

**North Early Learning Center  
Program Improvement Plan**

**4/23/2010**

**PROGRAM GOVERNANCE  
Performance Standard 1304.50**

**GOAL:**

- Improve Program Governance to allow for more effective over-site of the Head Start Program.

**DESIRED OUTCOMES:**

- Improve Policy Council and Governing Body decision-making.
- Improve Policy Council and Governing Body's awareness of Program Performance and Child Outcomes.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Prepare and deliver Policy Council and Governing Body information packets 3 days prior to meeting.	Head Start Director Family Ser. Manager Clerk Typist	Handouts Postage Office Supplies	9/6/10 – 5/27/11	
2. Director and managers will provide Policy Council and Governing Body with monthly status reports that include PIR data.	Head Start Director Managers HSFIS Clerk Attendance Clerk	HSFIS, RSCCC, Microsoft Databases and Written Reports	9/6/10 – 5/27/11	
3. Provide a one-time \$25 incentive to encourage Policy Council members to attend training. Additional monetary incentives will be provided as funds allow.	Head Start Director Fiscal Manager	\$275	10/31/10	
4. Provide training to Parent Committee related to volunteerism with special emphasis on Governance (Policy Council).	Head Start Director Family Services Manager	\$150 for material and refreshments	9/30/10	

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**PROGRAM DESIGN AND MANAGEMENT:  
Planning  
Performance Standard 1304.51**

**GOAL:**

- Establish a more unified meaningful planning process throughout the program through scheduled meetings and case management to ensure completion of goals. – Continue and Enhance Goal –

**DESIRED OUTCOMES:**

- The implementation of a more systematic, ongoing process of program planning.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Schedule formal reviews and updates of Integrated Program Plans including financial objectives.	Head Start Director, Managers, Staff, Parents, PC, GB and Community Partners	Planning Time, Head Start Standards, Integrated Program Plans,	10/31/10; 1/30/11; and 4/30/11	
2. Develop and implement complete and comprehensive planning procedures related to each content area that is communicated throughout the program. -- Continue and Enhance --	Head Start Director, Managers and Staff	Planning Time, Head Start Standards and Integrated Plans	9/6/10-5/20/11	
3. Encourage parent participation on the Health Services Advisory Committee by inviting more parents.	Health Services Manager	HSAC Procedures, Head Start Standards and Health Plans	9/6/10-5/20/11	
4. Revise Nutrition planning calendar	Health Services	Head Start	8/27/10	

designed to assist dietitian in meeting nutritional needs.	Manager Head Start Director	Standards and Nutrition Plans		
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**North Early Learning Center  
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**PROGRAM DESIGN AND MANAGEMENT:  
Communication  
Performance Standard 1304.51**

**GOAL:**

- Establish and implement systems to ensure that timely and accurate information is provided to parents, policy council, staff and the general community.

**DESIRED OUTCOMES:**

- A system that ensures the exchange of information that increases the awareness of stakeholders when it comes to child outcomes.
- A system that shares vital information among stakeholders allowing them to become fully involved in program activities and make group decisions that promotes a quality program.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Continue to implement a procedure to be used to ensure that parent contact information remains current.	Head Start Director, Managers, Teachers and Attendance Clerk	Parent Infor. and Needs Update Form	8/31/10— 5/27/11	
2. Disabilities manager will review IEP with PPCD and Head Start teachers, provided copy and have each sign to verify review and receipt of IEP.	Disabilities Manager	Planning Time	9/10/10	
3. Provide parent training in the area of Behavior Management.	Mental Health Manager	MH Consultant	9/6/10-5/20/11	

**North Early Learning Center  
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4/23/2010**

**PROGRAM DESIGN AND MANAGEMENT:  
Record-Keeping and Reporting  
Performance Standard 1304.51**

**GOAL:**

- Establish and maintain more efficient and effective record-keeping systems to provide accurate and timely information regarding children, families and staff that ensure appropriate confidentiality.
- Establish and maintain more efficient and effective reporting systems that generate financial status and program operations reports in order to control program quality, maintain accountability, and advise stakeholders of program progress.

**DESIRED OUTCOMES:**

- Create a system of ensuring that information generated through automated and manual record-keeping methods is complete easily accessible and tracked throughout individual student files.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Establish and maintain an automated tracking system for Education, Mental Health, Disabilities, Health and Family Services and Parent Involvement.	Managers	HSFIS, RSCCC, Excel, Access and Tables	10/09/10-5/20/11	
2. Revise Health Care Plans so that they are tailored to the child's medical condition and needs.	Health Services Manager LVN Nurse	Dr.'s statement of medical condition and needs	8/31/10-5/27/11	

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<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
4. Track PIR data throughout the year by completing monthly status reports. Use this information to improve services to children and families by ensuring that follow-up treatments and needs are met by assisting families in meeting FPA goals and accessing services such as primary care providers, Medicaid, CHIPS, etc. <i>-- Continue and Enhance --</i>	Head Start Director, Managers	Automated and manual tracking systems	6/1/10 - 5/20/11	
5. Continue to maintain an automated system of reporting child outcomes in the areas of Health, Family Services, Mental	Head Start Director, Managers, HSFIS Clerk and Family	Automated tracking systems	9/6/10-5/20/11	

Health and Parent Involvement. -- Continue and Enhance --	Services Workers			
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<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
7. Conduct periodic student file audits at least 2 times per year.	Head Start Director, Managers, Clerk Typist & Family Service Staff	Audit Sheets	August or upon Entry, 1/31/11	
9. File follow-up documentation of FPA goals in individual student folders monthly.	Family Services Staff	Student files	10/09/10- 5/20/11 Monthly	
10. Generate monthly HSFIS/PIR reports.	Family Services Staff	HSFIS Software	8/2/10-5/20/11	
11. Collect monthly classroom volunteer logs and track volunteer hours.	Family Services Staff	Tracking systems	9/6/10-5/20/11	

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**PROGRAM DESIGN AND MANAGEMENT:  
On-Going Monitoring  
Performance Standard 1304.51**

**GOAL:**

- Establish procedures for ongoing monitoring of Head Start operations to ensure that Federal regulations are effectively implemented.

**DESIRED OUTCOMES:**

- The development of a regular monitoring system that ensures that necessary steps are being taken to meet Federal regulations as well as the programs specific goals and objectives, and to ensure that appropriate interventions are taken in a timely manner.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Continue to implement On-Going Monitoring Plan .	Head Start Director Managers	Planning Schedule	8/2/10	
2. Monitor monthly cleaning schedule of manipulatives, tables, cots, etc. to encourage health and safety practices.	Head Start Director and Health Services Manager	Cleaning Calendars	Monthly	
3. Review and follow-up on Form 10's three times per year	Managers	Form 10's by teachers	October, Feb., and April	
4. Align individual student tracking charts to 6-weeks instructional targets, curriculum and supplemental materials and programs	Education Manager and Teachers	Curriculum, DIAL-3 results Inst. Targets and Sup. Materials	12/17/10	
5. Align a tracking system designed to track student progress in the area of phonemic awareness every 6-weeks (specifically rhyming and alliteration).	Education Manager and Teachers	Curriculum	10/08/10	
6. Monitor Home Communication folders	Director	Home	3Yr Oct.;	

to ensure to use of positive strategies.		Communications folders	Jan.; and April	
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**PROGRAM DESIGN AND MANAGEMENT:  
Human Resources  
Performance Standard 1304.51**

**GOAL:**

- Establish a well-developed organizational structure with clear lines of communication and supervision that helps staff understand their jobs and assist in a smooth operation of the program.

**DESIRED OUTCOMES:**

- A learning environment in which children, parents and staff can teach and learn from one another.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Provide staff development in the areas of phonemic awareness (specifically rhyming and alliteration).	Head Start Director Education Manager	Curriculum Consultants	8/11/10 – 5/20/11	
2. Provide staff development in the area of mathematical concepts.	Head Start Director Education Manager Teachers	Curriculum Consultants	8/11/10 – 5/20/11	
3. Provide staff development in the area of Child Outcomes-PreK Guidelines realignment	Head Start Director Education Manager Teachers	Curriculum Consultants	8/11/10 – 5/20/11	
4. Provide training for Family Service Manager	Head Start Director	T/TA Consultants	8/2/10 – 5/20/11	
5. Provide training for Head Start Director	Human Resources Head Start Director	T/TA Consultants	8/2/10 – 5/20/11	
6. Provide staff development on Head	Head Start Director	Head Start	8/17/09 –	



Start Procedures to ensure communication of all procedures among all staff.	Managers	Standards and Head Start Procedures	5/21/10	
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**PROGRAM DESIGN AND MANAGEMENT:  
Facilities, Materials, Equipment and Transportation  
Performance Standard 1304.51**

**GOAL:**

- To ensure that the Head Start’ physical environment supports the delivery of high quality services to all children and families.
- Facilities, materials, and equipment are selected and maintained to create a learning environment that is safe, accessible, welcoming, and comfortable, age-appropriate, culturally sensitive, and in keeping with the individual needs of children and families.

**DESIRED OUTCOMES:**

- A well-designed and maintained environment within appropriate facilities that supports each child’s physical, cognitive, emotional, and social development that is safe and sanitary.

<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>EVALUATION</b>
1. Renovate Head Start Facility	Maintenance Dept. Superintendent Head Start Director	District and Head Start Funds	5/27/2011	
2. Replace furniture that is in poor repair.	Head Start Director Superintendent	District and Head Start Funds	5/27/2011	