

STRATEGIC PLAN

FY 08-09

FOR PROGRAM

YEAR 09-10

Introduction

During the process of designing the strategic plan, goals were developed to inspire and drive the program to achieve the success of implementing the overall objectives of providing quality services to children, families and the community. The following assemblages were involved:

- Head Start Staff
 - Director
 - Teaching Staff
 - Family/Community Partnership Specialist
 - Health/Disability Specialist

- Grantee

- Governing Board

- Policy Council

During a year long process, an extensive amount of effort has been implemented in monitoring the program, collecting data and analyzing the results to design the goals within the strategic plan utilizing the following systems:

- Self Assessment
- Community Assessment
- ECERS
- ELLCO
- STARS
- Outcome Analysis
- T/TA Plan
- NAEYC Standards
- Parent Intake
- Monitoring Tools
- Staff Training Request Form

A structured approach was implemented in collecting data from all instruments used in monitoring the systems. Indicators are noted and analyzed to determine objectives that will allow the goals to be assembled from organized, collaborative information. Through the combination of the Governing Board, Grantee, Policy Council and the Head Start Staff, a collective conclusion was reached in determining the overall goals prioritized to enhance continuation of high quality services to children and families.

A Strategic Plan was designed to enable programs to develop and implement a systematic, ongoing process consistent with Head Start philosophy and be reflective of overall indicators.

To accomplish and maintain the strategic plan goals, a mission, vision and value statement must be developed in order to allow all bodies concerned, a usable purpose to set the ideology of the overall objectives of the program.

- **Vision Statement**

To enhance positive transformation for our children, families, staff and community through partnerships which allow for the entire group to benefit from each other for a thriving society for future growth and generations to succeed.

- **Mission Statement**

Foster individual development for children, families and staff to sustain positive transitions into the future.

- **Value Statement**

Impossible dreams; **Hand in Hand, Together We Can.**

This report is for the 2008-2009 school term. The 2009-2010 Strategic Plan will be completed in the fall of 2010. As always, you can request and receive a copy of this report or visit our website at: www.vanburenheadstart.com and locate under "Governing Bodies".

We continually strive to improve our program and this is evident in our Strategic Plan. Some items are things we can accomplish in the Short Term (many of which are already implemented) and some which are considered Long Term. Some items, such as Centralized Location, depend on additional funding before they can take place.

Short Term Goals

- To secure an increase in alphabet knowledge/literacy for students.
- To increase staff understanding strategies for dealing with depression.
- Increase exposure of cultural awareness to children and families.
- Accountability of child records by informing parents of reason and access through parent handbook.
- To ensure accurate and effective fiscal systems and accountability by strengthening current procedure.
- To educate and promote healthy lifestyles for the reduction of obesity in children
- To ensure teachers can provide a safe learning environment through proper hand washing and easier accessibility for children to eliminate recontamination.
- To ensure appropriate use of specialized consultants and support program continuity.
- To establish and maintain efficient and effective record keeping systems by purchasing a computerized system to manage Lap D assessment data.
- To promote a safe and inviting outdoor gross motor area through playground enhancements.
- To ensure minimal risk associated with operations by establishing sound systems.
- To ensure agency records are handled and kept track of responsibly.
- To ensure proper training of the Parent Committee Members through a web based site.

Long Term Goals

- To provide a safe and healthy environment for children, families and staff by installing new flooring in Center, caution lights in front of school and playground water fountain.
- To meet the needs of families by providing accessibility to Head Start by incorporation a five day week and implementing Early Head Start.
- Centralized location which will be more community accessible, reduce transportation costs and ensure enrollment.

Due to the many systems we use to monitor our progress, the Strategic Plan is updated in the fall of every year, as we gather information. The following updated information, on plans we have implemented, is from the 2007-2008 school term Strategic Plan and has been completed.

Short Term Goals

- Maintain a safe and healthy environment:
 - We ensure proper hand washing by students on a continual basis.
 - We addressed issue of exposed bolts on the playground.
- To secure an increase in alphabet knowledge/ literacy for students:
 - Staff obtained training.
 - Resource materials were obtained.
 - Focus was placed on meaningful opportunities.
- To increase drug awareness and intervention for children, families and the community.
 - Efforts were made to educate community of drug use in community.
- To ensure proper training of the Parent Committee Members through a web based site.
 - Continual efforts to make available parent committee training guide.
- To ensure teachers can provide a safe learning environment through awareness and accountability.
 - Emphasis was placed on accountability by teachers.
- To ensure agency records are handled and kept track of responsibly.
 - Continual tracking of agency records.
 - Analyzed process for developing procedure.
- To educate and promote health lifestyles for the reduction of obesity in children.
 - Identify and educated parents on risk.
 - Implemented Get-Fit program
 - Obtained curriculum.
- Link to employment resources for parents and the community.
 - Actively sought employment partnerships.
- To make accessible opportunities for essential dental/vision services for children and adults.
 - Coordinated and implemented Remote Area Medical services for community serving over 700 adults and children free of charge.
- Increase exposure of cultural awareness to children and families.
 - Enhanced cultural activities in classroom.
- To ensure accurate and effective fiscal systems and accountability by strengthening current procedure.
 - Continual review and update of fiscal manual.
 - Sought and attended fiscal training.
- To establish and maintain efficient and effective record keeping systems by purchasing a computerized system to manage social/emotional data.
 - Purchased an online data tracking system.

- To ensure minimal risk associated with operations by establishing sound systems.
Analyzed and processed for developing procedure.
Trained staff.
- To ensure staff meet qualifications and establish future plans of quality improvement measures by developing and implementing a staff development procedure and Coordinator.
Analyzed process for developing procedure.
Developed job description and assigned staff to position.
Trained staff.
- To promote the mental health of children by using child generated artwork.
Continual efforts to ensure child generated artwork was used in classroom.
- To ensure that staff members and parents/volunteers adhere to confidentiality requirements by sending quarterly reminders.
Implemented code of conduct reminders quarterly.
- Aid families in accessing affordable medical care.
Continual efforts in providing resources to families.

Long Term Goals

- To provide a safe, healthy learning environment for children, families and staff by installing new flooring in Center and caution lights in front of school.
The need of new classroom flooring as funds became accessible.
The need of caution lights and approval from state.
- To meet the needs of families by providing accessibility to Head Start by incorporating a five day week and implementing Early Head Start.
The need of incorporating a five day week as funds become accessible.
Incorporate Early Head Start when a location can be obtained.
- To assist in the developmental progression of children through individualized computer training for all children.
Staff addition was implanted and individual computer training was implemented.
- Centralized location which will be more community accessible, reduce transportation costs and ensure enrollment.
Seek resources for a centralized Head Start Center.

Goals Carried Forward

- Continue growth in staff usage of alphabet knowledge.
- Continue growth in cultural awareness.
- Continue growth in fiscal accountability.
- Continue to maintain a healthy and safe environment.
- Develop risk procedures.
- Develop handling agency records procedure.

SHORT TERM GOALS

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Child development health services; Individualization

Documents (used to determine area of improvement): Self assessment and outcomes analysis

Desired Outcome: To secure and increase alphabet knowledge and literacy

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Continue to grow in our usage of implementing materials in alphabet knowledge/ literacy. Implement meaningful opportunities related to writing. <ul style="list-style-type: none"> • Handwriting Without Tears • Dictated/Field Trips/Classroom stories. 	Teaching Staff/Director Teaching Staff/Director	Ongoing 7/1/09	Lesson plans Lesson plans, procurement records	Local trainings, TAEYC TAEYC, Access to funding

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Child Mental Health

Documents (used to determine area of improvement): Staff training requests

Desired Outcome: For staff to have better understand of dealing with depression.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Provide training to staff on depression issues.	HDSS	1/1/10	Training log	Mike Palk- Mental Health Consultant

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Education and Child Development Services

Documents (used to determine area of improvement): ECERS, ELLCO

Desired Outcome: Increase exposure of cultural awareness to children and families

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Continue to incorporate cultural activities in the classroom/ curriculum/ materials	Teachers	7/1/10	Lesson plans, procurement records	Website, local residents, trainings

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Family Partnerships

Documents (used to determine area of improvement): NAEYC Standards

Desired Outcome: To ensure accountability of child records.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Update Parent Handbook 09-10 to include access to individual child screenings and results and reason for access.	FCPS	4/1/10	Parent Handbook	N/A

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Fiscal Management

Documents (used to determine area of improvement): Self Assessment and OHS Review

Desired Outcome: To ensure accurate fiscal systems and accountability

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Make available trainings and information to Fiscal Dept. to allow them to perform their duties in relation to Head Start	Director	Ongoing	Training documents	Access to funding and trainings
Strengthen Fiscal manual	Director/Finance Director	Ongoing	Fiscal Manual	Trainings

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Health and developmental services

Documents (used to determine area of improvement): Federal Initiative/State Initiative

Desired Outcome: To educate and promote healthy lifestyles for the reduction of obesity in children.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Refer to “Get Fit Program” for parents.	Health/Disability Service Spec.	7/1/09	Communications sent home	Health Dept.
Implement Head Start/Body Start Curriculum	Teachers	10/1/09	Lesson plans	Head Start/Body Start Website

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Child development health services; curriculum and assessment

Documents (used to determine area of improvement): STARS/ ECERS

Desired Outcome: Maintain a healthy and safe environment

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Continue to ensure proper hand washing techniques are implemented. <ul style="list-style-type: none"> • Recontamination 	Teacher/ All Staff	Ongoing	Training log, policy and procedures, ECERS, and classroom health observations	UT Ag. Extension, Policy and Procedures, NAEYC standards
Install lever handles for easier accessibility of children usability <ul style="list-style-type: none"> • Promote the use of paper towels to reduce contamination. 	Teacher/ All Staff	October 2009	Classroom health observations, ECERS, and procurement records.	Local Training

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Record Keeping and Recording

Documents (used to determine area of improvement): Risk Assessment and Staff input

Desired Outcome: To establish and maintain efficient record keeping systems

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Purchase a computerized system to manage developmental assessments LAPD	Director/Lead Teacher/Health and Disability spec.	7/1/10	Accounts receivable software	Access to funding and research

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Human Resources

Documents (used to determine area of improvement): NAEYC

Desired Outcome: To ensure appropriate use of specialized consultants and support program continuity.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Develop policy and procedure to guide appropriate use of specialized consultants.	Director	11/1/10	Procedure	N/A
Enlist, contract and train temporary support staff.	Director	11/1/10	Training logs/contracts	N/A

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Education: Early Childhood Development

Documents (used to determine area of improvement): STARS/Licensing/ECERS

Desired Outcome: To promote a safe and inviting outdoor gross motor area.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Replace large climbing structure on playground	Director/HDSS	October 2009	New Structure and procurement records/HSBS Grant	HSBS
Add natural climbing structures	Director	October 2009	Natural rocks on playground/Inkind records	HSBS
Eliminate dilapidated equipment	Director	October 2009	Absence of old equipment and inkind	N/A
Add hidden points of interest and discovery on playground	Director	August 2009		HSBS
Enhance gross motor curriculum	Director	December 2009	Procurement records/ added objects on playground	
Gravel walkway to access playground extension area	Director	October 2009	HSBS website activities/ lesson plans Inkind/evidence of walkway	HSBS newsletter/website N/A

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Management Systems

Documents (used to determine area of improvement): Risk Management/Federal Initiative/ Emergency Preparedness

Desired Outcome: To ensure minimal risks associated with operations

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Develop and implement procedures for risk management/ emergency preparedness plan	Director/FCPS/HDSS/Lead Teacher	12/1/10	Written procedures	Available access to training
Train staff	Director		Training Log	N/A

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Record keeping and recording

Documents (used to determine area of improvement): Risk Assessment and OHS review

Desired Outcome: To ensure agency records are handled and tracked efficiently

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Develop a procedure for handling agency records	Director	11/30/09	Procedure	N/A
Train staff on procedure	Director	11/30/09	Training Log	N/A

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Governance: Parent Committee

Documents (used to determine area of improvement): Website

Desired Outcome: To ensure proper training of Parent Committee members

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Publish Parent Training Guide to the web.	Family/Community Partnership Spec.	April 2010	Website	STG International, Phara Fondren
Expand on knowledge of purpose Parent Committee /Male Involvement	Family/Community Partnership Spec.	February 2010	Training Log	STG International, Phara Fondren

LONG TERM GOALS

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Facilities

Documents (used to determine area of improvement): Environmental Inspection

Desired Outcome: To provide a safe, healthy environment for children, families and staff.

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
To install new flooring throughout the classrooms.	Director	7/1/2014	Procurement receipts	Access to funding
Caution lights in front of school	Director	7/1/2014	Caution lights installed	Dept. of Transportation
Playground water fountain	Director	7/1/2014	Procurement records	Access to funding

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Design: Management Systems

Documents (used to determine area of improvement): Parent Input and Community Assessment

Desired Outcome: To meet the needs of families by providing accessibility to Head Start

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
To increase Head Start opportunities by incorporating a 5 day week.	Executive Director, Agency, Governing Bodies, Policy Council, Director	7/1/2014	Attendance, surveys, comments, recruitment	Access to funding
Consider addition of Early Head Start services.	Executive Director, Agency, Governing Bodies, Policy Council, Director	7/1/2014	Addition of classrooms	Access to funding

Program Improvement Plan/Strategic Plan

Program: UCHRA Van Buren Head Start Self Assessment Year: 08-09 Date: 10-12-09

Improvement Area: Program Governance: Facilities

Documents (used to determine area of improvement): Parent Survey and Community Assessment

Desired Outcome: To have a centralized location

Activities	Staff Responsible	Due Date	Documentation/Measurable Indicators	T&TA Required Resources
Seek resources to allow for a more centralized, community accessible Head Start Center which will allow for reduction of transportation costs, and maintained enrollment.	Executive Director, Agency, Governing Bodies, Policy Council, Director	7/1/2014	Relocated Center, attendance, budget reports	Access to funding