



COLLEGE AND CAREER READY

A WORLD-CLASS EDUCATION FOR MILITARY-CONNECTED STUDENTS

Sure Start Program Component Plan (Sample)

EDUCATION COMPONENT

Beginning of the Year:

- Meet with Sure Start Advisory Committee to select children for the program
- Notify Parents
- Schedule and conduct the initial home visit
- Take pictures (at the initial home visit) of the family to display in the classroom
- Organize open house for parents and children
- Conduct a parent orientation meeting
- Review DoDEA Sure Start Guide
- Review CCRSP Objectives for Development & Learning
- Enter Class information into [Teaching Strategies GOLD](#)
- Develop a lesson plan format or use the one from [Teaching Strategies GOLD](#)
- Create a daily schedule (words and pictures) and post for student use
- Review component plans
- Review fire, security, and bomb procedures
- Prepare a letter to the commander explaining the program and the parents' participation responsibilities
- Meet with lunch staff to discuss schedule and program menu needs
- Meet with supply clerk to determine procedure and schedule for shopping for snacks
- Set up cleaning schedule
- Label the classroom

Enter Site Specific Information Here; e.g. contingency plan in the event that there is not a substitute available, when 2nd home visit will occur, CSC procedures, etc.

QTR 1	QTR 2	QTR 3	QTR 4
<ul style="list-style-type: none"> ▪ Assess each child using the ESI-R ▪ Collect authentic samples of student work; pictures, anecdotal notes, etc. and enter into Teaching Strategies GOLD ▪ Set up dates for parent meetings ▪ Have parents complete the parent Questionnaire ▪ Coordinate with parents on ways to complete participation hours ▪ Complete ECERS ▪ Develop improvement plan for program using data 	<ul style="list-style-type: none"> ▪ Continue to implement the Sure Start Program Standards and use the Objectives for Development and Learning to improve student performance and growth ▪ Conduct ongoing evaluation of children making adjustments as needed, using Teaching Strategies GOLD for guiding instruction ▪ Revise daily schedule as needed ▪ Monitor and adjust educational goals for each child ▪ Collect work samples 	<ul style="list-style-type: none"> ▪ Continue to implement the DoDEA CCRSP ▪ Continue planning, monitoring, and adjusting student goals ▪ Collect work samples for each child's portfolio ▪ Enter and finalize spring checkpoints in Teaching Strategies GOLD ▪ Review the ECERS assessment and program improvement plan with Administrator ▪ Revise and update educational goals at parent-conference/home 	<ul style="list-style-type: none"> ▪ Continue to implement the DoDEA CCRSP ▪ Continue planning, monitoring, and adjusting as in the second quarter ▪ Collect work samples for each child's portfolio ▪ Reactivate the Sure Start Advisory Committee in order to begin selection for children for the following year ▪ Finalize all summer checkpoints for students ▪ Review the Classroom Environment* assessment and



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<p>from Classroom environment assessment</p> <ul style="list-style-type: none"> Complete weekly lesson plans Enter preliminary fall checkpoints in Teaching Strategies GOLD Determine individual goals for each child with parent during scheduled conference at the end of the first quarter 	<p>for each child's portfolio</p> <ul style="list-style-type: none"> Facilitate parent quarterly meeting Enter finalized winter checkpoints in Teaching Strategies GOLD Complete Development and Learning Report on each student Conduct second home visit or in-school parent conference Complete weekly lesson plans Monitor parent participation hours 	<p>visit based on the Development and Learning report.</p> <ul style="list-style-type: none"> Facilitate parent quarterly meeting 	<p>update plan</p> <ul style="list-style-type: none"> Plan and implement transition activities Conduct final home visit or have parent conferences to share the final Development and Learning Report Complete Sure Start Annual Report; send to District Sure Start POC Set up date with Sure Start Advisory Committee for beginning of next year
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HEALTH AND NUTRITION

Task	Responsibility	Timeline
<ul style="list-style-type: none"> Designate a member for the Sure Start Advisory Committee Schedule dental screening for each child in the Sure Start program Provide follow-up visits needed for children as required Provide support services for the Sure Start program Present at a parent meeting, if requested 	Base Dental Clinic	
<ul style="list-style-type: none"> Designate a member for the Sure Start Advisory Committee Schedule dental screening for each child in the Sure Start program Provide follow-up visits needed for children as required Provide support services for the Sure Start program Present at a parent meeting, if requested Provide training in Child/infant CPR and First Aid (if the local installation provides it) 	Base Hospital/ Medical Treatment Facility	
<ul style="list-style-type: none"> Conduct training for staff on child abuse procedures Work with parents as required Recommend intervention programs and consult with teacher, parents, and children as needed Maintain confidential records as required 	School Counselor	
<ul style="list-style-type: none"> Vision and hearing screening Height and weight screening Support ill or injured children Maintain electronic records of office visits/health related encounters via the DoDEA approved Student Information System Contact parents with health issues/concerns Consult with parents to answer health related questions Maintain a school health folder for each child that contains student health information and any applicable medical records provided by the parents 	School Nurse	Screenings to be completed within 45 calendar days of enrollment



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PARENT INVOLVEMENT		
Task	Responsibility	Timeline
<ul style="list-style-type: none"> Communicate with command via letter stating required parent participation hours Provide letter and parent names to units regarding the required parent participation hours 	School Administrator	Upon student being selected for the program.
<ul style="list-style-type: none"> Schedule orientation meeting for enrolled parents and send invites Brainstorm topics for parent meetings with parents during orientation meeting Schedule home visits Set date and time schedule for parent meeting with parents Provide training to parent participants in the classroom Monitor and maintain parent participation hours Provide a variety of options for parents to complete participation hours Complete at least two (2) home visits a year, one prior to program start-up and one during the year 	Sure Start Teacher and Paraprofessional	
<ul style="list-style-type: none"> Attend scheduled parent meetings Participate in the Sure Start classroom for 30 hours per parent Assist the teacher and paraprofessional in developing agendas for quarterly meetings Help make educational goals for their child 	Sure Start Parents	
SOCIAL SERVICES		
Task	Agency	Timeline
<ul style="list-style-type: none"> Designate a social services member for the Sure Start Advisory Committee Distribute Sure Start information and application to various community organizations Advertise in the community for recruitment of eligible children Maintain a master list of services provided and available to families from military organizations Consult with nurse, administrator, and parents as needed Assist families to improve family life (e.g. parenting, budgeting, planning, counseling) 	Family Service Center	
<ul style="list-style-type: none"> Work with the social service representative to ensure families have services they require Follow established school guidelines for referring families to agencies that provide for crisis intervention and emergency assistance Maintain confidential records as required 	Sure Start Teacher and Paraprofessional	
SURE START TEACHER AND PARAPROFSSIONAL		
Task: additional items that the committee agrees to be included	Timeline	
<ul style="list-style-type: none"> e.g. if necessary, collaborate with local CDC regarding transportation of students 	Prior to first day of Sure Start	
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