



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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EFFECTIVE: 07-30-2010
Updated

SUBJECT:

Program Planning

APPROVED: 07-30-2010

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PURPOSE

A systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff is a requirement for all Head Start and Early Head Start agencies.

POLICY

Planning is a multi-faceted and ongoing activity conducted in collaboration with key members of the Head Start /Early Head Start community. PSD recognizes that program planning assists the agency in projecting future needs, anticipating the unexpected and developing a direction for the future.

REFERENCE

Head Start Performance Standards 1304.51(a)(1- 2); 1305.3(c)

PROCEDURE

Planning activities include the development of the Community Assessment, formulation of program goals and objectives, selection of program options, and development of service plans.

The PSD management team, in collaboration with the Parent Policy Council, the Board of Directors, our delegate agency and contract partners, and community agencies will participate in an annual program planning process that includes but is not limited to:

- a. Community Assessment
- b. Service Area Plans, Policies & Procedures
- c. Self-Assessment
- d. Grant Application
- e. Annual Audit
- f. Program Goals and Objectives
- g. Child Outcomes
- h. Training Plan
- i. Ongoing Monitoring
- j. Program Information Report (PIR)

Planning Calendar:

An annual **Planning Calendar** is revised each year and identifies timelines for addressing each of the above-referenced activities.

Community Assessment:

The grantee conducts a triennial **Community Assessment (CA)** and follow-up Assessments in the intervening years and as needed. All Community Assessments address all criteria of the 1305.3(c). The CA utilizes the most current local data available, and includes an analysis of all the grantee and delegate agency child outcomes. An analysis of intake and customer service survey findings submitted by Head Start/Early Head Start parents countywide is also included. The findings from the CA are reviewed by grantee and delegate staff, Policy Council and Board members, and community representatives.

The results of the CA are used, along with monitoring, self-assessment and PIR findings to guide the agency's annual program planning which supports the development of the program grant application, development of program goals and objectives, creation of selection criteria, development of the Training & Technical Assistance Plan; revisions to the Service Area Plans, and policies and procedures.

Program Goals and Objectives:

On a triennial basis, the grantee and its delegate agency develop measurable objectives related to each program goal which are presented to the Policy Council for review and approval.

Progress made toward reaching the agency's program goals and objectives is reported in weekly management team meetings with the Executive Director. A status report on the program goals and objectives is presented to Policy Council and Shared Governance Board by the Executive Director.

The approved program goals and objectives, and a program narrative reflecting the outcomes of planning are submitted with the annual grant application to the ACF Regional Office.

Service Area Plans, Policies and Procedures

On an annual basis, management staff reviews, revises existing Service Area Plans and/or develops new Service Area Plans, Policies and Procedures, which describe the rationale and process for implementing services and systems that are required to meet Head Start and Early Head Start Performance Standards. Service Area Plans are reviewed and approved by the Policy Council annually. Staff receives annual and ongoing training relevant to policies and procedures.