

**NORTH EARLY LEARNING  
CENTER**

**HEAD START**

**Self-Assessment Report and Program  
Improvement Plan**

**2016 - 2017**

## BACKGROUND INFORMATION

### **North Early Learning Center Head Start Orange, Texas**

The North Early Learning Center Head Start family takes pride in its school. North Early Learning Center is fully accredited by the Texas Education Agency and offers a quality education for its students. The Center also provides a variety of content area services for children and families, and parents are involved at every level of the program. The school's collaborative efforts with Foster Grandparents Program, Retired Senior Volunteers Program, Lamar University Mentoring Services, the Library System, and many other agencies allow for maximum community involvement. An intentional, coordinated planning process allows for the provisions of quality services. Transition services and supports are provided to all students to include those with disabilities.

North Early Learning Center offers three (3) pre-school programs to eligible children (i.e., Head Start, Pre-Kindergarten, and PPCD Programs.) The Head Start and Pre-Kindergarten Programs introduce both three and four year olds to the concepts of learning. Both programs are designed for children of low-income families. North Early Learning Center also offers Preschool Programs for Children with Disabilities (PPCD). This program largely serves eligible children three years old and older who are referred by county and state agencies. Over 300 children are usually served in North Early Learning Center's programs during the school year.

This comprehensive plan highlights the unique needs of the program and the community in which the program operates. The Training and Technical Assistance Plan takes into account information from the program's Self-Assessment, Community Assessment, Program Plans and collaborative meetings with the management team.

<p><b>Overall Vision for Growth:</b> North Early Learning Center—Head Start will implement an exemplary Head Start Program that follows the overall philosophies and procedures mandated by the Administration for Children and Families (ACF) and dictated by the Head Start Performance Standards.</p>	<p><b>Resources Available:</b> Head Start Funding Community Partners West Orange Cove Independent School District Consultants – Lamar Speech and Hearing Dept, Samaritan Counseling</p>
<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. School District collaboration and support</li> <li>2. Community partnerships and involvement</li> <li>3. Highly-qualified teachers</li> <li>4. Implementation of Professional Learning Communities to develop rigorous lesson plans using state-adopted curriculum</li> <li>5. Numerous success stories</li> <li>6. Positive school climate</li> <li>7. Highly-trained and qualified assistants</li> <li>8. FDW credentialing</li> <li>9. Technology data systems</li> <li>10. High level of student engagement and learning</li> </ol>	<p><b>Growth Areas to be addressed:</b></p> <ol style="list-style-type: none"> <li>1. Program Governance</li> <li>2. Planning</li> <li>3. Record Keeping/Reporting</li> <li>4. Prevention and Early Intervention</li> <li>5. Family Partnerships</li> <li>6. Child Outcomes</li> <li>7. Curriculum and Assessment</li> <li>8. On-Going Monitoring</li> <li>9. Family and Community Engagement</li> </ol> <p><b>Ongoing Professional Development to be addressed:</b></p> <ol style="list-style-type: none"> <li>1. Staff Development as outlined in the PD Plan</li> <li>2. Disability training to include Autism training</li> </ol>

**ACTION PLAN**

Growth Area or Ongoing Professional Development Identified	Performance Standards to be addressed	Additional information gathered	Outcomes
Program Governance	1304.50 Program Governance	Training to the governing board, policy council, and parent committees on individual and collective roles and responsibilities and shared governance will enhance their leadership roles in the program.	The School Board and the Policy Council will be able to better understand and articulate their individual and collective roles and responsibilities as it relates to shared governance.
Planning	1304.51 Management Systems and Procedures	North Early Learning Center—Head Start has prepared a 5 year strategic goal plan. 2016-17 is year 2 of the grant cycle. Goal 3 has been amended.	An agency-wide planning calendar will be developed and implemented to ensure goals are met.

Record Keeping Reporting	1304.51 Management Systems and Procedures	North Early Learning Center utilizes ChildPlus and TSGold to monitor student success and needs.	Ongoing monitoring will continue through reporting and data analysis.
Prevention and Early Intervention	1304.20 Child Health and Developmental Services	North Early Learning Center—Collaboration with dietician and health coordinator for more intensive training for parents on the importance of starting good nutrition early to prevent childhood obesity. Working with students to make good nutrition choices and exercise.	Parent and student's knowledge of good nutrition will increase healthy eating habits for all families.
Family Partnerships	1304.40 Family Partnerships	Provide parent training that promotes family self- sufficiency, including mental health classes, nutrition, education, marriage, housing, financial literacy, male involvement and ESL classes.	Parents will have opportunities to increase their self-sufficiency.
Child Outcomes and Curriculum and Assessment.	1304.21 Education and Early Childhood Development	North Early Learning Center—Head Start implemented TSGold and associated technology in August 2015 to ensure effective monitoring and assessment, to improve student learning, individualization and close the achievement gap.	Improved student monitoring allows for individualization and closing the achievement gap.
Disabilities	1308.0 Services for Children With Disabilities	Additional training to staff regarding children with disabilities will enable the staff to be more knowledgeable of specific disabilities which will help them provide developmentally appropriate instruction to students. In 2016-17, we will seek staff training in Autism.	All staff will continue to be trained on disabilities to ensure a high quality education for all students.
Family and Community Engagement		Parent training; childcare for parents during meetings. Raise program expectations of parents for engagement throughout the year.	Increased parent engagement and student success.



# North Early Learning Center—Head Start

## Self-Assessment Plan of Action

### 2016 - 2017

Area	Strategies/Activities	Person(s) Responsible	Completion Date	Sources of Information/Resources	F/U Date by Director or Designee
<b>PLANNING</b>					
	Plan and conduct regularly-scheduled, documented management team, policy council, staff, and parent center meetings <ul style="list-style-type: none"> <li>• Manager Meetings</li> <li>• CILT Meetings</li> <li>• PLC</li> <li>• Policy Council Meetings</li> <li>• Parent Center Meetings</li> </ul>	Director Education Coordinator Program Coordinators	August - May	Self-Assessment Sign in logs Evaluations Policy Council Meeting/Training Minutes	Quarterly - Director
<b>GOVERNANCE</b>					
	<ul style="list-style-type: none"> <li>• Maintain a uniform and consistent approach with the PC binder (i.e., monthly sign-in sheets, agendas, minutes, HS Director's program reports, fiscal report, and any resources, information shared)</li> <li>• Continue high level of Policy Council Involvement</li> </ul>	Director Family Service Coordinator	August - May	Policy Council Minutes Interagency Agreement Impasse Conflict Resolution Board of Trustee –Approval	Monthly – Family Service Coordinator
		Director Family Service Coordinator	August - May	Policy Council member attendance sign in sheets Policy Council Minutes	Monthly – Director and Family Service Coordinator

<b>COMMUNICATION</b>					
	<ul style="list-style-type: none"> <li>• Maintain effective and efficient communication process, that is implemented and documented, to include the following policies and procedures</li> <li>• Communication with the Board of Trustees and Policy Council</li> <li>• Communication with Staff</li> <li>• Integrated collaboration campus wide</li> <li>• Increase planning and communication between program coordinators and staff</li> <li>• Increase classroom engagement</li> </ul>	<p>Director Program coordinators Staff</p> <p>Director Family Services Coordinator</p> <p>Director</p> <p>Director</p> <p>Director Program Coordinators Staff</p> <p>All staff</p>	<p>August – May</p> <p>On-going</p> <p>August – May</p> <p>On-going</p> <p>On-going</p>	<p>Meetings/Trainings Staff sign –in logs Meeting/Training Agenda Evaluation Information packets Self-Assessment Content Area Plans Monthly Calendars Managers meetings</p> <p>Sign in sheet log</p> <p>Sign in sheets</p>	<p>Monthly</p> <p>On-going</p>
<b>ONGOING MONITORING</b>					
	<ul style="list-style-type: none"> <li>• Continuation of an ongoing monitoring system, that identifies staff responsibilities, specific timelines for completion, as well as documentation of completion</li> </ul>	<p>Director Program Coordinators</p>	<p>August - May</p>	<p>Programmatic Tracking form Documented Monthly Managers meetings</p>	<p>Monthly</p>

	<ul style="list-style-type: none"> <li>and follow-up, to include the systems and services</li> <li>Weekly checks of ChildPlus and TSGold data for completion and accuracy and to ensure goals are met</li> </ul>	<p>Director Education Coordinator Family Services Coordinator</p>	August - May	ChildPlus and TSGold	Weekly
<b>HUMAN RESOURCES</b>					
	<ul style="list-style-type: none"> <li>Continue use of technology to facilitate the hiring process –Applitrak system</li> <li>Representation at job fairs to recruit</li> </ul>	<p>Director Finance Specialist Human Resources</p>	On-going	Applitrak software	On-going
<b>RECORD-KEEPING &amp; REPORTING</b>					
	<ul style="list-style-type: none"> <li>Continue utilizing ChildPlus</li> <li>Continue utilizing Teaching Strategies GoldPlus or comparable system</li> </ul>	<p>Director Program Coordinators Family Services Staff Education Coordinator Teachers Instructional Aides</p>	August – May	<p>Weekly and monthly data review by director and management team</p> <p>End of unit reports</p>	Weekly and monthly
<b>ERSEA</b>					
	<ul style="list-style-type: none"> <li>All FDC staff input applications, family services, and events in ChildPlus and closely monitor family goals</li> <li>SLP will be given parental concerns by the end of the 1st. week of school and pre-screen in a reasonable amount of time.</li> </ul>	<p>Director ERSEA Coordinator Family Services Staff</p> <p>Disabilities Coordinator</p>	<p>August – June</p> <p>August</p>	<p>Monthly data review by director – daily data review by Family Services Coordinator</p>	Daily, Weekly. Monthly
<b>FACILITIES, MATERIALS, EQUIPMENT and SUPPLIES</b>					
	<ul style="list-style-type: none"> <li>Continue to immediately address issues that require immediate resolution and prioritize attention for correction</li> </ul>	<p>Director Head Custodian Maintenance Staff All staff</p>	August - July	Maintenance work orders	Daily

<b>HEALTH SERVICES</b>					
	<ul style="list-style-type: none"> <li>Continue implementation of a holistic plan, that incorporates and strengthens the home-school connection,</li> <li>Continue to improve staff training on promoting physical development and supporting other learning areas to address and support OHS's initiative on childhood obesity</li> </ul>	Health/Nutrition Manager	August - May	News Letters, agendas	On going
<b>NUTRITION SERVICES</b>					
	<ul style="list-style-type: none"> <li>Continue providing training for parents and students</li> <li>Continue to improve training in the areas of nutrition, health and wellness</li> </ul>	Dietitian Health Manager	August - May	Sign in sheets	On-going
<b>DISABILITIES AND MENTAL HEALTH SERVICES</b>					
	<ul style="list-style-type: none"> <li>Continue to encourage parent participation at ARD meetings: reminder note sent home and phone calls day before, reminders from SpEd office, offer transportation, option to participate by phone</li> <li>Parental participation in issues dealing with their child – i.e.- behavioral <ul style="list-style-type: none"> <li>Parent participation – train parents on the importance of school and school behavior, have parents volunteer in the classroom, provide more behavior-related trainings for parents</li> </ul> </li> </ul>	Disabilities Coordinator Education Coordinator Director Student Services Clerk SLP  Director and All staff	August – May  August – May  August – May	Sign in sheets Trainings Referral forms ChildPlus  Agendas Sign In Sheets Case Management Documentation	Monthly and Ongoing      On-going
<b>EDUCATION AND EARLY CHILDHOOD SERVICES</b>					
	<ul style="list-style-type: none"> <li>Continue to provide additional opportunities for parents to participate in the curriculum committee planning process</li> <li>Continue to utilize Teaching Strategies GoldPlus or comparable system to improve individualization instruction</li> </ul>	Director Education Manager Curriculum Committee Field Trip Committee  Education Coordinator Teachers	August – May	Agendas Sign In Sheets	Monthly and Ongoing

		Instructional Aides	August - May		
<b>FISCAL</b>					
	<ul style="list-style-type: none"> <li>Continue to seek applicable trainings to include Region 5, Region 6, Region 13, NHSA, and their affiliates</li> </ul>	Fiscal Specialist	August – May	Training Documentation	Ongoing
<b>FAMILY ENGAGEMENT</b>					
	<ul style="list-style-type: none"> <li>Continue to increase parent involvement</li> <li>Encourage family goal setting</li> <li>Increase student attendance</li> </ul>	All staff	August - May	Meetings Trainings Staff sign in sheets	Monthly