: twilkinson@wakesmartstart.org