



Expectation Status	_____ of 10 (    %)	_____ of 10 (    %)	_____ of 10 (    %)	_____ of 10 (    %)	_____ of 10 (    %)	_____ of 10 (    %)	_____ of 10 (    %)
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**Analysis: (Questions)**

What do the percentages indicate about this caseload?

Are you identifying any trends as you complete these monthly reviews? (strengths of service provision, areas underdeveloped)

Results: PD needed \_\_\_\_\_ Community Contacts needed \_\_\_\_\_ Individualized Supports needed \_\_\_\_\_

<b>Performance Standard</b>	Program Operations Program Management and Quality Improvement	<b>Head Start &amp; Early Head Start Policies and Procedures</b> <i>Eastern Panhandle Instructional Cooperative</i> <b>EPIC</b> <i>Serving the educational needs of the entire community</i>
<b>Subpart</b>	§ 1302.102	
<b>Effective Date</b>	07/2021	
<b>Revised Date</b>	07/2021	
<b>Reviewed Date</b>	07/2021	
<b>Responsibility</b>	Teaching Staff, CD Managers, CD Specialist, Director	

**Subject:** Program Monitoring

**Policy:** EPIC Head Start staff will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery, and program operations. The Head Start Program will provide high-quality program services, share strategies, and communicate plans to ensure child and adult safety.

**Procedure:**

1. **CLASS-Classroom Assessment Scoring System-Teacher** child interactions will be assessed 2 times a year in the areas of classroom quality including emotional support, classroom organization and instructional support.
2. **TPOT- The Teaching Pyramid Observation Tool** will be used as a monitoring tool 2 times per year and will measure the fidelity of the implementation of practices associated with the Pyramid Model including key practices, red flags, and responses to challenging behaviors. The classroom schedule will facilitate daily activities and will be created by the teaching staff and submitted for approval. The schedule will be posted in the classroom and all changes must be approved by CD manager or CD Specialist.
3. **Creative Curriculum Fidelity Checklist-** A progress-monitoring tool, will be completed one time a year to use as a guide for planning, implementing, and sustaining best practices. Data will be utilized for problem solving and decision-making. Teaching staff will implement the following Creative Curriculum Resources; Teaching Guide, Intentional Teaching Cards, Mighty Minutes, including Flip Chart Posters, and Question of the day. Book discussion and conversation cards will be used as needed.
4. **Manager Monitoring Logs-** Classroom monitoring will be completed monthly and consist of nutrition and safety services, behavioral concerns, and curriculum best practices. Include 2 child file reviews.
5. **Status Reports/Program Data Base-** Teaching staff will complete the CD program staff report by the deadline on the program calendar and send to CD manager. The CD Manager will review, compile, and update the CD program status and send to the CD Specialist. CD Specialist will send to the Program Director.
6. **Individual child files-** Teaching staff will maintain child files according to the individual file information forms (gray sheets) and review at a minimum every other week. CD Manager and CD Specialist each will review at a minimum 2-3 child files per class monthly for accuracy. CD Manager's will record information on the Manager Monitoring Log. The teaching staff will update and make corrections as needed within 2 weeks of notification.
7. **Lesson Plans and Newsletters-** Teaching Staff will submit lesson plans by the Wednesday prior to the upcoming week and will be posted in the classrooms. Changes will be notated directly on the posted lesson plan. The CD Manager will review the lesson plans through the Creative Curriculum Cloud and notate corrections as needed.
8. **Screenings and Disability Tracking-** CD Managers will track screening and disabilities in order to ensure data validation between child files and the program data base.

**Monitoring & Reporting:**

1. **Dissemination of Policies & Procedures** will be made available to all employees through the agency's website. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.
2. **Training** will be provided to staff annually during pre-service; new staff receive training during orientation. Implementation of training is monitored during classroom observations conducted by Managers and Specialists; retraining is provided on an as needed basis.



Site/Classroom \_\_\_\_\_ Staff \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Start/End Time \_\_\_\_\_ Manager \_\_\_\_\_

**Child/Staff Interactions**

- |   |  |
|---|--|
| <input type="checkbox"/> 5:1 ratio of positive attention              | <input type="checkbox"/> CLASS (open-ended questions, extensions, etc.)              |
| <input type="checkbox"/> Directly teaching behavioral expectations    | <input type="checkbox"/> ECPBIS/TPOT (strategies used, proximity, flexibility, etc.) |
| <input type="checkbox"/> Directly teaching peer related social skills | <input type="checkbox"/> Other _____   |

**Notes/Observations**

**Family Style Dining**

- |   |  |
|---|--|
| <input type="checkbox"/> Children set table, clean up, serve selves | <input type="checkbox"/> Conversations occurring |
| <input type="checkbox"/> All children are sitting together          | <input type="checkbox"/> Enjoyable atmosphere    |
| <input type="checkbox"/> Staff sit with children                    | <input type="checkbox"/> Other _____             |

**Notes/Observations**

**Schedule, Routine, Preparedness**

- |   |   |
|---|---|
| <input type="checkbox"/> Schedule (typed/picture, posted, followed, taught, etc.)                           | <input type="checkbox"/> Postings current (rules/expectations, newsletter, art dictation, etc.) |
| <input type="checkbox"/> Materials for activities available   | <input type="checkbox"/> Establishing routines within routines                                  |
| <input type="checkbox"/> Labels on all shelves/material in English and 2 <sup>nd</sup> language of children | <input type="checkbox"/> Other _____  |

**Notes/Observations**

**Planning**

- Creative Curriculum Fidelity (question of the day, mighty minutes, etc.)
- Lesson Plans posted, current, updated with changes
- Developmentally appropriate activity

- Transitions (necessary, short, educational)
- Organized Anecdotal Notes by children/objective, etc.
- Other \_\_\_\_\_

**Notes/Observations**

**Health and Safety**

- Active supervision (Daily Roster, scan/count, name to face recognition, etc.)
- Checklists completed (First Aid, Outdoor, Cleaning, Mapping, etc.)
- Practices established/followed (washing hands, brushing teeth, etc.)

- Environment clean/clutter free, materials/furniture in good condition
- No safety hazards (cords out of reach/< 6", etc.)
- Other \_\_\_\_\_

**Notes/Observations**

**Feedback/Follow-up Needed**

**Notes/Observations**

**Safety/Behavior Concerns**

**Notes/Observations (Who, What, When, Follow Up (what, who, when))**