

Action Plan

Program Goal:

GOAL ONE: Strengthen Comprehensive Health Services for Head Start children and their families

Objective No.

1: There will be a 10% increase in parents obtaining the health requirements for their children.

Expected Outcome(s):

Parents will ensure that all children are healthy. 75% of parents will obtain all health requirement in year one, 78% in year two, 81% in year three, 83% in year four and 85% in year five.

Expected Challenges(s):

Obtaining documents from doctor and dental offices

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Family Services will stress at orientation/enrollment the importance of completing the EPDST requirements on their child's yearly physical.	Family Service Staff	Yearly	None
2) Family Service Staff will build a stronger relationship with local doctor's offices.	Family Service Staff/Health Coordinator/ Family Service Coordinator	Yearly	None

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Coordinate with community resources to provide dental clinics.	Health Coordinator	Yearly	None
4) Utilize electronic messaging system to communicate with parents on upcoming dental and health events due.	Family Service Workers/Heath Coordinator/Family Service Coordinator	monthly	\$500
5) Train Family Service Staff on the importance of communicating with local doctor and dental offices.	Family Service Administrator/Health Coordinator	yearly	\$1,500

Action Plan

Program Goal:

GOAL ONE: Strengthen Comprehensive Health Services for Head Start children and their families

Objective No.

2 :

There will be a 5% increase in parents/staff will participate in wellness activities for their children/self

Expected Outcome(s):

Parents/Staff will ensure prioritize mental wellness 70% parents/staff will participate in wellness activities in year one, 75% in year two, 80% in year three, 85% in year four and 90% in year five.

Expected Challenges(s):

Parents/staff lack of interest in participation

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Family Services will stress at orientation/enrollment the importance of participation in wellness activities	Family Service Staff	Yearly	None
2) Provide wellness activities at parent meetings and staff meetings	Family Service Administrator/Head Start Director/Human Resources Director/Head Start Program Manager	Monthly	\$1000

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Mental Wellness Activities quarterly for staff	Human Resources Director/Agency Wellness Committee	Yearly	\$2,000
4) Provide coffee/bar at sites	Agency Wellness Committee	Monthly	\$2000
5) Provide space for staff to take a break	Agency Wellness Committee/CSNT Leadership	Monthly	\$2000

Action Plan

Program Goal: GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. 1: There will be a 15% increase in Head Start children's alphabet knowledge.

Expected Outcome(s): Children will identify letters and make connections between letters, sounds and print. 60% of children will make connections in year one, 63% in year two, 66% in year three, 69% in year four and 72% in year five.

Expected Challenges(s): Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities for language and literacy.	Education Team Campus Directors Lead Teachers	Ongoing	None
2) Classroom staff will utilize the Frog Street curriculum Morning Message for students to have exposure for letter knowledge activities.	Education Team Campus Directors Lead Teachers	Ongoing	None

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Teachers will attend Annual Training to strengthen knowledge in phonological awareness strategies.	Education Team Campus Director Lead Teacher	Annually	\$500.00
4)			
5)			

Action Plan

Program Goal: GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. 2: There will be a 15% increase in Early Head Start children's alphabet knowledge.

Expected Outcome(s): Children will identify letters and make connections between letters, sounds and print. 60% of children will make connections in year one, 63% in year two, 66% in year three, 66% in year four and 70% in year five.

Expected Challenges(s): Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities for language and literacy.	Education Team Campus Directors Lead Teachers	Ongoing	None
2) Classroom staff will utilize Frog Street Curriculum letter knowledge activities throughout the day.	Education Team Campus Directors Lead Teachers	Ongoing	None

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Teachers will attend Annual Training to strengthen knowledge in phonological awareness strategies.	Education Team Campus Director Lead Teacher	Annually	\$500.00
4)			
5)			

Action Plan

Program Goal: GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. 3: There will be a 15% increase in children's sequence counting.

Expected Outcome(s): Children will sequence count to 50. 75% of children will sequence count to 50 in year one, 78% in year two, 81% in year three, 84% in year four and 90% in year five.

Expected Challenges(s): Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities to develop math concepts.	Education Team Campus Director Teaching Staff	Ongoing	None
2) Classroom staff will utilize a variety of materials for children to count.	Education Team Campus Director Teaching Staff	Ongoing	\$5,000

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Classroom staff will model counting out loud by starting with 1 and counting throughout the day to reach 50.	Education Team Campus Director Teaching Staff	Ongoing	None
4) Classroom staff will use technology in classroom to reinforce counting.	Education Team Campus Director Teaching Staff	Ongoing	\$25,000
5)			

Action Plan

Program Goal: GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. 4: Head Start will strive for Quality Threshold of 6 in ES and CO and a 3 in IS; EBS, ESL, RC - 6

Expected Outcome(s): Teachers will implement best practices. ES and CO will maintain a score of 6 and a 3 in IS over five years. EBS, ESL and RC will maintain a 6 score.

Expected Challenges(s): Staff turnover, Teacher motivation, understanding the CLASS concepts

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) CLASS Overview Training for all new classroom staff.	Education Specialist	Annually	None
2) Campus Directors will observe classrooms once a month using the CLASS Observation Tool.	Campus Directors/ Education Team	Monthly	\$125.00 for recertification for each Campus Director

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Individualize with classroom staff who fall below the Quality Threshold.	Education Team Campus Directors	Monthly	None
4) Train teaching staff on the Classroom Organization Domain for improvement.	Education Team	Annually	\$5,000.00
5) Training for Classroom Staff-Lead Teachers, Teacher Assistants, Campus Directors, Head Start Management Staff from the Coaching Companion Platform.	Education Team	Annually	\$3,250

Action Plan

Program Goal: GOAL THREE: Increase Parent Involvement in the Head Start Program

Objective No. 1: There will be a 20% increase in parent participation in family engagement activities.

Expected Outcome(s): Parents will be involved in their children's education. 65% of parents will participate in year one, 70% in year two, 75% in year three, 80% in year four and 85% in year five.

Expected Challenges(s): Parents willingness to participate, Parents work schedules

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Head Start parents will participate in Parent Engagement Activities.	Family Service Workers	Yearly	\$5,000
2) Parents will be provided yearly budget training presented by local banks and credit unions.	Family Service Workers	Yearly	None

Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Family Service Staff will work with parents to schedule Parent Meetings during times when they can attend and will provide training based on the parents needs/wants.	Family Service Workers	Yearly	\$2,025
4) Provide a web based parenting curriculum to track engagement.	Family Service Administrator/Family Service Workers	Yearly	\$2,000
5) Look for new ways to provide parent trainings such as web-based, texting applications, live videos, facebook groups, and a user friendly website.	Family Service Administrator	ongoing	\$5,000