

Texas City ISD Calvin Vincent Head Start PROGRAM IMPROVEMENT PLANS 2009 - 2010

The annual self-assessment has allowed Texas City ISD “Calvin Vincent” Head Start Program to review the overall agency in order to develop goals for improvement services to children and families. The goals were developed from recommendations from the members of the teams based on the results from the areas reviewed in the self assessment conducted in May 2009. The following goals will be implemented for the 2009 – 2010 school year. The timeline begins August 1, 2009 and ends June 30, 2010. The person(s) responsible is given below in each program area.

Management Systems: Program Governance Person(s) Responsible: Head Start Director

1. To offer an annual training session on Program Governance to the governing board in order for them to know their roles and responsibilities.
2. The policy committee will be knowledgeable about their roles and responsibilities, and encouraged to participate in the annual self-assessment.
3. To send Head Start monthly and/or quarterly reports to the governing board to develop ongoing communication and approval of new program operations and/or plans.
4. To develop a five year strategic plan.

Health Services

Person(s) Responsible: Nurse/Health Coordinators

1. Seek advice from the Health Services Advisory Committee (HSAC) on TB skin immunization needs based on the number of positive tests in the community.
2. The Health Coordinator will provide a health orientation with parents on all children with medical issues.
3. Implement new policies based on the performance standards, such as, ongoing care policy ensuring other content areas are involved, a disinfectant policy, an asthma form and additions to the medication policy.

Nutrition

1. A follow-up comment statement will be made on each child’s file (form 6).
2. The dietician will address overweight children (20% over BMI) and children with allergies.
3. All referrals will be completed in 48 hours.
4. The dietician will document nutritional counseling to the parents.
5. A system for nutritional follow-ups will be developed.

Safe Environment

Person(s) Responsible: Director, Health Coordinator, Teachers

1. Safety plugs will be placed on all empty outlets and power cords.
2. All first aid kits will be complete; items will be replaced as they are used.
3. The playground equipment will be inspected and monitored for safety.
4. Develop an inspection checklist and a procedure for maintaining the playground.
5. The soft fall surfacing will be maintained at 6 inches.
6. Procedures for alternate fire escape routes will be documented.

Disabilities/Mental Wellness

Person(s) Responsible: Disability Facilitator/Mental Health Consultant

1. Services and IEPs will be completed on each child with disabilities within the required guidelines.
2. The TCISD Special Ed Facilitator for Heights campus will consult with the HS Director and special education staff at least once a month to maintain timelines.
3. The mental health observation form (9) will be placed in each child's record.

Family and Community Partnership/ERSEA

Person(s) Responsible: Family Worker/Enrollment Committee

1. Ensure all needs of the families are met, when services are not in the community, the families will be given alternate strategies to solve problems by the family involvement worker.
2. A timeline will be given for families to achieve goals listed on the family partnership agreement.
3. A worksheet verifying the child's eligibility determination will be signed by staff and placed with each child's application.
4. A form will be used to document the reasons why and the follow-up steps made when students are absent 3-days or more which will be signed by the teacher, family worker and/or attendance clerk.

Education

Person(s) Responsible: Teachers & Teacher Assistants

1. The lesson plans should additionally, address nutrition and health lessons, and children with special needs.
2. An education plan for each child will be developed to include follow-ups, parent input and signatures.
3. Anecdotal notes on each child will be documented by teachers.