

This is a document to show a sample Child Events activities calendar. This table has 45 rows and 2 columns.

Child Find Sample Activities Calendar

January	February
Update system for tracking Child Find referrals	Monitor system for tracking Child Find referrals
Review district personnel records to determine which employees have not received general orientation /training on Child Find	Contact local media (radio stations, television stations, cable television provider) to run public service announcements on Child Find
Schedule and/or present training on Child Find to personnel hired since previous training	Review Child Find items from Texas Education Agency Standard Application System Assurances Budget Request Form Assurances sections for upcoming school year to determine if there are any changes to requirements
Distribute Child Find information to each teacher	Follow-up with ECI and Head Start and review their current personnel, assignments, locations, addresses, etc., to update and/or correct records
Determine which campuses need additional brochures or other public awareness materials and distribute	
Contact local public utility company (telephone, electric, gas, or cable) to request distribution of Child Find information inserts into billings mailed to patrons	

March		April	
Update system for tracking Child Find referrals		Monitor system for tracking Child Find referrals	
Contact local newspapers to request publication of Child Find awareness article		Attend Region 10 ESC meeting for all local district Child Find contacts	
Continue community service organization presentations		Order needed Child Find public awareness materials from Region 10 ESC	
Resupply day care centers, homeless shelters, doctors' offices, and other community agencies and locations with Child Find brochures, flyers, posters, and business cards		Network with other agencies about Child Find referrals	
May		June	
Update system for tracking Child Find referrals		Review system for tracking Child Find referrals	
Distribute Child Find information at Kindergarten Roundup, Prekindergarten and/or Head Start Registrations, and Early Childhood screenings		Contact local media (radio stations, television stations, cable television provider) to run public service announcements on Child Find	
Conduct district Child Find Self-Evaluation		Complete district Child Find Self-Evaluation and review to establish areas of need and set goals for next school year	
Contact additional local public utility companies (telephone, electric, gas, or cable) to request distribution of Child Find information inserts into billings mailed to patrons		Contact ECI, Head Start, and other agencies regarding summer referrals and communication procedures, especially if different from school-year procedures	
		Report Child Find efforts and successes for the year to superintendent and school board	

July	August
Modify system for tracking Child Find referrals as determined appropriate in June review	Download needed Child Find public awareness materials from Region 10 ESC
Contact local newspapers to request publication of Child Find awareness article	Review district personnel records to determine which employees have not received general orientation /training on Child Find
Order needed Child Find public awareness materials from Region 10 ESC	Schedule and/or present training on Child Find orientation to new personnel
Update district policies and procedures on Child Find, if needed	Train new staff and/or update returning staff on local Child Find policies and procedures
	Distribute local special education referral process and service description to each teacher prior to start of school
	Distribute Roles and Responsibilities for all district personnel regarding Child Find requirements
	Send Memorandum regarding Child Find procedures to administrative secretaries, along with copies of procedures and child find business card
	Send memorandum to campus administrators with Campus Assurances Checklist regarding procedures and orientation requirements
	Send District Assurances Checklist to central office and auxiliary staff administrators for completion of procedures and orientation requirements
	Distribute Child Find information in first day information packets that go home with students
	Ask to present Child Find information at next month's school board meeting

Contact day care centers, doctor's offices, police, Head Start, ECI, homeless shelter, charter schools, private schools, home schools, and other community supports about Child Find procedures

September		October	
Update system for tracking Child Find referrals		Monitor system for tracking Child Find referrals	
Review Child Find items for current school year in Texas Education Agency compliance monitoring system document		Send follow-up copy of Campus Assurances Checklist (see August) to campus administrators who have not returned a completed form	
Ask to present Child Find information to local service organizations (Rotary, Lion's Club, Kiwanis, etc.)		Send follow-up copy of District Assurances Checklist (see August) to administrators who have not returned a completed form	
Conduct presentation at monthly school board meeting		Contact local media (radio stations, television stations, cable television provider) to run public service announcements on Child Find	
Place an article describing the Child Find referral process and LEA contact in each campus newsletter		Present Child Find information to community service organizations	
If applicable, notify local district programs for pregnant and parenting students of Child Find procedures		Establish or reestablish contact with the local Head Start and other agencies that provide services to children and youth	
Establish or reestablish contact with the local ECI program to network and discuss referral and communication procedures		Review Child Find items from Texas Education Agency Standard Application System Budget Request Form Assurances sections for compliance for current school year	
November		December	
Update system for tracking Child Find referrals		Monitor system for tracking Child Find referrals	
Contact local newspapers to request publication of Child Find awareness article		Document efforts to provide public service announcements in local media and articles in local newspapers	
Follow-up contacts with ECI and Head Start		Distribute new Child Find posters and/or flyers for display on each campus, asking them to replace older, faded, or worn ones	