

# **Head Start Annual Report (September 2009-January 31, 2010)**

## ***Niles Community Schools—Delegate Agency to Tri-County Head Start***

### **Mission:**

Working in partnership with families, Northside Child Development Center will provide a positive beginning to public education.

### **Vision:**

Working collaboratively with parents and community members we will implement a model early childhood center that positively impacts children and their families, through the use of research-based, developmentally appropriate curriculum and strategies.

### **Our philosophy and beliefs:**

- Parents are their children's first and most important teachers, and need to be encouraged to become involved in all aspects of the program.
- All children can learn.
- A research based, multi-sensory, integrated curriculum, following "Early Childhood Standards of Quality for Prekindergarten" is critical to success.
- Highly educated/ qualified teachers are critical in the educational success of preschool children.
- A positive, caring classroom environment, responsive to individual children's needs, in all areas of development, is essential for success.
- Positive relationships with children, parents, and the community are key components in the program's overall success.
- Head Start is a comprehensive program, dedicated to assisting children and their families in becoming successful, contributing members of our community and society.

### **Funded Enrollment:**

2008-2009: 68 center-based (4 year olds)

2009-2010: 68 center-based (4 year olds)

### **Total Number of Children and Families Served:**

2008-2009: 86 children, 84 families

2009-2010 (through 12/31/09): 71 children, 70 families

### **Percentage of Eligible Children Served:**

2008-2009: 91%

2009-2010 (through 12/31/09) 96%

### **Average Monthly Attendance:**

2008-2009: 90%

2009-2010 (through 12/31/09): 91%

### **Most Recent Federal Review**

Our federal review was conducted in November 2007. There were no areas of non-compliance.

### **Health:**

2008-2009

100% of children received a physical exam.

17% of these children needed medical treatment.

100% of children needing medical treatment received medical treatment

**Health (cont.)**

9/1/09-12/31/09:

97% of children have received a physical exam.

13% of these children needed medical treatment.

100% needing medical treatment have received medical treatment.

**Dental:**

2008-2009:

100% of children received a dental exam.

28% of these children needed dental treatment.

88% of the children needing dental treatment received needed treatment.

9/1/09-12/31/09:

92% of children received a dental exam.

28% of these children need dental treatment.

75% of the children needing dental treatment have received dental treatment.

**Nutrition:**

2008-2009:

\* All families were given the opportunity to complete a Nutrition Survey that is utilized in menu and activity planning.

\* 11 parents/ caregivers received nutrition information based upon specific nutrition issues identified by families:

- ~ 3 balanced diet
- ~ 2 BMI for Age percentiles > 95%
- ~ 1 BMI for age percentiles < 5%
- ~ 3 dental issues
- ~ 1 diabetic issue
- ~ 1 other

9/1/09-12/31/09:

\* All families completed a Nutrition Survey that is utilized in menu and activity planning.

\* 5 parents/ caregivers received nutrition information based on specific nutrition issues identified by families:

- ~ 3 picky eaters
- ~ 1 lactose intolerance
- ~ 1 BMI for age percentile > 95%

**Education—Child Outcomes 2008-2009**

(Percentage indicates the percentage of children who demonstrate *mastery* of goals in that domain *100% of the time*.)

<i>Domain of learning</i>	<i>Baseline (08-09)</i>	<i>End of Yea (08-09)</i>	<i>Growth (08-09)</i>	<i>Baseline (09-10)</i>
Fine Motor	2.99%	69.12%	+66.13%	10.29%
Gross Motor	4.48%	39.71%	+35.23%	16.91%
Creative arts	58.95%	94.12%	+35.75%	73.53%
Approaches to Learning	0 %	82.35%	+82.35%	Not measured
Social & Emotional	0 %	52.94%	+52.94%	48.53%
Mathematics	5.19%	57.88%	+52.69%	8.09%
Language development	1.49%	44.11%	+42.62%	5.14%
Literacy	1.79%	58.23%	+56.44%	3.30%
Science	100%	100%	0%	100%

**Mental Health Services :**

Our mental health professional was/ is on site four days per week throughout the program year. The mental health professional conducts a minimum of two formal mental health observations in each classroom throughout the year, with follow-up as necessary. She provides training for staff and parents, teaches preventative lessons based on classroom need, consults with parents, consults with staff, observes individual children, and works with individual children as needed.

Number of children observed individually by mental health professional.....	2008-2009	9/1/09-12/31/09
	6	4
Number of students who participated in individual therapy with the mental health professional.....	4	4
Number of parents who participated in individual consultations with the mental health professional during the year.....	13	5
Number of home visits conducted by the mental health professional... 1		0
Number of parents for whom mental health professional provided individualized training/ training materials.....	5	2
Number of children referred for mental health services outside of Head Start.....	0	0
Number of children receiving outside mental health services.....	0	0

**Children with Disabilities:**

2008-2009: Twelve students (17% of funded enrollment) qualified for and received special services weekly. Of those twelve students, six were over-income.

9/1/09-12/31/10: Eight students (11% of funded enrollment) qualify for and are receiving special services weekly. Of those students, three are over-income.

**Transitioning:**

*To assist children (and their parents) with the transition into the Head Start classroom, we:*

- Conducted two preschool registrations in the spring of 2008. Parents received a checklist of all information needed in preparation for Head Start. Classroom staff, family staff, the health department, and management staff were available to provide information, answer questions, and assist with the transition;
- Conducted a one-on-one interview with each family;
- Held a parent-student orientation the day before busing began. Parents and students met with the director, met with the classroom staff, engaged with other children/ parents in the classroom, toured the building, and met the child's bus driver and monitor;
- Provided a "Boo Hoo Breakfast" for the parents on the first day of busing in the Parent Room. Parents had the opportunity to meet staff and other parents, receive tips on how to make the transition easier, and received a "boo hoo" survival kit;  
Teachers and instructional assistants made a home visit to 100% of the homes before the first day of school. This alleviated fears, allowed the child to meet classroom staff on their home "turf", and provided the opportunity for the beginning of developing relationships and trust; and
- Provide a "parent room" that is open to parents Monday through Friday, 8:00 A.M.-4:30 P.M. The Head Start Deputy Director, Family Services Worker, and Health/ Family Services Worker are available to assist families with individual needs, and to provide resources in a personal and professional manner.

*To assist with helping children (and their parents) with the transition to Kindergarten, we:*

- Invited parents to participate with their children in a school-wide “field day” at the end of the year. Preschool and kindergarten students and parents had the opportunity to engage in fun, interactive, activities together;
- Prepared a calendar of summer transition activities and distributed it to all families;
- Provided the opportunity for students to visit kindergarten classrooms in the building in the spring;
- Hosted a school-wide carnival in May 2008. Kindergarten and preschool families participated together;
- Held two kindergarten registrations in the spring of 2008. All Niles Community Schools principals, assistant principals, and kindergarten teachers attend, so that parents have the opportunity to meet staff and ask questions. The parents receive a detailed packet informing them of all needed paperwork;
- Hosted a parent-student orientation the first day of school in September 2008. Kindergarten students attended school with their parents; and
- School files are transferred flawlessly, because the delegate program is a school district.

**Amount of public and private funds received**

We received \$87,967 from public/private sources as of 1-27-10 for the budget year 2/1/09-1/31/10. The source of the funding is Niles Community Schools. This amount does not include the non-federal share (in-kind) provided by Niles Community Schools. The non-federal share as of 12-31-09 was \$114,895.30 + \$7,066.00 for ARRA for the fiscal year 2/1/09-1/31/10.

**Budget Expenditures 2/1/09-1/31/10:**

As of 12/31/09, expenditures have been \$346,738.69. See “Delegate Budget February 2009 through January 2010” and “Delegate Monthly Financial Report December 2009” for budget and expenditure details.

**Proposed Budget for the Fiscal year 2/1/09-1/31/10:**

The proposed budget (Head Start funding) for 2/1/09-1/31/10 is \$381,550.00. See “Delegate Budget February 2009-January 2010” for detail.

**Results of Financial Audit:**

100% Compliance

**Family Support/ Parent Involvement:**

Number of families receiving resources or referrals. If there are two numbers beside an item, home packet training materials were sent to all Head Start families, and the second number indicates the number of individual families who asked for additional resources.

	2008-2009	9/1/09-1/9/10
Emergency/ Crisis.....	17.....	10
Housing.....	5.....	5
Transportation Assistance.....	2.....	1
Mental Health Services..+ packet.....	76.....	69

**Family Support/ Parent Involvement (cont.)**

	2008-2009	9/1/09-12/31/10
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ESL.....	1.....	0
Adult Education + packet (orientation folder).....	72.....	81
Job Training (MI Works).....	12.....	10
Substance Abuse Assistance.....	1.....	0
Child Abuse & Neglect Assistance.....	1.....	0
Domestic Violence.....	77.....	68
Child Support Assistance.....	0.....	0
Health Education (Dental Packet).....	68.....	0
Parent Education.....	77 + 7.....	68
Participation in Fatherhood Activities.....	15.....	18
Divorce.....	2.....	0
Child Care.....	9.....	5
Total number of families participating in Family Partnership		
Agreements/ setting goals.....	78.....	63

February 2009 through January 2010

<b><u>COST CATEGORY</u></b>	<b>Grand Total 2/1/09 to 1/31/10</b>
<b><u>ADMINISTRATIVE</u></b>	
Adm Salaries	27,638.97
Adm Fringe	8,668.16
Supplies	1,000.00
Postage	50.00
Travel (in district)	25.00
Travel (out of district)	400.00
Training (PA 20)	1,000.00
TOTAL ADMIN.	<u>38,782.13 10%</u>

<b><u>PROGRAM</u></b>	
Non Adm Salaries	229,990.29
Non Adm Fringe	92,669.58
Travel (in district)	500.00
Travel (out of district)	1,000.00
Classroom Supplies	1,200.00
Recruitment	900.00
Postage	125.00
Parent Room Supplies	800.00
Other Supplies	1,200.00

Membership Dues	750.00
Contractual	1,605.00
Meals	6,300.00
Fuel	8,360.00
Field Trips/Assemblies	200.00
Health/Dent/Nutr/Mental Health	2,000.00
Parent Club/PPC	300.00
Parent Club Events/Par Trngs	200.00
Family/Student/Com.Serv.	2,800.00
Training (PA 20)	<u>3,409.00</u>
TOTAL PROGRAM	<u>354,308.87</u>
<b>GRAND TOTAL</b>	<b><u>393,091.00</u></b>

381,550.00

**DELEGATE COLA(3.06%) BUDGET**

February 2009 through January 2010

<u>COST CATEGORY</u>	<b>Grand Total</b> 2/1/09 to 1/31/10
<b><u>ADMINISTRATIVE</u></b>	
Adm Salaries	837.75
Adm Fringe	207.93
	0.00
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TOTAL ADMIN.	<b>1,045.68 9%</b>
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<b><u>PROGRAM</u></b>	
Non Adm Salaries	8,408.37
Non Adm Fringe	2,086.95
	0.00
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TOTAL PROGRAM	<b>10,495.32</b>
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<b>GRAND TOTAL</b>	<b>11,541.00</b>
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TOTAL IN-KIND	2,886.00
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**DELEGATE BUDGET**

February 2010 through January 2011

**Grand  
Total**

<b><u>COST CATEGORY</u></b>	<b>2/1/10 to 1/31/11</b>	
<b><u>ADMINISTRATIVE</u></b>		
Adm Salaries	23,707.62	*
Adm Fringe	6,706.81	*
Adm Contracted Services	8,224.86	*
Supplies	1,000.00	
Postage	100.00	*
Travel (in district)	25.00	
Travel (out of district)	1,000.00	*
Training (PA 20)	1,266.00	*
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TOTAL ADMIN.	<b>42,030.29</b>	<b>11%</b>
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<b><u>PROGRAM</u></b>		
Non Adm Salaries	215,145.72	*
Non Adm Fringe	90,655.10	*
Non Adm Contracted Services	15,965.90	*
Travel (in district)	500.00	
Travel (out of district)	3,000.00	*
Classroom Supplies	600.00	
Recruitment	750.00	*
Postage	370.00	*
Parent Room Supplies	800.00	*
Other Supplies	1,200.00	
Membership Dues	750.00	
Contractual	3,145.00	*

Meals	4,140.00	*
Fuel	5,016.00	*
Field Trips/Assemblies	200.00	
Health/Dent/Nutr/Mental Health	2,000.00	
Parent Club/PPC	300.00	
Parent Club Events/Par Trngs	200.00	
Family/Student/Com.Serv.	3,180.00	*
Training (PA 20)	3,409.00	*

TOTAL PROGRAM 351,326.71

**GRAND TOTAL 393,357.00**

393,357.00

DELEGATE MONTHLY FINANCIAL REPORT  
(1.84% COLA and QI)  
For the month of December 2009

<u>COST CATEGORY</u>	<u>TOTAL BUDGET</u>	<u>DECEMBER</u>	<u>YEAR TO DATE</u>	<u>BUDGET BALANCE</u>
<b><u>ADMINISTRATIVE</u></b>				
Adm Salaries COLA	504.00	46.03	224.05	279.95
Adm Fringe COLA	125.00	11.31	55.08	69.92
<b>TOTAL ADMIN.</b>	629.00	57.34	279.14	349.86 (1%)

**PROGRAM**

Non Adm Salaries COLA	5,055.00	433.58	1,837.39	3,217.61
Non Adm Fringe COLA	1,255.00	106.58	451.67	803.33
Non Adm Salaries QI	9,156.00	1,365.86	2,239.33	6,916.67
Non Adm Fringe QI	2,273.00	335.73	550.43	1,722.57
Training or Staff Dev. QI	8,827.00	0.00	0.00	8,827.00
Other QI	1,070.00	0.00	1,049.73	20.27
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<b>TOTAL PROGRAM</b>	27,636.00	2,241.75	6,128.53	21,507.47
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<b>GRAND TOTAL</b>	<b>28,265.00</b>	<b>2,299.10</b>	<b>6,407.67</b>	<b>21,857.33</b>
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DELEGATE MONTHLY FINANCIAL REPORT  
For the month of December 2009

<u>COST CATEGORY</u>	<u>NEW TL BDGT</u>	<u>DECEMBER</u>	<u>YEAR TO DATE</u>	<u>BUDGET BALANCE</u>
<u>ADMINISTRATIVE</u>				
Adm Salaries	24,623.58	2,501.05	22,886.64	1,736.94
Adm Fringe	7,668.16	699.81	7,146.69	521.47
Adm. Contr. Services	2,815.39	763.25	2,289.74	525.65
Supplies	1,500.00	0.00	784.36	715.64
Postage	50.00	0.00	26.81	23.19
Travel (in district)	25.00	0.00	2.78	22.22
Travel (out of district)	900.00	0.00	742.56	157.44
Training (PA 20)	1,000.00	20.00	620.00	380.00
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<b>TOTAL ADMIN.</b>	38,582.13	3,984.11	34,499.58	4,082.55 (9%)
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**PROGRAM**

Non Adm Salaries	217,347.18	31,011.03	194,943.88	22,403.30
Non Adm Fringe	98,069.58	12,332.41	90,997.47	7,072.11
Non Adm Contr. Serv.	5,443.11	1,481.59	4,444.78	998.33
Travel (in district)	1,034.56	0.00	356.83	677.73
Travel (out of district)	3,500.00	199.48	2,757.50	742.50
Classroom Supplies	1,520.89	22.78	1,343.67	177.22
Recruitment	694.44	0.00	611.30	83.14
Postage	379.50	0.00	317.64	61.86
Parent Room Supplies	2,819.10	0.00	910.60	1,908.50
Other Supplies	4,711.51	598.20	2,422.55	2,288.96
Membership Dues	338.28	0.00	182.00	156.28
Contractual	1,605.00	326.29	1,209.40	395.60
Meals	4,100.00	266.30	3,524.23	575.77
Fuel	4,225.00	363.81	3,345.20	879.80
Field Trips/Assemblies	0.00	0.00	0.00	0.00
Health/Dent/Nutr/Mental Health	2,000.00	0.00	1,000.00	1,000.00
Parent Club/PPC	311.72	18.86	311.72	0.00
Parent Club Events/Par Trngs	200.00	0.00	140.26	59.74
Family/Student/Com.Serv.	2,800.00	0.00	1,419.00	1,381.00
Training (PA 20)	3,409.00	105.92	2,001.08	1,407.92

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<b>TOTAL PROGRAM</b>	354,508.87	46,726.67	312,239.11	42,269.76
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<b>GRAND TOTAL</b>	<b>393,091.00</b>	<b>50,710.78</b>	<b>346,738.69</b>	<b>46,352.31</b>
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