



# Head Start

Early Head Start

Friends,

I know how important it is to plan (especially vacations and all the ‘fun’ things some of you get to do during your time off over the summer break). We have been working on the close-out schedule for 2018/2019 and the return to work schedule for 2019/2020.

We have TENTATIVE close-out information listed below. Please remember this is a TENTATIVE schedule and should only be used as a guide on expected close-out dates. There could be extenuating circumstances which could cause these dates to change. Your close-out day may be a little different than the TENTATIVE schedule below. Did I mention this was TENTATIVE?

Also, we added a Return-To-Work schedule. Please look at this carefully as several folks will be returning earlier than in the past. We wanted to ensure you had this information as soon as possible as this change affects most of you. When making plans for vacations, etc., please take into account your return-to-work date. We will be doing most of our required trainings during this timeframe.

Thanks for all your hard work and dedication to our children and families. Let’s finish this year strong and be prepared for the great things that will happen in the coming year.

Sincerely,

Curt

DCEA Head Start/Early Head Start

## **Tentative Close-Out Schedule for 2018/2019**

This tentative close-out schedule should only be used as a guide until all close-out dates are set.

There could always be extenuating circumstances to cause your close-out day to be different.

Children will attend ½ day the day prior to close-out.

**Please don’t plan vacations, etc. based on this estimate until exact close-out dates are set.**

**Blount County – May 20, 2019**

**Jefferson County – May 24, 2019**

**Cocke County – May 23, 2019**

**Monroe County – May 24, 2019**

**Grainger County – May 24, 2019**

**Sevier County – May 24, 2019 (D. Dam TBD)**

**Hamblen County – May 16, 2019**

**Union County – May 24, 2019**

DCEA Head Start/Early Head Start  
**Staff Return to Work Schedule for 2019/2020**

This includes only return dates for staff, training and FA/CPR information will be sent later.

**Please notice many staff are returning earlier than in the past.**

July 1	<b>Early Head Start Staff</b> return to regular schedule
July 1	<b>Area Coordinators</b> return to work
July 8	<b>Family Advocates and Bilingual Assistants</b> return to work (training)
July 16	<b>Mentor Coaches</b> return to work
July 22	<b>Duration and State Teachers <u>and Teacher Assistants</u></b> return to work
July 29	<b>Head Start Teachers <u>and Teacher Assistants</u></b> return to work
August 5	<b>Duration and State CCAs and CCA/SSAs</b> return to work
August 7	<b>Duration and State Cooks</b> return to work
August 7	<b>All Remaining Regular HS Staff</b> return to work (training day)
August 12	<b>Duration and State Staggered attendance begins</b>
August 12	<b>Regular HS 4 day/week staff <u>off</u> on Monday (HS cooks are off)</b>
August 13	<b>All staff work</b> (either in centers or for training – location TBD)
August 16	<b>All Duration and State children begin regular schedule</b>
August 19	<b>Regular HS 4 day/week staff <u>off</u> on Monday (cooks work 4 hours)</b>
August 20	<b>Regular HS Staggered attendance begins</b>
August 27	<b>All Regular HS children begin regular schedule</b>