

WILKES HEAD START CENTERS | 2023-2024 STAFF CALENDAR – updated 2/22/24

AUGUST '23						
S	M	T	W	Th	F	S
		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		

3 – B. Gossett, C. Johnson, & Vickie Settle return (NC Pre-K training at BROOC Office at 10:00am)
 7 - Full Staff Return; 1st day of pre-service at Laurel Ridge
 8-9 - Pre-Service continues at Wilkes BROOC Office
 10 - Training for Education Staff at BROOC Wilkes Office / Food Service Workers at Gap Civil; others work at centers
 11-17 - Center Set-Up/Home Visits (all NC Pre-K children must have their home visits during this time)
 18 - Parent Orientation
 21 - First Day for Children
 (9 service days for HS children)

FEBRUARY '24						
S	M	T	W	Th	F	S
				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		

7 – Admin. Staff Mtg. at 9:30am
 8 – PC Meeting at 9:30am
 12 – Begin Spring CLASS videoing
 14 – Winter TS GOLD Checkpoint Due Date
 16 –Early Dismissal at 12:00 for parent transport; 12:15pm for bus
 19 – President’s Day – Holiday
 20 - Turn CLASS videos in to office
 26 – P/T Conferences to begin
 (20 service days for HS)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					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

4 - Labor Day – Holiday
 6 – Administrative Staff Meeting at 9:30am
 14 – Center Director Meeting at 9:30am – location to be announced
 18 – Begin Fall CLASS videoing
 19 – 30th day of Head Start
 22 – Turn CLASS videos in to office
 29 – Home visits to be completed for Head Start children (non-NC Pre-K)
 (20 service days for HS)

MARCH '24						
S	M	T	W	Th	F	S
					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						

6 - Administrative Staff Meeting at 9:30am
 8 – P/T Conferences to be complete
 15 – Center Director Meeting at 9:30am – location to be announced
 28 – HSAC Meeting at 10:00am
 29 – Centers closed for children; required workday for staff
 31 – Easter Sunday
 (20 service days for HS)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

4 – 45th day of Head Start; Administrative Staff Meeting at 9:30am
 5 – HSAC Meeting at 10:00am
 12 – PC Orientation at 9:00am
 PC Meeting at 9:30am
 25 – Early dismissal at 12:15pm for parent transport; 12:15 for bus
 26 - Centers closed for children; Required workday for staff; home visit or P/T Conference must be made for at least 1 NC Pre-K child
 27 - Centers closed for children and staff
 (20 service days for HS)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 – Easter Monday - Holiday
 2-5 - Centers closed for children and staff (Spring Break)
 10 – Admin. Staff Mtg. at 9:30am
 11 – PC Meeting at 9:30am
 (17 service days for HS)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 – Administrative Staff Meeting at 9:30am
 9 – Fall TS GOLD Checkpoint Due Date
 10 - Veterans Day – Holiday
 16 – Center Director Meeting at 9:30am – location to be announced
 20 – Centers closed for children; Required workday for staff; SR Meeting
 21-22 – Centers closed for children and staff
 23 – Thanksgiving Day – Holiday
 24 – Centers closed for children and staff
 27 – P/T Conferences to begin
 (16 service days for HS)

MAY '24						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – Administrative Staff Meeting at 9:30am
 17 - Center Director Meeting at 9:30am – location to be announced
 24 – Last day for children; Early Dismissal at 12:00pm for parent transport; 12:15 for bus
 27 - Memorial Day – Holiday
 28 – Last day for staff – Spring TS GOLD Checkpoint Due Date
 (18 service days for HS-total of required 170 HS days)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 – Begin Winter CLASS Videoing
 8 – Turn CLASS Videos in to office; Administrative Staff Meeting at 9:30am
 14 – PC Meeting at 9:30am
 15 – P/T Conferences to be complete
 15 – Early Dismissal at 12:00pm for parent transport; 12:15pm for bus;
 18 – ½ ADML & ½ AL
 19 – ADML
 20-22 – AL
 25 - Christmas Day - Holiday
 26 – Holiday
 27-29 – AL
 (11 service days for HS)

JUNE '24						
S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY '24						
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21	22	23	24	25	26	27
28	29	30	31			

1 – New Year’s Day - holiday
 2 – Centers closed for children; Required workday for staff;
 3 – Centers closed for children; CPI training for staff
 15 - M.L. King Day – Holiday
 18 - Center Director Meeting at 9:30am – location to be announced
 (19 service days for HS)

JULY '24						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			