

Missouri Child, Inc.
Head Start Policy and Procedures

Monitoring Classroom Environment / Promoting Social Emotional Competence

Purpose:

To ensure compliance with The Head Start Performance Standards
To ensure that staff are providing a foundation for social emotional growth.
To ensure quality services to children and families across the spectrum of services provided by the Head Start program.

Scope:

This will apply to all MCI Head Start classroom staff, Area Supervisors, Director of Education and the Education Specialist.

Authority:

Performance Standard 1304.21(a)(3)(i)(A-E), 1304.21(a)(3)(ii), (1304.21(a)(4)(i-iv), 1304.21(a)(5)(i-iii), 1304.21 (c)(1)(i-vii), 1304.53(a)(7),

Policy:

MCI Head Start will ensure that each classroom is providing an atmosphere that is safe and supportive in all areas of development.

Procedure:

Bi-annually a Social/Emotional Competence Assessment will be conducted on each classroom team twice a program year by the center's Area Supervisor. A results report will be forwarded to the Program Director, Director of Education and Early Childhood Specialist. Any concerns will be addressed with an action plan.

Bi-annually The *Early Childhood Environment Rating Scale (ECERS)* will be conducted by the Lead Teacher in each classroom. An objective ECERS will be conducted by the Director of Education and the Early Childhood Specialist. A results report will be forwarded to the Program Director, Director of Education, and the Education Specialist. Any concerns will be addressed by a follow up plan.

Bi-Annually *Classroom Assessment Scoring System (CLASS)* observation will be conducted by the Director of Education and the Education Specialist for the classroom lead teacher. A report to the Program Director and the Area Supervisors will be submitted which will include a statement of deficiencies and recommended corrective actions.

Bi-Annually each Area Supervisor will conduct an Inventory of Practices Promoting Literacy in the classroom. A report and action plan will be forwarded to the Program Director and the Director of Education

If concerns are noted in either assessment the Area Supervisor will provide or request technical assistance.

Missouri Ozark Community Action, Inc
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Time to Completion:

Social/ Emotional Competence—by October 31st & March 31

ECERS- Lead Teachers have until October 31st of the program year to complete their classroom ECERS.

The Education Specialist and the Director of Education will complete an ECERS of their assigned Classrooms by October 31st & follow up April 30 of the program year.

CLASS- Education Specialist and the Director of Education will complete an CLASS observations of their assigned Classrooms by November 30 & April 30 of the program year.

Literacy Checklist-The Area Supervisor will by November 30, and end of February