



Developing Program Plan: Family Child Care Homes

The **Developing Program Plan** is for you to keep track of your continuous improvement process. You can use this form as a draft plan. You can also use it throughout the year as you work toward your goals.

Getting Started

All Program Plans include SMART Goals and plans to make them happen.

- Do you need to learn more about SMART Goals? Check out our resources [here](#).
- Don't know where to start? Read more about [Elevate Focus Areas](#).
- Want to learn more about Elevate? Learn more [here](#).

Reflections

Reflection is an important part of the continuous quality improvement process. Return to your Developing Program Plan often and consider:

- ☒ Areas of strength and areas for growth
- ☒ Feedback from your staff
- ☒ Feedback from the families you serve

Next Steps

You can use your Developing Program Plan as a draft for the Elevate Program Plan on the [OEC Provider Portal](#). Program Plans are submitted annually on the OEC 360 Provider Portal to achieve and maintain the Member+ Elevate Level of Engagement.

Need additional help thinking through your Developing Program Plan? Reach out to your [Service Navigator](#) today!

Developing Program Plan

Use the **Developing Program Plan** to track your SMART goals for the year ahead. Return to it often to reflect on action steps, challenges, and resources.

SMART Goal 1: By December 2025, I will fully implement a Pyramid strategy by offering positive descriptive feedback/ praise to each child at least 1x/ day when they are engaging in routines/ activities.	
Focus Area • Choose one	☐ Build your Team ☐ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☒ Support Child Development
Action steps: What needs to happen to achieve the goal? • Use bullet points for each step. Avoid long sentences and paragraphs.	1. I will participate in a short review of what positive descriptive feedback is during July 2. I will post starters for descriptive feedback around the classroom (in each center) as a reminder 3. I will develop a method for tracking the use of positive descriptive feedback for each child 4. I will take 2 weeks to practice implementing/ tracking use of positive descriptive feedback with a group of children each day 5. In September, I will set aside time to reflect on my use of positive descriptive feedback and identify additional support needs 6. In November, I will increase use of positive descriptive feedback so that each child in my care is receiving 1 per day. 7. In 2026, I plan to continue with this strategy, so it becomes my norm
Current Reality, Challenges, or Barriers • Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment

	☐ Other reason:
What resources are needed? List the specific tools and resources you will use to reach your goal.	1. Review of positive descriptive feedback Positive Feedback Recommendations Positive Feedback Starters 2. Tracking tool to record use of positive descriptive feedback
Who will do this? Having a specific person in the program responsible for the EPP, will help in reaching the goal.	1. Me, Director/Owner
How are you tracking progress? Set check-in points to help maintain progress.	1. Tracking tool to record use of positive descriptive feedback

SMART Goal 2:

By June 2026, I will model problem solving skills and teach children how to use problem solving steps during typical daily routines.

Focus Area Choose one	☐ Build your Team ☐ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☒ Support Child Development
Action steps: What needs to happen to achieve the goal? Use bullet points for each step. Avoid long sentences and paragraphs.	1. I will access Pyramid Practice webinars to learn how to use problem solving skills in our routines. 2. After reviewing three Pyramid Practice webinars on problem solving skills, I will take time to print materials. 3. I will use the next month to introduce problem solving through the social story, model problem solving with another adult, if possible, and with children, and start using the problem solving steps and solution kit. 4. I will remind children of problem solving steps, and guide children through the use of the problem solving steps when problems come up in the classroom

	5. After 3 months, I will access other webinars about problem solving to enhance my knowledge. 6. After 6 months, I will reach out to a CT Pyramid model trainer to learn more about a full Pyramid Model implementation.
Current Reality, Challenges, or Barriers Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment ☐ Other reason:
What resources are needed? List the specific tools and resources you will use to reach your goal.	Solution kit materials printed/ laminated Problem solving in the real world printed Problem solving social story printed Problem solving steps printed
Who will do this? Having a specific person in the program responsible for the EPP, will help in reaching the goal.	Me, Owner/Director
How are you tracking progress? Set check-in points to help maintain progress.	- Calendar - Pyramid Model trainer

SMART Goal 3: By February 2026, I will communicate with families at least twice per month with specific feedback about each child's accomplishments and positive behaviors.	
Focus Area Choose one	☐ Build your Team ☒ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☐ Support Child Development
Action steps: What needs to happen to achieve the goal? Use bullet points for each step. Avoid long sentences and paragraphs.	- I will connect with families to review our policy on family engagement and develop a system for tracking monthly engagements - I will include positive behavior as a part of daily documentation

	3. I will develop a schedule for outreach to each family at least two times per month (In-person, phone call, positive notes sent home, etc) 4. I will update developmental assessment data monthly for each child and include the updated accomplishments in my outreach to families
Current Reality, Challenges, or Barriers Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment ☐ Other reason:
What resources are needed? List the specific tools and resources you will use to reach your goal.	- Tracking system for family engagement interactions - Positive behavior documentation form or board - Scheduled time to complete outreach to families
Who will do this? Having a specific person in the program responsible for the EPP, will help in reaching the goal.	Me, Owner/Director
How are you tracking progress? Set check-in points to help maintain progress.	I will review tracking sheet monthly to ensure each family receives outreach I will develop tracking system, schedule time out of the classroom for teachers, and review tracking to ensure implementation I will update each child's behavior and developmental assessment documentation I will schedule engagements with families