

BSACAP Head Start Self-Assessment Improvement Plan

2023-24

Area of Concern	Strategy For Improvement	Expected Results	Target Date	Status
Some learning centers are not being identified with appropriate labels, volunteer suggestions, and CLASS questions per program policy	Grantee education services manager will print and hand out a copy of the policy "Setting Up the Physical Environment" to all staff during inservice meetings.	All learning centers will have the same display and identification	8/30/24	Upcoming
Some classroom learning centers are not set up according to agency policies (<i>i.e. quiet/noisy centers not separated by buffers, foot traffic thru centers, not enclosed on 3 sides, etc.</i>)	Grantee education services manager will print and hand out a copy of the policy "Setting Up the Physical Environment" to all staff during inservice meetings	All teaching staff will have the opportunity to ask questions about how to set up their learning centers	8/30/24	Upcoming
	Grantee managers will identify noncompliant issues related to learning center arrangement on the classroom observation tool during on-site visits	Teachers will set up all learning centers according to the program policies	5/1/25	Upcoming
Not all classroom learning centers have writing materials for children's use	Grantee education services manager will print and hand out a copy of the policy "Setting Up the Physical Environment" to all staff during inservice meetings	All learning centers will have a variety of writing materials available to the children each day	8/30/24	Upcoming
Some classrooms have old/worn shelves in the learning centers	Grantee managers will notify the director when they see classroom furniture that needs to be replaced. Furniture will be replaced throughout the 24-25 school year and teaching staff will be able to make additional request for furniture during that time.	All classrooms will have furniture in good condition which will not only benefit the children, but will also enhance the opinion that parents have of their child's classroom	12/1/24	In Progress
Several playgrounds need improvements to increase safety and provide more developmental activities for children	Poured rubber surfacing will be installed on 1-2 playgrounds in our delegate programs. There are currently 8 playgrounds without poured rubber surfacing and we will continue installing it as funds are available	A safer fall zone for climbing equipment will reduce typical child injuries	5/1/25	Upcoming
	All playground fences will be evaluated and secured if any issues are found	Playground enclosures will be evaluated to reduce the possibility of a head entrapment or child exiting the playground	10/1/24	Upcoming
	2 playgrounds will receive new climbing structures	Older climbing structures will be replaced by new equipment that will enhance children's gross motor skills	4/1/25	Upcoming

FACILITIES & MATERIALS

	3+ playgrounds will have new stationary equipment installed that provides easy access for children with physical disabilities. This equipment will include safety swings, musical instruments, activity walls, etc.	Children with physical limitations will have a bigger selection of activities for use on the playground	4/1/25	Upcoming
Several classrooms need replacement puzzles for their fine motor learning centers	The grantee director will send out a survey to teaching staff and purchase new puzzles for those classrooms in need	Children will have additional puzzles to use for fine motor enhancement	10/1/24	Upcoming
Many of the rest materials (<i>blankets, sheets, pillows</i>) need to be replaced	The grantee director will send out a survey to all teaching staff so they can let us know what needs to be replaced. The grantee office will order replacements.	All children will have clean, suitable rest materials	6/1/24	Upcoming
Notes:				

ITION / MENTAL HEALTH	Some classrooms are not following the handwashing/sanitizer policy at the correct times	The nutrition services manager will cover the handwashing policy at our upcoming inservice trainings to assure that all teaching staff are aware	Children will be required to wash hands at appropriate times which will reduce the probability of sickness	8/30/24	Upcoming
		Child handwashing will be observed by all grantee managers in the upcoming school year during on-site monitoring. Any issues will be noted on the classroom observation tool and addressed by the delegate director.	All teaching staff will become familiar with appropriate handwashing procedures	5/1/25	Upcoming
	Several teaching staff are not appropriately sanitizing tables and materials according to policies and instructions	The nutrition services manager will discuss the requirements for sanitizing classroom materials and tables at our upcoming inservice meetings to assure that all teaching staff are aware	All teaching staff will begin sanitizing the tables and materials on a consistent schedule with an EPA approved cleaner	8/30/24	Upcoming
	Many of the mental health observations that have been completed on our enrolled children during the previous year have been generic without specific strategies or recommendations	Members of the grantee staff will meet with our mental health consultant to discuss the lack of helpful information involved with observations completed by certain Mountain Comp staff	Mental health observations will provide the teaching staff and parents with specific, useful strategies that can help with issues the children may be experiencing	4/25/24	Upcoming
	Teaching staff are not listing follow-up information on COPA for children that have been seen by a mental health professional to show progress	At the upcoming inservice training, the grantee mental health services manager will discuss the process for staff to follow	Documentation on COPA will show the progress for all children and help us determine the effectiveness of our mental health partnership with Mountain Comp	8/30/24	Upcoming

HEALTH / NUTR	The teaching staff are not always listing food modifications on the snack menu for children with allergies or needed substitutions	At the upcoming inservice training, the grantee nutrition services manager will remind all staff about this requirement	Snack menus will consistently show all needed food modifications to address the individual needs of children	8/30/24	Upcoming
	Though we allow parents to sign a refusal of services if they do not wish to provide proof of required medical screenings for their children, we have an excessive amount of refusals being completed in certain delegate programs	A report of all parent refusals will be provided to delegate directors so they will see which family advocates may not be effectively encouraging parents to take their children for medical/dental screenings	Delegate directors will share the information with family advocates and monitor their improvement in obtaining child screenings	5/31/24	Upcoming
		At the preservice family advocate meeting, members of the grantee staff will discuss this issue with all family advocates and address the appropriate procedure of talking with parents about parent refusals	Family advocates will understand that a parent refusal is a last resort instead of a suitable alternative to getting completed screenings for children	7/26/24	Upcoming
Notes:					

V & DISABILITIES	Though our policy requires that all classrooms utilize a visual behavior system for the children, some of the teaching staff do not use the tool correctly or they are using inappropriate systems	Education services manager will focus on how to use a behavior chart during the New Staff Orientation	All teaching staff will implement an acceptable behavior system that is simple and developmentally appropriate for the children	8/30/24	Upcoming
		Grantee managers will evaluate the teachers' use of the behavior system during their on-site classroom observations	All teaching staff will implement an acceptable behavior system that is simple and developmentally appropriate for the children	5/1/25	Upcoming
	Several classrooms have inconsistent service provider log documentation. Teachers have stated that many of the therapists that come and get children from their classroom to provide therapy have not been signing the log	Teaching staff were told last year that it is their responsibility to get the therapist's signature on the provider log each time therapy is provided. This will be reiterated at the next inservice training.	All service provider logs will show the correct documentation and provide the ability for administrators to verify that all children are being provided therapy in accordance with their IEP	8/30/24	Upcoming
	Some teaching staff are not following the activities listed on their lesson plans for gross motor games on the playground	Grantee managers will review the lesson plans during their on-site visits and determine if the playground time included the gross motor activity that was listed	Teaching staff will recognize that all activities listed on their lesson plans are expected to be completed	5/1/25	Upcoming

EDUCATION		At the upcoming inservice training, the education services manager will stress the importance of following the lesson plan daily, including playground activities	Teaching staff will recognize that all activities listed on their lesson plans are expected to be completed	8/30/24	Upcoming
	Some classrooms do not schedule educational field trips for their children	At the upcoming inservice training, the grantee director will stress the importance of providing field trips for the children	Teachers will seek out quality off-site experiences for their enrolled children	8/30/24	Upcoming
		The grantee director will discuss this issue with all delegate directors and encourage them to set money aside for classroom field trips. If necessary, the grantee will provide financial assistance to the delegates to supplement the cost	All children will be able to take part in educational field trips during the upcoming year	6/1/24	Upcoming
	Many of the teaching staff do not take portable gross motor equipment on the playground for the kids	Grantee managers will identify classrooms that are not providing portable equipment (<i>balls, hoops, parachute, trikes, blocks, etc.</i>) on the playground for kids during their on-site visits	The delegate directors will be notified about classrooms that do not use portable equipment so the issue can be addressed	5/1/25	Upcoming
Notes:					

PARENT INVOLVEMENT	Some of the family advocates are not correctly documenting all of the required topics during their monthly parent meetings	The grantee family services manager will monitor the parent meeting minutes each month to assure all topics are covered. At mid year, the family services manager will notify family advocates which topics have yet to be covered and documented correctly so they will know what the focus should be for the remaining parent meetings	All required parent meeting topics will be covered at some point during the school year	12/30/24	Upcoming
	The monthly lessons from our new parent curriculum "The Nurturing Parent" need to be evaluated to determine the activities that did / didn't work well with parents during the 23-24 school year	The grantee family services manager will work with family advocates to identify areas of the curriculum that can be added or revised based on staff and parent feedback during the year. New monthly handouts will be provided to the FAs based on the decisions	Family advocates will become knowledgeable of the curriculum content and feel confident and more effective with their presentation of the information to parents	9/30/24	Upcoming
		Family advocates will be trained on any updates to The Nurturing Parent curriculum at the October family advocate meeting with instructions for implementation	Family advocates will become knowledgeable of the curriculum content and feel confident and more effective with their presentation of the information to parents	10/30/24	Upcoming
	Parents and grantee staff have voiced a concern that some classrooms have either not encouraged or not allowed parents to volunteer in the classroom environment	At the upcoming inservice trainings, the grantee director will address this issue with all teaching staff and clarify that parents must be allowed to volunteer on a consistent basis	All teachers will be aware that parent volunteers are not only required but also a valuable resource to the program	8/30/24	Upcoming

	The grantee director will contact all delegate directors to clarify the requirement that all classrooms must allow parent volunteers. Directors will be instructed to share this requirement with all school principals.	School principals will be knowledgeable of the Head Start requirement regarding parent volunteers	9/1/24	Upcoming
	On-site observations this year have shown several parent boards are missing certain items required by the Classroom Display document provided from the grantee office	At the preservice family advocate meeting, the grantee family services manager will handout the Classroom Display document and assure that all family advocates know how to access and post them on the parent boards	7/26/24	Upcoming
Notes:				

Program Design & Management	Grantee managers have asked for more staff meetings to be conducted in order to share ideas, information, and question-answer sessions	The grantee director will schedule additional staff meetings. Some of the meetings will be structured with specific topics while others may be conducted without an agenda in order to let the group discuss all topics of interest	Grantee staff will be more knowledgeable of the entire program and be able to share information in a group setting	6/1/24	In Progress
	The grantee office has difficulty planning training / meeting dates with delegate programs during the year because of their limited availability	The grantee office will develop a training schedule prior to the end of each school year that identifies all projected trainings and their dates for the upcoming year	Delegate programs will have a list of training dates to avoid when planning their own staff trainings	5/30/24	In Progress
	Several delegte staff members reach out to grantee managers during the school year to ask questions that can be found within the program policies	At the upcoming inservice trainings, the grantee director will assure that all staff have an understanding of where program policies are located on the agency website	Delegate staff will have a better understanding of the agency website and how it can be utilized to answer many of their questions	8/30/24	Upcoming
	The KY Early Childhood Standards have been revised and the grantee office needs to alter our Curriculum Linkage document to incorporate the changes	The grantee education services manager and other assigned grantee managers will update the curriculum document based on the new standards	All lesson plan activities will be aligned with KY standards to assure that children are being given a quality learning experience	10/30/24	In Progress
	When obtaining enrollment applications from parents, several delegate staff continue to allow parents to present "Zero Income" documentation instead of asking for SNAP or other alternatives	At the upcoming inservice trainings for Pike & Floyd as well as the preservice family advocate meeting, grantee staff will make the participants aware of this problem and explain why Zero Income should only be used as a last resort	Income documentation for our accepted children in 24-25 will show less than 5% of applications verified by Zero Income forms	7/26/24	Upcoming
	Notes:				

Safety

<p>Monitoring has shown that some teachers were not securing prohibited items from the reach of children including cleaning products. Additionally, many of the teachers are mistakenly leaving out common items (<i>i.e. toothpaste, wipes, soap, etc.</i>) that contain the words "Keep Out of Reach of Children."</p>	<p>Education services manager will give clear instructions to staff during the In-Service event that all materials with the words "Keep Out of Reach of Children" must be kept locked up.</p>	<p>Teaching staff will leave the event with an understanding about the type of materials that must be secured in a locked area if they are kept in the classroom</p>	<p>8/30/24</p>	<p>Upcoming</p>
<p>Some classrooms have required information missing from their emergency boards</p>	<p>Grantee office will send out the most recent version of the Classroom Display Requirements document to all staff members</p>	<p>Staff in each classroom will use the document to assure that their emergency board has all required information</p>	<p>9/30/24</p>	<p>Upcoming</p>
<p>On-site observations found instances when some teaching staff were not following all safety procedures (<i>i.e. child shoes remain on at all times, playground check must occur prior to child play, etc.</i>)</p>	<p>Grantee director will address safety requirements with all staff during In-Service training</p>	<p>Staff will have a better understanding of safety policies and follow them in all situations</p>	<p>8/30/24</p>	<p>Upcoming</p>

<p>Notes:</p>	<p></p>
----------------------	---------