

Tips for Developing the Site Improvement Plan

Each High 5 for Quality program completes a Self-Assessment based upon the High 5 for Quality Matrix categories and then develops a Site Improvement Plan based on that assessment as well as the Professional Development Pathways. Each site may choose one or more areas of focus and develop a step by step plan. Some areas may not require any funds while others will require funding to support the improvement. Many sites lack resources to support staff meetings, lesson planning or joint training and SIP funding may be used for these purposes. Staff meetings for information sharing, learning together and developing shared performance expectations supports high quality teaching and teamwork. I have included a list of a few ideas and suggestions for those who may need some suggestions. This is not an exhaustive list, but may offer directors/owners some ideas.

Core 1 Child Development and School Readiness

Child Observation and Assessment

1. If you want to begin using DRDP, your plan may include you and your staff taking the online DRDP training and purchasing copies of the DRDP. You may want to compensate staff for doing the online training if they are not enrolled in CARES. (if enrolled in CARES, the online DRDP training would count towards 21 hours of CDE approved training) .
2. If additional training is needed on Foundations and Frameworks or linking assessment to individualized instruction, perhaps using some funds for staff meetings to work on curriculum planning or supporting staff to do the Foundations and Framework online training or attend the in person CPIN training scheduled for fall if they are not enrolled in CARES. Documentation would include staff meeting sign in sheets/ pay check documentation.

Development and Health Screening

1. If you want to begin having annual hearing and vision screenings, your site improvement money could go to bring the hearing screens to your site. Or, you may want to require 701 forms annually.
2. If you want to begin using the ASQ system at enrollment, you may want to use funds to copy the correct forms etc., pay for staff time to implement new procedure.

Core 2 Teachers and Teaching

Teacher Qualifications

1. If you have staff taking units, you will want them to enroll in CARES Plus to earn scholarships for education based units.
2. Professional Development – if staff lacks 21 hours of PD, have staff enroll in CARES Plus, develop a Professional Growth Plan consistent with Professional Development Pathways training and complete 21 hours.

Teacher – Child Interactions

1. If you want to learn more about CLASS, enroll in CARES Plus to earn a stipend for this activity.
2. If you want your staff to improve Teacher Child Interactions, encourage staff to enroll in MTP for individualized Coaching.
3. Funding for staff meeting materials and staff time could be included in the SIP plan.

Core 3 Program and Environment

Environment

1. If your ERS evaluation indicates a weak area, identify what you may want to purchase to support improved scores.
2. If you are unfamiliar with or need refresher on ERS, you may want to take the online ERS courses, or you may want to have other staff complete this activity with you so that more staff are familiar with this tool. (Online ERS training also counts for 21 hours of CDE sponsored training and CARE Plus)

Program Director Qualifications

1. We strongly encourage all to enroll in CARES Plus to support unit bearing coursework.

Family Engagement – While family engagement is not a rated item, high quality programs fully engage, support and educate parents through program activities. Site Improvement funds can be used to enhance your family engagement efforts. Successful strategies include, but are limited to:

- Parent Teacher Conferences
- Newsletters
- Bulletin Boards with information about lessons, learning themes and activities
- Home to school activities to support engagement and learning
- Family Resources readily displayed to support families and link with community based services
- Having resources translated into the home languages of the children.
- Transition planning for students headed to kindergarten.
- Informational handouts on basic child development topics
- Parent nights, Open Houses