

## 2017-2018 Self-Assessment and Program Improvement Plan

The 2017-2018 Self-Assessment was conducted by the SENDCAA Head Start Birth to Five Management Team and lead by the Project Director Lindsey Perrine. Input was provided by the Policy Council parents and community members, as well as all staff and Board of Directors through surveys and conversations. The results determined the five program areas to focus on for this Self-Assessment.. The Head Start Act and Performance Standards were utilized, along with a Self-Assessment questionnaire process, which was completed collectively by each component area. The component areas and staff responsible for conducting each assessment are as follows:

<b>School Readiness</b>	<b>Health &amp; Safety Services</b>	<b>Program Management &amp; Quality Improvement</b>	<b>Services to Children with Disabilities</b>	<b>Protection for the Privacy of Child Records</b>
Lindsey Burkhardt, Assistant Director	Lillian Okla, Lead Health & Nutrition Coordinator	Stephanie Volk, EHS Education Coordinator	Rebecca Pepera, ERSEA & Family Services	Sarah Mattson, Education Coordinator/Coach
All classroom staff	All health and family staff	All program staff	All health staff	All program staff

As component area teams, we met several times and reviewed the Head Start Act, Performance Standards, as well as our current policies and procedures. The management team members then created survey questions for each of the five focus areas. Surveys were submitted to Policy Council parents and community members, Board of Directors members, all currently enrolled families, and staff members.

We then met again as a management team, to discuss what the questionnaire responses indicated as our primary areas for growth and improvement. Each coordinator presented her component area and the concerns to move forward with a Program **Improvement Plan**.

## **School Readiness**

The School Readiness team lead sent out a survey to all staff to gather data on what the program saw as its greatest strengths and also areas that need improvement in the area of School Readiness.

**Strengths:** During the 2017-2018 school year, our program's implementation of the creative curriculum was seen as one of our greatest strengths. Another identified strength was our collaboration with Early Childhood Special Education.

**Improvement Area 1:** Staff identified child goals as an area where improvement was needed. In order to streamline the process of child goals, our program will identify a new system of setting, tracking, and following up on child goals to ensure they are reviewed on an ongoing basis.

**Improvement Area 2:** An identified area of need was transitions. We will begin implementing a new system to ensure all staff receive communication of upcoming transitions and an opportunity to be present at the transition meetings.

The **Health and Safety Services** team lead prepared a survey and sent it out to all staff to gather data information.

**Strengths:** One strength staff identified in the area of health and safety services was using the Child Plus app for sign in and sign out for the children. Staff overwhelmingly agreed going paperless and implementing new technology was the way to go. Another strength was the awareness of children's food allergies by posting that information in all areas where food is prepared and served in the classroom.

**Improvement Area 1:** Staff identified the area of site meetings as an area for improvement. The management team met, and brainstormed ideas on how those meetings should look moving forward. Management agreed to be more intentional in involving all component areas in those meeting versus having only the site lead be in charge of the agenda and content of those meetings.

**Improvement Area 2:** Staff identified building safety (preparation and communication) as an area for improvement. The management team met, and discussed ideas on how to address that area with staff. Although, no clear explanations were given on what staff wanted to see improved upon, management agreed that site leads will encompass a safety topic to discuss during our monthly site meetings. Some of those topics might include; a safety drill practice, and sharing information about building safety, classroom safety, and playground safety.

## **Program Management & Quality Improvement**

The Program Management & Quality Improvement team lead sent out a survey to all program staff to collect data on what was seen as the programs greatest strengths and also the areas where improvement is needed in the area of Program Management and Quality Improvement. The overall data in this area was inconclusive, suggesting that there is a need to increase program-wide understanding of our governance systems.

A second survey was sent out to clarify and seek additional information. That data concluded the following:

**Strengths:**

**Improvement Area 1:** Staff would like to see formal training on governance structures (roles, responsibilities, etc). Beginning in 2019, we will bring training in governance systems to all staff yearly. In addition, we will invite members of our Board of Directors to our training events.

**Improvement Area 2:** Another identified area of need is confidentiality and protection of child records. We will be incorporating confidentiality practices into our staff trainings twice yearly. In addition, we will attach a “Child Records Request” form to our currently existing policy, when parents are looking for information contained within his or her child’s file.

### **Children with Disabilities**

The Children with Disabilities area lead sent out a survey to all staff to gather data on what the program saw as its greatest strengths and also areas that need improvement in the area of Children with Disabilities.

**Strengths:** During the 2017-2018 school year, our program’s collaboration and partnership with ECSE was seen as our greatest strength in serving children with disabilities. Our staff felt our involvement in IEP meetings has additionally been strength for the program.

#### **Improvement Area 1:**

Staff noted a need for additional classroom supports to assist in serving children with Disabilities. In order to add additional supports to the classroom our program will look for financially creative solutions by exploring community-wide options to support the children in the classrooms with challenging behaviors.

#### **Improvement Area 2:**

A need for more resources for parents who have children with disabilities and challenging behaviors will lead us to developing a new system for parents to request resources they are in need of.

### **Protection of Child Records.**

The Protection of Child Records area lead sent out a survey to staff to gather data and found the following: **Strengths:** During the 2017-2018 school year our program’s usage of the Child Plus app was a strength seen among the staff. Confidentiality, specifically working with ECSE, was also viewed as a strength by our staff.

#### **Improvement Area 1:**

Staff identified an area of need as parents not knowing their rights to access their child’s records. In order to improve communication with parents about their rights, our program will draft a records request form for parents, including our “Protection for the Privacy of Child Records” policy.

#### **Improvement Area 2:**

Staff identified confidentiality with substitute staff and volunteers as an area of need. To improve this area of need, our program will integrate conversations on confidentiality into site or all staff meetings twice a year.