Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – ERSEA – Community Assessment

The grantee engages in a systematic, ongoing, and comprehensive planning process that guides program system, services, and improvement. The planning process includes assessing the Head Start service area, its strengths, needs and resources in order to improve the program and service delivery.

2. Scope

1. Community-wide strategic planning that includes the community assessment
2. The community assessment must include the following:
- The number of eligible infants, toddlers, preschool age children, and expectant mothers, including geographic location, race, ethnicity, and languages spoken
  - Children experiencing homelessness
  - Children in foster care
  - Children with disabilities
- Education, health, nutrition, and social service needs of eligible children and their families
- Typical work, school, and training schedules of parents with eligible children
- Other child development, child care centers, and family child care programs that serve eligible children
- Community resources that are available to address the needs of eligible children and their families
- Strengths of the community

The community assessment is updated annually to reflect any significant changes.

3. Prerequisites

- Service area - Grantee proposes a service area in the grant application
- Annual program self-assessment
- Share Community Assessment with staff and parents prior to being used to design program services, goals and objectives

4. Responsibilities

Head Start Director
ERSEA Manager
Family and Community Engagement Advisor
SCS Research Department

5. Procedure

- Every five years, the SCS Division of Early Childhood contracts for an in-dept Community Assessment.
- SCS Division of Early Childhood uses various research methods to complete the assessment, including a parent survey.

Documents: SOP short-form

- The final document, including analysis of data collected, is shared with the Policy Council, the SCS Superintendent, Chief Academic Officer, the Early Childhood Executive Director, the Early Childhood Director of Education, and all other SCS and contracting agency management staff.
- Annually, SCS Division of Early Childhood conducts its own community assessment update using Shelby County demographic data and the staff and parent surveys.

6.   References

- ➢ Head Start Program Performance Standards
  - ○ 1302.11 Determining community strengths, needs and resources
  - ○ 1302.102(d)(2) Achieving program goals
- ➢ Program Information Report (PIR)
- ➢ CLASS
- ➢ Child outcomes data
- ➢ Self-assessment
- ➢ File monitoring
- ➢ Monthly reports
- ➢ Staff surveys
- ➢ Parent surveys
- ➢ Annual report

7.   Definitions

- ➢ Community Assessment – describes the context in which Head Start and Early Head Start programs operate and is useful for ensuring that the correct services are provided to the appropriate population.
- ➢ Homelessness – individuals who lack a fixed, regular, and adequate nighttime residence
- ➢ Foster Care – 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility.