

GRANTEE: Washita Valley Community Action Council
T/TA Specialist: _____

General Information

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T/TA Specialist Office #: _____

Overall Vision for Growth:

To fulfill our mission: Inspire and equip children and families to excel today and soar tomorrow.

To fulfill our vision: Provide premier early childhood program with highly qualified staff incorporating excellence in teaching and technology to ensure that our families and children are positioned, ready, and capable to embrace the opportunities of the future.

Resources Available:

- Community Partners
- Public School Collaborations
- Policies and Procedures on Web Site
- Trained, involved, and informed Governing Board and Policy Council
- Knowledgeable consultants including physicians.
- Behavior Management Plan
- Resource books available for classroom staff
- Second Step Mental Health Curriculum

Strengths:

- Program review receiving gold certificate.
- Twenty-two of twenty-six teachers are degreed.
- Dedication, experience and teamwork among staff.
- Many years of experience and skill of management team.
- Supportive, highly trained mentor teacher.
- Dedicated and well trained Family Advocates.
- Technology available in classrooms
- Dental Foundation and 5 Oaks Medical conducting screenings
- Excellent health and mental health consultants
- Curriculum alignment with SDE PASS guidelines
- Multiple speech therapists providing free screenings and treatment at no cost to agency
- Involved and supportive LEA Partners

Growth Areas to be addressed:

- On-going monitoring
- Curriculum and assessment
- Record-keeping and reporting including ChildPlus training
- ERSEA
- Mental health
- Parent involvement
- Human resources
- Nutrition services
- Health

ACTION PLAN

Growth Area Identified	Performance Standards to be addressed	Additional information gathered	Outcome
On-going Monitoring	1304.51(i)(2)	Checklists are being used. Self Assessment was conducted and areas of improvement identified. Program Improvement Plan CC.net monitoring online. Health records online. ChildPlus database online.	To maintain and continually improve our system to ensure program regulations, policies, and operations are consistently monitored for compliance and analyzed for program improvement.
Curriculum and Assessment	1304.21	Data has been collected and outcomes reports have been generated for three checkpoints and analyzed. Virtual classrooms	Creative Curriculum and Assessments will be fully utilized by classroom staff to ensure every child is successful and prepared for kindergarten. Data analysis will produce information which reveals where our program is successful and where improvement is needed.
Nutrition Services	1304.23	I Am Moving, I Am Learning has been implemented Food Groupies used in classrooms OSU Extension working with program Most families enrolled in WIC Certified licensed dietician	Staff and parents understand and teach children the importance of healthy diet and exercise for the prevention of obesity and related health problems.

One-Year Implementation Plan

Content Area	Outcome	Strategies	Person(s) Responsible	Resources needed	Estimated Cost	Timetable	Evaluation
On-going monitoring	To maintain and continually improve our system to ensure program regulations, policies, and operations are consistently monitored for compliance and analyzed for program improvement.	<ol style="list-style-type: none"> 1. Teachers review own classroom records. 2. Manager's make on-site visits and use checklists for monitoring. 3. Managers review content area plans annually with Policy Council committees. 4. CC.net monitored monthly online 5. Use ChildPlus for program monitoring. 	Head Start Director Managers	Additional one-on-one ChildPlus training	Travel – 786.00 (1572 miles @ .50 mile)	March 11 – February 12	Folders and other records will be complete and current when checked by managers. Self assessment shows regulations being met. Minutes show review of plans.
Curriculum and Assessment	Creative Curriculum and Assessments will be fully utilized by classroom staff to ensure every child is successful and prepared for kindergarten. Data analysis will produce information which reveals where our program is successful and where improvement is needed	<ol style="list-style-type: none"> 1. Continue to provide staff training in areas of need as requested on staff assessment form. 2. Train classroom specifically in areas shown as weaknesses on child outcomes reports. 3. Conduct small group trainings. 4. Conduct virtual classroom trainings 5. Attend available conferences for latest information and updates. 	Head Start Director Education Manager	Consultants CDA Advisors Conferences	In-kind In-kind 3500.00 (2 staff – Room-800 Reg.- 900 Airfare-1000 Per diem-160 x 4 days-640 Shuttle - 160)	March 11 – February 12	Outcomes reports show significant progress in meeting the Head Start requirements.
Nutrition Services	Staff and parents understand and teach children the importance of healthy diet and exercise for the prevention of obesity and related health problems.	<ol style="list-style-type: none"> 1. Continue staff training in IMIL 2. Monitor use of IMIL in classrooms. 3. Continue to train on important of healthy diet and exercise. 4. Train cooks to serve more low fat food, whole grains, and fresh fruit and vegetables. 5. Encourage staff to model healthy eating and physical exercise. 6. Provide more training to parents. 	Health/Nutrition Manager	OSU Nutrition Educator Assistants	Staff travel 947 miles @ .50 = 474	March 11 - February 12	Observation shows staff understand and teach health lifestyles.

T/TA Plan for Specific Strategies

Strategies that require T/TA (taken from one-year plan)	Proposed Training	Proposed Technical Assistance	Consultant to facilitate	Estimated cost	Freq	Time-frame for completion	Outcome
<ol style="list-style-type: none"> 1. Update checklist for record review by teachers, and provide training. 2. Manager's use of in-house form. 3. Center Director complete checklist. 4. Classroom staff enter information in ChildPlus. 	<p>Management team trained to use ChildPlus.</p> <p>Train all Center Directors, who will then train teachers</p>	ChildPlus Training	On-line training and in-house	675	3 On-line	Feb. 11	To maintain and continually improve our system to ensure program regulations, policies, and operations are consistently monitored for compliance and analyzed for program improvement.
<ol style="list-style-type: none"> 1. Continue to provide staff training in all areas of Creative Curriculum assessment system. 2. Train classroom specifically on methods of teaching in areas of weakness on child outcomes reports. 3. Virtual classroom training for new teaching staff 4. Consultant to provide CDA training and renewals. 5. Attend available conferences. 	<ol style="list-style-type: none"> 1. Education Manager and Mentor Teacher provide additional staff training in Creative Curriculum. 2. Train classroom specifically on methods of teaching in areas of weakness on child outcomes reports. 3. Virtual classroom training for new teaching staff 4. Consultant to provide CDA training and renewals. 5. Attend available conferences. 	<p>Additional Resources</p> <p>CDA Consultant at no cost</p>	None	In-house	Mar. 11 – Feb. 12 TBD	Feb. 12	Creative Curriculum and Assessments will be fully utilized by classroom staff to ensure every child is successful and prepared for kindergarten. Data analysis will produce information which reveals where our program is successful and where improvement is needed
<ol style="list-style-type: none"> 1. Continue staff training in IMIL 2. Monitor use of IMIL in classrooms. 3. Continue to train on importance of healthy diet and exercise. 4. Train cooks to serve more low fat food, whole grains, and fresh fruit and vegetables. 5. Encourage staff to model healthy eating and physical exercise. 6. Provide more training to parents. 	<ol style="list-style-type: none"> 1. IMIL 2. Healthy diets 3. Importance of exercise 4. Parent training 	Extension educators Staff attend IMIL training when offered	In-kind State Meetings	2,100 (4 staff-Registration - 900 Room-400 Per diem-720 Parking & gas-80	Mar. 11 - Feb. 12	Feb. 12	Staff and parents understand and teach children the importance of healthy diet and exercise for the prevention of obesity and related health problems.

ACTION PLAN

Growth Area Identified	Performance Standards to be addressed	Additional information gathered	Outcome
Record-keeping and Reporting	1304.51	<ol style="list-style-type: none"> 1. Policy is in place. 2. Forms are available on web site. 3. Timelines are established for submitting. 4. Monthly activity reports are submitted by managers. 5. Classroom staff have internet access. 6. ChildPlus web based program. 7. Assessment web based 	Record-keeping and reporting is timely and accurate, provides information to monitor the quality of the program, assists with planning and management, and provides high quality services to children and families. The "whole" picture of a family is provided.
ERSEA	1305	<ol style="list-style-type: none"> 1. Selection criteria 2. Enrollment Application 3. ChildPlus used for entering enrollment data and prioritization. 4. ERSEA Coordinator has been trained and certified. 	To develop system of prioritizing and selecting families most in need of Head Start services. Information in data base is accurate. To maintain full enrollment and a waiting list.
Program Governance	1304.50	<ol style="list-style-type: none"> 1. Training is provided to Policy Council, Board, and staff. 2. Policy Council sub-committees are active and involved in developing policies. 3. Very active, committed board and policy council. 	Highly trained and efficient Policy Council and Board. Policy Council and Board understand their role in the program. Board provides oversight to the program ensuring compliance in all areas.

ACTION PLAN

Growth Area Identified	Performance Standards to be addressed	Additional information gathered	Outcome
Mental Health	1304.24	<ol style="list-style-type: none"> 1. Mental Health Plan in place. 2. Second Step curriculum. 3. Behavior Management Plan 4. Mental Health consultants available. 5. Brigance Social/Emotional Screen. 6. Becky Bailey Behavior and Guidance. 	Staff will have a greater awareness of mental wellness in both adults and children and social-emotional development of children in their classrooms. Children will develop a healthy self esteem. There will be fewer behavior problems in the classroom.
Parent Involvement	1304.40 (d)(e)(f)	<ol style="list-style-type: none"> 1. Parent orientation at the beginning of the year encouraging involvement. 2. Parent committees meet once per month. 3. Parent/volunteer training is provided. 5. Parents are invited to attend in-service. 	Increased involvement of parents in all areas of the program.
Human Resources	1304.51	<ol style="list-style-type: none"> 1. Technology centers in each county providing CDA training. 2. Several universities nearby. 3. On-line resources 	Staff will be qualified and meet regulations of the Head Start for School Readiness Act. Children will receive benefit of highly trained staff.

One-Year Implementation Plan

Content Area	Outcome	Strategies	Person(s) Responsible	Resources needed	Estimated Cost	Timetable	Evaluation
Mental Health	Staff will have a greater awareness of mental wellness in both adults and children and social-emotional development of children in their classrooms. Children will develop a healthy self esteem. There will be fewer behavior problems in the classroom.	<ol style="list-style-type: none"> 1. Staff training on time management for reducing stress. 2. Social Emotional training to be provided. 3. Manager attend Conscious Discipline Train the Trainer 4. Manager attend Second Step training 	<p>Head Start Director</p> <p>Special Services Health Manager</p>	<p>Consultants</p> <p>Conferences</p>	<p>In-kind</p> <p>2,275 (4 staff – Reg. – 1,000, Hotel – 600 Per diem – 500 Gas and Parking - 175</p>	<p>March 11 – Feb. 12</p>	<p>Evaluations from training.</p>
Parent Involvement	Greater participation of parents in parent meetings, training, and classroom activities.	<ol style="list-style-type: none"> 1. Provide training on importance of parent involvement. 2. Provide training on positive communication with parents. 3. Train at parent meetings. 	<p>Family Services Mgr.</p>	<p>Two Consultants</p>		<p>August 11 – Feb. 12</p>	<p>In-kind reports show increased volunteers. Parent meeting sign-in sheets show increase in numbers. Parent surveys.</p>
Human Resources	Staff will be qualified and meet regulations of the Head Start for School Readiness Act. Children will receive benefit of highly trained staff.	<ol style="list-style-type: none"> 1. Staff continue coursework for appropriate degrees. 2. Teacher Assistants attain CDAs, the Associates. 3. Continue to hire qualified staff. 4. Utilize staff develop plans for training. 	<p>Head Start Director</p> <p>Human Resource Manager</p> <p>Education Mgr.</p>	<p>Colleges Technology Centers</p>	<p>20,300</p> <p>12 staff, 9 hrs x 100 hr = 10,800 Books – 375 x 12 staff – 4,500 CDA – 10 staff @ 500 ea. – 5,000</p>	<p>March 11 Feb. 12</p>	<p>Performance Appraisals and Staff Development Plan Updates.</p>

T/TA Plan for Specific Strategies

Strategies that require T/TA (taken from one-year plan)	Proposed Training	Proposed Technical Assistance	Consultant to facilitate	Estimated cost	Freq	Time-frame for completion	Outcome
<ol style="list-style-type: none"> 1. Staff training on time management for reducing stress. 2. Social Emotional training to be provided. 3. Additional training on positive guidance techniques (Becky Bailey) 	<p>Time Management</p> <p>Social Emotional Becky Bailey</p>	<p>In-house</p> <p>Consultant Consultant</p>	TBD	In-kind In-kind	<p>1 day</p> <p>1 day</p> <p>1 day</p>	August 11 – Feb 12	Staff will have a greater awareness of mental wellness in both adults and children. Children will develop a healthy self esteem. There will be fewer behavior problems in the classroom.
<ol style="list-style-type: none"> 1. Provide training on importance of parent involvement. 2. Provide training on positive communication with parents. 	<p>Parent Involvement</p> <p>Positive Communication</p>	Consultants	TBD	In-kind	1 day	March 11– Feb. 12	In-kind reports show increased volunteers. Parent meeting sign-in sheets show increase in numbers.
<ol style="list-style-type: none"> 1. Staff continue coursework for appropriate degrees. 2. Teacher Assistants attain CDA's 3. Continue to hire qualified staff. 4. Utilize staff development plans for training. 	<p>College classes</p> <p>CDA classes</p> <p>In-house training</p>	None	None		Ongoing	Feb. 12	Staff will be qualified and meet regulations of the Head Start for School Readiness Act. Children will receive benefit of highly trained staff.

One-Year Implementation Plan – Pre-service, In-service Training, and Training Conferences

Content Area	Outcome	Strategies	Person(s) Responsible	Resources needed	Estimated Cost	Timetable	Evaluation
Health Services	To develop staff competence in health services.	<ol style="list-style-type: none"> 1. Confidentiality 2. Blood Borne Pathogens 3. CPR/1st Aide 4. Medication Administration 5. Prevention and Early Intervention 6. Content Area Updates 7. Supervision of Children 	Health Manager	In-house Consultant	Staff Travel 948 miles @ .50 mi. = 474	July, 2011	Participants Evaluations
Nutrition	To develop staff competence in nutrition services	<ol style="list-style-type: none"> 1. USDA Requirements 2. Meal service requirements 3. Height/Weight Assessments 4. IMIL 	Health/Nutrition Manager Education Manager	In-house	Staff Travel	July, 2011	Participants Evaluations.
Mental Health	To facilitate the understanding of classroom staff of mental health services.	<ol style="list-style-type: none"> 1. Mental Health information from children's application 2. Second Step 3. Administering the Social/Emotional Screen 4. Classroom Management 5. Stress management 	Special Services Manager	In-house Consultant	Staff Travel 250	August, 11 - Feb. 12	Participant's evaluations.
Family and Community Partnerships	To facilitate the understanding of classroom staff of the importance of family services.	<ol style="list-style-type: none"> 1. Meeting family needs. 2. Domestic violence, family abuse indicators 3. Families in crisis 4. Anti-bias, multi-cultural 5. Father/male involvement 6. Confidentiality 	Family Services Manager	In-house Consultant	Staff Travel 948 miles @ .50 mi. = 474	August, 11	Participant's Evaluations.

Content Area	Outcome	Strategies	Person(s) Responsible	Resources needed	Estimated Cost	Timetable	Evaluation
Human Resource Management	Well Trained staff	<ol style="list-style-type: none"> 1. Personnel Policies 2. New staff orientation 3. Confidentiality 4. Professionalism - appearance and manner 	Human Resource Mgr.	In-house	Staff Travel 948 miles @ .50 mi. = 474	August 11 and on-going	On-site observation
Disabilities	To have staff familiar with implementation of disabilities services	<ol style="list-style-type: none"> 1. Sooner Start training 2. Training about when to refer 3. Classroom observation 4. Behavior management 	Special Services Mgr.	In-house Consultant	Staff Travel 948 miles @ .50 mi. = 474 In-kind	August 11 and on-going	Participant's evaluations

