2023-2024 Self -Assessment
Findings and Corrective Action Plan

We use the booklets from the OHS publication Program Self-Assessment, your Foundation for Building Success. We have all management staff complete two to three self-assessment booklets. We also interview program parents during the self-assessment process as well.

Booklet 1: Management Systems: Program Governance

Local Parent Meetings/ Parent Café's take place at the centers monthly. Our Policy Council meets quarterly, at the Neimann site. Our Governing Board meets throughout the program year as well.

1. **Improve training for Policy Council members**
   Will update the Program Governance training presentation and will provide training at the initial Policy Council meeting and ongoing throughout the program year.
2. **Include Policy Council members in the hiring process.**
   The program will ensure to invite Policy Council members to assist with the interviewing and selection process of new hires when possible.
3. **Include Policy Council members in the School Readiness Committee Meetings**
   The program will ensure that the School Readiness Committee includes Policy Council members as part of the committee roster and invite them to participate in setting school readiness goals and objectives.

Booklet 2: Management Systems: Planning

Community Assessment, Self -Assessment and other data sources are used to develop long term and short- term goals and objectives. Children are assessed using COR, this data is used along with parent input to create goals and objectives.

1. **The program does not have a formalized strategic planning process.**
   We have created a strategic planning process, where we as the management team got together and reviewed the results from the Self-Assessment and Community Assessment to establish short term and long-term goals for the program.

Booklet 3: Management Systems: Communication

Communication takes place daily. The program conducts monthly management team meetings, monthly all staff meetings, and ongoing lead teacher/supervisor meetings. Parent communication includes monthly newsletters, notices for Parent Café's and family events.

1. **Improve communication with Policy Council and ECE board members.**
   The program will ensure we improve communication with both governing body groups by ensuring they receive all information timely and ensure all their questions are answered.

Booklet 4: Management Systems: Record – Keeping and Reporting

The files are kept in a highly organized manner. The children's files passed the file audit. The Child plus program is used to track health services, assessments, and other relevant data. Reports are generated from this program. COR is used to track children's progress across the domains.

1. **More Child Plus training to improve monitoring and utilize Child Plus to the fullest potential.**
   The program will investigate possible Child Plus content area training to enable management team members to utilize Child Plus to the fullest potential by generating reports and monitoring.

Booklet 5: Management Systems: Ongoing Monitoring

Child plus is used extensively in ongoing monitoring. It tracks attendance, education services, health services, family partnerships and tracking of parent teacher interaction. COR Assessment tracks children's progress in each of the educational domains.

1. **More Child Plus training to improve monitoring and utilize Child Plus to the fullest potential.**
   The program will investigate possible Child Plus content area training to enable management team members to utilize Child Plus to the fullest potential by generating reports and monitoring.

Booklet 6: Management Systems: Human Resources

1. **More communication with the Human Resources department regarding changes, updates, and possibly more training.**
   The program will ensure that there is ongoing communication between staff and Human Resources. Starting September 2024, there will be someone onsite once a month from the HR department to meet with staff one-on-one as needed. The HR department will also be providing training to all staff during the program Training Institute (Pre-Service) week.

Booklet 7: Management Systems: Fical Management

No Findings

Booklet 8: Child Development and Health Services: Prevention and Early Intervention

Children are required to get a physical as part of enrollment. The Health and Nutrition Manager checks currently to ensure all children have a medical and dental home. Children are taught to wash their hands and brush their teeth daily by classroom staff. Parents receive training on dental hygiene, personal hygiene, and symptoms of common illnesses. Mental health services are provided by a mental health consultant.

1. **Start toothbrushing in the classrooms.**
   Starting September 3, 2024, the classrooms will incorporate toothbrushing in the classrooms and provide ongoing oral health care education.
2. **Mental Health Consultant availability.**
   The program is currently in the process of contracting with a local MH provider that will be able to work with the children, parents, and staff in the program.

Booklet 9: Child Development and Health Services: Tracking and Follow Up

Health Services are tracked in Child Plus by running report 3020. The program partners with local Health Services and other community agencies.

No Findings

Booklet 10: Child Development and Health Services: Individualization

We partner with parents to ensure we are individualizing learning for their child. We use the High Scope curriculum which centers on the interest of the child. Their abilities are tracked using COR assessment. Lesson plans are created using this information. Children's initials on the lesson plans assist with tracking individualization at that level. Each child has a set of educational that are created in partnership with the parents.

1. **Addressing children's cultural backgrounds and temperaments would be more formalized.**
   The Education Manager, Education Coach, and Behavior Coach will work in partnership with the classroom staff to ensure they understand each child's cultural background and identify the child's temperaments. The coaches will provide ongoing support and guidance regarding children with temperament.

Booklet 11: Child Development and Health Services: Disability Services

There are agreements between the Part C agencies in LaPorte County. Classroom staff fill out an Ages and Stages questionnaire. This along with observation is used to determine possible referral candidates. We have 10% of all enrolled children with a diagnosed disability/special need. We have children undergoing speech therapy among other services. The referral process involves parents who must sign off on the referral form.

1. **Onsite documentation of LEA partnership agreements.**
   The program will ensure that all LEA partnership agreements are kept onsite as well as scanned into the Child Plus data base system.

Booklet 12: Child Development and Health Services: Curriculum and Assessment

Parents participate in developing their children's curriculum by participating in the development of individualized goals. Once goals are developed, they are tracked by the children's initials being put on the lesson plan forms. Progress for each child is tracked in COR assessment in each domain area. The children are assessed three times a year. The data is brought back to the parents and new Individual Service Plans are created as needed.

1. **Focus on transition issues and a written plan for child development services update.**
   The program will ensure the child development service plan is reviewed and updated annually. The program will ensure classroom staff receive ongoing training and support in child transitions in the classroom. The program will not only utilize in-person training but will rely on training sessions through ECLKC website and the new Academy + training subscription.

Booklet 13: Family and Community Partnerships: Family Partnership Building

The needs and strength assessment are completed at enrollment. Introduction of the Family Partnership Agreements to set goals takes place within the first 45 days of enrollment. FPA's are followed up on by the Family Advocates ongoing throughout the school year.

1. **Have a community resource directory for all families and communicate with them to see if the resources are working or not.**
   The program will provide each enrolled family with a copy of the community resource directory and will follow up with them to see if their needs were met by the agency the program refers them to. When we find that the community resources are not meeting the family needs the program will schedule a meeting to find out how we can work together to increase services to children and families.

Booklet 14: Family and Community Partnerships: Parent Involvement

Parents are invited to monthly Parent Café's. Policy council members are chosen by the local parents committee. A nutritional assessment is filled out by parents upon enrollment. Parents are involved in the FPA process. Parents are invited to participate in the HSAC. Parent involvement happens ongoing.

No findings

Booklet 15: Family and Community Partnerships: Community and Child Care Partnerships
We currently partner with many different community agencies such as Dune Brook, WIC, DCFS, and local health departments. We are currently seeking to expand our community partnerships.

No Findings

Booklet 16: Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance
Recruitment includes posters in the immediate area of the center, ads in Newspapers and door to door. The program begins to place children in classrooms starting in July each year. The program ensures that all incomes eligible children are served before enrolling over income children. A point system is used to determine who is enrolled. The program has been on an under-enrollment plan.

1. **Improve average daily attendance to ensure meeting the 85% requirement.**
   The program will work with parents to ensure they understand the importance of maintaining regular attendance. This will be monitored through Child Plus monthly.
2. **Ensure the program is fully enrolled at all times.**
   The program will ensure the program is fully enrolled throughout the program year by ensuring we have an active ranked waiting list where we can replace any drops from the program ongoing throughout the program year.
3. **Improve recruitment efforts in the LaPorte area.**
   The program will dedicate more time and effort to actively recruit children and families in the LaPorte area to ensure we are maintaining full enrollment at this off-site HS Program. We will participate in local events to ensure we are present within the community.

Booklet 17: Program Design: Facilities, Materials, Equipment and Transportation
Both checklists were completed with no findings. We currently do annual fire inspections, monthly fire extinguisher, smoke detector and emergency lighting. Playground checklists are completed daily. Monthly fire and tornado drills are performed. We perform monthly generator and air conditioner inspections.

No Findings

Booklet 18: Using Child Outcomes in Program Self-Assessment
We are currently using COR, to track our educational assessments. This has allowed us to easily create reports with the data we need to produce our school readiness goals. The collected data is also used to determine where staff training is needed. Finally, these numbers are used to direct where we may need to allocate resources to provide classroom materials.

No Findings