

WOCCISD – 06CH5405

**NORTH EARLY LEARNING CENTER
HEAD START**

**Self Assessment Report and Program
Improvement Plan**

2015 - 2016

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>Overall Vision for Growth: 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>Resources Available: Head Start Funding Community Partners West Orange Cove Independent School District Consultants – Lamar Speech and Hearing Dept, Samaritan Counseling</p>
--	---

<p>Strengths:</p> <ol style="list-style-type: none"> 1. School District collaboration and support 2. Community partnerships and involvement 3. Highly-qualified teachers 4. Trained support staff 5. State-adopted curriculum 6. Numerous success stories 7. Positive school climate 8. Most all Teacher Assistants received CDA 9. FDW credentialing 	<p>Growth Areas to be addressed:</p> <ol style="list-style-type: none"> 1. Program Governance 2. Planning 3. Record Keeping/Reporting 4. Prevention and Early Intervention 5. Family Partnerships 6. Child Outcomes 7. Curriculum and Assessment 8. On-Going Monitoring 9. Family and Community Engagement <p>Ongoing Professional Development to be addressed:</p> <ol style="list-style-type: none"> 1. Behavior Management 2. ERSEA Training on Final Rule Implementation 3. Staff Development as outlined in the PD Plan
---	--

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.	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 implemented ChildPlus. Ongoing monitoring will continue as we expand and implement additional components on the system.	Ongoing monitoring will continue through reporting.
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.	Parent's knowledge of good nutrition will increase healthy eating habits for their families.
Family Partnerships	1304.40 Family Partnerships	Provide parent training that promotes family self sufficiency.	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 recently purchased TSG and technology to implement an effective monitoring and assessment system to improve student learning, individualization and close the achievement gap.	Improved student learning to close 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 illness and disabilities which will help them provide developmentally appropriate instruction to students.	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.	

North Early Learning Center— Head Start

Self-Assessment Plan of Action

2015 - 2016

Area	Strategies/Activities	Person(s) Responsible	Completion Date	Sources of Information/Resources	F/U Date by Director or Designee
PLANNING					
	Plan and conduct regularly-scheduled, documented management team, policy council, staff, and parent center meetings <ul style="list-style-type: none"> • Manager Meetings • CILT Meetings • PLC • Policy Council Meetings • Parent Center Meetings 	Director Education Coordinator Program Coordinators	August - May	Self-Assessment Sign in logs Evaluations Policy Council Meeting/Training Minutes	Quarterly - Director
GOVERNANCE					
	<ul style="list-style-type: none"> • 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) • Confidentiality must be maintained at all times • Improve Policy Council Involvement 	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 Policy Council	August - May		Ongoing
		Director Family Service Coordinator	August – May	Policy Council member attendance sign in sheets Policy Council Minutes	Monthly – Director and Family Service Coordinator
COMMUNICATION					
	<ul style="list-style-type: none"> • Maintain effective and efficient communication process, that is 	Director Program coordinators	August – May	Meetings/Trainings Staff sign –in logs	Monthly

	<p>implemented and documented, to include the following policies and procedures</p> <ul style="list-style-type: none"> • Communication with the Board of Trustees and Policy Council • Communication with Staff • Integrated collaboration campus wide • Increase planning and communication between program coordinators and staff • Increase classroom engagement 	<p>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>On-going</p> <p>August – May</p> <p>On-going</p> <p>On-going</p>	<p>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>On-going</p>
ONGOING MONITORING					
	<ul style="list-style-type: none"> • Continuation of an ongoing monitoring system, that identifies staff responsibilities, specific timelines for completion, as well as documentation of completion and follow-up, to include the systems and services • Monthly checks of ChildPlus data for completion and accuracy 	<p>Director Program Coordinators</p> <p>Director Education Coordinator Family Services Coordinator</p>	<p>August - May</p> <p>August - May</p>	<p>Programmatic Tracking form Documented Monthly Managers meetings</p> <p>ChildPlus</p>	<p>Monthly</p> <p>Monthly</p>
HUMAN RESOURCES					
	<ul style="list-style-type: none"> • Increase use of technology to facilitate the hiring process –Applitrak system 	<p>Director Finance Specialist Human Resources</p>	<p>On-going</p>	<p>Implementation of Applitrak software</p>	<p>On-going</p>
RECORD-KEEPING & REPORTING					
	<ul style="list-style-type: none"> • Continue implementation of ChildPlus • Implement Teaching Strategies GoldPlus 	<p>Director Program Coordinators Family Services Staff</p> <p>Education Coordinator Teachers Instructional Aides</p>	<p>August – May</p>	<p>Weekly and monthly data review by director and management team</p> <p>Weekly and monthly reports</p>	<p>Weekly and Monthly</p>

ERSEA					
	<ul style="list-style-type: none"> All FDC staff input applications, family services, and events in ChildPlus Screenings for disabilities scheduled during August 	Director ERSEA Coordinator Family Services Staff	August – June August	Monthly data review by director – daily data review by FS Coordinator	Daily, Weekly. Monthly
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 	Director Head Custodian Maintenance Staff All staff	August - July	Maintenance work orders	Daily
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 - May	News Letters, agendas	On going
NUTRITION SERVICES					
	<ul style="list-style-type: none"> Continue providing training for parents Continue to improve training in the areas of nutrition, health and wellness 	Dietician Health Manager	August - May	Sign in sheets	On-going
DISABILITIES AND MENTAL HEALTH 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 	Disabilities Coordinator Education Coordinator Director WOCISD Special Services Director	August – May	Sign in sheets Trainings Referral forms ChildPlus	Monthly and Ongoing

	<p>participate by phone</p> <ul style="list-style-type: none"> • Full day PPCD program for 3 year olds which will allow for full inclusion of 3 year old HS and PPCD 3 year olds • Parental participation in issues dealing with their child – i.e.- behavioral • 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 	<p>Director and All staff</p> <p>Director Program Coordinators Teachers</p>	<p>August – May</p> <p>August – May</p> <p>August - May</p>	<p>Agendas Sign In Sheets Case Management Documentation</p>	<p>On-going</p>
EDUCATION AND EARLY CHILDHOOD SERVICES					
	<ul style="list-style-type: none"> • Make parents aware of the curriculum committee opportunity during orientation and the parent center meetings • Implement Teaching Strategies GoldPlus to improve individualization time 	<p>Director Education Manager Curriculum Committee Field Trip Committee</p> <p>Education Coordinator Teachers Instructional Aides</p>	<p>August – May</p> <p>August - May</p>	<p>Agendas Sign In Sheets</p>	<p>Monthly and Ongoing</p>
FISCAL					
	<ul style="list-style-type: none"> • Continue to seek applicable trainings • Consistency due to turnover between Fiscal Dept and HR 	<p>Fiscal Specialist</p> <p>Fiscal and HR</p>	<p>August – May</p> <p>On-going</p>	<p>Training Documentation</p> <p>Skyward</p>	<p>Ongoing</p>