



www.vertex42.com/calendars

Note: The Daylight Savings date formula only works starting in 2007

Year
2011
Start Day
1

1: Sunday, 2: Monday

MOCA Head Start

2011-2012 School Event Calendar

July 2011						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

- 4 **Holiday**
- 8 & 22 **Time Sheet Due**
- 19 Policy Council Meeting

August 2011						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

- 5 & 19 **Time Sheet Due**
- 18 Policy Council/MOCA Board Joint Meeting
- 22-23 New Employees Training
- 24-26 Staff Return -Preservice

September 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

FD=19 PD=15

- 2,16,&30 **Time Sheet Due/Proteges Self Assessment due**
- 5 **Holiday Head Start Centers Closed**
- 5 Bus Monitor training completed for all persons riding the bus
- 6 **First Day of Classes/All Immunizations Current/Child Health Care Plans Due**
- 9 **Menus/ Grocery Receipts Due Weekly**
- 6--22 1st Parent Meetings/**Elect Parent Officers/Policy Council Reps**
- 19 **Mental Health Observations & Sue Bowden**
- 23 Policy Council Names, Addresses submitted to FCP Director
- 27 Policy Council Meeting
- 30 **Nutrition Inspections begin/All First Aid Kits Cleaned & Restocked**

October 2011						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

HEAD START AWARENESS MONTH

FD=40 PD=32

- 3 **Fall Parent Survey Distributed**
- 5 **30 Day Physicals Due/Parent and Child transportation training completed**
- 14 & 28 **Time Sheet Due**
- 18 Policy Council Meeting
- 20 **(45 day) Screenings Due(Health & Educational)/Referrals Made**
- 20 **Hearing and Vision Complete**
- 28 **Floride Varnish Complete**
- 31 **1st Education Home Visits Due** **Teacher ECERS Due**
- 31 Fall Parent Surveys due to FCP Director/ **Heights and Weights Complete**
- 31 Turn in New Center Licensing and Health Inspections as Recieved

November 2011						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

FD=59 PD=49

- 11 **Holiday Centers Closed**
- 11 & 25 **Time Sheet Due**
- 15 Policy Council Meeting
- 24-25 **Holiday Head Start Centers Closed**

December 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December		FD=70	PD=58
TBA	Policy Council Meeting		
9 & 23	Time Sheet Due		
16	All Agency Meeting		
15	Dental follow-up Complete		
16	1st Parent Teacher Conf due/IFPA Review Due or Upon Return in Jan		
19-	Winter Break Begins	Centers closed 12/19/11-1/6/12	
23	Holiday		

January 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January		FD=86	PD=71
2	Holiday		
6 & 20	Time Sheet Due		
9	Children and Staff Return /Classes Resume		
17	Policy Council Meeting		
16	Holiday	Head Start Centers Closed	
16	Cooks Start Cold Weather Menu Week 8		
18	Nutrition Inspec\Mental Health Obs\Disability Susan Bowden (all Resume)		
27	IFPA Review due (if not completed in December)		
31	Heights and Weights Complete		

February 2012						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

February		FD=106	PD=87
3 & 17	Time Sheet Due		
1--29	Complete Recruitment Training on MLC		
16	Policy Council/MOCA Board Joint Meeting		
20	Holiday	Head Start Centers Closed	

March 2012						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March		2011-2012 Recruitment Begins		FD=128	PD=104
1	Spring Parent Survey Distributed/2012-2013 Recruitment Begins				
2,16, & 30	Time Sheet Due				
13	Policy Council Meeting				
16	2nd Education Home Visit due				
19	60 Day Mark				
30	Spring Survey due to FCP Director				

April 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April		FD=149	PD=121
2	Recruitment Checklist Due to ERSEA Specialist/Dental Follow up Complete		
6	Head Start Scholarship Applications Due To Central Office		
13 & 27	Time Sheet Due		
16	Heights and Weights Complete		
17	Policy Council Meeting		
27	Dental Varnish Complete		
30	Sanitation/Cleaning and Temp Charts Due		
30--4 May	IFPA Follow-up and Completion		

May 2012						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May		FD=161	PD=131
1--4	IFPA Follow-up and Completion		
11 & 25	Time Sheet Due		
11	2nd Parent Teacher Conferences Due		
11	FA's-Due to Central Office-(SEE LIST BELOW)		
15	Policy Council Meeting		
16	Last Day of Classes		
18	Last Day for Staff/Inservice		
28	Holiday		

- 11-May FA's
- 2010 -2011 Child Files
 - Recruitment Aides and Tote
 - Resource Binder & Parent Meeting Binder
 - Unused Parent Handbook & Folder
 - Family Info Folders From Child Files

Instructions

1. Choose the beginning year
2. If you choose Monday as the start day, you'll need to modify the formatting of the calendars.
3. List each months' events, adding new rows below the calendar as needed. Mark special days and events.
4. Highlight the days correspondong to the events in the mini calendars by modifying the background color or cross-hatching. Sele

Tip: Using the **Format Painter** toolbar button makes it simple to copy the format from one cell or block of cells to another.

New Color Scheme: To load a different color scheme, open one of the accompanying blank calendar workbooks, then return to th

To quickly create a new color scheme, download Excel Calendar PRO from Vertex42.com and copy the colors from the E.C.PRC

Note: The background color of the weekends and blank days are controlled using conditional formatting (Format > Conditional For

Printing: If you add or remove rows, or modify the column widths, you'll probably need to adjust the print area and page breaks.

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If you make a PDF of the calendar, it must have "Created using a free template from vertex42.com" or a similar notice to that

select a cell, then go to Format > Cells > Pattern tab. Make sure that the formatting you use will work when printed in black and white!

his workbook and go to Tools > Options > Color Tab, and select the other workbook from the "Copy Colors From" drop-down box.

using the technique described above.

formatting).

To change the page breaks, go to View > Page Break Preview. To change the print area, select the cells you want to print and go to File >

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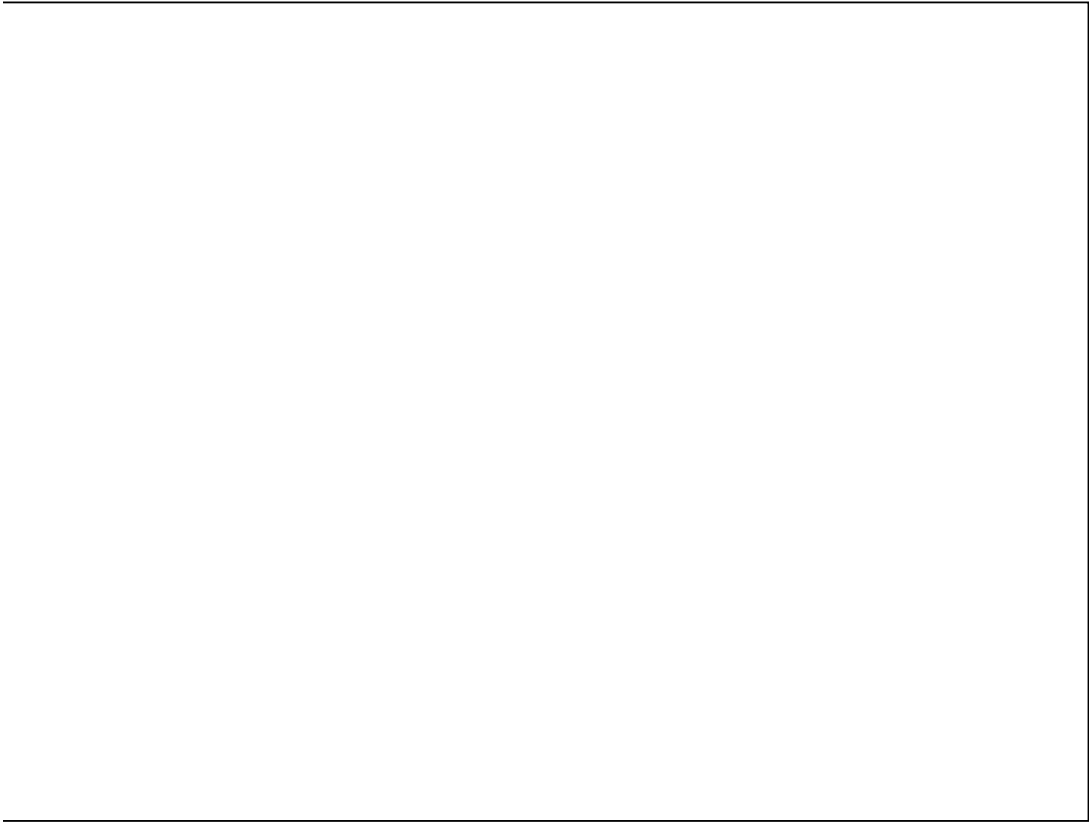
Print Area > Set Print Area.

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