

# **Washita Valley Community Action Council Head Start Program**

## **Self Assessment Plan**

### **Policy**

Washita Valley Community Action Council Head Start will conduct an annual self assessment each program year using staff, policy council members, parents/guardians, governing board members and community partners to evaluate the effectiveness and progress in meeting program goals and in implementing Federal Performance Standards and other Head Start regulations.

### **Procedure**

The Head Start Director and Managers will coordinate the annual self assessment. The self assessment will be conducted over a two week period. The Office of Head Start Monitoring Protocol will be used as the self assessment instrument. Teams will be formed consisting of staff, policy council, parents/guardians, governing board members, and community partners. Each of the following areas will be assigned to a team for review.

1. Health Services
2. Nutrition Services
3. Safe Environments
4. Transportation Services
5. Disabilities Services
6. Mental Health Services
7. Family and Community Services
8. Education and Early Childhood Development Services
9. Fiscal Management
10. Program Design and Management
11. Eligibility, Recruitment, Selection, Enrollment, and Attendance

Teams will be comprised of at least one Head Start manager, one staff person, one policy council member or parent/guardian, and one board member if available. Consultants or staff from other Head Start programs may be included on teams. Parents and community partners will be paired with a staff person, and any new staff participating will be paired with an experienced staff person. Only staff will be allowed to review children's folders and other confidential files. Parents/guardians may review their own child's folder.

The Head Start Director and Team Leaders will provide training to the teams on the process of the self assessment. Team leaders will conduct training for their individual team members prior to conducting the assessment. Packets will be made for each Head

Start team containing at a minimum, the protocol booklets for each area, sign-in sheets, regulations, mileage reimbursement forms for policy council members, parents/guardians and board members, the weekly schedule, a list of the centers to be visited, and an evaluation on how the process worked.

Team leaders will compile all of the information gathered and complete a written report for the Head Start Director within two weeks of the completion of the assessment. The Head Start Director will share the written report with all staff, policy council, and board.

The findings will be analyzed, and a program improvement plan will be written within 45 days of the completion of the self assessment outlining the performance standard number, specific steps to correct the finding, the responsible person, timeline, and the completion date. The management team will write the Program Improvement Plan with assistance from team members. The Program Improvement Plan will be shared with and approved by both policy council and board members.

Washita Valley Community Action Council Head Start will maintain ongoing monitoring of the Head Start Performance Standards and other regulations by using manager's checklists, safe environment checklists, facilities checklists, monthly reports, site visits, ChildPlus tracking, and Creativecurriculum.net.

This policy complies with Head Start Performance Standard 1304.51.  
Developed by Head Start Management and Policy Council, March, 2003  
Revised by Head Start Management and Policy Council, November 17, 2009.  
Revision approved by Policy Council, November, 2010  
Revision approved by Governing Board