**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1302.101

**PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT**

**POLICY:**

The program provides management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.

**PROCEDURES:**

**Management System**

The program implements a management system that:

1. Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services described in subparts C, D, E, F, G, and H of 1302;
2. Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
3. Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development, and allow for provision of the full range of services described in subparts C, D, E, F, G, and H of 1302; and,
4. Maintains an automated accounting and record keeping system adequate for effective oversight.

 **Coordinated Approaches**

At the beginning of each program year, and on an ongoing basis throughout the year, the

program’s designed and implemented program-wide coordinated approaches ensure:

1. The training and professional development system, as described in §1302.92, effectively supports the delivery and continuous improvement of high-quality services (see  [Training and Professional Development](#Pol92000_HRPP_TrainingAndProfDevelopment));
2. The full and effective participation of children who are dual language learners and their families, by:
	1. Utilizing information from the program’s community assessment about the languages spoken throughout the program service area to anticipate child and family needs;
	2. Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations consistent with the requirements in §1302.53 a (see  [Community Partnerships and Coordination with Other ECE Programs](#Pol71000_FCE_CommunityPartnershipsAndCo)); and,
	3. Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction, staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.
3. The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act (see  [Additional Services for Children with Disabilities](#Pol72000_DS_AdditionalServicesChildDisab)); and,
4. The management of program data to effectively support the availability, usability, integrity, and security of data.
5. The program has established procedures on data management, approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws.