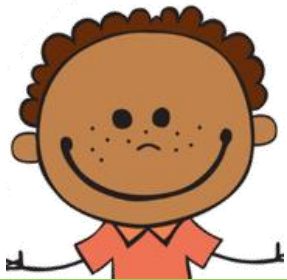


YVEDDI Head Start Self-Assessment



2019-2020



The annual self-assessment process is an important element of the YVEDDI Head Start Program. We use the data gathered during this process to critically review our services and to determine areas of strength and areas that need improvement.

The self-assessment encompasses all areas of the Head Start Program. Reviews are completed for the following areas: Education, ERSEA, Family & Community Engagement, Fiscal, Health, and Program Design and Management.

Each content area is evaluated and has input from staff, parents, Policy Council members and Governing Board members. The teams use tools developed in accordance with the recent protocol, as well as, other locally designed checklists that ensure compliance with various regulations. The self-assessment is completed by site visits, interviews and review of files and data reports.

After the completion of the self-assessment, data is gathered and a program improvement plan is created. The plan is used throughout the next school year to document and measure our improvements and growth.

Program Design and Management

Strengths:

- Strong HR standards, particularly the Criminal Background Check process and Standards of Conduct
- Meet and exceed teaching staff qualification requirements
- Many opportunities for professional development for all staff throughout the year; comprehensive training calendar for staff and parents
- Maintain a 5 star license at all facilities
- Staff acted quickly and efficiently to continue carrying out services during unexpected school closures due to pandemic

Needed Improvements:

- High staff turnover; classroom and management positions
- Need to have more frequent “formal” staff meetings with management staff
- Increase technology so that staff can perform job duties remotely

Education

Strengths:

- The use of Ready Rosie (parent curriculum) and Teaching Strategies provides a good bridge between families and staff
- Five certified CLASS observers
- Frequent and thorough monitoring and follow-up of classrooms
- New system to verify completion and appropriateness of weekly lesson plans to ensure alignment with curriculum and promote school readiness goals

Needed Improvements:

- High staff turnover causes challenges in keeping everyone trained on understanding and utilizing our curriculum properly
- Need to implement the Creative Curriculum Fidelity Tool in all classrooms
- Increase technology in classrooms so that teaching staff can better provide remote services

ERSEA & Family/Community Engagement

Strengths:

- Child attendance monitoring and welfare contacts are completed daily when a child is absent for in person services without notification
- Updated all forms to simplify application process for parents
- Parent curriculum (Ready Rosie) heavily utilized during remote services due to pandemic and school closures – 80% of parents connected
- Frequent and consistent communication between Family Advocates and families during pandemic to continue providing Head Start services and resources, if needed

Needed Improvements:

- Meeting and maintaining full enrollment
- Updating Standard Operating Procedures for clarification of job duties for new hires
- Recruiting options with closures due to pandemic
- Lack of technology to assist with providing remote services during pandemic

Fiscal

Strengths:

- Clean audits
- Strong Internal Controls processes

Needed Improvements:

- N/A

Health

Strengths:

- Dr. Charles with Smile Starters in Winston Salem provided dental screenings for all children on-site and also offered needed follow-up dental services
- Ensured that all children had a medical home
- Utilizing several methods to gather information for each child's health; strong rapport with local medical and dental providers

Needed Improvements:

- Ensuring all children have a dental home and that parents/guardians follow through with needed dental care
- Continue to seek out mental health resources for young children and their families that will be able to assist with issues that arise in the classrooms such as behavior management
- Continue to encourage parents to get actively involved regarding child health issues



**YVEDDI Head Start Program Improvement Plan
2019-2020**

Performance Standard/Regulation	Item	Action	Person Responsible	Time Line	Center
Pre-Licensing Checklist	Lock damaged on bathroom door	Replace lock	Facilities Coordinator	ASAP	Danbury
Pre-Licensing Checklist Performance Standard 1302.47 (b)(1)(v)	Emergency lighting in classroom and both bathrooms is out	Repair lighting	Facilities Coordinator	ASAP	JG Koontz
Pre-Licensing Checklist Performance Standard 1302.47 (b)(1)(i)	Gap in playground fence	Repair to close gap	Facilities Coordinator	ASAP	Mt. Olive
Pre-Licensing Checklist Sanitation Regulation	Dishwasher not working properly	Assess problem and repair or call for service	Facilities Coordinator	ASAP	Red Hill Creek
Performance Standard 1302.47 (b)(1)(i)	Tripping hazard on playground	Add fill dirt around rubber mat on playground	Facilities Coordinator	ASAP	Sandy Ridge
Health Monitoring Tool	Kitchen sink not temped at right temperature	Check temp valve	Facilities Coordinator	ASAP	Mocksville
Performance Standard 1302.32 (a)(1)(i)(ii)(iii)(2)	Not all staff (new hires) have a good understanding of the education curriculum and how it should be implemented.	Utilize curriculum fidelity tool	Education Coordinator	Ongoing	All Centers