

1 Program Needs Action Planning Table and Questionnaire

Use the action table to summarize your program needs. Adapt the questions below it to help you understand important details about your program and arrive at decisions about the right curriculum.

Sample Action	Notes	How does the new curriculum address this need?
Review the needs of the children and summarize areas of learning that need to be a priority		
Summarize parents' priorities		
Understand teachers' current demands and how changing the curriculum will affect those demands		
Understand teachers' past experiences with new initiatives		
Summarize how the current priorities, standards, and expectations are being met		
Summarize what requirements or components are not being addressed		

CURRICULUM CONTENT AND TRAINING IN THE DISTRICT'S PRESCHOOL PROGRAMS

- What curricula are currently in use? _____
 - Do any address children's behavioral issues? Yes No
 - How widely are they used? _____
- What is the current protocol for managing children with challenging behavior? _____

 - Is there an explicit disciplinary policy? Yes No
 - Is there an assessment mechanism for special education placement? Yes No
- What qualifications are required of preschool teachers? _____
- What professional development is in place for teachers? _____
 - How many days/hours of training? _____ Days _____ Hours
 - Is it mandatory or voluntary? Mandatory Voluntary
 - Who provides the training? _____
- What staffing support is available to teachers? _____
 - To what degree do teachers have access to staff members with mental health training? _____

- What is the role and training of the "resource teachers"? _____

 - What are the qualifications of the resource teachers? _____
- What other preschool initiatives are going on or planned that might advance or interfere with our intervention? _____

 - What is the timing of those interventions? _____

STRUCTURE OF THE PRESCHOOL PROGRAM

- Are these programs full day or part day? Full day Part day
 - Is there a summer component? Yes No
- What is the ratio of students to teachers? _____
 - Do programs have a teaching assistant in addition to a head teacher? Yes No
- What are the retention rates for teachers? _____
- What is the retention rate for children (the number of children who stay in the program for the full school year)? _____

ENROLLMENT/RECRUITMENT

- What recruitment and outreach efforts are used to make parents aware of the preschool programs?

- What seem to be the major barriers to enrollment? _____

- When do parents enroll their children in preschool programs? _____

CONTEXT

- How many children are served in preschool programs? _____ How many preschool classrooms are there? _____ In how many schools/centers are these preschool programs? _____
- How many preschool children does the school district currently serve? _____
 - How many are served by other community-based organizations (including Head Start)? _____
 - Are there any major service providers to be aware of? _____

- Which preschool programs are under the jurisdiction of the school system? _____

- How many classes are there? _____
- Are these programs all housed in the school buildings with elementary grades? Yes No
- Are there any special or unique features of the district's program? _____

- For programs run through community-based childcare providers or Head Start,
 - how is the control of the programs managed? _____

 - What are the requirements for the qualifications of the teaching staff and the curriculum (compared with district-run programs)? _____

 - How many classrooms are there? _____
 - In what settings are these classrooms? _____

- What funding streams currently support the preschool programs and which of these flow through the school district? _____

- Are there any specific issues affecting the preschool service providers that might have implications for a new curriculum? _____

ASSESSMENT

- What data are collected on children to assess their readiness for preschool? _____

- What data are collected on children in the classroom to make instructional decisions? _____

- What data are collected at the classroom level to measure progress? _____

