

**HEAD START PROCEDURES FOR:
PROGRAM PLANNING
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1302.102 Program Goals

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 ESC Head Start Staff
- 2.3 ISD Staff
- 2.4 Parents/Policy Council
- 2.5 Governing Body members
- 2.6 Strategic Planning Committee

3.0 Resources:

- 3.1 Self-Assessment
- 3.2 Program Improvement Plan
- 3.3 School Readiness Goals

4.0 Procedures:

- 4.1 The Head Start program philosophy will be developed, reviewed, and approved by the P.C.
- 4.2 A Goal/Strategic Planning Committee consisting of key decision-makers (Head Start parents, Grantee/Delegate and ISD Staff members, Policy Council members, Grantee/Delegate ESC Board members and community members, will provide input and/or participate on an annual basis.
- 4.3 The participating members will gather input from all of the above, and will complete the following Strategic Planning Steps:
 - 4.3.1 Synthesizing Data
 - 4.3.1.1 The Strategic Planning input team will develop goals utilizing Self Assessment, Program Information Report, Community Assessment, and review of previous Program Improvement Plan
 - 4.3.2 Analyzing Data Sources
 - 4.3.2.1 The Strategic Planning Committee will analyze each data source. Areas for program improvement that emerge from the team's discussion of the information will be identified.
 - 4.3.3 Prioritize Goals
 - 4.3.3.1 Goals will be analyzed and prioritized from the resulting data.
 - 4.3.4 Program Improvement plan
 - 4.3.4.1 Short-term goals determined above, action steps necessary to achieve those goals, lead person(s) responsible, timelines, and resources.

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4.3.4.2 Long-term goals determined above, action steps necessary to achieve those goals, lead person(s) responsible, timelines, and resources.

5.0 Associated Documents:

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
ESC Comprehensive Plan	Print	CYL Office	Updated Annually	Shredded	Secure Office
Head Start Program Improvement Plan	Print	CYL Office	Updated Annually	Shredded	Secure office

7.0 Monitoring:

7.1 CYL Meetings

8.0 Revision History:

Date:	Revision#	Description of Revision
5-2017		Reviewed
5-2018		Reviewed
6-2019		Reviewed
4-2022		Reviewed
12/2022		Reviewed