

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Program Evaluation/Self-Assessment

POLICY:

The program will conduct an annual self-assessment of the effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

- *This policy relates to [Head Start Performance Standards Part 1304.51](#)*

PROCEDURE:

1. The Head Start program evaluation is performed by the following levels:
 - a. Work plans (objectives) are monitored by the staff quarterly.
 - i. Program managers and coordinators monitor work plan objectives and report results to Head Start Director.
 - ii. Head Start Director reports results to policy groups and the governing body for approval/amendments.
 - b. Staff performance evaluations are conducted prior to the end of the program year.
 - i. Performance evaluations are conducted on each employee by the immediate supervisor.
 - ii. Employee and supervisor set individual performance goals and determine training needs.
 - c. Policy groups, staff, parents and community representatives perform an annual program self-assessment of the effectiveness and progress in meeting goals and objectives and in implementing federal regulations.
 - i. The process is initiated by the Policy Council/Policy Committee and teams are identified in November – December.

- ii. The Head Start Director and/or Unit Managers provide training to delegate Policy Committees, self-assessment team members and staff (December – January).
 - iii. Teams evaluate each center using selected review Instruments (PRISM, T/TA Checklist, Health and Safety Checklist, Outcomes Report, Family Tracking Systems, Etc.) (January – March).
 - iv. Results from the self-assessment are compiled, deficiencies corrected or a plan of correction written and submitted to the grantee (March – April).
 - v. The grantee Head Start Director compiles all self-assessment results and report to the Policy Council and Board of Directors (April – May).
- d. Parents and staff are encouraged to complete program evaluation forms for the purpose of planning and quality improvement.
- i. Evaluation forms are prepared and distributed to staff and parents. (March – May)
 - ii. Unit Managers/Coordinators are responsible for the distribution and collection of the evaluation forms. (April – May)
 - iii. Compiled evaluation results are used to plan for program changes, trainings, and overall quality improvements. (May – June)

Approved by the Policy Council October, 2007