

Polk County Board of Education

Polk County Schools Preschool Program

2024-2025 T/TA Plan Grant #04CH9964

T/TA Plan Preparation and Development:

Preschool office staff reviewed the previous T/TA plan and analyzed progress toward goals. Staff reviewed Head Start Program Performance Standards and self-assessment data sources to determine training needs, goals and objectives. The program has resumed “typical” operations due to the elimination of COVID restrictions. The program welcomed new classroom-based staff and 2 part-time floaters at our larger sites. Additionally, two Leadership Team members retired and were replaced at the beginning of the 2023-2024 school year by existing, seasoned staff (e.g., Lead Teachers). Our Health and Disabilities Coordinator moved to a different position within Polk County Schools in January 2024, and was replaced by an existing School Nurse. Our professional development opportunities (both online and in-person) have expanded during 2023-2024, with teachers, assistants, and leadership team staff participating in extensive onsite training opportunities focused on learning our new curriculum—as our program shifted from using *High Scope* curriculum to *Creative Curriculum for Preschool (7th Edition)* at the start of the 2023-2024 School Year. Formal professional development in our new curriculum will continue for the 2024-25 and 2025-2026 school years, as empirically-based research supports it takes programs and individuals at least three years to reach curriculum implementation fidelity. Our program enrolled all staff in the online ProSolutions platform during 2023-2024 school year to better align with the North Carolina Division of Child Development (licensing), Head Start and North Carolina Pre-Kindergarten program required Health and Safety trainings—as well as to provide staff the opportunity to seek professional development of interest to them within and across annual, individualized professional development goals. All classroom staff have opportunities for additional training through the Quorum Learning Hub on the *Teaching Strategies Gold* platform—including those pursuing Child Development Associate Credentials. ProSolutions and Quorum Learning Hub platforms allow for enhanced system-wide oversight of professional development topics and annual training hours required for all funding sources.

Program Goal 1: Polk County Schools Preschool Program will be a model preschool program committed to providing excellent care and services to all eligible children and their families.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Children will participate in daily developmentally appropriate activities and routines that support learning, and will exhibit growth in all HSELOF domains during the school year.	Teaching Strategies GOLD data	Three assessment periods per school year–Fall, Winter and Spring
Teaching staff will implement the <i>Creative Curriculum for Preschool</i> (7th Edition) with fidelity.	Lesson Plans Observations by Director, Preschool Education Specialist or other PreK Office staff	Curriculum Fidelity Checklist completed three times per year in every classroom.
Adult interactions with children in the classroom will be nurturing, supportive and include high-quality teaching/learning	CLASS observations	Formal CLASS observations/coaching at least 2x per year (Fall and Spring); informal observations as needed by the Preschool Education Specialist and preschool staff.
Teacher assistants will have at a minimum, either their CDA or be enrolled in a program leading to a degree in Early Childhood.	Transcripts CDA applications and/or certificates	Fall, Winter, Spring–review CDA online progress through TSG Learning Hub/Quorum
The program will build relationships with families, engage them in their child’s education and empower them to be advocates for their child.	Enrollment appointment Conferences Parent Engagement Activities Head Start Compliance Visits	Family Outcomes Survey 2x year, Parent Questionnaire at enrollment; teacher documentation of progress report conferences, initial parent/teacher interaction for all children; sign in sheets for parent engagement activities.
The program will comply with all federal and state guidelines governing the program.	Licensing Compliance Visits; Sanitation Compliance Visits	Various compliance documents; star-rated license; sanitation score sheet and grade.

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
<p>1. Teaching staff will be provided continued training and resources to enable them to implement all parts of the <i>Creative Curriculum for Preschool (7th Edition)</i>, as well as the Teaching Strategies GOLD assessment, with fidelity, including online <i>Creative Curriculum</i> courses, <i>Creative Curriculum</i> books, coaching, online TSG courses, etc.</p>	TSG/Creative Curriculum, Preschool Education Specialist, Director, ECLKC, NCQTL	Teaching staff	Preschool Education Specialist	<p>August 2024; October 2024, and ongoing</p> <p>Anticipated training dates: August 7-Mathematics; October 4-Inspiring Interactions</p>	\$3800
<p>2. Teaching staff will be provided additional training on early childhood mathematics instruction.</p>	TSG/Creative Curriculum, Preschool Education Specialist, Director, ECLKC, NCQTL	Teaching staff	Director, Preschool Education Specialist	August 2024 and ongoing	\$3800
<p>3. Monthly observations and/or Preschool Education Specialist to monitor for curriculum implementation with fidelity.</p>	TSG/Creative Curriculum, Preschool Education Specialist, Director, ECLKC, NCQTL	Teaching staff	Preschool Education Specialist	August 2024 and ongoing	
<p>4. Lesson plans are reviewed formally three times per year (Fall, Winter, Spring) by Preschool Education Specialist; informal reviews occur weekly.</p>	TSG/Creative Curriculum, Preschool Education Specialist, Director, ECLKC, NCQTL	Teaching staff Director, Preschool Education Specialist	Preschool Education Specialist	At least 3x year	

<p>5. All staff members who are certified CLASS observers will be recertified.</p> <p>6. Professional development and other resources will be provided to teaching staff related to improving CLASS scores.</p> <p>7. Teacher assistants will be supported in receiving and/or maintaining CDA certification.</p> <p>8. The Family Services Specialist will continue to seek opportunities for training on family engagement, ERSEA, GoEngage, working with families in poverty and increasing involvement of fathers in the program.</p> <p>9. Families will have opportunities to engage with PreK staff/teachers to learn about their child’s education and about resources to strengthen their family, including enrollment, initial parent-teacher interaction, conferences, Parent Café events, various family</p>	<p>Teachstone</p> <p>TSG/Creative Curriculum, Preschool Education Specialist, Director, ECLKC, NCQTL; Teachstone</p> <p>Director MyTeachingStrategies/Quorum (NC DCDEE)</p> <p>RIVHSA WKU T/TAS</p> <p>PreK Staff Teachers</p>	<p>Teaching Staff/Preschool Education Specialist</p> <p>Teaching Staff/Preschool Education Specialist</p> <p>Teaching assistants</p> <p>Fam Svcs Specialist Parents/Families</p> <p>Parents/Families</p>	<p>Director & Preschool Education Specialist</p> <p>Preschool Education Specialist</p> <p>Director</p> <p>Director, Family Services Specialist</p> <p>Family Services Specialist</p>	<p>Annually–date varies depending on month of initial certification.</p> <p>Fall and Spring, with individualized coaching as needed.</p> <p>Fall and/or Spring</p> <p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p>	<p>\$180</p> <p>\$1000, tuition reimbursement & CDA application fees</p> <p>\$450</p> <p>\$700</p>
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<p>engagement events, and as needed or requested by parents.</p> <p>10. Families will receive communication from the program (office & classroom) about their child, the program, available resources, etc. via various means, including phone calls, texts, emails, newsletters (electronic and/or paper), face-to-face, etc.</p> <p>11. Policy Council, Board of Education and fiscal staff will have opportunities to be trained on OMB’s Uniform Guidance, HSPPS, school readiness and other topics necessary to govern the program.</p> <p>12. PreK staff will receive all required trainings, including identification and reporting of child abuse and neglect, CPR & first aid, transition into and out of the program, working with ELL children & families, required services & goals of Head Start, bus & pedestrian</p>	<p>Class Dojo, Google voice, GoEngage, etc. messaging feature</p> <p>RIVHSA WKU T/TAS</p> <p>Polk Schools ARC & AHA ECLKC Quorum</p>	<p>Parents/Families</p> <p>Policy Council Bd of Ed Fiscal Officer Fiscal staff</p> <p>All PreK staff PreK bus drivers & monitors</p>	<p>Fam Svcs Specialist Preschool Education Specialist</p> <p>Fam Svcs Specialist Preschool Education Specialist</p> <p>Director Fiscal Officer Director Health & Disabilities Coordinator Preschool Education Specialist</p>	<p>August 2023 and ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p></p> <p>\$250</p> <p>\$750 (Prosolutions annual fee)</p>
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<p>safety and other topics as required and/or needed.</p>	<p>Polk Schools</p>	<p>New staff, consultants, & volunteers</p>	<p>PreK Director, Transportation Director</p>	<p>Ongoing</p>	<p></p>
<p>13. Appropriate orientation will be conducted for all new staff, consultants and volunteers. All Leadership Team Staff will receive additional Go Engage Training to enhance and expand existing systems. Performance standards proposed changed training–related to ERSEA, and additional as needed.</p>	<p>T/TA; ECLKC</p>	<p>Health & Disabilities Coordinator</p>	<p>Director, Health & Disabilities Coordinator, Personnel Director</p>	<p>Ongoing</p>	<p>\$1197</p>
<p>14. The Health and Disabilities Coordinator will receive orientation training specific to their job. We will seek out opportunities through the Office of Head Start.</p>	<p>T/TA; ECLKC</p>	<p>Health & Disabilities Coordinator</p>	<p>Director, Health & Disabilities Coordinator, Personnel Director</p>	<p>Ongoing</p>	<p>\$1197</p>

Program Goal 2: Polk County Schools Preschool Program will provide families and children with the skills, attitudes and abilities necessary for success in school and in life.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
<p>1. Families will partner with the preschool program and with teachers to support their child’s development and growth.</p>	<p>Enrollment activities Home visits/Conferences Family Engagement activities</p>	<p>Enrollment paperwork Conference Documentation 4x yearly Activity sign in sheets</p>
<p>2. Teachers will support children’s growth in all domains through the use of daily developmentally appropriate activities and routines.</p>	<p>Lesson Plans Observations</p>	<p>Checked informally weekly by Preschool Education Specialist. Formally three times per year (Fall, Winter, Spring) per classroom by Preschool Education Specialist</p>
<p>3. Instruction will be individualized for each child based on their development, needs, interests and abilities.</p>	<p>Lesson Plans Observations</p>	<p>Checked formally by Preschool Education Specialist in Fall, Winter, Spring; (weekly informal sample lesson plans for individualization).</p>
<p>4. Children’s growth will be monitored through daily collection of anecdotal evidence and ongoing informal assessment.</p>	<p>Teaching Strategies GOLD data</p>	<p>Checked in Fall, Winter, and Spring by Preschool Education Specialist. Three assessment periods per year with reports shared with families and goals updated as needed. Teachers collect anecdotal notes, photographs, videos, work samples...etc.</p>
<p>5. Families will receive information about their child and/or services and resources for the family from teachers, the preschool nurse, the Family Services Specialist or other PreK and/or school staff as needed about education, attendance, health related issues, transition, etc.</p>	<p>GoEngage Child file Weekly newsletters and/or communication from teachers</p>	<p>Staff notes re: family contact Sign in sheets Copies of newsletters, notes home, etc.</p>

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
<ol style="list-style-type: none"> 1. PreK office staff will begin the relationship-building process with families at enrollment, sharing information, asking and answering questions, providing a family handbook and encouraging parent participation in the PreK program and their child’s classroom. 2. Teachers will build relationships with families and seek information about the child through the initial parent-teacher interaction and/or conferences. They will welcome families in their classrooms and encourage parents to participate in their child’s PreK experience to the extent possible. 3. Teachers will implement the <i>Creative Curriculum for Preschool (7th Edition)</i> with fidelity, planning activities and routines that support school readiness in all learning domains. 	<p>PreK Office staff Family Handbook</p> <p>Teachers</p> <p><i>Creative Curriculum for Preschool, TSG, Quorum Hub</i></p>	<p>Families</p> <p>Families</p> <p>Students</p>	<p>Director Fam Svcs Specialist</p> <p>Director Fam Svcs Specialist</p> <p>Preschool Education Specialist</p>	<p>Ongoing</p> <p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p>	

<p>4. Preschool Education Specialist will review lesson plans for individualization.</p> <p>5. Teachers will collect anecdotes re: student skills and abilities and enter anecdotes in Teaching Strategies GOLD—scoring them in a timely manner. When possible, every student will have a minimum of one piece of assessment information for every objective entered in Teaching Strategies GOLD Preschool Education Specialist will aggregate and analyze Teaching Strategies GOLD assessment data and share/review this information with teachers.</p> <p>6. Staff will communicate and collaborate regarding the needs of individual families and offer/provide resources to support families as necessary.</p> <p>7. Families will have opportunities to enhance their parenting skills, knowledge and understanding of the educational and developmental needs of their children.</p>	<p>Preschool Education Specialist</p> <p>TS GOLD</p> <p>Teachers, PreK Office Staff, Community Resources</p> <p>Family Services Specialist, Preschool Education Specialist</p>	<p>Students</p> <p>Students</p> <p>Teachers</p> <p>Families</p>	<p>Preschool Education Specialist</p> <p>Preschool Education Specialist</p> <p>Family Services Specialist</p> <p>Family Services Specialist</p>	<p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p>	
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<p>8. Families will be provided resources and training on various topics, including how to be the primary teacher for their child, how to be full partners in their child's education, preventing child abuse & neglect, their rights & responsibilities concerning the education of their child in the school setting, bus & pedestrian safety, health & nutrition & mental health issues, and other topics as required, desired and/or needed.</p>	<p>Family Services Specialist, Preschool Education Specialist, PCANC</p>	<p>Families</p>	<p>Director, Fam Svcs Spec PreK Nurse Preschool Education Specialist</p>	<p>August 2024 and Ongoing</p>	<p>\$300</p>
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Program Goal 3: Polk County Schools Preschool Program will maintain a structure of shared governance between the Polk County Board of Education and the Head Start Policy Council. The Polk County Board of Education will comply with Head Start Performance Standards, and Federal and NC State cost principle regulations.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Increase the knowledge of the Polk County Schools Board of Education, Policy Council and Finance Officer in Head Start requirements.	Training Certificates	Annually

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
1 The Finance Officer will seek opportunities to attend Head Start specific training, take online courses, and view webinars. 2 The Board of Education, Policy Council and Finance Officer will be provided opportunities to be trained on Head Start fiscal requirements.	RIVHSA WKU T/TAS NCDPI	Bd of Ed Policy Council Finance Officer	Director Finance Officer	Ongoing	\$400

Program Goal 4: The Polk County Schools Preschool will comply with the NC Division of Child Development and Early Education regulations.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Each PreK site/classroom will receive a 5-star license.	DCDEE star-rated license	Compliance visit reports/Annually

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
1. Teachers will perform ECERS self-assessments at the beginning of the	ECERS, Preschool Education Specialist, Licensing consultant	Teachers	Director, Preschool Education Specialist, Support Coach	Beginning of each school year	

<p>school year as they set up their classrooms.</p> <p>2. Preschool Education Specialist and Support Coach will perform ECERS spot checks 2 to 3 times per year to check for compliance with ECERS requirements.</p> <p>3. Staff will be highly qualified per DCDEE requirements and maintain appropriate certifications, education levels, and training requirements.</p> <p>4. Sanitation requirements will be followed/maintained. PreK office staff will complete spot checks during weekly visits. Sanitation inspections will be passed with minimal demerits.</p>	<p>ECERS Preschool Education Specialist & Support Coach</p> <p>DCDEE, Licensing Consultant, Director</p> <p>DCDEE, Sanitation Consultant</p>	<p>Program, Director, Classrooms</p> <p>Program, Director</p> <p>Program</p>	<p>Preschool Education Specialist</p> <p>Director</p> <p>Director</p>	<p>2-3x/yr</p> <p>Ongoing</p> <p>Ongoing</p>	
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