



## Program Self-Evaluation Fiscal Year 2018–19

1. **Contractor Legal Name** (Full Spelling of Legal Name required. Acronyms or site names not accepted):  
**Wheatland School District**
2. **Four-Digit Vendor Number:** **7275**
3. **Program Director Name** (as listed in the Child Development Management Information System [CDMIS]):  
**Craig Guensler**
4. **Program Director Phone Number:** **(530) 633-3130**
5. **Program Director Email:** **cguensler@wheatland.k12.ca.us**

6. **Statement of Completion:**

I certify that an annual plan has been developed and implemented for the Program Self Evaluation (PSE) that includes the use of the Program Review Instrument (PRI), age appropriate Environment Rating Scales, Desired Results Parent Survey, Alternative Payment and/or Resource and Referral Parent Survey, and the Desired Results Development Profile for all applicable contract types, per *California Code of Regulations*, Title 5 (5 CCR), Section 18279. I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

**Program Review Instrument** (<https://www.cde.ca.gov/ta/cr/proginst201819.asp>) **includes:**

- Desired Results Developmental Profile (PRI Item 8)
- Desired Results Parent Survey (Center-based Contracts, PRI Item 9)
- Parent Survey (Alternative Payment and/or Resource and Referral Contracts, PRI Item 9)
- Age Appropriate Environment Rating Scales (PRI Item 18)

7. **Signature of Program Director**, as listed in the CDMIS (Wet signature):

8. **Date of Signature:** 5/8/19

9. Name and Title of contact person completing the PSE: Nichole Steenberg

10. Contact Person Telephone number: (530) 633-3130

11. Contact Person Email Address: nsteenberg@wheatland.k12.ca.us

12. NOTE: See instructions for submission of the PSE.

### Summary of Program Self-Evaluation Fiscal Year 2018–19

13. In accordance with Title 5 *California Code of Regulations (5 CCR)*, Section 18279(b)(3), provide an assessment, in narrative format, summarizing the:

A) Staff and

B) Board member participation, in the PSE process.

**Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.**

Every school year begins with a meeting that includes; Teachers, Aides, the Administrative Assistant and the Director. In this meeting we review our new year goals, how we are going to accomplish those goals and what our outlook for the school year is going to be. Teachers are responsible for accessing and composing data for DRDP's, completing ECER's and for holding two Parent/Teacher Conferences that fall in time with the DRDP assessments. The information is compiled by the Administrative Assistant to the Director and as a team we review the information and develop a plan for the new school year.

The Board of Directors are updated weekly about what is happening at each Preschool Site and members visit regularly. They also receive a copy of the assessments for review. The Program Evaluation is presented to the Board Members in their May packet for review before sending to CDE.

In March when the PSE information is sent to us, we compile all of the information gathered and review for our Program Self Evaluation. The DRDP's are downloaded and put into a report format. The Reports are reviewed with Teachers, Administrative Assistant and the Director, in order to create a plan for continued progress in education and development. ECER's are completed by the Teachers in each class and findings are turned into the District Office for the Director and Administrative Assistant to follow up on. Parent Surveys are handed out to Parents for completion and results are compiled. The information received helps us to meet the needs of the parents of that year.

**14. In accordance with 5 CCR, Section 18279(b)(5), provide a summary of the program areas that:**

**A) Did not meet standards and**

**B) A list of tasks needed to improve those areas.**

**Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.**

Wheatland School District meets all standards.

We will continue to work on Parent Involvement: On May 21<sup>st</sup> we will be hosting an Open House for new families. This will give them a chance to visit the classrooms and to meet our teachers. Our current year parents created a Facebook page to communicate and reach out to each other. This also included adding events for the families and students to attend. This seems to be working out nicely and creating a network of support. We will also be continuing our Back to School night in the 19/20 school year. After starting school, this gives the new families time to adjust to the new schedule and new teachers so if there are any questions or just to have some time to visit.

15. In accordance with 5 CCR, Section 18279(b)(6), provide a summary of program areas that:

A) Met standards and

B) Explains the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

**Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.**

Wheatland School District continues to hold its Preschools to a very high standard.

EES 01 Plan for Parent Involvement: Wheatland School District has always been a safe place for students. We will continue to greet parents at drop off and pick up and follow up with parents on a daily basis at the classroom sites. This allows the parents easy access to the teachers. Teachers are available after class if parents need a one on one meeting. The main office has an open-door policy for the parents to stop in to talk to the Administrative Assistant and/or the Director as well. Parent/Teacher Conferences take place in November and in April. These conferences coincide with the Fall and Spring DRDP's and gives the parents useful information about how their child is progressing. Parents are able to be a part of the education process by either volunteering in the class or helping by doing extra tasks. All parents that volunteer in our program have to submit to and clear Livescan fingerprinting and turn in their shot records that show they have the needed immunizations according to SB 792. We have a good percentage of parents that volunteer and go on field trips. We have parent orientation at the beginning of every school year. This coming year we are hoping to bridge the families closer to the program and each other. We will be holding an Open House before school starts. Every year there is at least two classes or workshops for parents to attend.

EES 02 Family Eligibility Requirements: Families are eligible for CSPP by their eligibility. Upon student enrollment, student families have to meet the eligibility of family size, income and age. All families enroll and then meet with the Administrative Assistant to review and verify family information and income. All families are then placed on a list and ranked according to at risk families, low-high four-year old's, low-high three-year old's and then the possible private pay family if there is space. Family files are kept at the District Office and the emergency information that the teacher needs are kept in the classroom office.

EES 03 Child Need Requirement Verification: WSD is a Part-Day CSPP

EES 04 Recording and Reporting Attendance: Attendance is recorded daily at drop off and pick up. Each class has sign-in and out sheets for each student. Parents are required to do so at the time and if not are called back to the facility. Restrictions on excused absences are illness, lack of transportation, doctor's appointment or Best Interest Day. The preschool schedule is Monday through Friday, 8:30 am – 11:30am and we follow the same calendar as the Wheatland Elementary School District.

EES 05 Correct Fee Assessed: WSD is a part-time preschool so there is not a fee assessed.

EES 06 Inventory Records: The Business Services Department at WSD manages the inventory and asset tags for purchases over \$500.00 per unit. Auditors assess the depreciation yearly.

EES 07 Alternative Payment Policies: WSD is a Part-Day CSPP without subsidized fees. When there are families that are above the income threshold, they are assessed a Private Pay Family Fee. This fee is determined yearly and based off the State Reimbursement Rate. Each family is given a calendar and a contract for their monthly fee amount.

EES 08 Desired Results Profile and Data: Staff (Teachers) are responsible for completing the DRDP's in accordance with the Fall and Spring timelines. The lesson plans for the week are created in advance by the teachers in a bi-weekly manner. This enables us to make adjustments and be flexible. We are currently using the Genie App and the assessments are being done in the moment the measures are met. This information can be reviewed to see what students need to continue working on and what areas they are mastering. When the first assessments are completed, the Administrative Assistant and Director review the findings and create a plan for what areas need help and how we are going to implement that plan, reviewing the areas that are doing well. In the Fall the Staff (Teachers) will hand out the Parent surveys and have them turned in anonymously to the Administrative Assistant. At that time, the survey information is loaded into the spreadsheet provided and the data is reviewed for areas that need work on and areas that parents think we are doing well as a program. The information is presented to the parents at a Parent Activity Meeting where all parents are invited for the review and discussion. Teachers and Aides work together in order to complete and review the classrooms with ECERS. This information is also reviewed as a team in February. The observations and findings enable us to see what our program needs to continue and change. All compiled information is reviewed with the whole team and then copies are sent to each class in order to reflect on the areas that might still need attention.

EES 09 Annual Evaluation Plan: The Annual Program Self-Evaluation starts at the beginning of our school year each year. The last years Evaluation is reviewed, and continued work is done. Fall DRDP assessments are completed before winter break and we are able to see what areas the students are progressing in and what areas need extra support. Parent Surveys are conducted in November. This gives parents time to get to know our program and our team time to address the needs of the parents. Environmental Rating Scale Summary's are completed by February. This gives us time to rotate manipulatives in for the students and if there are areas in the class that need changes, the changes can be made right away. These assessments are complete, and a plan is made with our team. DRDP's continue and upon the second assessments being completed, we are able to see the progression made by our students. If there are areas that did not quite meet the mile marker we were hoping for our team will reassess what we can do for the remainder of the school year to help that child or set of children and also prepare those students for the next year of school.

EES 10 Site Licensure: WSD License for both Lonetree Preschool and Wheatland Child Development is paid each year through our Business Department and filed at the office.

EES 11 Staff Development Program: We participate in every two-year CPR and First Aid course. This ensures that the teachers and aides are certified and feel confident should an emergency arise. Every year we participate in the annual training that the School District designates. This year it was on School Safety and Lock downs. Our preschools participate in the same drills that the Elementary schools do where they are located. We have been working closely with our County Program that is aiding us with students that may need a little extra help or possibly have special needs. Our teachers currently are going to monthly trainings with the help of Supporting Inclusive Practices Grant (SIP) to bridge the gap between general education and special needs students. We are also working with a team from the Child Care Planning Council through Quality Rating and Improvement Systems (QRIS) to improve areas in the classrooms and work with our team of teachers and aides to continue providing high-quality early education and care.

EES 12 Qualified Staff and Director: All Staff and our Director are qualified for their positions held. Classroom Roster is updated yearly before the school year starts and updated as needed. A copy is sent to Licensing each year as well. Copies of permits, credentials and/or certificates of our staff are kept in our Human Resources Department in the District Office.

EES 13 Staff-Child Ratios: Wheatland School District CSPP maintains staff-child ratios as set forth in Title 5.

EES 14 Family Selection: Families are enrolled and registered by their eligibility. A list is compiled, and students are prioritized and placed into classrooms based on this list.

EES 15 Compliance with Due Process: Preschool parents are given an Orientation Packet that contains information about starting school on their first day. This includes hand washing in the classroom, what to do when your child is sick and attendance policies. Parents are also given a Parent Handbook that covers the program guidelines and procedures. Notice of Action policies are in place along with a procedure for a parental appeal.

EES 16 Refrain from Religious Instruction: There is no religious instruction at WSD.

EES 17 Services Responsive to Family Needs: Does not apply

EES 18 Environment Rating Scale: The Environmental Rating Scale is completed by the teachers between January and February on all six classrooms. We are also a part of the Quality Rating and Improvement System (QRIS) team. The team does a separate Rating on our classes and program. This helps measure and develop the quality of our program. We are determined to be the best program and have the best learning environment for our students.

EES 19 Nutritional Needs: We provide snack in the classroom. The food is provided by the Food Service Department at each elementary school and meets Federal and State guidelines. Each classroom has a menu and it is also posted on the

website monthly. A list of food allergies is kept with the Kitchen Manager, Teacher and the Office. If there are provisions based on allergies, the food service team will implement the change in the food that is sent to the classroom.

EES 20 Health and Social Services: The health and safety of our students starts as they enter the door. By greeting each student, we can see how they might be feeling and address the student or parent accordingly. We partner with Yuba County Office of Education for support if there are needs of a student that we need advice or help with. Student evaluations are done through YCOE and if a student qualifies for a Speech IEP, they will be serviced through the county.