



YEAR: 2021-2022

Part 1.A: Identified Goals

Goal: The Program will implement a financial management system which ensure the appropriate internal controls are establish to safeguard local, state and federal funds.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none">1. Director and administrative staff will have understanding their roles in the financial management system.2. Accounting will be knowledgeable of NAEYC, Texas Child Care Licensure, and Texas Rising Star regulations and requirements.3. Reporting of true cost of services provided by the accounting department4. Financial staff will be able to implement policies and procedures to ensure effective control over and accountability for all funds, property and other assets.5. Director and financial staff will work together and with business coach to increase benefits for all Blossom Heights Staff, including finding in the budget to increase Paid time off and increase base hourly wages.	<p>Deficiencies free financial reviews.</p> <p>No non-compliance in financial management during the agency self-assessment.</p> <p>Accounting software data will be accurate and up-to-date.</p> <p>Director and Business Coach</p>	<p>Quarterly financial reports</p> <p>Annually Review</p> <p>Monthly tuition payments reports on QuickBooks, UWBB stipends, scholarship reimbursement reports</p> <p>Meetings at least monthly with Business coach .</p>



Part 1.B: Identified Staffing Improvement Goals

Enhance the capacity of Your Early Childhood Education Center staff to ensure they understand their roles and responsibilities in the development and implementation of shared decision making.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> 1. Blossom Heights Child Development Center will be involved in the development, review and decision making in relationship to the activities of the Program and Implementation of shared practices with United Way Bright Beginnings and Texas Rising Star Programs. 2. Understand the role of the Caregiver in the state of Texas and the responsibilities in supporting educational requirements in this program. 3. Understand the partnership between the our childcare center, United Way Bright Beginnings program, and Texas Rising Star. 	<p>Trained Teachers and Management staff on UWBB program updates, TDPFS, NAEYC requirements and updates, and Blossom Heights Child Development Center Policies and procedures.</p>	<p>Monthly Meetings-administration Staff meeting every 6 weeks Staff Handbook Annually updated Strategic Plan Self-Assessment (Completed by UWBB) Texas Child Care Licensure Standards Texas Rising Star Newsletters</p>

Strategies Events/Activities (include size & scope)	Resource	Target Audience	Responsible Manager	Timeline
<i>List each strategy, event, or activity</i>				
1. Provide opportunities for staff to access and participate in state and program (UWBB) professional development opportunities.	UWBB Quarterly Trainings	Early Childhood Education staff	Director	Annually
2. Provide a calendar of training opportunities and required trainings to each staff member.	AEYC trainings	Early Childhood Education staff	Director	Annually
3. Provide Your Early Childhood Education staff with current program updates and handouts defining and supporting their roles in the early childhood education field.	UWBB Coaching	Early Childhood Education staff	Director	Annually
4. Provide annual calendar of face to face (in Person) trainings with UWBB, TAEYC, NAREA, Rice Literacy Program, other face to face trainings	UWBB Professional Development Calendar; TRS program updates	Director and Early Childhood Education Staff	Director	Annually
5. Provide staff with opportunities for virtual trainings from Texas Agrilife extension, Fairy Dust Teaching, Brightwheel, DECA and others not aforementioned.				
6. Work with Coaches (UWBB) and Director to meet goals for CLASS Dimensions	UWBB Coach	Early Childhood Education Staff	Director	Annually

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Part 1.C: Identified Goals

Goal: Qualified staff with the necessary skills and knowledge to interact with children and families and ensure the provision of quality services

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> 1. Provide Child Development Associate (CDA) to newly hired staff to obtain a CDA credential. 2. Support teachers to access educational degrees. 3. Provide Training to Teachers on the implementation of the child led curriculum, and guides for curriculum development: Creative Curriculum, Reflecting Children’s Lives, 100 Languages of Children – as a child focused way to approach learning and development. 4. Provide Training for DECA assessment, developmental milestones checklists, and creating documentation of children’s learning and experiences to be used in assessment. 5. Teachers trained on the updated Policies and Procedures. 	<p>Teachers with a minimum of CDA, AA Degree Inform staff of TEACH scholarship availability, during annual review</p> <p>100 % of classroom staff trained on Curriculum Implementation</p> <p>100% of classroom staff trained on</p>	<p>CDA Credentials, AA Degree, or BS Degree/Annually</p> <p>Professional Development Assessment/Annually</p> <p>School enrollment documentation</p> <p>Weekly staff planning time in cohorts (1.5 hours) and individually. (45 minutes) and as needed or requested.</p> <p>In Service Training Agenda/sign-in sheets.</p>

	Your Early Childhood Education Center policies & procedures (handbook).	Monthly staff development training agendas/ sign-in sheets.
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Strategies Events/Activities (include size & scope)	Resource	Target Audience	Responsible Manager	Timeline
1. Determine staff needing CDA Credentials.	Your Early Childhood Center Director Consultants	Teachers	Director	As needed
2. Obtain needed materials to apply for CDA credential.	UWBB TRS	Teachers	Director	As needed
3. Provide training for all classroom staff on Curriculum	Creative Curriculum Reflecting Children's Lives 100 Languages of Children	Teachers	Director	In Service Trainings & as needed



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4. Provide training for Your Early Childhood Education staff on Creative Curriculum, and other curriculum support models	Director	Your Early Childhood Center Director	Director	As scheduled
5. Provide training for all staff on Your Early Childhood Center program policies & procedures.	Director	Your Early Childhood Center Director	Director	Ongoing
6. Attend Quarterly United Way Bright Beginnings Professional Development	UWBB	Your Early Childhood Center Director		Quarterly 2021 through 2022
7. Provide opportunities and time for coaching, mentoring, and outside classroom visitation to review and reflect on practices with young children.	UWBB/Director	All Your Early Childhood Center Staff		

Part 1.E: Identified Goals

T/TA Goal: Environment will be free from unsafe and hazardous conditions.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
1. Children, staff, and volunteers will demonstrate appropriate safety practices. 2. Environment will be free of unsafe and hazardous conditions.	100% compliance with safety standards Daily safety checklists.	Daily inspections of indoor and outdoor environment. Collate monthly and analyze for trends/concerns.

Strategies Events/Activities (include size & scope)	Resource	Target Audience	Responsible Individual	Timeline
<p><i>List each strategy, event, or activity</i></p> <p>Train staff, parents, and volunteers on a healthy and safe environment for Your Early Childhood Center for indoor and outdoor.</p> <p>Working with families as we develop our nature areas and gardens outdoors. Two to 4 family workdays per year. 4 family (parent/parent child) events that are coordinated on campus</p>	<p>Texas Minimum Standards</p> <p>Texas Rising Star</p> <p>Advisory committee</p>	<p>Your Early Childhood Center Staff, Volunteers, parents, and children.</p> <p>Parents and Families and staff</p>	<p>Your Early Childhood Center Director</p> <p>Advisory committee</p>	<p>Orientation Parent meetings</p> <p>Ongoing</p> <p>In-service</p> <p>As needed</p>

Part 2: Required Staff Training

Required Staff training:

Required Training (including size & scope)	Target Audience	Expected Outcomes	Responsible Manager	Timeline
<p>Special Services for children with disabilities</p> <p>Special Services for children with medical needs/ medication administration</p> <p>Services to non-English speaking children</p>	<p>Your Early Childhood Center Staff</p> <p>Your Early Childhood Center Staff</p>	<p>Training Topics will include:</p> <ul style="list-style-type: none"> • Developing skills in working with children with disabilities, as appropriate • Information and education on serving children with medical needs. Information on administering medications • Developing skills in working with children with non-English language background 	<p>Director</p> <p>Director</p>	<p>Annually</p> <p>Annually</p>

Cultural diversity and working with families.	Your Early Childhood Center Staff	<ul style="list-style-type: none"> Developing skills in working with each family’s own cultures, traditions, backgrounds in order to understand the families and meet their needs 	Director	Annually
Child Abuse and Neglect training for staff and volunteers.	Your Early Childhood Center Staff	<ul style="list-style-type: none"> Identification and reporting of child abuse and neglect 	Director	Annually
Provide orientation to all newly hired staff.	Your Early Childhood Center Staff	<ul style="list-style-type: none"> Orientation for new staff, parents, and volunteers on Your Early Childhood Center Personnel Policies and Classroom Procedures 	Director/Assistant Director	Annually/In-service
Universal Precautions	All staff, teen parents, and Volunteers	<ul style="list-style-type: none"> Training on safe and sanitary practices, health issues and disease prevention techniques 	Director	Annually and as needed
Your Early Childhood Education Policies and Procedures	Newly Hired Your Early Childhood Center Staff, Staff, Volunteers	<ul style="list-style-type: none"> Training on assisting families determine their strengths and needs and assisting with setting and maintaining family/parent goals 	Director	Annually and as needed
Creative Curriculum Training and Reflecting Children’s Lives and 100 Languages of Children (for planning child centered learning)	All Staff	<ul style="list-style-type: none"> Training on maintaining and monitoring learning environments for safe, sanitary and health issues 	Director	
	Your Early Childhood Center	<ul style="list-style-type: none"> Training on techniques and use of software. 		

	Your Early Childhood Center Staff, Director Teachers			
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Required Training for Parents include:

Child Abuse, staff and volunteers Orientation for all parents.	Director, Your Early Childhood Center Staff, Teen Parents	Parents of Enrolled Children	Orientation on the need to prevent abuse and neglect	Director Your Early Childhood Center Director	Annually
	Your Early Childhood Center Staff	Parents of Enrolled Children	Orientation on the Your Early Childhood Center overview, parent involvement, becoming an advocate for their children, and family goals.	Your Early Childhood Center Staff	Annually and Upon entry into the program

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline
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List of Required trainings from state regulations					
Twenty-four contact hours	UWBB Texas Rising Starr Texas AgriLife	Your Early Childhood Center Staff	Meet Texas Minimum Standards requirements for Caregivers	Director	Annually
Thirty contact hours	UWBB Texas Rising Star	Director	Meet Texas Minimum Standards requirements for Administrators	Director	Annually
CPR/First Aid	UWBB Texas Rising Starr Texas AgriLife	Your Early Childhood Center staff parents, volunteers	Meet Texas Minimum Standards requirements for Caregivers	Director Director	Annually Annually