



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Consent Agenda Item 9-o

Recommend approval of the Head Start 2018/2019 Self-Assessment

Sweetwater County School District #1 Head Start



2018/2019 Self-Assessment Report

Program Description

Sweetwater County School District #1 Head Start (SCSD #1 Head Start) provides comprehensive child development services to 100 low-income preschool children and their families. The program is center-based and operates three classrooms four hours per day, four days per week and two extended day classrooms 6 hours per day, 5 days per week. Four classrooms are located in Rock Springs and one classroom in Green River.

Context for Self-Assessment

A Self-Assessment is conducted annually in accordance of the Head Start Program Performance Standards. The Head Start Program Performance Standards requires programs to conduct a Self-Assessment that uses program data to evaluate the program's progress towards meeting goals, compliance with program performance standards through the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness. The purpose of the Self-Assessment is to identify program strengths and to determine areas that need improvement. This will enable the program to achieve the goal for providing the best possible services to children and families.

The Self-Assessment team consisted of the director, management, staff members, and Policy Council members. Team participants were selected based on their area of expertise and ability to analyze data.

Methodology

Throughout the year the effectiveness of program operations and progress made toward program goals is tracked through the ongoing monitoring system. Management staff reviewed these monitoring reports and identified two areas in need of improvement.

| Focus Area | Concern |
|---------------------------|---|
| Active Supervision | Evaluate the program’s effectiveness in providing safety during transitions when children are moving from one location to another on campus, during class time, during outdoor play, during drop-off and pick-up times, when a Substitute is in the classroom, and during bathroom breaks |
| Transportation | Evaluate the effectiveness of transportation and the quality of services. |

| Active Supervision | |
|---------------------------|--|
| Data Reviewed: | <ul style="list-style-type: none"> • Active Supervision Plan • Classroom Daily Attendance In and Out Board Procedure • Transition Procedure • 1302.21 Center-based option Performance Standard • Guiding Questions for Active Supervision and Safety: Using the Head Start Management Systems Wheel |
| Transportation | |
| Data Reviewed: | <ul style="list-style-type: none"> • Transportation Staff Turnover • Transportation In-Kind Documentation • Transportation Cost Sheet |

Self-Assessment Summary of Recommendations

Self-Assessment team members developed recommendations and suggestions based on the data reviewed. Discoveries and recommendations from the Self-Assessment team are compiled below:

| FOCUS AREA | DISCOVERY | RECOMMENDATIONS |
|--------------------|--|---|
| Active Supervision | <p>Classroom Tracking Sheets are not accurately being used.</p> <p>Child safety is a concern.</p> <p>Improvements are needed in Active Supervision.</p> <p>Improvements needed on Active Supervision Observation form.</p> | <p>Modify Classroom Tracking Sheet. Possibly change form for parents use only and hang outside of classroom.</p> <p>Develop a consistent system for signing children in/out of classroom.</p> <p>Eliminate Code Johns to help reduce the number of people in and out of the classroom. Classrooms can take the children to the bathroom at schedule times and only call for a Code John if a child needs to be changed.</p> <p>Using photo badges for children for face to name counts.</p> <p>Put the Active Supervision Plan on the door so it's more visible to all staff.</p> <p>Create module in ChildPlus for the Safety Checklist.</p> |
| Transportation | <p>The number of children we can transport at a time is limited by space, staffing and length of route.</p> <p>Many families at Head Start do not have reliable transportation or a way to get their child to and/or from school.</p> <p>Our greatest obstacle currently is transporting the children within the 1 hour HSPPS sets as a limit.</p> <p>Difficulties to staying within the 1 hour include the one bus picking up and dropping children off all through Rock Springs.</p> | <p>Hire an additional Bus Driver and Bus Aide to split the Rock Springs bus routes.</p> <p>Develop an incentive for parents who transport their children such as, donuts, coffee, a parent center for relaxing/coffee, prizes, etc.</p> <p>Hang a sign-up form by the front lobby for parents to connect with one another for possible carpooling, etc.</p> <p>Stagger class times.</p> |

There are families who need transportation who live outside our service area.

We currently have classes set up with two different class times. Two classes meet at each of the two class times with all four classes leaving school at the same time.

We frequently have periods of vacancy between bus drivers. Although the pay is quite competitive, it is frequently a difficult position to fill.

Because we serve high-need families, their transportation situations frequently change (e.g. change in child care, change in living address, vehicle breaks down, parent loses license, etc.).

Set clear transportation guidelines for parents.

Use Remind App to inform parents if the bus is running late and to let them know the time the bus is leaving the building.

Give parents information to help plan their mornings, such as a sheet with the bus pickup time and the time they should be ready with coat and backpack.