

TIME TASK CALENDAR

2009 - 2010 School Year

Time Tasks have been coded for identification of responsibility

D = Afterschool Directors	C = Children's Services Council
S = Afterschool Staff	PT = Prime Time
P = Elementary Principals	LI = Literacy Initiative
AS = Afterschool Department	SI = Science Initiative
SC = Summer Camp	MI = Math Initiative
PDD = Professional Development Days	AI = Art Initiative
PBCC = Palm Beach Community College	FC = Family Central

DATE	CODE	ACTION TO BE TAKEN
Month of August	D	<ul style="list-style-type: none"> • Attend start of school year meeting where the principal meets with teachers and school staff • Collect Parent Fees (first 3 business days)
Month of August	S	<ul style="list-style-type: none"> • Staff Orientation Meeting • Send out a parent survey to determine prospective enrollment for non-school days • Review Staff Handbook, Parent Handbook and have all staff sign off that they have read and agree
August 4	FC	Family Central JULY attendance due
August 7	D	Kids Care Training Fiscal Management (MANDATORY for ALL Directors - Attend ONE of the four trainings) 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
August 10	D	Kids Care Training - New Directors 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
August 11	D	Kids Care Training Fiscal Management (MANDATORY for ALL Directors - Attend ONE of the four trainings) 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
August 12	D	Kids Care Training Fiscal Management (MANDATORY for ALL Directors - Attend ONE of the four trainings) 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
August 14	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
August 14	D	New Director Training 9:00AM - 12:00PM Thurber D Contact: Irene Haines (561) 434-8795 or PX 48795
August 18	ALL	Beginning of 1st nine weeks
August 20	S	New Employee Orientation (NEO) 3:30PM - 6:30PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129

DATE	CODE	ACTION TO BE TAKEN
August 25	D	Training - Credit Card Spreadsheet 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
August 27	PDD	Early school day dismissal
August 27	S	New Employee Orientation (NEO) 3:30PM - 6:30PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
August 28	LI	Academic Initiatives Payroll Due By 12:00PM Contact: Pat Sabatato (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
August 29	D S	Afterschool Extravaganza 9:00AM - 12:00PM Equestrian Trails Elementary School Contact: Susan Lowenthal (561) 434-8235 or PX 48235
August 31	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
August 31	LI	Literacy Enrichment Specialists Meeting 9:00AM - 2:00PM C 143 Contact: Kathleen Moore (561) 963-3837 or PX 43837
Month of September	D	• Provide staff development training and meeting • Complete Crisis Response Plan • Schedule 4 Emergency Drills: Tornado, Code Blue, Code Red and Fire Drill for 2009-10 • Complete CPR training for all staff (keep a sign-in sheet) • Review Playground Safety and Positive Ways (keep a sign-in sheet) • Collect Parent Fees (first 3 business days)
Week of September 1	D	Movie License USA Notice Of Renewal Contact: Elaine Cittadino (561) 434-8129 or PX 48129
September 2	LI	Directors Meeting: 9:00AM - 11:00AM Thurber B Academic Advisors Meeting: 4:00PM - 5:00PM Thurber B Contact: Kathleen Moore: (561) 963-3837 or PX 43837
September 3	D	Kids Care Training Fiscal Management (MANDATORY for ALL Directors - Attend ONE of the four trainings) 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
September 3	LI	Literacy Based Academic Enrichment Initiative Instructors 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 3	PT	Professional Development Training "Building Community" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp
September 4	FC	Family Central AUGUST attendance due

DATE	CODE	ACTION TO BE TAKEN
September 4	LI	Literacy Based Academic Enrichment Initiative Instructors 10:00AM - 12:00PM Thurber C & D Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 8	D	Kids Care Training - Subsidies / AR Adjustments 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
September 9	P AS D	Principals / Afterschool Site Directors Meeting 9:00AM - 11:00AM Freedom Shores Elementary Contact: Irene Haines (561) 434-8795 or PX 48795
September 10	LI	Literacy Based Academic Enrichment Initiative Instructors 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 10	S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
September 11	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
September 11	LI	Literacy Based Academic Enrichment Initiative Instructors 10:00AM - 12:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 11	LI	Literacy Based Academic Enrichment Initiative Instructors 1:00PM - 3:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 11	LI	Literacy Based Academic Enrichment Initiative Instructors 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 12	S	Positive Ways to Work with Children (Central Area) 9:00AM - 12:00PM Discovery Key Elementary Contact: Stephanie Wagner (561) 357-1185 or PX 21185
September 12	PBCC	9/12/09 - 9/19/09: Foundations of Advanced Youth Development - Part 2 Tues/Thurs: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: Michelle Thompson (561) 642-2180
September 14	MI SI	Science Instructors 10:00AM - 12:00PM Thurber D Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
September 15	P AS D	Principals / Afterschool Site Directors Meeting 9:00AM - 11:00AM Del Prado Elementary Contact: Irene Haines (561) 434-8795 or PX 48795
September 16	P AS D	Principals / Afterschool Site Directors Meeting 9:00AM - 11:00AM South Olive Elementary Contact: Irene Haines (561) 434-8795 or PX 48795

DATE	CODE	ACTION TO BE TAKEN
September 18	MI SI	Science Instructors 10:00AM - 12:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
September 19	S	Positive Ways to Work with Children (North Area) 9:00AM - 12:00PM Dwight D. Eisenhower Elementary Contact: Betsie Kalicos (561) 629-8581 or PX 28581
September 22	D	Credit Card Spreadsheet 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
September 23	D	Payroll Impact Tool 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
September 24	PDD	Early school day dismissal
September 24	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
September 25	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
September 25	AI	Discover Art Directors 9:00AM - 12:00PM Thurber B Contact: Kathleen Moore: (561) 963-3837 or PX 43837
September 25	SI	AIMS Initiative Directors 1:00PM - 2:00PM Thurber B Contact: Kathleen Moore: (561) 963-3837 or PX 43837
September 28	PBCC	9/28/09 - 10/24/09: School-Age Professional Certification Mod I Mon/Wed: 7:00PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 3:00PM Contact: Lisa Borrie (561) 967-PBCC
September 29	PBCC	11/7/09 - 11/21/09: School Age Program Certification - Part 1 Tues/Thurs: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 3:00PM Contact: Robert Curcio (561) 862-4708
September 30	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
September 30	P AS D	Principals / Afterschool Site Directors Meeting 9:00AM - 11:00AM Marsh Pointe Elementary Contact: Irene Haines (561) 434-8795 or PX 48795
September 30	PT	Professional Development Training "Homework Help" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp

DATE	CODE	ACTION TO BE TAKEN
Month of October	D	<ul style="list-style-type: none"> • Provide staff development training and meeting • Fire Safety Month: Complete 1st drill • Collect Parent Fees (first 3 business days)
October 2	LI	Literacy Based Academic Enrichment Initiative Instructors (Makeup) 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
October 2	SI	AIMS Science Directors 9:00AM - 2:00PM C-301 Contact: Kathleen Moore (561) 963-3837 or PX 43837
October 2	FC	Family Central SEPTEMBER attendance due
October 7	P AS D	Principals / Afterschool Site Directors Meeting 9:00AM - 11:00AM Elbridge Gale Elementary Contact: Irene Haines (561) 434-8795 or PX 48795
October 7	PT	Professional Development Training "Planning and Reflection" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
October 8	PDD	Early school day dismissal
October 8	D S	New Employee Orientation (NEO) 7:30AM - 10:00AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
October 9	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
October 10	S	Positive Ways to Work with Children (South Area) 9:00AM - 12:00PM Morikami Elementary Contact: Joyce Goodlett (561) 357-1187 or PX 21187
October 14	D	Worry Free Audits 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
October 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
October 16	S	Positive Ways to Work with Children (West Area) 9:00AM - 12:00PM Panther Run Elementary Contact: Josephine Minerva (561) 434-8422 or PX 48422
October 19	ALL	Beginning of 2nd nine weeks
October 19	PBCC	10/19/09 - 10/26/09: Foundations of Advanced Youth Development - Part 2 Mon/Wed: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: Kathleen Bolander (561) 966-6628

DATE	CODE	ACTION TO BE TAKEN
October 20	D	Afterschool Director Training (optional) 9:00AM - 12:00PM Thurber C & D Topic: Time Management Contact: Susan Lowenthal (561) 434-8235 or PX 48235
October 20	D	Kids Care Training - Subsidies / AR Adjustments 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
October 21	ALL	Lights On Afterschool Proclamation 5:00PM FHESC Board Room (Donated refreshments to be served at gallery viewing)
October 21	D	Kids Care Training - Subsidies / AR Adjustments 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
October 22	ALL	Lights On Afterschool / Discover Afterschool Day • Rally - 9:00AM – 11:00AM, West Palm Beach City Hall Plaza • Empire State Building Lighting
October 22	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
October 23	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
October 24	D S	Afterschool All Staff Training 9:00AM - 12:00PM Manatee Elementary School Contact: Susan Lowenthal (561) 434-8235 or PX 48235
October 26	PBCC	10/26/09 - 11/23/09: School-Age Professional Certification Mod 2 Mon/Wed: 7:00PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 3:00PM Contact: Lisa Borrie (561) 967-PBCC
October 29	PT	Professional Development Training "Structure and Clear Limits" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp
October 30	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
Month of November	D	• Provide staff development training and meeting • Complete 2nd drill by the end of the month • Collect Parent Fees (first 3 business days)
November 4	FC	Family Central OCTOBER attendance due
November 5	PT	Professional Development Training "How to Go From Good to Great in the Afterschool Field" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp

DATE	CODE	ACTION TO BE TAKEN
November 6	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
November 7	PBCC	11/7/09 - 11/21/09: School Age Program Certification - Part 1 Tues/Thurs: 7:00PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: Robert Curcio (561) 862-4708
November 10	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
November 11	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
November 11	S	Positive Ways to Work with Children (West Area) 1:30PM - 4:30PM Loxahatchee Groves Elementary Contact: Josephine Minerva (561) 434-8422 or PX 48422
November 12	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
November 12	D	Afterschool Director Training (Optional) 9:00AM - 12:00PM Thurber C & D Contact: Susan Lowenthal (561) 434-8235 or PX 48235
November 12	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
November 14	D S	Afterschool All Staff Training 9:00AM - 12:00PM D.D. Eisenhower Elementary Contact: Susan Lowenthal (561) 434-8235 or PX 48235
November 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
November 18	PT	Professional Development Training "Voice and Choice" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp
November 20	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
November 25	ALL	11/25/08 - 11/27/08: Holiday
November 30	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports

DATE	CODE	ACTION TO BE TAKEN
Month of December	D	<ul style="list-style-type: none"> • Provide staff development training and meeting • Collect Parent Fees (first 3 business days)
Month of December	SC	<ul style="list-style-type: none"> • School sites will receive a Summer Camp bulletin from the Department of Afterschool Programming
December 1	PBCC	12/1/09 - 12/8/09: Foundations of Advanced Youth Development - Part 2 Tues/Thurs: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: Kimberly McNeeley (561) 862-4710
December 3	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
December 4	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
December 4	FC	Family Central NOVEMBER attendance due
December 5	D S	Afterschool All Staff Training 9:00AM - 12:00PM Sunset Palms Elementary Contact: Susan Lowenthal (561) 434-8235 or PX 48235
December 7	PBCC	12/07/09 - 12/14/09: 10 Hour School Age Appropriate Practices Mon/Wed: 6:30PM - 10:00PM Contact: Lois Wachtel (561) 862-4715
December 8	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
December 10	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
December 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
December 17	PT	Professional Development Training "Ask-Listen-Encourage" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
December 18	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
December 18	FC	Family Central DECEMBER attendance due (if no winter camp)

DATE	CODE	ACTION TO BE TAKEN
December 18	D	File Monthly Records: <ul style="list-style-type: none"> • Attendance • Sign-out sheets • Kids Care back up • FTE reports
December 21	ALL	Winter Break 12/21/09 - 1/1/09
December 30	FC	Family Central DECEMBER attendance due (winter camp only)
Month of January	SC	<ul style="list-style-type: none"> • Obtain Principal approval to operate a summer program • Conduct a parent survey to determine enrollment for a summer program. • Respond to the Summer Camp District bulletin distributed annually in January • Attend Summer Program Planning training offered by District (<i>date TBA</i>)
Month of January	D	<ul style="list-style-type: none"> • Provide staff development training and meeting • Update Crisis Response Plan • Complete 3rd drill by the end of the month using PBSB 1624 • Collect Parent Fees (first 3 business days)
January 1	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
January 6	PT	Professional Development Training "Effective Use of Small Groups" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbcc.org/profdev_training.asp
January 7	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
January 11	LI	Literacy Based Academic Enrichment Initiative Instructors 10:00AM - 12:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
January 11	LI	Literacy Based Academic Enrichment Initiative Instructors 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
January 12	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
January 12	D	TBA 9:00AM - 12:00PM Thurber C & D Contact: Susan Lowenthal (561) 434-8235 or PX 48235
January 12	LI	Literacy Based Academic Enrichment Initiative Instructors 1:00PM - 3:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
January 12	LI	Literacy Based Academic Enrichment Initiative Instructors 5:00PM - 7:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837

DATE	CODE	ACTION TO BE TAKEN
January 12	PBCC	01/12/10 - 02/25/10: School-Age Professional Certification Mod 1 Tues/Thurs: 6:30PM - 9:30PM Contact: TBA
January 13	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
January 13	PT	Professional Development Training "Developing & Sustaining a Youth Advisory Council" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
January 14	LI	Literacy Based Academic Enrichment Initiative Instructors 10:00AM - 12:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
January 14	LI	Literacy Based Academic Enrichment Initiative Instructors 1:00PM - 3:00PM Thurber B Contact: Kathleen Moore (561) 963-3837 or PX 43837
January 15	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataso (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
January 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
January 19	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
January 19	PBCC	01/19/10 - 01/26/10: 10 Hour School Age Appropriate Practices Tues/Thurs: 6:30PM - 10:00PM Contact: TBA
January 19	PBCC	01/19/10 - 02/11/10: School Age Program Certification - Part 1 Tues/Thurs: 6:30PM - 10:00PM Contact: TBA
January 21	PDD	Early school day dismissal
January 21	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
January 23	D S	Afterschool All Staff Training 9:00AM - 12:00PM TBA Contact: Susan Lowenthal (561) 434-8235 or PX 48235
January 27	PT	Professional Development Training "How to Go From Good to Great in the Afterschool Field" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
January 28	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229

DATE	CODE	ACTION TO BE TAKEN
January 29	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
January 29	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
Month of February	D	• Provide staff development training and meeting • Collect Parent Fees (first 3 business days)
Month of February	SC	• Begin collecting Summer Program registrations and fees • REMINDER: Do not accept a registration without participation fee. • Transmit 80% of Summer Camp funds (1301) to the District at the end of each month
February 4	FC	Family Central JANUARY attendance due
February 4	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
February 4	PT	Professional Development Training "Tips for Summer Programming" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
February 6	PBCC	02/06/10 - 02/20/10: School Age Program Certification Mon/Wed: 7:00PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: TBA
February 12	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
February 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
February 16	PBCC	02/16/10 - 03/02/10: Foundations of Advancing Youth - Part 2 Tues/Thurs: 6:30PM - 9:30PM Contact: TBA
February 18	D	TBA 9:00AM - 12:00PM Thurber C & D Contact: Susan Lowenthal (561) 434-8235 or PX 48235
February 18	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
February 22	PBCC	02/22/10 - 03/01/10: 10 Hour School Age Appropriate Practices Mon/Wed: 6:30PM - 10:00PM Contact: TBA

DATE	CODE	ACTION TO BE TAKEN
February 24	PT	Professional Development Training "Developing and Sustaining a Youth Advisory Council (Part 2)" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
February 24	PBCC	02/24/10 - 03/03/10: Foundations of Advancing Youth - Part 2 Mon/Wed: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: TBA
February 26	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataso (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
February 26	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
Month of March	D	• Provide staff development training and meeting • Complete 4th drill by the end of the month • Collect Parent Fees (first 3 business days)
March 2	PBCC	03/02/10 - 05/04/10: School Age Professional Certificate Mod 2 Tues/Thurs: 6:30PM - 9:30PM Sat: 9:00AM - 12:00PM, 1:00PM - 4:00PM Contact: TBA
March 3	PT	Professional Development Training "Reframing Conflict" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
March 4	FC	Family Central FEBRUARY attendance due
March 4	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
March 12	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataso (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
March 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
March 15	PBCC	03/15/10 - 04/14/10: School Age Program Certification - Part 1 Mon/Wed: 6:30PM - 10:00PM Contact: TBA
March 16	PBCC	03/16/10 - 03/23/10: 10 Hour School Age Appropriate Practices Tues/Thurs: 6:30PM - 10:00PM Contact: TBA
March 18	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129

DATE	CODE	ACTION TO BE TAKEN
March 22	PBCC	03/22/10 - 03/29/10: 10 Hour School Age Appropriate Practices Mon/Wed: 6:30PM - 10:00PM Contact: TBA
March 24	PT	Professional Development Training "Active Learning" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
March 25	FC	Family Central MARCH attendance due (if no spring camp)
March 26	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataso (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
March 26	D	File Monthly Records: <ul style="list-style-type: none"> • Attendance • Sign-out sheets • Kids Care back up • FTE reports
March 29	ALL	Spring Break 3/29/09 - 4/2/09
Month of April	D	<ul style="list-style-type: none"> • Provide staff development training and meeting • Collect Parent Fees (first 3 business days) • 4/1/2009 - 6/3/2009: Begin collecting registrations and fees for 2009 - 2010 school year → REMINDER: Do NOT accept a registration without a \$25 registration fee
April 2	FC	Family Central MARCH attendance due (spring camp only)
April 7	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
April 7	PT	Professional Development Training "Scaffolding for Success" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
April 8	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 3 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
April 8	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
April 9	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataso (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
April 13	D	TBA 9:00AM - 12:00PM Thurber C & D Contact: Susan Lowenthal (561) 434-8235 or PX 48235

DATE	CODE	ACTION TO BE TAKEN
April 14	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
April 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
April 19	PBCC	04/19/10 - 05/03/10: Foundations of Advancing Youth - Part 2 Mon/Wed: 6:30PM - 9:30PM Contact: TBA
April 21	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
April 22	PDD	Early school day dismissal
April 22	D S	New Employee Orientation (NEO) 7:30AM - 10:30AM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
April 23	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabatano (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
April 28	PT	Professional Development Training "Engaging Youth Resources" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
April 30	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
Month of May	D	• Provide staff development training and meeting • Collect Parent Fees (first 3 business days)
May 2	PT	Professional Development Training "How to Go From Good to Great in the Afterschool Field" 9:00AM - 12:00PM United Way of Palm Beach County, Boynton Beach To register, please visit http://www.primetimepbc.org/profdev_training.asp
May 4	FC	Family Central APRIL attendance due
May 4	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
May 6	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229

DATE	CODE	ACTION TO BE TAKEN
May 6	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
May 7	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
May 13	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
May 13	LI	Literacy Enrichment Initiative Academic Advisors' Year End Meeting Thurber C & D 3:30PM - 5:30PM Contact: Kathleen Moore (561) 963-3837 or PX 43837
May 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
May 15	D S	Summer Camp Training 9:00AM - 12:00PM TBA Contact: Susan Lowenthal (561) 434-8235 or PX 48235
May 18	D	Kids Care Training - TBA 9:00AM - 12:00PM Ibis 1 Contact: Mary Jo Milke (561) 434-8229 or PX 48229
May 20	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
May 21	LI	Literacy Initiative Payroll Due By 12:00PM Contact: Pat Sabataseo (561) 357-1188 or PX 21188 Fax (561) 357-7574 or FX 47574
May 21	D S	Summer Camp Training 9:00AM - 12:00PM Royal Palm Beach Elementary Contact: Susan Lowenthal (561) 434-8235 or PX 48235
May 28	D	File Monthly Records: • Attendance • Sign-out sheets • Kids Care back up • FTE reports
Month of June	SC	• Begin hiring for 2009-2010 school year
June 3	ALL	Last day of school for students
June 3	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129

DATE	CODE	ACTION TO BE TAKEN
June 4	FC	Family Central MAY attendance due
June 4	FC	Family Central JUNE attendance due (if no summer camp)
June 4	D	File Monthly Records: <ul style="list-style-type: none"> • Attendance • Sign-out sheets • Kids Care back up • FTE reports
June 15	D	Send Kids Care Aging Report Email to Joyce Goodlett, Department of Afterschool Programming C-124
June 24	D S	New Employee Orientation (NEO) 2:00PM - 5:00PM FHESC Cafeteria Contact: Elaine Cittadino (561) 434-8129 or PX 48129
July 2	FC	Family Central JUNE attendance due (summer camp only)