

## **Head Start Quality Improvement Plan, Corrective Action Plan, and 2026–27 Policies & Procedures**

Davis Head Start has completed a comprehensive review of program systems related to child safety, Active Supervision, incident reporting, and program policies and procedures. The review resulted in a Quality Improvement Plan (QIP) and Corrective Action Plan (CAP) designed to strengthen systems, clarify expectations, and ensure consistent implementation across the program.

The **Quality Improvement Plan** focuses on strengthening Active Supervision and safe sleep/nap-time practices within Early Head Start. The plan was developed with staff input and includes additional staff training, revised Active Supervision and Nap Time policies and procedures, updated classroom monitoring checklists, increased follow-up through ChildPlus, monthly unannounced video monitoring, environmental changes to improve visibility, classroom zoning plans, and continued staff wellness and Conscious Discipline support. (See attached QIP Plan)

The **Corrective Action Plan** addresses improvements in child safety, incident reporting, staff training, monitoring, and accountability. Key actions include updating annual training, developing a standardized Incident Reporting Flowchart, establishing a centralized incident-report tracking system, increasing monitoring and follow-up, strengthening supervisory practices, and providing ongoing reflective supervision and staff wellness support. The Director and Education Manager will review incident reporting and unresolved concerns monthly to support timely follow-up and accountability. (See attached CAP Plan)

Davis Head Start also reviewed and updated the **2026–27 Policies and Procedures**. Most revisions were clarifications to existing language and alignment with current District practices. Notable changes include clarification that quiet activities must be available for children who do not nap; expectations related to children's behaviors, classroom environment set-up, and staff positioning; and procedures for birthday treats. Birthday treats must be provided at the end of the day at pick-up so that the parent/guardian can determine whether the child will receive the treat. A Purchase Price Variance Policy was also added under Ordering Supplies and Materials to align with District purchasing policies.

The **Head Start Policy Council** reviewed the QIP, CAP, and 2026–27 Policies and Procedures, asked clarifying questions, and approved the plans and revised policies as presented.

**Board Action Requested**

**Davis Head Start requests that the Davis School District Board of Education review and approve the 2026–27 Head Start Policies and Procedures, Quality Improvement Plan, and Corrective Action Plan as presented.**

These actions support Davis Head Start’s continued commitment to child safety, Head Start compliance, continuous quality improvement, staff support, and alignment with Davis School District policies and practices.