

# Preschool Program Review – Required Action Form

**District:** Jefferson County

**Preschool Coordinator:** James Francis

**KDE Reviewer:** Melody Cooper

Please use the following directions to complete the P2R Cohort IV process:

## **District**

1. Complete all required action sections (left side columns) by indicating the status of implementation. Include narrative detail in the space provided.
2. Save a copy of the completed document and post into One Drive by the **due date**.
3. Alert the KDE reviewer with an email once the document is posted.

## **KDE Only**

1. Once the district's Action Report is posted in One Drive by the district, complete all KDE required action sections (right side columns) by indicating response status.
2. Save a copy of the updated document and post into One Drive within two weeks of district email receipt.
3. Alert the district with an email once the updated document is posted.

The process is considered final once KDE accepts all district responses to the required actions.

## Required Actions

- 1. 3c. Program Operation – 704 KAR 3:410 Section 6. Adequate break times are provided for staff during the course of the day and each full-time teacher shall be provided with a duty-free lunch period each day (KRS 158.060 and the Kentucky Wage and Hour Laws).**

ECERS-R reports note that not all staff have breaks. Submit evidence that staff are receiving adequate break times by November 1.

Due Date	Status	Description
November 1, 2015	Plan Created	Email sent to Assistant Superintendents by the Chief Academic Officer on September 12, 2015. The Assistant Superintendent of Curriculum and Instruction sent an email to all Principals on Sept. 12, 2015 1t 11:26 am. (Please see attached.) Online training model will be developed around this issue for the FY 16-17 school year.

Status	Response (KDE Only)
Choose an item.	

- 2. 4b. Staffing/Teacher Credentials - 704 KAR 3:410 Section 7 and 8, 16 KAR 2:040, 704 KAR 3:420, 16 KAR 2:140. A district may also employ a lead teacher who is a preschool associate teacher (CDA – Child Development Associate or AA) who was employed prior to the 2004-2005 school year and who has continued in the same position. This preschool associate teacher receives at least weekly contact and consultation by a qualified professional regarding the classroom, the curriculum, and teacher performance standards in IECE (704 KAR 3:420).**

The district reports that this has not been consistently done and has submitted an action plan to be complete by June 2016. Submit documentation that the plan has begun implementation by November 1.

Due Date	Status	Description
November 1, 2015	Plan Created	JCPS has purchased and will utilize the Blackboard Learn program to deliver content in an online virtual environment. Blackboard is an Internet-based application which allows our program to put

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Choose an item.	

		<p>content and materials online via the Internet. It provides a variety of tools to facilitate teaching and learning. This will enable us to connect virtually to all teachers and staff to provide weekly contact and consultation. In addition to regular visits by our resource/mentoring teachers to our preschool classrooms, we will utilize Blackboard Learn as a supplemental tool to enhance face-to-face consultations we have with preschool staff. The basic tools used in a Blackboard Learn will allow us to deliver these consultations/meetings in an interactive manner. Each consultation session will be conducted by an IECE certified central office staff member and will be formatted to include an agenda that will list the IECE performance standard, Learning Module, discussions, power points, training videos, evaluations and other features that will enhance the experience for our staff. Each Blackboard session would last up to 1 hour in length and resource/mentoring teachers would provide follow up support on their regular visits to the classroom. Please click the following link for a quick demonstration on the basics of Blackboard Learn:</p> <p><a href="https://www.youtube.com/watch?v=YxdJ3ar12bE">https://www.youtube.com/watch?v=YxdJ3ar12bE</a></p>
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- 3. **9c. Ratio and Staffing – 704 KAR 3:410 Section 6 (4). An adult is never left alone with more than ten (10) preschool children.**
- 22c. Transportation – 704 KAR 3:410 Section 8, 702 KAR 5:150. A local school district makes provisions for safe arrival and departure of all children.**

Ratio requirements are not met when children are waiting for buses, which creates a safety hazard. Submit evidence of a plan to stay within ratio during departure by November 1. The plan should include details regarding dissemination to building principals, to ensure they are aware of the regulation.

Due Date	Status	Description
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Status	Response (KDE Only)
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November 1, 2015	Plan Created	<ul style="list-style-type: none"> <li>I. Asst. Superintendents will communicate with building level principals regarding the concerns for standards 704 KAR3:410, Section 6 (4), and Section 8.</li> <li>II. II. Transportation department began monitoring drop off and pick up times during the week of 09/07/2015. GPS data and statistics will be pulled to monitor arrival/departure times.</li> <li>III. Transportation Error Logs will be created for days that buses do not arrive or return on time.</li> <li>IV. Principals will be reminded they have authority to provide extra service pay when coverage is needed above and beyond contract hours.</li> <li>V. Extra service pay will provided to ensure adequate staffing is with children until transportation picks the children up.</li> <li>VI. Long term – Will evaluate the need to adjust work hours to ensure adequate staffing is with children until transportation picks the children up.</li> </ul>
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Choose an item.	
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**4. 11b. Routines – 704 KAR 3:410 Section 6. Provide a daily balance of activities: Outdoors.**

**11h. Routines – 704 KAR 3:410 Section 6. Provide a daily balance of activities: The program promotes physical growth by providing developmentally appropriate materials and equipment, in sufficient quantity to allow choice.**

**12c. Equipment and Materials – 704 KAR 3:410 Section 6. The equipment and materials are: Geared to the age, ability, and developmental needs of the children.**

**12d. Equipment and Materials – 704 KAR 3:410 Section 6. The equipment and materials are: The equipment and materials are safe, durable, and kept in good condition.**

**13d. Space – 704 KAR 3:410 Section 6, Facility Requirement for Preschool (8/08), 702 KAR 4:170, 702 KAR**

**13e. Space – 704 KAR 3:410 Section 6, Facility Requirement for Preschool (8/08), 702 KAR 4:170, 702 KAR 4:180. Outdoor space is fenced with a 48-inch high fence and two 36-inch wide latchable gates.**

ECERS-R reports indicate that gross motor play and access to areas and equipment which promote physical growth is an issue for the district to address. Preschool students must have outdoor time when weather permits and have access to indoor space when conditions limit outdoor play. ECERS-R reports also indicated that children often must walk through driveways, roadways and parking lots to reach outdoor play areas, and that cars drive near the outdoor play areas regularly, with no barriers (other than fencing) between children and traffic. This presents a major safety hazard. It is highly recommended that students walk through traffic free areas as much as possible. When outdoor play areas are adjacent to driveways, roadways and parking lots, the playground are must be protected with barriers, such as concrete bollards. Refer to requirements and guidelines set forth by Facilities Regulation 702 KAR 4:170 and the U.S. Consumer Product Safety Commission’s Public Playground Safety Handbook as you devise a plan to meet the preschool regulations listed above. Submit evidence in the form of written plans approved by the board, budget allocations, photographs, etc. by December 1.

Due Date	Status	Description
December 1, 2015	Plan Created	Budget request was made during the October 29, 2015 meeting. An implementation plan is attached. This plan will be fully implemented by the end of FY 16.

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Choose an item.	

- 5. 131. Space – 704 KAR 3:410 Section 6, Facility Requirement for Preschool (8/08), 702 KAR 4:170, 702 KAR 4:180. Classroom is located within 75 feet of accessible hand washing and toilet facilities with steps-up or other devices appropriate to accommodate the size of student for each sex.**

Submit a plan for relocating classrooms (in phases) to meet this requirement by November 1.

Due Date	Status	Description
November 1, 2015	Plan Created	In FY 16-17 all classrooms will be re-located within 75” of a rest room.

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Choose an item.	

**6. 13q. Space – 704 KAR 3:410 Section 6, Facility Requirement for Preschool (8/08), 702 KAR 4:170, 702 KAR 4:180. Cafeteria/eating area must be provided for meal (prepared by kitchen staff), with age-appropriate seating and utensils.**

Submit evidence that each preschool location has age-appropriate seating, or that a plan is in place to acquire seating, by December 1.

Due Date	Status	Description
December 1, 2015	Implemented	JCPS Early Childhood will coordinate with School Nutrition and the students will eat in the classrooms. All rooms have sinks located within the room.

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Choose an item.	

**7. 15h. Individual Needs of Children – 704 KAR 3:410 Section 6. Test sheets, workbooks and ditto sheets are not used.**

By November 1, submit evidence that building principals and early childhood resource teachers have been notified of this requirement.

Due Date	Status	Description
November 1, 2015	Plan Created	The appropriate use of test sheets, workbooks and ditto sheets is covered in the instructional staff employee handbook, and it is distributed to all instructional staff, and a reminder “one pager” was sent out to all principals to forward to instructional staff. Principals were given the principal handbook where this is covered. A reminder email was sent on 9/28/2015, to resource teachers with the KDE position statement on the appropriate use of dittos.

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Choose an item.	

- 8. 17a. Annual Evaluation of Preschool Program = 704 KAR 3:410 Section 9. At least annually, parents, staff and other professionals are involved in evaluating the local preschool program's effectiveness in meeting the needs of participating children.**
- 17b. Annual Evaluation of Preschool Program. 704 KAR 3:410 Section 9. Rate of participation by eligible children.**
- 17c. Annual Evaluation of Preschool Program. 704 KAR 3:410 Section 9. Parental satisfaction with services provided.**
- 17d. Annual Evaluation of Preschool Program. 704 KAR 3:410 Section 9. Success of participating children as they complete the preschool program and progress through the primary school program.**

No evidence was found to substantiate compliance with these requirements. A community assessment was provided which related to the Head Start program, but no surveys were given to parents, teachers and other professionals involved with the state-funded preschool program. Submit a plan for incorporating an annual program evaluation which meets the regulatory requirements by November 1.

Due Date	Status	Description
November 1, 2015	Plan Created	<ul style="list-style-type: none"> <li>• Review and revise evaluation plan by November 1<sup>st</sup></li> <li>• <a href="http://assessment.jefferson.kyschools.us/survey2011/">http://assessment.jefferson.kyschools.us/survey2011/</a></li> <li>• (Comprehensive Survey Results done by the district)</li> <li>• Administer survey to parents (May 15-30)</li> <li>• Administer staff survey (May 15-30)</li> <li>• Compile Information mid-June 2016</li> <li>• Final Survey Results end of June 2016</li> <li>• Compliance Specialist will be in charge of these surveys.</li> </ul>

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