

Little Dixie Head Start/Early Head Start/Early Head Start-CC 2016 -2017 Self-Assessment Report

Head Start Program Performance

Part 1301	Number	Status:	Opportunity of Improvement:	Plan of Improvement:	Follow-Up:
Program Governance	1301.1 - 1301.6	<i>In Compliance</i>			

Part 1302	Number	Status:	Opportunity of Improvement:	Plan of Improvement:	Follow-Up:
Program Operations	1302.10 - 1302.11	<i>In Compliance</i>			
Program Operations - Determining, verifying, and documenting eligibility.	1302.12	<i>Opportunity of Improvement</i>	Ensure the type of interview conducted for eligibility determination is documented.	1. A system of checks and balances will be used, where the Assistant checks application prior to considering app complete. To be implemented immediately.	<i>Complete</i>
Program Operations	1302.13 - 1302.15	<i>In Compliance</i>			
Program Operations - Attendance	1302.16	<i>Opportunity of Improvement</i>	Ensure attendance sheets are accurate and in alphabetical order.	1. Print sign in sheets every Monday morning to ensure accuracy. 2. Compare sign in sheets to child plus for accuracy. 3. To be fully implemented October 2017.	

*Addendum 1 - Item
K*

Part 1302	Number	Status:	Opportunity of Improvement:	Plan of Improvement:	Follow-Up:
Program Operations - Attendance	1302.16	<i>Opportunity of Improvement</i>	Utilize classroom sign-in sheets for EHS versus center wide sign-in sheets.	1. Team leader will train EHS staff on new system. 2. Utilize Child Plus sign in sheets. 3. To be completed by September 30th.	
Program Operations	1302.17 - 1302.32	<i>In Compliance</i>			
Program Operations	1302.34 - 1302.46	<i>In Compliance</i>			
Program Operations - Safety Practices	1302.47	<i>Opportunity of Improvement</i>	Conduct emergency evacuation drills during non-typical times of the day including meal times, playground time, etc.	1. Implement new forms showing variances in times. 2. Train staff on new forms and procedures. 3. Notify parents of new policy for varying times. 4. Complete in August 2017.	COMPLETE
Program Operations - Safety Practices	1302.47	<i>Opportunity of Improvement</i>	Ensure evacuation routes are easy to understand and follow.	1. Meet with staff to discuss evacuation forms. 2. Simplify evacuation forms. 3. Update worn forms to be easily read. 4. Add checking evacuation routes form to facility check sheet. 5. Complete by October 31 2017.	

Program Operations - Safety Practices	1302.47	<i>Opportunity of Improvement</i>	Develop formal process to ensure substitutes are aware of special dietary needs.	1. Enhance substitute training on what to look for when entering various centers. 2. Add new training to orientation checklist. 3. Complete by September 15, 2017.	
Program Operations - Safety Practices	1302.47	<i>Opportunity of Improvement</i>	Enhance new staff orientation training, with an emphasis for substitutes regarding medication administration.	1. Health Specialist will add detailed instructions to be given at orientation and signed by the substitute. 2. Staff will make attention grabbing signs on exit doors of emergency medication needed when leaving the classroom. 3. This will be completed by October 2017.	
Program Operations	1302.47 - 1302.91	<i>In Compliance</i>			
Program Operations - Training and professional development.	1302.92	<i>Opportunity of Improvement</i>	Develop an intensive CLASS and ITERS training plan.	1. Analyze CLASS/ITERS data from observations to determine areas for improvement. 2. Schedule CLASS/ITERS trainings at In-Service and Round Tables. 3. Will be completed by September 11, 2017.	COMPLETE
Program Operations	1302.93 - 1302.103	<i>In Compliance</i>			

Strengths:

- * Raising A Reader book bag program has a strong support base with parents.
- * Parent meetings and Dad's Day attendance has increased significantly within program year.
- * CLASS scores reflect veteran and new teaching staff exhibited high performance.
- * Data analysis is being integrated into all aspects of the program.
- * Clean and well organized centers are the standard within the program.
- * Playground equipment is age appropriate, regularly serviced and in excellent condition.
- * Tornado shelters have been constructed at every location, with all children birth through four having a safe storm location.
- * Community collaborations ensure parent's can sign up for soonercare on site.
- * All EHS centers are NAEYC and 3 STAR accredited.
- * Program is an approved training organization with CECPD.
- * Program has updated menus to provide the most nutritious options for families following CACFP guidelines.
- * Management team has developed policies to match new HSPPS regulations.

Addendum 2
Item N



Little Dixie Community Action Agency, Inc. is happy to announce that we will be hosting our 5K "Race Against Poverty" on October 14, 2017. Little Dixie's Mission is *"To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency"*. One way that we accomplish this mission is by providing individuals and families with opportunities through agency-operated programs and services offered within Choctaw, McCurtain and Pushmataha Counties. Proceeds from this year's 5K will go to benefit Little Dixie's Retired Senior Volunteer Program which suffered a significant reduction in funding due to loss of State funding. There are four levels of sponsorship available which include:

Gold Level	\$500.00 and over
Silver Level	\$250.00 to \$499.99
Bronze Level	\$100.00 - \$249.99
Friend of Race	\$99.00 & Under

Donations of Bronze Level and above will receive advertisement with their logo printed on the back of the 5K Race shirts and additional awareness via Social Media, Newspaper and other marketing activities.

FOR MORE INFORMATION CONTACT

BECKY REYNOLDS OR ALLI MCDANIEL AT 580-326-3351

2017 5K Race Against Poverty
Little Dixie Community Action Agency, Inc.
Sponsorship Donation Form

Pledge Amount \$ _____

- | | |
|---|----------------------|
| <input type="checkbox"/> Gold Level | \$500.00 and over |
| <input type="checkbox"/> Silver Level | \$250.00 to \$499.99 |
| <input type="checkbox"/> Bronze Level | \$100.00 - \$249.99 |
| <input type="checkbox"/> Friend of Race | Under \$99.99 |

Business Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Signature

Date

By signing this form I authorize the above pledge amount.

Make all checks payable to:

Little Dixie Community Action Agency, Inc.

209 N. 4th Str., Hugo, OK 74743

THANK YOU FOR YOUR SUPPORT