

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

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: *Tara Degan* Board Chair: *RR Reich* 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: 2020
Year 2: 2021
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.

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|------|---|------|------|------------------------------|--|
| 1:05 | <p>The philosophy references intellectual and creative development. This does not match the developmental domains of the curriculum and assessment tools used. (1, 2)</p> <p>Recommendation: the statement to reflect the current domains used in the Minnesota Early Childhood Indicators of Progress.</p> | 2021 | 2021 | Board President Ron Reich | <p>Revised the statement of purpose/philosophy to reflect the Minnesota Early Childhood Indicators of Progress.</p> <p>Statement of Purpose: Open Arms Christian Early Childhood Center, a ministry of Holy Emmanuel Lutheran Church, offers families a caring, nonjudgmental and supportive Christian environment. The loving and secure age-appropriate environment is culturally sensitive and encourages children to learn through play. Children's development is enhanced by opportunities which meet the individual needs of the whole child with in the following learning domains:</p> <ol style="list-style-type: none"> 1. Spiritual 2. The Exploration of Arts 3. Approaches to Learning 4. Language and Literacy Communications 5. Cognitive; Mathematics, Scientific Thinking, and Social Systems 6. Physical and Movement 7. Social and Emotional <p>Accomplished 2021</p> |
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| 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. Accomplished 2020 |
| 2:09 | An annual survey is not consistently provided to parents. (1, 4) Recommendation: Ensure parents are given the opportunity to provide feedback to the program on an annual basis. | Fall 2020 | Winter 2021 | Dawn Regan | The administration and the ECC board determined that winter near the beginning of the new year would be the best time for the annual parent survey as many families start attending in the fall each year and this would give them the opportunity to learn more about the school prior to giving feedback. Accomplished 2021 |
| 2:21 | The weekly devotion times are only offered to the lead teachers. Recommendation: Creatively schedule times to include all staff in a devotional time with church staff. | 2021 | | Pastor Paul Krentz and Director Dawn Regan | |
| 2:28 | The center does not have a formally adopted evangelism plan. 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. | 2021 | | Pastor Paul Krentz and Director Dawn Regan | |
| 3:10 and 3:39 | All positions do not have job descriptions. Recommendation: Complete job descriptions for each position in the ECC | 2020 | 2021 | Director Dawn Regan | Current job descriptions were updated and new job descriptions were created to ensure that each position has a job description. Each staff member has been given an updated job description and met with the director to ensure understanding and any of their questions were answered. Accomplished 2021 |

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| 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 | | Board President Ron Reich | |
| 3:28 | <p>There is a salary scale which reaches only 85% of the district guidelines.</p> <p>Recommendation: Continue to strive to reach 100% of district salary guidelines.</p> | 2023 | | Director Dawn Regan and Board President Ron Reich | |
| 3:36 | <p>The director only has membership in one professional organization- Zero to Three.</p> <p>Recommendation: That the director be a member of Lutheran Education Association (LEA)</p> | Fall 2020 | | Director Dawn Regan | |
| 3:49 | <p>Electronic public relations materials are not updated in a timely manner</p> <p>Recommendation: More frequently update the website and social media pages.</p> | Fall 2020 | | Randy Regan | |
| 4:03 | <p>Not all Open Arms staff have at least a two-year degree in early childhood or an equivalent.</p> <p>Recommendation: Continue to work with staff to complete programs to fully meet this standard.</p> | 2022 | | Director Dawn Regan | |
| 4:06 | <p>Only the director has a professional membership.</p> <p>Recommendation: When budgeting, consider ways to include memberships for at least lead staff to have a membership with a professional</p> | 2021 | | Director Dawn Regan | |

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| 5:16 | <p>organization such as LEA, NAEYC, High Scope, Zero to Three, Association for Early Learning Leaders, or Child Care Education Institute (CCEI).</p> <p>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.</p> <p>Recommendation: Research ways to authentically incorporate family culture and practices into an early childhood classroom.</p> | 2021 | | Class Room Development Coordinator Michelle Stephens | |
| 6:05 | <p>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.</p> <p>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.</p> | 2019 | 2019 | Randy Regan | <p>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.</p> <p>Accomplished 2019</p> |
| 6:05 | <p>The gate on the toddler playground does not have Plexiglas between the brick wall and the post. This allows for animal access.</p> <p>Recommendation: Add Plexiglas to the fence in the toddler playground. (between brick and gate post)</p> | 2019 | 2019 | Randy Regan | <p>A board was inserted between the gate and the brick wall to eliminate the space for animals to enter.</p> <p>Accomplished 2019</p> |
| 6:05 | <p>The toddler sandbox is not covered.</p> <p>Recommendation: To purchase or construct a cover for this sandbox.</p> | 2020 | | Randy Regan | |
| 6:08, 6:10 and 6:11 | <p>The teachers and students do not have convenient access to a hand washing area in the lunchroom.</p> | 2020 | 2020 | Dawn Regan | <p>Due to the COVID-19 pandemic Open Arms created a lunch service plan for all children to eat in their individual classroom to reduce exposure. After</p> |

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| | <p>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.</p> | | | | <p>researching several avenues of adding a sink to the lunch room it has been determined due to cost of construction and the fact that meal service in classroom has worked well children will continue to eat meals in their classroom permanently.</p> <p>Accomplished 2020</p> |
| 6:29 | <p>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.</p> <p>Recommendation: Consider moving a NSF rated refrigerator to the lunch room. This can be a smaller size than the kitchen.</p> | 2020 | 2020 | Sally Endersen | <p>In January of 2020 an NSF fridge was fixed and placed in the lunch room for milk.</p> |

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| 6:37 | <p>The routine at meal times was not conducive to safe practices for children with allergies.</p> <p>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.)</p> | 2019 | 2019 | Dawn Regan | <p>Meal time procedures have been created and documented. All staff are trained upon hire and annually. As follows:</p> <ol style="list-style-type: none"> 1st Staff member dispenses all milk/drinks- children with any allergies are served first. 2nd staff member serves all meals to children with home lunches are served first. Children with home lunches that have allergies are served first. Any child with an allergy is given a red tray. 3. When Milk and Home food is distributed staff will then serve school lunches. Again children with allergies are served first and are given a red tray. <p>This procedure is documented in the lunch room. All children with allergies or preferences sit in the same seat every day that is labeled with a name tag with child picture, food documented food allergy.</p> <p>Accomplished 2019</p> |
| 6:21 | <p>The children's artwork is not at eye level in all of the classrooms.</p> <p>Recommendation: Display artwork at eye level consistently in all classrooms.</p> | 2020 | 2020 | Dawn Regan, Director and Randy Regan, Assistant Director | <p>3 Wooden picture frames with Plexiglas 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.</p> <p>Accomplished 2020</p> |
| 6:11 | <p>The fire extinguisher by the toddler playground door is accessible to children.</p> <p>Recommendation: Encase the fire extinguisher in a cabinet.</p> | 2020 | 2020 | Dawn Regan, Director and Randy Regan, Assistant Director | <p>Fire Extinguisher box purchased. To be installed by end of May 2020.</p> <p>Accomplished 2020</p> |