

North Early Learning Center— Head Start

Self-Assessment Plan of Action

2014 - 2015

Area	Strategies/Activities	Person(s) Responsible	Completion Date	Sources of Information/Resources	F/U Date by Director or Designee
PLANNING					
	<p>Update annual planning process to include (subsequent implementation will occur after PC approval):</p> <ul style="list-style-type: none"> • Agency-wide planning calendar • Agency-wide Communication Plan • PC planning calendar • PC approval calendar • Staff training calendar • Parent training calendar <p>Regularly-scheduled, documented management team and center staff meetings</p>	<p>Director Program Managers</p>	<p>September –June</p>	<p>Partnership Handbook Agency Staff Self-Assessment Sign in logs Evaluations Policy Council Meeting/Training Minutes Calendar Staff Handbook</p>	<p>Semi-annually [every six (6) months]</p>
GOVERNANCE					
	<ul style="list-style-type: none"> • Maintain a uniform and consistent approach is evident with the PC binder (i.e., monthly sign-in sheets, agendas, minutes, HS Director's programmatic report, fiscal report, and any resources, information shared) • Confidentiality must be maintained at all times 	<p>Director Family Service Manager</p> <p>Director Family Service Manager Policy Council</p>	<p>September – August</p> <p>September – August</p>	<p>Policy Council Minutes Interagency Agreement Impasse Conflict Resolution Board of Trustee –Approval Document Calendar</p>	<p>Monthly</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> Managers videotape orientation Evaluate the possibility of out of district transportation Screenings for disabilities scheduled during August 		<p>Summer Summer</p> <p>August</p>		
FACILITIES, MATERIALS, EQUIPMENT and SUPPLIES					
	<ul style="list-style-type: none"> Continue to immediately address issues that require immediate resolution and prioritize attention for correction Make a curriculum checkout library for teachers and parents Seek funding sources to repair the disabilities playground 	<p>Director Head Custodian Maintenance Staff All staff</p>	August - September	<p>Daily or Monthly Facilities Checklist Monthly Facilities Report</p>	Daily or Monthly
HEALTH SERVICES					
	<ul style="list-style-type: none"> Continue implementation of a holistic plan, that incorporates and strengthens the home-school connection, Continue to improve staff training on promoting physical development and supporting other learning areas to address and support OHS's initiative on childhood obesity 	Health/Nutrition Manager	August - June	<p>HSAC Monthly Newsletters</p>	Daily – on going
NUTRITION SERVICES					
	<ul style="list-style-type: none"> Continue providing additional Head Start training for food service staff. Staff training regarding special menus, especially children with food allergies Continue to improve training in the areas of nutrition, health and wellness Seek a consultant dietitian to replace our current consultant 	<p>Dietician Health Manager</p>	Sign in sheets	Sign in sheets	October - June
DISABILITIES SERVICES					
	<ul style="list-style-type: none"> Increase parent participation at ARD meetings: incentives, phone calls day before, have child remind parent (if applicable), offer transportation, option to participate by phone Full inclusion between 3 year old Head Start and PPCD – increase inclusion time in PM session Speech referrals to the LEA – have speech therapist prescreen extreme cases of articulation and begin referrals quickly; work with nurse to complete hearing screening prior to referral 	<p>Disabilities Manager Education Manager Director WOCISD Special Services Director</p>	<p>August – June</p> <p>August – June</p> <p>August - June</p>	<p>Sign in sheets Trainings Referral forms ChildPlus</p>	Monthly and Ongoing
MENTAL HEALTH SERVICES					
	<ul style="list-style-type: none"> 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 Communication – case management, start using revised referral form 	<p>Director Managers Teachers Outside consultants</p>	<p>August – June</p> <p>August - June</p>	<p>Agendas Sign In Sheets Case Management Documentation</p>	Ongoing

FAMILY SERVICES					
	<ul style="list-style-type: none"> • Staff seek permission to attend meetings, events, and fairs as applicable • Use ChildPlus database • Schedule time during orientation for parents to participate in the family goal setting process • Offer incentives or encourage staff to support family engagement 	Director Family Services Staff Teachers Managers	August – June August – June June – June August- June	Sign in sheets Partnership Agreement Sign in sheets Plans Workshops Credentials	Monthly Weekly Daily Ongoing
EDUCATION AND EARLY CHILDHOOD SERVICES					
	<ul style="list-style-type: none"> • Make parents aware of the curriculum committee opportunity during orientation and the ICARE meetings • Correct the scope and sequence to address the phonological awareness needs of 3 year olds • Investigate new assessments and align them with the progress report and the curriculum • Analyze the need for pull-out program improvements • Look at scheduling requirements to add in more individualization time • Have staff trained in CLASS and Instructional Support 	Director Education Manager Curriculum Committee Field Trip Committee	September – June Summer Summer Summer August Fall 2014	Owl Curriculum Teacher Survey Parent Survey LEA staff Agency Staff Community Survey Calendar	Monthly and Ongoing
FISCAL					
	<ul style="list-style-type: none"> • Continue to seek applicable trainings • Facilitate communication between CFO, fiscal specialist, and consultant 	Director WOCCISD Director of Human Resources WOCCISD Business Manager	April - July	THSA Region VI Trainings	Ongoing