**Appendix B: PROGRAM STRUCTURE AND SERVICE DELIVERY CHART**

**Instructions:**

Complete the chart below with a brief description of your program’s current structure and service delivery. You must fill out Column 2 **OR** Column 3 of the chart for each row.

* If you **currently implement** the following comprehensive services, described in Column 1, fill out Column 2 only.
* If you **do not currently implement** the following comprehensive services, fill out Column 3 only to describe your plans to meet implementation standards.

If you choose to include information that crosses multiple subsections, please reference the original section where it is first written.

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| **Column 1: ECAP deliverables** | **Column 2: Please describe in this column, how your program currently meets the deliverable in Column 1.** | **Column 3: Please describe in this column, how you propose to meet the deliverable in Column 1 with supports as needed.** |
| **Program Governance** | | |
| 1. List your program’s vision, mission, and goals, as applicable. |  |  |
| 2. What is your program’s governing body structure (e.g. Head Start Governing Body)? |  |  |
| 3. What is your program’s family engagement body structure (e.g. Parent Committee and Policy Council, Parent Teacher Association, etc.)? |  |  |
| 4. What percentages of your staff hold at least an Associate’s Degree? Describe whether any staff are working towards higher education degrees. | Administration: Teacher: Assistant Teacher: |  |
| 5. What is your approach to ongoing professional development for all staff, including how you determine the effectiveness of these activities? |  |  |

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| 6. How do you continuously self- assess progress towards your program’s goals? |  |  |
| **Program Operations** | | |
| 7. What evidence-based curricula do you use at your program? Please list all. |  |  |
| 8. What formative/summative assessment tools do you implement? Please list all. |  |  |
| 9. How do you implement your evidence-based curricula in coordination with your assessment cycle? Include how you follow practices of inclusion, as outlined in the [Delaware Early Childhood](https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/534/2019_08_30_inclusion_guide.pdf) [Inclusion Guide](https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/534/2019_08_30_inclusion_guide.pdf), if applicable. |  |  |
| 10. How do you complete or obtain a current developmental screening to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills? Please indicate which developmental screening tool(s) that you use. |  |  |
| **Enrollment and Data Management** | | |
| 11. What data management system do you use to track program, child, and family data? |  |  |
| 12. How do you identify unserved and underserved communities through the completion of a community assessment? |  |  |
| 13. How do you follow Head Start’s Recruitment, Selection, Enrollment, and Attendance Program Performance Standards to enroll children and families who meet Head Start eligibility requirements? |  |  |
| **Family and Community Engagement and Partnerships** | | |

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| 14. How do you recognize families’ roles as children’s lifelong educators and encourage families to engage in their child’s growth and development? |  |  |
| 15. How do you collaborate with existing community programs to assure the delivery of holistic services to families when needed? |  |  |
| 16. How do you collaborate with families to promote their children’s health and well-being by providing medical, oral, nutrition, and mental health support services? |  |  |
| 17. How do you ensure smooth transitions into kindergarten for children and their families (e.g. transition plan, partnership with school districts, DE Readiness Teams, etc.)? |  |  |