

The Program Action Plan provides a way for you to reflect on your program, to identify what's going well and areas you'd like to improve. Sections 1 to 7 of the tool need to be finished before you complete the Action Plan, which you can do on your own or in collaboration with colleagues or other district personnel, such as your early learning contact. This example of a completed Action Plan, uses Helen, our fictional facilitator from the quizzes.

### Appendix A: Program Action Plan

StrongStart BC Program:	River StrongStart BC
StrongStart BC Facilitator:	Helen George
District Early Learning Contact:	Navjot Dhaliwal
Date:	Sept 10, 2015
Section with highest quality ratings:	Section 2: The Learning Environment
Ideas for celebrating and sharing successes:	Get a large piece of paper titled: "What I Love About River StrongStart BC!" for children and families to add words and drawings to. We'll hang the collage in a special place on the wall and invite the principal to come to a special snack time where we unveil the collage.

This part of the plan is easy to fill in, as it's simply your program name, your own name, your district contact and the date.

Now the fun part, celebrating what you've done well! It's important to recognize your hard work and to realize you're making a difference. It's also a great opportunity to acknowledge others who have contributed to the success. Inviting people, such as your principal or district staff to your celebration helps them understand and appreciate the importance of what you're doing in your program.

This part is about what's working well in your program. Go through sections 2 to 7 to find the sections with the best ratings. Remember, being adequate is a perfectly acceptable rating. Adequate means you are meeting all the expectations. If you have several sections with equally high ratings, list them all or choose the one you're most proud of. Maybe it's one you've worked on improving over the past year.

This second page of the plan deals with what you'd like to improve in your program. To choose, go through sections 2 to 7 looking at the quality statements and their indicators. You only need to choose one quality indicator to work on for the action plan. You can choose any indicator that has an "adequate" or "needs to be improved" rating; however, the "needs to be improved rating" should be a priority area to address. Once you've made your choice, record the quality statement, and current indicator and level rating. Then decide on your goal for improvement and fill in the corresponding quality indicator and level.

Action Plan :

Quality Statement	4.4 Families are encouraged to build relationships with each other.					
Quality Indicator Achieved	The facilitator does not plan events or activities that promote relationship building, collaboration, and connection among families, children and community.			Quality Indicator Goal	The facilitator plans some activities that promote relationship building, collaboration, and connection among families, children and community.	
Level Achieved	<input checked="" type="checkbox"/> Needs to be Improved	<input type="checkbox"/> Adequate	<input type="checkbox"/> Exemplary	Level Goal	<input checked="" type="checkbox"/> Adequate	<input type="checkbox"/> Exemplary
Strategy to Make Improvements	<ul style="list-style-type: none"> <li>• organize a kid's clothing swap for families</li> <li>• everyone welcome: bring clothes, get clothes or just come to socialize</li> <li>• hold twice a year, fall and spring?</li> </ul>					
Responsibility	<ul style="list-style-type: none"> <li>• facilitator to organize</li> <li>• get parent volunteers to help out</li> </ul>					
How will I know the Goal has been achieved?	<ul style="list-style-type: none"> <li>• parents want to help and work together</li> <li>• families participate by donating/receiving clothing and coming to the event</li> <li>• families have fun and are interested in doing another clothing swap later in the year</li> <li>• families are friendlier to each other after the event</li> </ul>					
Expected Date of Completion	<ul style="list-style-type: none"> <li>• ongoing twice a year, Sept and May</li> </ul>					

Here you describe your idea for improving. In trying to determine what your strategy will be, look closely at your quality indicator goal. Consider what other StrongStart BC facilitators do to meet this indicator; would that work in your program? Perhaps discussions with colleagues will help you come up with ideas. Once you've decided on your strategy, write it down and be as specific as possible. For example, instead of Helen writing, "organize an event for families," she's described the proposed event in detail, explaining who it's for, and how often it will occur.

In this part, you detail who is in charge of implementing the improvements to the chosen quality statement. For quality statements from sections 2 to 5, it will usually be the facilitator. For quality statements from section six or seven, school district personnel will be responsible.

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Now that you've decided what to do, list some examples that would show that your quality indicator goal has been met. Think of things that are easy to observe to see if they happen or not. For example, Helen doesn't write, "families build relationships with each other." Instead, she describes things she can see the families doing: working together, participating in the event and wanting the event to happen again.

The last part of the action plan is simply a deadline for achieving the improvements you've identified. It can be a specific date or ongoing as many things will happen on a regular basis.

Once the action plan is in place, you'll need to monitor it to see if your program goals are achieved. It's an ongoing cycle of self-reflection, sharing, planning and monitoring as your program continually evolves.