

Sweetwater County School District Number One

Head Start Program

Planning Procedure

The purpose of program planning is to insure effective and efficient service delivery to children and families enrolled in Head Start while meeting or exceeding all Federal requirements and standards.

Pre-planning

Evaluation data collected following program events and/or activities previously conducted are considered prior to the initiation of the planning process. The data is collected through anecdotal records of informal conversations with parents, other participants or staff, evaluation forms, minutes of supervisory and program meetings.

One committee for each quarter of the school year is formed at the beginning of each year to plan and execute activities and events. Committee participants include representatives from program service areas, the Program Support Specialist responsible for events and a manager. Roles and responsibilities of committee members is Appendix A to this document.

Frequency of committee meetings is determined by members and the manager in charge. Planning is documented as detailed below.

Timeline: evaluation is on-going; committees are formed at the Team meeting in September

Budget considerations: Funds to purchase general meeting supplies and carryout events/activities are budgeted in the annual continuation grant application.

General Planning

Prior to the submission of the annual continuation grant application, meetings to discuss the effectiveness of the current program design and implementation are held with parents, staff, and interested community members. The groups are asked to analyze what is and is not working in each service area of the program. They are also asked to provide suggestions for improvement. Results of the Community Assessment are shared for additional consideration. Budgetary impacts are discussed and noted.

The comments and suggestions are aggregated into one document that is shared with the Policy Council, Board of Trustees and Head Start managers. Committees are formed, as necessary, to formulate the suggestions into appropriate, applicable, workable, effective elements of the Head Start Program.

Managers incorporate appropriate and applicable suggestions into their work plans. Administrators integrate the same into the grant application as changes resulting from monitoring.

Timeline: Information gathering is on-going and documented as notes in individual planners and meeting minutes. Relevant documentation is placed in the *Grant Application* folder in the Director's office.

Budget considerations: A budget to support the desired program design is developed by the Director with input and assistance from the Administrative Assistant, Managers, Executive Director, and approval of the Policy Council, and Board of Trustees.

Work Plans

The Head Start Administrators and Managers use information gathered in the pre-planning and planning stages to develop work plans for individual areas of responsibility. The Head Start Performance Standards, program procedures, personnel and operational policies are tools used to provide guidance in development of the work plans.

Managers collaborate with each other to insure effective integration of, and assignment of responsibility for meeting Performance Standards directly affecting multiple program areas. Affected support staff members are included in the collaboration.

Completed work plans are submitted to the Director for review. Work plans are made available to the Policy Council for a 30 day review and comment period. All comments and suggestions are considered and changes made as necessary. The plans are submitted for approval of the Policy Council.

Timeline: Work plans will be made available for Policy Council review and subsequent approval in the months of October, November, and December.

Budget considerations: The development of work plans presents no extraordinary impact to the budget.

Training Plan

Portions of the training plan are developed by each service area manager and compiled into one program plan.

Mandated training, as specified in the Performance Standards, is a separate section of the plan.

Tools used to determine training that will be offered throughout the year include:

- Parent Interest Survey
- Family Partnership Agreements
- Supervisory monitoring results
- Professional Development Plans
- Performance Evaluations

Though the Training Plan is submitted with the grant application, it is obviously impossible to fully determine all training needs prior to enrollment of families at the beginning of the school year and prior to orientation and monitoring of new employees. Therefore, the plan will be reviewed each quarter by the Director and Managers during planning sessions.

Timeline: The Training Plan is developed by the last working day of January for the following school year.

Budget considerations: Development of the Training Plan does not present any extraordinary impact to the budget.

Administration & Management Planning

A planning session occurs by the second Tuesday of May to set the calendar, establish a tentative schedule of training and program events/activities for the following school year. Tools used to accomplish this task are:

- ➡ Training Plan
- ➡ Work Plans
- ➡ School District #1 Calendars (with in-service dates built in)

The Director, Managers and the Program Support Specialist assigned event responsibilities use a variety of tools to document planning progress. All projects, regardless of size, are documented and updated as necessary. A Planning Checklist (Appendix B) is used to insure all necessary steps are completed.

Projects are reviewed at Management Team meetings. Necessary adjustments are made at that time, including timeline for the training or program event/activity to occur. The Program Support Specialist attends the planning meetings as requested to provide feedback, report the status of tasks, and to receive direction.

Following the completion of a training or program event/activity informal feedback and evaluations are reviewed. Notations of particularly successful aspects of the training/event/activity are made for future reference and planning. Needed improvements are also noted for future planning.

Timeline: On-going and as noted above.

Budget considerations: Planning session expenses may include the need for hotel rooms and per diem. Other meetings do not present an extraordinary impact to the budget.

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