



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> Serving the educational needs of the entire community
<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:**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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:**

- 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.
- 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**

- 5:1 ratio of positive attention
- Directly teaching behavioral expectations
- Directly teaching peer related social skills
- CLASS (open-ended questions, extensions, etc.)
- ECPBIS/TPOT (strategies used, proximity, flexibility, etc.)
- Other \_\_\_\_\_

**Notes/Observations**

**Family Style Dining**

- Children set table, clean up, serve selves
- All children are sitting together
- Staff sit with children
- Conversations occurring
- Enjoyable atmosphere
- Other \_\_\_\_\_

**Notes/Observations**

**Schedule, Routine, Preparedness**

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

## SELF-ASSESSMENT PROCEDURES

The EPIC Early Head Start/Head Start/Pre-K Program will use the Federal Review Monitoring Protocol to conduct the annual self-assessment. All managers will be members of the self-assessment team and coordinate the process in each service area assigned. Managers may assign tasks to other staff members, but they will be responsible for reminding staff of due dates, collecting data, and completing the report in their assigned areas. Parents will be involved in the self-assessment process.

Multiple methods of information gathering will be used to collect data, including the following:

- A review of the prior year's Self-Assessment Action Plan to see if all changes and recommendations have been implemented
- Using the directions under each compliance question
- Interviews with content area specialist, the director, or fiscal and clerical staff
- Interviews/surveys of staff members providing services NOTE: Surveys should be one/two pages and use yes/no or multiple choice responses. The number of surveys should be decided upon by the self-assessment committee.
- Interviews/surveys of community partners and governing body members
- Interviews/surveys of parents receiving services
- Observation of classrooms, facilities ; bus rides
- Completion of health and safety checklists and other checklists
- Reviews of children's files (especially in social services, disabilities, health)

Reports are to include:

- The name of the manager responsible for the review section
- The program year of the review
- The service areas reviewed
- The names of persons interviewed; methods and materials used
- Surveys (tabulated), checklists, etc.
- A few paragraphs summarizing the strengths and areas of concern and recommendations for improvement and action