



COLORADO SHINES
START EARLY
START STRONG
QUALITY EARLY LEARNING

QUALITY RATING and IMPROVEMENT SYSTEM



Sunset Academy

County: Boulder

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PROGRAM QUALITY RATING



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Our Program Quality Improvement Plan

Continuous Quality Improvement Planning is key to the success of your Early Learning facility and the teachers you employ. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives funded by the state general fund and federal grants. We believe that this tool will help you document your highest priorities for increasing the quality of your program by focusing on 3 key areas:

- foundational practices, such as leadership and management
- daily practices, such as curriculum and family partnerships
- comprehensive practices, such as health screenings and mental health consultation

These indicators are based on the 5 standard areas in the Quality Rating and Improvement System (QRIS). By implementing Colorado Shines in your program, we believe that together we will positively impact all facets of the Early Childhood System ranging from enhanced resources for parents, professional development for the early learning workforce, supports for children with high needs, to sound business best practices for your program. Our QI Incentive initiatives help support your program in achieving and maintaining the high quality child care options that families need, and helps those families find the best match for their children.

Thank you for taking the time to work on your QIP – we hope that this will be a living, breathing document that you will revisit with your staff, coaches, and QI navigator.



Build your Quality Improvement Plan

Directions:

To start building your QIP, follow the five steps listed below. Remember, the Plan Elements represent your priorities that will drive your qualified quality improvement expenditure requests under the QI Incentives initiatives. You will be able to add and edit QIP priorities at any time.

1. **Add a Plan Element** by clicking the button to start building your QIP
2. **Select the Category** you'd like to choose from the dropdown menu
3. **Select the Criteria** for the selected Category
4. **Select the Status** of your priority
5. **Enter your priority narrative** in the **Improvement Actions** text box provided

Once completed, you can continue to revisit your QIP as you complete priorities or have new opportunities for improvement come up.

Select QIP:

Thank you for submitting your Level 2 Quality Improvement Plan!

Workforce Qualifications and Professional Development

Category:

Early Childhood Teacher & Aides Qualifications

Status: In Progress
Priority: High
Completed By: 3/31/2021

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

75% of early childhood assistant teachers and aides meet requirements for Early Childhood Professional II Credential or higher

Improvement Actions:

Continuing our effort from the previous year, we will continue to work with our assistant teachers to improve their standing with the Early Childhood Professional II Credential, Our goal is that 75% for the teachers will be Level II or higher.

Good progress has been made by working with each individual teacher, make sure:

1. each teacher complete their professional assessment in the PDIS system
2. experience spreadsheet, training certificates and diplomas are uploaded in the system
3. provide incentives for teachers to complete at least 31 hours of professional training in the PDIS system
4. purchase additional training for teachers to gain Continuous Education Units

We are confident we will be able to accomplish our goal by 3/31/2021

Category:

Early Childhood Teacher Qualifications

Status: In Progress
Priority: High
Completed By: 3/31/2021

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

75% of early childhood teachers meet requirements for Early Childhood Professional III Credential

Improvement Actions:

 [Edit](#)  [Delete](#)

Continuing our effort from the previous year, we will continue to work with our lead teachers to improve their standing with the Early Childhood Professional II Credential, Our goal is that 75% for the teachers will be Level III or higher.

Good progress has been made by working with each individual teacher, make sure:

1. each teacher complete their professional assessment in the PDIS system
2. experience spreadsheet, training certificates and diplomas are uploaded in the system
3. provide incentives for teachers to complete at least 31 hours of professional training in the PDIS system
4. purchase additional training for teachers to gain Continuous Education Units

We are confident we will be able to accomplish our goal by 3/31/2021

Category:

Director Qualifications

Status: In Progress
Priority: Medium
Completed By: 3/31/2021

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

Meets requirements for Early Childhood Professional V Credential

Improvement Actions:

 Edit  Delete

Our director is at level IV. Since we have purchased additional training for her to gain Continuous Education Units, which enable her to gain additional points, we think she should be qualified for Level V.

We are confident we will be able to accomplish our goal by 3/31/2021

Family Partnerships

 Add a Plan Element

Category:

Home Language

Status: In Progress
Priority: Medium
Completed By: 6/30/2021

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program provides documentation or written policy of the use of interpreters, or other resources for help with other languages of enrolled families

Improvement Actions:

 Edit  Delete

With the finalization of the enrollment forms and parents handbooks, we will translate these documents into Spanish.

We will put the policy of the use of interpreters in the Parent Handbooks

Category:

Sensitivity to Diversity

Status: In Progress
Priority: Medium
Completed By: 12/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program provides materials and resources (information about community-based programs, community mental health, child nutrition, physical fitness, food banks, Child Find, medical/dental resources) in a way that is accessible to all families, including families with high needs.

Improvement Actions:

 *Edit*  *Delete*

We have already provide some of the materials and resources, but we will exam the material provided to ensure the scope expanded.

Category:

Sensitivity to Diversity

Status: In Progress
Priority: Medium
Completed By: 12/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program offers opportunities for all families, including those from different backgrounds and communities, to get to know one another and work together for the benefit of the children in the program

Improvement Actions:

 *Edit*  *Delete*

We will call the participation of parents from different backgrounds and communities to participate in the Parents Advisor Board, so we can know each other and work together to benefit the children in the program

Category:

Transitions

Status: In Progress
Priority: Medium
Completed By: 12/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program has written policies and procedures that describe how transitions are supported among all early childhood and home settings and how transition information is shared with families.

Improvement Actions:

 [Edit](#)  [Delete](#)

We will expand the content on the transition in our Parent's Handbook to make sure we have written policies and procedures that describe how transitions are supported among all early childhood and home settings and how transition information is shared with families.

Category:

Transitions

Status: In Progress
Priority: Medium
Completed By: 12/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

Family surveys indicate the program offers information sessions and/or individual family meetings specific to child transitions (e.g., what to expect in terms of transitions from one classroom to another, from home to a classroom, to another setting, connecting families with schools for children transitioning into school) in

order to help prepare the child and family for transition and to help the child adjust to new settings.

Improvement Actions:

 Edit  Delete

After we update our Parent Handbook, we will conduct a survey, to make sure the parents experience what we promises in the Handbook,

Category:

Transitions

Status: In Progress
Priority: Medium
Completed By: 12/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

Session sign-in sheets and/or individual conference logs indicate the program offers information sessions and/or individual family meetings specific to child transitions.

Improvement Actions:

 Edit  Delete

At the beginning of the school year, we typically have a teacher/parents meeting for each classroom specific to child transition. This year, we may have to do it virtually. We will document what we have done.

Category:

Engagement of Families

Status: In Progress
Priority: High
Completed By: 9/30/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

Family members act in leadership positions on program and/or advisory boards.

Improvement Actions:

 *Edit*  *Delete*

We will restart the Parent Advisor Board made of diversified backgrounds shortly after the school year starts.

Category:

Engagement of Communities

Status: In Progress
Priority: Medium
Completed By: 9/30/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

A plan is written and implemented describing procedures to refer and connect families to appropriate community service agencies (e.g., mental health, health, developmental, educational).

Improvement Actions:

 *Edit*  *Delete*

We will update our Parent Handbook to ensure we have the procedures in place.

Leadership, Management and Administration

+ Add a Plan Element

Category:

Program Evaluation

Status: Completed
Priority:
Completed By:

Date Created: 07/26/2018
Created by: Nicole Malone

Criteria:

The Program has developed a continuous quality improvement plan that is updated annually, with documented goals, timelines, and outcomes.

Improvement Actions:

 Edit  Delete

Will apply for a QI grant with the Early Childhood Council of Boulder County and will agree to work with our coach and navigator to support our administrators and staff with the Colorado Shines rating system for the 2019-2020 fiscal year.

Goal reviewed and updated Sept 2019

The plan has been updated in Feb. 2020.

Learning Environment

+ Add a Plan Element

Category:

Curriculum

Status: In Progress
Priority: High
Completed By: 9/30/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program has a curriculum that has been aligned with the domains of Colorado's Early Learning and Development Guidelines, and is age specific to the children the program serves to include: 1) physical development and health; 2) social & emotional development; 3) language and literacy development; 4) cognitive development; 5) literacy knowledge & skills; 6) logic & reasoning; 7) mathematics knowledge & skills; 8) science knowledge & skills; 9) social studies knowledge & skills; 10) creative arts expression

Improvement Actions:

 Edit  Delete

We are launching a new curriculum called the Creative Curriculum that is provided by The Teaching Strategies at the beginning of the new school year.

Category:

Ratio, Group Size & Continuity of Care

Status: In Progress
Priority: High
Completed By: 9/30/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The Program has designed a plan and timeline to move toward lower group size and improve adult:child ratios beyond what is required by licensing.

Improvement Actions:

 Edit  Delete

During the pandemic, we are going to reduce the group size to half the licensed group size.

Category:

Annual Curriculum Training

Status: In Progress
Priority: High
Completed By: 9/30/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program provides documentation that 50% of educational staff participates in annual training on use of the selected curriculum

Improvement Actions:

 Edit  Delete

All lead teacher will be trained for the new curriculum.

Category:

Environment Rating Scales Element

Status: In Progress
Priority: High
Completed By: 6/30/2021

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

Please identify your QI Plan Improvements for ERS

Improvement Actions:

 Edit  Delete

We will continue to identify the needs to bring the classrooms and playground to improve the environment rating scale. Much money has been spent already, but we are sure there are more opportunities. Specifically, we are looking at improving the play sets of the infants and toddlers' playground

Child Health

+ Add a Plan Element

Category:

Child Health Promotion

Status: In Progress
Priority: High
Completed By:

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

A playground quality improvement plan is created based on the results and progress is monitored annually.

Improvement Actions:

 Edit  Delete

We would like to have the playground inspected by a professional inspector and make an improvement plan.

Category:

Child Health Promotion

Status: In Progress
Priority: Medium
Completed By: 3/31/2020

Date Created: 07/26/2020
Created by: eric kuang

Criteria:

The program is observed to have a garden with fruits/vegetables.

Improvement Actions:

We have a garden but it shows sign of aging. We will renovate it.

Optional

