

School Action Plan for Open Arms Christian Early Childhood Center

S & Indicator #	Self-Study Concerns & Strategies	Target Yr.	Yr. Addressed	Responsible Party	Action Taken
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LCMS District: MN South School Address: 201 E 104th St. Bloomington MN E-mail: eccdirector@openarmsecc.org
 Street City State Zip

Date of most recent NLSA site visit: April 23-25, 2019 Captain: Rachel Jeppesen This is year **1** 2 3 4 of the current cycle.

Date: April 7, 2020 Principal:  Board Chair: 
 Signature Signature

When you submit this form as your Annual Report, please include below a narrative of any significant changes that have occurred in your school during each of the past years. This becomes a cumulative record.

- Year 1:
- Year 2:
- Year 3:
- Year 4:

Place cursor in appropriate box and populate with information. Then use tab key to move to next box, or from the last box to add a new row.

1:05	The philosophy references intellectual and creative development. This does not match the developmental domains of the curriculum and assessment tools used. (1, 2) Recommendation: the statement to reflect the current domains used in the Minnesota Early Childhood Indicators of Progress.	2021	2020	Board President Ron Reich	
1:07 and 1:11	The philosophy and mission statement are not reviewed annually. (1) Recommendation: Review and revise as necessary the philosophy and mission statement annually to reflect current practices.	2020	2020	Board President Ron Reich	Added to annual board calendar to review every year in January.
2:09	An annual survey is not consistently provided to parents. (1, 4)	Fall 2020		Director Dawn Regan	

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2:21	<p>Recommendation: Ensure parents are given the opportunity to provide feedback to the program on an annual basis.</p> <p>The weekly devotion times are only offered to the lead teachers.</p> <p>Recommendation: Creatively schedule times to include all staff in a devotional time with church staff.</p>	2021		<p>Pastor Paul Krentz and Director Dawn Regan</p>	
2:28	<p>The center does not have a formally adopted evangelism plan.</p> <p>Recommendation: Use the documentation included in this report to create an official policy that is budgeted for and approved by the voters. The new pastor should be involved in this process.</p>	2021		<p>Pastor Paul Krentz and Director Dawn Regan</p>	
3:10 and 3:39	<p>All positions do not have job descriptions. Recommendation: Complete job descriptions for each position in the ECC</p>	2020		<p>Director Dawn Regan</p>	
3:23 and 3:24	<p>Policies pertaining to the ECC Board's job duties are complete but not always exercised. There is no training process for new board members.</p> <p>Recommendation: Follow the current policy or revise if needed. Board members need to be trained on these policies and held accountable for them.</p>	2020		<p>Board President Ron Reich</p>	
3:28	<p>There is a salary scale which reaches only 85% of the district guidelines.</p>	2023		<p>Director</p>	

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	Recommendation: Continue to strive to reach 100% of district salary guidelines.			Dawn Regan and Board President Ron Reich	
3:36	The director only has membership in one professional organization - Zero to Three. Recommendation: That the director be a member of Lutheran Education Association (LEA)	Fall 2020		Director Dawn Regan	
3:49	Electronic public relations materials are not updated in a timely manner Recommendation: More frequently update the website and social media pages.	Fall 2020		Assistant Director Randy Regan	
4:03	Not all Open Arms staff have at least a two-year degree in early childhood or an equivalent. Recommendation: Continue to work with staff to complete programs to fully meet this standard.	2022		Director Dawn Regan	
4:06	Only the director has a professional membership. Recommendation: When budgeting, consider ways to include memberships for at least lead staff to have a membership with a professional organization such as LEA, NAEYC, High Scope, Zero to Three, Association for Early Learning Leaders, or Child Care Education Institute (CCEI).	2021		Director Dawn Regan	

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5:16	Open Arms has all of the avenues to collect information about families' culture, practices and language but could incorporate this into the curriculum in a more authentic way. Recommendation: Research ways to authentically incorporate family culture and practices into an early childhood classroom.	2021		Assistant Director Robin Oliver	
6:05	The latches on the preschool playground can be opened by a child who then could access the parking lot. The space between the latch posts on the east side are too far apart. Recommendation: Secure the latches on all gates and yet allow for adults to open the gate in case of emergency. Replace the latch on the east gate of the preschool playground when reducing the space between the post and gate.	2019	2019	Randy Regan	The space between the post and the gate has been eliminated. The gate latches are above the typical reach of a child and still allow for staff to open with one motion as directed by the Fire Department.
6:05	The gate on the toddler playground does not have Plexiglas between the brick wall and the post. This allows for animal access. Recommendation: Add Plexiglas to the fence in the toddler playground. (between brick and gate post)	2019	2019	Assistant Director Randy Regan	A board was inserted between the gate and the brick wall to eliminate the space for animals to enter.
6:05	The toddler sandbox is not covered. Recommendation: To purchase or construct a cover for this sandbox.	2020		Assistant Director Randy Regan	
6:08, 6:10 and 6:11	The teachers and students do not have convenient access to a hand washing area in the lunchroom.	2020		Director Dawn Regan	

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	Recommendation: The visiting team feels that it is important to keep the lunch room a separate area from the classrooms. In order to comply with licensing regulations a sink should be installed so students are within sight and hearing during this process.				
6:29	It is difficult to supervise and stay in ratio during meal times as staff needs to go in and out of the lunchroom for milk. Recommendation: Consider moving a NSF rated refrigerator to the lunch room. This can be a smaller size than the kitchen.	2020	2020	Sally Endresen	In January of 2020 a fridge was fixed and placed in the lunch room for milk.
6:37	The routine at meal times was not conducive to safe practices for children with allergies. Recommendation: Implement a center-wide system that consistently provides a safe routine for dispensing of milk and food during meal times. This will ensure that any children with allergies will receive the correct food. (i.e.; only one staff distributes milk and another distributes food etc.)	2019	2019	Director Dawn Regan	Meal time procedures have been created and documented in the risk reduction plan. All staff are trained upon hire during orientation and annually.
6:21	The children's artwork is not at eye level in all of the classrooms. Recommendation: Display artwork at eye level consistently in all classrooms.	2020		Director Dawn Regan and Assistant Director Randy Regan	Four wooden picture frames with plexi glass have been made for the Penguin and two toddler rooms to be installed at child eye level by end of May 2020. Teachers will rotate pictures and art work. Preschool room staff have been

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6:11	The fire extinguisher by the toddler playground door is accessible to children. Recommendation: Encase the fire extinguisher in a cabinet.	2020		Director Dawn Regan and Assistant Director Randy Regan	instructed to hang art work at the children's eye level. Fire Extinguisher box purchased and installed.

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