



Ongoing Monitoring Plan

2015-2016

Ongoing Monitoring Plan

The purpose of the Ongoing Monitoring Plan is to:

- Ensure the high quality delivery of services that meet the goals and objectives of the program;
- Ensure compliance the Head Start Performance Standards and the Head Start Act of 2007; and
- Ensure high quality services to children and families in the New Castle County service area.

Ongoing Monitoring in all Program Areas

Ongoing monitoring occurs in each of the following program areas:

- Program Governance
 - Program Design and Management
- Management Systems
- Fiscal Integrity
 - Fiscal Management
- ERSEA
- Child Health and Safety
 - Health Services
 - Nutrition Services
 - Safe Environments
 - Disabilities Services
 - Mental Health Services
- Family and Community Engagement
 - Family and Community Partnerships
 - Parent Engagement
- Child Development and Education
 - Education and Early Childhood Development

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Child Health & Safety	Health Indicators	Monthly	Family Service Coordinator / Director
	45 Day Requirements	Within 45 Days of Enrollment	Family Service Coordinator / Director
	Health/Nutrition/Dental History	Monthly	Family Service Coordinator / Director
	Health & Safety Inspection	Monthly	Instructional Manager
	Fire Drills	Monthly	Instructional Manager
	Medical Conditions	Monthly	Family Service Coordinator / Director
	First Aid Inventory	Monthly	Instructional Manager
	Essential Maintenance Practices	Annual	Instructional Manager
	CACFP Meal Observations	3 x Per Year	Nutritionist
	Classroom Nutrition Activity	Quarterly	Nutritionist
	CACFP Claim Summary	Monthly	Accounting Assistant

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family & Community Engagement	Family Assessment	2 x Per Year	Family Service Coordinator
	Home Visits	2 x per year	Family Service Coordinator Teachers
	Parent Training	In Conjunction With FACET meetings	Family Service Coordinator Family Engagement Specialist
	Parent Engagement Activities	Ongoing	Family Service Coordinator Family Engagement Specialist
	Family Pre-Assessment	Registration	Family Service Coordinator Family Engagement Specialist

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Child Development & Education	Ages and Stages Developmental Screening tool	Within 45 days of enrollment	Teachers Instructional Manager Families Family Service Coordinator
	School Readiness Goals and Objectives	Annual	Instructional Manager Teachers
	Classroom Lesson Plans	Weekly	Teachers Instructional Manager
	Classroom Mental Health Observations	Ongoing	Teachers Instructional Manager Mental Health Consultant
	Mental Health Referrals	Ongoing	Teachers Family Service Coordinator Mental Health Consultant
	Teaching Strategies GOLD	3 Assessment Cycles- Fall, Winter, Spring	Teachers Instructional Manager
	CLASS Observations	Annual	Instructional Manager Director
	Beginning of the Year Classroom Checklist	Annual	Teachers Instructional Manager
	LEA / ECAP Collaborative Agreements	Annual	Director
	LEA Meetings	Annual	Director

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Management Systems	Teacher Handbook	Annual	Leadership Team
	Parent Handbook	Annual	Leadership Team
	Program Plan	Annual	Leadership Team
	Staff Health & Training requirements	Annual	Instructional Manger
	Staff Health Requirements	annual	Instructional Manager
	Mandatory Staff Trainings	Monthly	Leadership Team
	Strategic Work Plan	Monthly	Leadership Team
	Governance Training	Annual	Leadership Team

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
ERSEA	Recruitment Plan	Spring	Leadership Team
	Enrollment	Monthly	Family Service Coordinator Family Engagement Specialist
	Selection Criteria	Annual	Leadership Team Policy Council
	Attendance	Daily Weekly Monthly	Family Engagement Specialist Family Service Coordinator Director
	Wait List	Ongoing	Family Service Coordinator Family Engagement Specialist

Procedures

- Director and Instructional Manager will visit each Head Start classroom at least 3 times per year for on-site observation and supervision of staff and for ongoing monitoring and feedback of classroom environment, facilities, and paperwork.
- The Head Start Director, Instructional Manager, Family Service Staff, and Facility/Maintenance Staff will use checklists to review classroom environment, children's folders, and safety in accordance with Head Start Performance Standards, agency policy and procedures, and for completeness.
- Family Service Staff will use checklists to review 10% of children's folders in each classroom within 45 days of the first day of attendance and quarterly thereafter, for compliance with performance standards, agency policy and procedures and for completeness.
- Family Service Staff, Instructional Manager, Instructional Coach will provide a monthly report summarizing center visits, training and compliance of classrooms to the Head Start Director.
- Facilities will be reviewed quarterly by the Director and the Director of Facilities for compliance and safety with a checklist.
- Facilities will be inspected at least one time annually by the Office of Child Care Licensing, and as required by the Fire Marshall, and the Health Department.

- Teaching staff will complete the Daily Health and Safety Checklist and submit the form weekly to the Director/ Instructional Manager.
- Playgrounds will be monitored daily with a checklist by classroom staff for safety.
- Information about children and families will be entered and monitored using ETO / Child Plus.
- Health records and Health Outcomes will be tracked and monitored using Excel spreadsheet / Child Plus. A report will be submitted to the Director monthly, or as data is updated from the child's folders.
- Child Outcomes and school readiness goals will be monitored through Teaching Strategies Gold three times per year and reports will be submitted to the Director, Instructional Manager, classroom staff, Policy Council, and Governing Board.
- Enrollment and attendance reports will be entered daily by Family Services staff into the ETO. Reports will be submitted by the Family Engagement Specialist to the Director Daily for review and ongoing monitoring as well as monthly reports to the Policy Council and Governing Board.
- Enrollment is reported to the Department of Education / Office of Early Learning quarterly.
- Financial reports will be submitted monthly by the Fiscal Officer for review and ongoing monitoring to the Executive Director, EDC Director, Policy Council, and Governing Board.
- CACFP reports will be submitted to the state for reimbursement monthly by the Accountant Assistant using child attendance records and meal count sheets from the classrooms.
- Financial systems will be audited annually.
- Director will provide a monthly report of program activities to the Policy Council, Governing Board, and center staff.
- Family Services staff will provide a composite report to the Director.
- Personnel Files will be maintained by the Human Resource Manager and a Staff File (for licensing purposes) will be maintained by the Instructional Manager.
- Staff leave and attendance will be recorded monthly and will be monitored by the Director.
- Each year the program staff with assistance from the Policy Council members, parents, and Governing Board members will conduct a self-assessment where each content area is reviewed to determine compliance with federal regulations.
- The Program Information Report will be compiled by the Director and the Instructional Manager in collaboration with Family Services and submitted each August. A copy will be given to the Executive Director, Head Start Director, Center Directors, and approved by the Policy Council and Governing Board Members.
- Once every three years the State of Delaware Department of Education (DOE) will conduct an in-depth review of the program.

The results of all reporting and ongoing monitoring will be used to:

- Improve program operations
- Plan
- Develop training opportunities
- Decision making