Program Self-Assessment Results
Regional Office Summary Report
Program Year 2010-2011

Program Name: Scott County Public School Head Start

Self-Assessment Dates: March 3, 2011 – March 12, 2011

Participants in the Self-Assessment Process (rather than individual names provide stakeholders such as staff, parents, Policy Council, Board, and community partners, that were included in the process):

Staff	Community Partners
Parents	Board Members
Policy Council Members	

Program strengths identified:

Team	Strengths
Team 1 – Education, Disabilities, Safe Environments and Transportation	Bilingual staff members, third adult in each classroom and multiple curricula resources enhancing classroom quality. Up-to-date curriculum guide – aligned with standards.
	Abundance of resources, screening tools, and assessments.
	On-going training for all staff.
	Agency collaboration for Early Childhood Fair in June.
	Partnerships with LEA and community agencies as they relate to disabilities services.
	Smooth transition process through a partnership with each receiving school in the LEA.
	Review and update disabilities service plan as per program policy during self-assessment process.
	All licenses are current, posted, and filed in Main Office.
	Funds are allocated for the purchase of equipment and maintenance of facilities with priority for child safety.
	Head Start staff reinforces safety rules regularly throughout the year.
	Monthly state required inspections and annual state police inspections conducted on all buses.
	Bus drivers receive 24 hours classroom instruction and 24 hours behind-the-wheel instruction prior to first route.
	All drivers have received basic First Aid certification from American Red Cross.
	LEA Transportation Director was involved in developing the monitoring tool, conducting monitoring, and ensuring all buses are well equipped for safety.

Team	Strengths
Team 2 – Health, Mental Health, and Nutrition	Strong relationship with the Nurse Supervisor (who also serves as the health content expert consultant) from the LEA.
	Timely health referrals.
	All teaching staff is MAT, first aid, and CPR certified. All FRS are first aid certified.
	Home-bound system for enrolled children with chronic illness or injury works well.
	All education staff trained to implement Al's Pals, and the Mental Health Case Manager is trained in Here Now and Down the Road curriculum.
	The Social-Emotional Observation form includes a photograph of each child.
	Strong relationships with community partners including WIC.
	Classroom dry-tooth brushing method.
	Implementing new approaches to nutrition education.
Team 3 – Family Community Partnerships and ERSEA	Annual Heritage Fair/Resource Fair/Night at the Museum.
	Strong transition process for families.
	Strong partnerships with community agencies for recruitment purposes.
	Program Verification Form includes all elements required by OHS.
	Flexibility in assisting individual families with situations impacting attendance.
Team 4 – Fiscal and Program Design and Management	Quick-Books accounting software allows efficient, real-time sharing of financial reports between HS and payroll/Invoice Clerk.
	Program investment in ChildPlus tracking system.
	The program is in compliance with Virginia Code and Head Start regulations.
	Ongoing and effective communication system between staff and families through phone calls, home visits, email, written mail.
	Access to comprehensive fringe benefits package attracts better qualified applicants for employment.
	System in place for on-going staff development through the provision of a third adult in each classroom.
	Strong financial transparency.
	Positive working relationship with LEA Director of Transportation, Nursing Supervisor, shared financial record keeping system and WIC Registered Dietitian.
	Staff flexibility with regard to change.
	Effective system for reporting program operations and financial status.

Team	Strengths

Goal areas for program improvement:

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
Team 1 – Education, Disabilities, Safe Environments and Transportation	A. Expand School Readiness Plan.	A1. Each Teaching team will develop strategies for a specific domain. A2. Review the School Readiness Plan and make adjustments as needed.	A1. May 23 – May30 A2. May 31	A1.CDSC and Teachers A2. CDSC and Teachers
	B. Give parents the COR Growth Profile.	B1. Inform teaching staff the need to distribute COR Growth Profile to each family. B2. Distribute Growth Profile three times per year.	B1. August 2011 B2. Nov, Feb, May	B1. CDSC B2. Teachers
	C. Provide training for teaching staff on writing individualized plans.	C1. Review samples of written individualized plans with teaching staff during performance appraisals. C2. Provide training related to writing objective statements. C3. Provide training on how to effectively write individualized plans.	C1. May 2011 C2. August 2011 C3. October 2011	C1. CDSC C2. CDSC C3. CDSC
	D. Continue to improve C.L.A.S.S. scores.	D1. Provide C.L.A.S.S. Reliability training for teaching staff. D2. Determine programmatic bench marks. D3. Provide targeted training opportunities and additional mentoring based on C.L.A.S.S.	D1. By Oct 2011 D2. Summer 2011 D3. Aug 2011	D1. CDSC D2. CDSC/Director D3. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
Team 1 – Education, Disabilities, Safe Environments and Transportation		scores.		
	E. Continue to provide Peer Observation and Mentoring opportunities.	E1. Discuss peer observation needs during performance appraisals. E2. Design schedule for peer observations.	E1. May 2011 E2. Aug 2011	E1. CDSC E2. CDSC
	F. Provide Family Resource Specialist with additional training on special needs and disabilities as well as printed resources for home visits.	F1. Ensure FRS is included in training related to special needs. F2. Ensure FRS has printed resource materials to distribute on home visits as needed.	F1. Beginning Aug 2011 F2. Beginning Aug 2011	F1. CDSC F2. CDSC
	G. Ensure all heat pumps are inaccessible to children.	G1. Maintenance will inspect each center to ensure heat pumps are inaccessible to children. G2. Purchase materials to enclose exposed heat pumps.	G1. Summer 2011 G2. Summer 2011	G1. AA/FO G2. AA/FO
	H. Ensure all fences are in good condition.	H1. Maintenance will inspect each fence to ensure they are safe and secure. H2. Purchase fencing and repair or install as needed.	H1. Summer 2011 H2. Summer 2011	H1. AA/FO H2. AA/FO
	I. Replace safety fence around exposed areas on playgrounds.	I1. Maintenance will inspect each playground to ensure they are maintained in a safe condition. I2. Replace any fencing that has been removed or destroyed.	I1. Summer 2011 I2. Summer 2011	I1. AA/FO I2. AA/FO
	J. Investigate ways to reduce or eliminate odors in the Duffield and Shoemaker centers.	J1. Maintenance will investigate the cause of odors at the centers and will try different methods to eliminate them.	J1. Summer 2011	J1. AA/FO
	K. Maintain the cleaned wooded area behind Shoemaker 1 & 2.	K1. Contact Scott County Sheriff to inquire about trustees to clean area behind the Shoemaker 1&2 centers.	K1. June 2011	K1. AA/FO

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	L. Purchase additional playground mats.	L1. Submit request to purchase additional mats for playgrounds. L2. Maintenance will install new mats where they are needed.	L1. Summer 2011 L2. Summer 2011	L1. AA/FO L2. AA/FO
	M. Replace chipped floor tiles in Nickelsville and Dungannon.	M1. Submit maintenance request. M2. Maintenance will replace tiles where needed.	M1. July 2011 M2. July 2011	M1. AA/FO M2. AA/FO
	N. Change Bus Driver Information form from 3 part NCR to 4 part NCR.	N1. Redesign form and submit it to the printer by June 3, 2011.	N1. June 3, 2011	N1. HNSC
	O. Create Photo ID Safety Tags for each bus-riding child.	O1. Develop safety tag to mimic example in Safety Promotions book. O2. With parent's permission, utilize child's photograph taken during orientation.	O1. Sept 2011 O2. Aug 2011	O1. HNSC O2. HNSC
Team 2 – Health, Mental Health, and Nutrition	A. Increase parent awareness of dental education during Parent orientation and Resource Fair.	A1. Provide training to education staff during pre service on methods obtained from Dental Initiative training. A2. Enlist local health district dental department to present education materials to parents during the Heritage Day festival.	A1. August 2011 A2. Sept 2011	A1. HNSC A2. HNSC
	B. Publish Public Service Announcements explaining the types of medical screenings required for Head Start. Explain each screening.	B1. Write an article describing Head Start's mandated screening criteria, how the screenings can detect health concerns and the method of screening. B2. Publish article in local newspaper.	B1. August 2011 B2. August 2011	B1. HNSC B2. HNSC
	C. Print flyers about the screenings and	C1. Develop flyer describing the	C1. July 2011	C1. HNSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	place in doctor offices and agencies.	importance of well-child screenings how to enroll in Head Start. C2. Contact doctor groups most frequently utilized by families and request permission to place flyers in their office	C2. July 2011	C2. HNSC
	D. Include the Mental Health Case Manager's on-site schedule in the 2011-2012 Parent Handbook.	D1. Ensure MHCM updates the schedule and provides it to HS.	D1. June 2011	D1. HNSC
	E. MHCM will develop an introduction letter about Frontier Health services that will be sent out to all referrals. The Consent to Exchange information form will be attached to the letter. Introduce process during the 2011 Pre Service training.	E1. MHCM will develop and provide HNSC a cover letter for all 2011 referrals.	E1. August 2011	E1. HNSC & MHCM
Team 2 – Health, Mental Health, and Nutrition	F. Family Preservation will submit report of monthly services beginning September 2011.	F1. HNSC will email Family Preservation a sample report that will detail information needed to track services. F2. Family Preservation will ensure that all staff working with HS clients will submit report by the last working day of each month.	F1. Aug 2011 F2. Sept 2011	F1. HNSC F2. HNSC & Family Preservation
	G. Improve Nutrition Assessment by inserting child's photograph.	G1. Redesign nutritional assessment. G2. Teachers will photograph each child during orientation and email them to Data Entry Secretary.	G1. July 2011 G2. Aug 2011	G1. HNSC G2. HS Data Entry Secretary
	H. Add statement to explain that the nutritional assessment is for the child's pattern during the period.	H1. Redesign nutritional assessment.	H1. July 2011	H1. HNSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	I. Develop a more seamless system for lunchtime at Shoemaker Elementary.	I1. Arrange a meeting between Shoemaker Principle, Cafeteria Mgr., CDSC, & HNSC to discuss lunch system for the upcoming year.	I1. August 2011	I1. HNSC
	J. Survey teaching staff for menus items during 2011 Pre Service training.	J1. Supply staff with questionnaire / survey on the favorite eating trends for children this past year. J2. Devise menu to include as many teachers' choices as possible.	J1. August 2011 J2. August 2011	J1. HNSC J2. HNSC
Team 3 – Family Community Partnerships and ERSEA	A. Form committees to update the Parent Interest Survey and Family Assessment forms.	A1. Ask community representatives and current HS parents to look at forms and make suggestions. A2. Update and make changes.	A1. Begin May 2011 A2. As needed	A1. FCSC A1. FCSC
	B. More parent involvement in centers.	B1. Each center will invite all parents to the center one day per month for a parent and child activity day. B2. Utilize Parent Interest survey to incorporate parent's skills and knowledge in the classroom.	B1. Aug 2011 B2. Sept 2011	B1. FCSC B2. FCSC
	C. Become more visible and active in community events.	C1. Hold regular meetings with FRS to discuss upcoming community events. C2. Determine staff person to represent HS at the event.	C1. Aug 2011 C2. Monthly	C1. FCSC C2. FCSC
	D. Create a policy regarding tardiness.	D1. Obtain public school policy on tardiness.	D1. May 2011	D1. FCSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
		D2. Obtain Policy Council approval of policy. D3. Introduce policy during Parent Orientation.	D2. Aug 2011 D3. Aug 2011	D2. FCSC D3. FCSC
Team 4 – Fiscal and Program Design and Management	A. Ensure that Policy Council (PC) receives Annual Report.	A1. Distribute Annual Report at August PC meeting.	A1. August 2011	A1. Director
	B. Further training for Payroll/Invoice Clerk on Quick-Books.	B1. Contact local training facilities for class schedule. B2. Enroll Payroll/Invoice Clerk.	B1. July 2011 B2. July 2011	B1&2. AAFO / Payroll Invoice Clerk
	C. Improve the annual report of community-wide strategic planning, needs assessment & updates.	C1. Survey other entities regarding their strategic planning and needs assessment. C2. Align efforts.	C1. Summer 2011	C1. Director
	D. Ensure that PC receives the end-of-year Program Information Report.	D1. Distribute PIR report at August PC meeting.	D1. Aug 2011	D1. Director
	E. Present suggestion of different locations of the PC monthly meetings.	E1. Present suggestion at the PC Luncheon meeting.	E1. Oct 2011	E1. Director
	F. Build on existing Professional Development system.	F1. Management team will meet to discuss existing system. F2. Management team will enhance existing system to ensure opportunities are available to meet employee's goals. F3. Ensure there is a mid-year conference between supervisor and employee.	F1. Summer 2011 F2. Summer 2011 F3. Dec & Jan	F1. Director F2. Director F3. Supervisors
	G. Develop the use of iPads during meetings/trainings for absentee staff.	G1. Contact School System technical support to train staff to utilize IPads.	G1. Aug 2011	G1. AA/FO
	H. Developing the use of ChildPlus Dashboard information for the monthly reporting system.	H1. Support necessary staff with regard to accessing the Dashboard section of ChildPlus.	H1. July 2011	H1. HNSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	I. Ensure parents understand policy of bi-monthly updating, and maintaining their emergency contact information, which includes their home 911 addresses.	I1. Insert Emergency Updating policy into the Parent Handbook.	I1. July 2011	I1. Mgt Team
		I2. Review and discuss policy with parents during Parent Orientation.	I2. Aug 2011	I2. Teaching team
	J. Apply child outcome data more effectively to improve the ongoing planning process.	J1. Acquire training on analyzing child outcomes data.	J1. Nov 2011	J1. Director
		J2. Analyze child outcomes.	J2. Quarterly	J2. Mgt Team
		J3. Provide training to improve outcomes.	J3. Aug 2011	J3. CDSC
		J4. Purchase resources to improve child outcomes.	J4. As needed	J4. CDSC

Helen Henderson May 19, 2011
Head Start Director Signature Date

Sarah Lipton-Black 19 May 2011
Policy Council Chair Signature Date

Board Chair Signature Date