



Mercer County Head Start

Program Improvement Plan

Compliance Area/Activity	Items Needing Attention	Plan for Improvement Procedures/Activities	Staff Responsible	Time Frame	Status/Supporting Evidence
Safe Learning Environments	Ensure that children are released only to a parent or guardian or alternate designated adult	Review/revise policy and procedure increase monitoring and training	Executive Director	November 2015 - December 30, 2016	Policy and Procedure Bus Observation Forms, Bus stop Observation Forms
Program Design and Management	Additional Monitoring and data management	Create new position for Program Outcomes/Monitoring	Executive Director	Oct-15	Job Description personnel Records

Disability Services	Hearing Screening Procedures	<p>1. Pure tone/acuity screening on every child at 1000Hz, 2000Hz and 4000Hz at 20 dB in both ears.</p> <p>2. If child responds at this level they pass with no further follow up.</p> <p>3. If they fail pure tone a tympanogram will be completed immediately.</p> <p>4. If both are failed immediate referral will be made.</p> <p>5. If pass tympanogram but fail pure tone the child will be rescreened in approximately 4-6 weeks.</p> <p>6. If fail at rescreen then will be referred.</p>	SLP	August 2015-	Hearing Screen Policy
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