

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 1302.2, 1302.3, 1302.101, 1302.102, 1302.41, 1302.34,*

PROCEDURE:

1. The Head Start program evaluation is performed by the following levels:
 - a. Head Start Director reports data results to policy groups and the governing body for approval/amendments.
 - b. Staff performance evaluations are conducted annually.
 - i. Performance evaluations are conducted on each employee by the immediate supervisor.
 - ii. Employee and supervisor set individual performance goals and determine training needs. The information is put into an Individual Growth Plan.
 - 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 self-assessment process is initiated by the Grantee Head Start Director with a time-frame and process used throughout the program.
 - ii. Each delegate program will develop a Self-Assessment team. The SA team will use various resources to determine a list of strengths and weaknesses.

- iii. A parent survey will be given to parents to get their input on any changes they feel are necessary in order to improve the program.
 - iv. The SA team will take the information they have gathered from staff and parents and create an improvement plan that identifies specific weaknesses that need to be addressed, strategies that will be used, and a timeline on when to expect completions to occur.
 - v. The grantee then uses all delegate improvement plans to look for patterns and weaknesses that are consistent. The grantee will then develop an overall improvement plan of improvement for the entire program.
 - vi. All improvement plans are shared with the Policy Council/Committees and Board of Directors for review and approval.
- d. Parents are also encouraged to complete an online survey, prior to the end of the school year, that relates to our school readiness goals and how the parents feel about their child's experience.

Approved by the Policy Council, April 2018