

Early Childhood Education Monthly Tasks Checklist

MAY 21, 2026

Attend New Student Orientation at the Mount Joy CTC

MAY 2026

1. Make a doctor's appointment for **JUNE** for a physical and a TB test
2. Ask two professionals for recommendations **before the end of the school year**
3. Apply for the following Clearances this month; all **processed and completed** clearances are **due by August 1st**

_____ PA State Police Clearance (Apply online, print/save final clearance)

<https://epatch.state.pa.us/Home.isp>

_____ PA Child Abuse Clearance (Apply online, print/save final clearance)

<https://www.compass.state.pa.us/cwis/public/home>

_____ FBI Fingerprint Clearance (Apply online, print/save final clearance)

www.identogo.com

_____ National Sex Offender Registry (Apply via paper and email)

JUNE 2026

Complete the following:

_____ Staff Health Appraisal with TB Test (at doctor's appointment)

_____ Collect Letters of Recommendation (x2)

JULY 2026

Order uniforms **by July 31**.

Specifications for uniforms:

_____ Green LCCTC T-shirt shirt

_____ Green LCCTC crew sweatshirt

_____ Black Scrub Pants

_____ Sneakers with Tie Laces

Please see the back of the page for the rest of the checklist ...

AUGUST 2026

- 1. Use QR Code at the bottom of the page to submit all documents prior to August 1st.
(This CANNOT be pictures of the documents! They must be PDF files of the document)**
- 2. Purchase your class materials:**
 - 3-Ring binders
 - _____ 2 – 4” Binders
 - _____ 1 – 3” Binder
 - _____ 1 – 2” Binder
 - _____ 2 - 3 ring binder pencil pouch
 - _____ 200 clear page protectors
 - _____ Yearly planner 2025-2026
 - _____ School supplies such as:
 - markers/colored pencils/crayons
 - black sharpies
 - highlighters
 - glue sticks
 - adult scissors
 - pens/pencils
 - paper clips/binder clips
 - White out
 - Post It notes

QR Code for Document Submission

