

*The Following is a Mock Example of the Representation of a Typical
Center Action Plan*

**EARLY CHILDHOOD CONSULTATION PARTNERSHIP
CENTER ACTION PLAN**



Director Name: _____ Mary B. _____ **Begin Date:** 7/29/2007
Center: All Kids Daycare _____ **End Date:** _____
Address: _____ 22 Tompkins Street _____
City: _____ Waterbury _____ **State:** _____ CT _____ **Zip Code:** _____ 06706 _____
Phone: _____ (203) 757-7012 _____
Early Childhood Consultant: _____
ECC Agency: _____

CENTER AREAS OF STRENGTH:

Center Strengths Summary

Consultation Readiness

Center appears ready and willing to engage in the consultation process. Director is able to direct resources to support teaching staff.

Partnerships With Families

Center has existing policies in place that address family needs and parental involvement.

Staff Resilience

Director schedules monthly staff meetings and quarterly in-service trainings for all center staff.

Staff and Program Development

Staff has access to a "suggestion box" outside of the director's office.
The center has access to an Education Consultant, as well as, has a yearly ECERS-R scale administered.

Policy and Procedures

Parent Handbook is reviewed during family orientation each September. The director gives a brief overview of center policies with parent(s) upon admission of their child into the program.

CENTER GOALS/OBJECTIVES/STRATEGIES:

GOALS: **Develop Partnership with Families**
OBJECTIVES: **Provide families with resources/information about typical child developmental skills and behaviors.**
STRATEGY: Post various fact sheets on parent information board; update regularly.
Provide developmental information in the center's quarterly newsletter.

GOALS: **Promote staff resilience**
OBJECTIVES: **Reduce stress by teaching stress management techniques.**
STRATEGY: Conduct stress management training for center staff

OBJECTIVES: **Conduct a needs assessment**

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STRATEGY: Conduct a center-wide needs assessment of staff members. Include questions about areas of need related to teaching skills, professional development, and social emotional resources.

OBJECTIVES: **Increase Director/ Manager availability to staff**

STRATEGY: Ensure that staff knows when and how they can access the director for support. Schedule a regular time daily when the director is available for staff in the office. The director may also want to visit each class and check-in at the beginning of the program day.

OBJECTIVES: **Provide area for staff meetings and breaks.**

STRATEGY: Create an area for staff to use for breaks and meals, as well as for meetings away from the children. Ensure that there is comfortable, adult-sized furniture and access to necessary equipment and materials.

GOALS: **Enhance staff and program development**

OBJECTIVES: **Identify and define roles and expectations of staff members.**

STRATEGY: Often times, role clarity can serve to reduce staff to staff conflicts. Meet with teachers, assistant teachers, and aides in each classroom to discuss their separate roles and tasks involved within each role. Also discuss areas and tasks that are commonly shared amongst all staff in the classroom.

GOALS: **Maintain a commitment to professionalism**

OBJECTIVES: **Promote the center's philosophy and objectives**

STRATEGY: It is important that center staff and families are on the same page regarding what is important to a healthy early childhood environment. This is often captured in the center's Mission. Post the center's Mission where staff and families can view.

OBJECTIVES: **Engage in ongoing staff development to improve personal and professional skills**

STRATEGY: Contact local and regional early childhood collaboratives to locate and schedule trainers for various topics of interest. List professional development goals as part of a yearly review with each staff member. Include steps and resources to meet these goals. Check-in periodically throughout the year to assess areas of improvement and need for support in relation to meeting these goals.

GOALS: **Review and update program policy and procedures**

OBJECTIVES: **Review existing program policies and update or revise as needed**

STRATEGY: Provide a copy of the center's Behavior Guidance Policy to the consultant. Arrange for a time to meet with the Consultant and review the plan. Explore the policy procedures, effective implementation methods, and additional resources that may be needed. Include Communication Policy and parent handbook.

OBJECTIVES: **Train all staff in relation to new /revised policies**

STRATEGY: During next staff meeting, review revised Guidance/Discipline Policy with staff, include specific expectations for how staff will implement the revised policy. Observe in classrooms once staff has been trained on new policy; give feedback and support as needed.

Follow Up Date: _____ **Comments:** _____

Director Signature: _____ **Date** _____

Director Name: _____

Early Childhood Consultant Signature: _____ **Date** _____

ECC Agency: _____ **ECC Phone Number:** _____