## NYCEEC Operations Calendar - January 2020

MON	TUES	WED	THURS	FRI
		DOHMH influenza vaccine enforcement period begins	02	O3  ☐ Submit Invoices to the field ☐ Certify previous month's attendance
Enrollment opens on Protraxx for Feb. 6 CLASS training	07	Head Start: Policy Council	GFDC Director's Meeting (Eve)	GFDC Director's Meeting (Morn) Incomplete Enrollment opens on Protraxx for Feb. 13 ECERS training
13	FCC Network Director's Meetings	Deadline to upload required annual contract documents on HHS Accelerator	16	17
20	Implicit Bias Training for teachers (Bronx)	Head Start: Policy Council General Assembly	Implicit Bias Training for teachers (Brooklyn)	Deadline to submit Pre-K for All budget modifications Implicit Bias Training for teachers (Queens)
27	28	29	30	Deadline to complete Site Accessibility Survey

## **Monthly Deadlines**

- ☐ Review your staff files for any trainings, clearances, or certifications expiring in 2020
- ☐ Ensure you have non-expired Epi-Pens on site; contact DOHMH if you have not yet received ones if you are past the expiration date

## Accessibility Report

Filename: january-operations-calendar\_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

## Summary

The checker found no problems in this document.

Needs manual check: 2Passed manually: 0

■ Failed manually: 0

Skipped: 1Passed: 29Failed: 0