

**2017 CSNT Head Start - Self-Assessment
Program Report w/Recommendations**

Date: 2/13/17

SA Area: Program Report

Team Leader: Head Start Director

Revised 1/23/16

Program Strengths in Assigned Area(s)

List by Campus - Linden, Naples, Pittsburg

ERSEA

Attendance was tracked/monitored daily through the Child Plus Database System (Standard 1302.16(a))

Staff noted reasons for a child's absence in the Child Plus Database System (Standard 1302.16(a)(2)(iv))

FSWs contact parents within an hour of expected arrival time to ensure the safety of the children (Standard 1302.16 (1))

Fiscal Integrity

The program maintains accurate and organized records (Standard 1302.101(4))

Finance Director and Head Start Director are knowledgeable in their areas (Standard 1302.91(b)(c))

Leadership, Governance & Management

Policy Council Members informed on policies and procedures (Standard 1301.3(c))

Child Plus Database System utilized for effective and efficient reporting (Standard 1302.101(d))

Governing Board was open to improving their roles and responsibilities (Standard 1301.2(b))

Staff work as a team at the Campus and at the Management Building (Standard 1302.20(b))

Health and Safety

Clean and inviting campuses and classrooms (Standard 1302.47(b)(1))

All trash receptacles were covered (Standard 1302.47(b)(1))

Playgrounds were clean and well-maintained (Standard 1302.47(b)(2))

CLASS

Students had positive attitudes toward learning (Standard 1302.31(b)(1)(i))

Students felt safe and secure in their classrooms (Standard 1302.31(b)(1)(i))

Instruction for Dual Language Learners is being implemented, when needed (Standard (1302.31(b)(2)(ii))

Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>The program maintains accurate and organized records (Standard 1302.42(a)(1) and Standard 1302.42(b)(1))</i>
<i>Parents were informed and educated about child health issues (Standard 1302.46(a)&(b)(i-ii))</i>
<i>Staff were knowledgeable in this area and monitored this area on a regular basis (Standard 1302.102(b)(1))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>The Program documents follow-ups and maintains accurate records (Standard 1302.42(b)(1)(i))</i>
<i>The Program utilizes technology to assist parents with implementing child activities (Standard 1302.46(b)(1)(i-iii))</i>
<i>Health Services Advisory Committee is established and members represent all areas of health (Standard 1302.40(b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom instructional strategies are age-appropriate and follow best practices (Standard 1302.31(c)(2))</i>
<i>Program utilizes bi-lingual instructors for Dual Language Learners (Standard 1302.31(b)(2))</i>
<i>Parents were informed and educated about child education progress (Standard 1302.34(b)(1-7))</i>
<i>Staff training is provided on a regular basis including Practice-Based Coaching (Standard 1303.92(c))</i>
CSSR - KPA #4 Planning For Transition
<i>Transitions policies and procedures were being followed (Standard 1302.71(a))</i>
Specific Weaknesses in Assigned Area(s)
<i>List by Campus - Linden, Naples, Pittsburg</i>
ERSEA
<i>No Weaknesses Found</i>
Fiscal Integrity
<i>No Weaknesses Found</i>
Leadership, Governance & Management
<i>Board did not have at least one member as a licensed attorney - 642(c)(B)(i-vi)</i>
Health and Safety
<i>Inconsistent Emergency Contact Information systems and procedures (Standard 1302.47(b)(7)(v))</i>
<i>Facilities were not free from electrical hazards (power strip plug covers) (Standard 1302.47(b)(1)(iv))</i>
<i>Staff did not report issues that could lead to possible safety and health hazards (Standards 1302.47(b)(1)(iv-v))</i>

CLASS
<i>Emotional Support - 5.24 (Standard 1304.16)</i>
<i>Classroom Organization - 3.69 (Standard 1304.16)</i>
<i>Instructional Support - 2.31 (Standard 1304.16)</i>
Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>Family Partnership Process was not consistent throughout the program (Standard 1302.52(a-c))</i>
<i>Child Health Information lacked consistent follow-ups (Standard 1302.42(d)(2))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>Management Staff were not knowledgeable in Mental Health of children, families and staff (Standard 1302.45(a-b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom staff did not have appropriate classroom management strategies (Standard 1302.31(a))</i>
CSSR - KPA #4 Planning For Transition
<i>No Weaknesses Found</i>
List Comments or Explanations: