

SMTCCAC, Inc.



Southern Maryland Tri-County
Community Action Committee, Inc.

PEOPLE HELPING PEOPLE

Mission Statement:
To provide services for eligible citizens that alleviate the causes and
conditions of poverty,
promote upward mobility, and enrich the quality of life.

Revised 2/13



PURPOSE

Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

SMTCCAC Head Start Mission Statement

SMTCCAC Head Start develops life long skills for children and families by providing education, health, and community referral services while respecting and nurturing individual needs.

CALVERT COUNTY

Huntingtown Head Start Center
3720 Solomons Island Road
Huntingtown, Maryland 20639

CHARLES COUNTY

Barnhart Head Start Center
4800 Lancaster Circle
Waldorf, Maryland 20603

Patuxent Elementary Head Start Center
35 Appeal Lane
Lusby, Maryland 20657

Browners Head Start Center
6655 Weaver Street
Indian Head, Maryland 20640

Yardley Hills Head Start Center
700 Yardley Drive
Prince Frederick, Maryland 20678

Eva Turner Head Start Center
1000 Bannister Circle
Waldorf, Maryland 20602

ST. MARY'S COUNTY

Holland Forrest Head Start Center
41950 Satchel Paige Way
Hollywood, Maryland 20636

FB Gwynn Head Start Center
5998 Radio Station Road
La Plata, Maryland 20646

Hunting Creek Head Start Center
46925 Crocus Street
Lexington Park, Maryland 20653

Lifelong Learning Center Head Start Center
12300 Vivian Adams Drive
Waldorf, Maryland 20602

Jarboe Head Start Center
21161 Lexwood Drive
Lexington Park, Maryland 20653

Waldorf Head Start Center
3074 Crain Highway
Waldorf, Maryland 20601

Patuxent Woods Head Start Center
46021 Radford Lane
Lexington Park, Maryland 20653

Administrative Office
Luther Stuckey Building
8371 Old Leonardtown Road
Hughesville, MD 20637

Review Findings



Head Start Federal Re-Review July 2011 and November 2011

Notified August 2012 that all findings had been satisfied.

2011 SMTCCAC Audit Findings

FINDINGS

Income information on the PIR Tracking Reports did not always agree with the documentation on file and was not always complete.

STATUS

The income eligibility PIR information was put into Cap60, the agency's new database. The PIR report was generated from Cap60.

2012 SMTCCAC Audit Findings

No Findings.

For the Southern Maryland region, Head Start is administered by Southern Maryland Tri-County Community Action Committee, Inc (SMTCCAC, Inc.). It is a program designed to benefit children aged three to five years old. We are funded to serve 593 children in the counties of Calvert, Charles, and St. Mary's.



Head Start Components



EDUCATION

The goal of this program is to ensure that children leave Head Start with increased abilities and experiences that have prepared them to be successful students on all levels and ready for Kindergarten. The Creative Curriculum was used as the basis for a developmentally appropriate early childhood education program. An individualized learning program was developed for each child.

HEALTH AND SAFETY

Children were screened within 45 days to identify and address vision and hearing problems early so that they do not interfere with a child's learning and development. Program staff assisted families in providing comprehensive health care for their child.

Children were taught basic health practices, such as hand washing and tooth brushing.



TRANSPORTATION

Transportation was provided for 266 children. Transportation is in accordance with state and Federal requirements. A bus monitor was on each route to ensure the safety and extend the learning of the children.

Staff Development

Continuous staff improvement is a vital part of our organization.



Five all -staff trainings were held including the following topics:

- Blood Borne Pathogens
- Child Abuse and Neglect- recognition and reporting
- Building Relationships with children and adults
- Child and Adult care Food Program (CACFP)
- Wellness
- Program Planning

All component staff were thoroughly trained in their job position in August with periodic refresher or update trainings throughout the year. Each staff person was supported in an individual development plan.

Staffing

Staffing

There were 2 staff in each classroom - Teacher and Teacher Assistant

The qualifications of the Teachers were as follows:

Master's	3
Bachelor's	18
Associate's	4
CDA	1



2 staff members received an AA in Early Childhood Education at College Southern Maryland



MENTAL HEALTH

DISABILITIES / SPECIAL NEEDS

Regardless of the disability or special need of any child, all children learn better when grouped in a classroom with their typically developing peers. At least 10 percent of Head Starts funded enrollment was set aside for children with diagnosed disabilities. These children participated in the full range of classroom activities as well as having their individual needs met.

HEALTHY MEALS

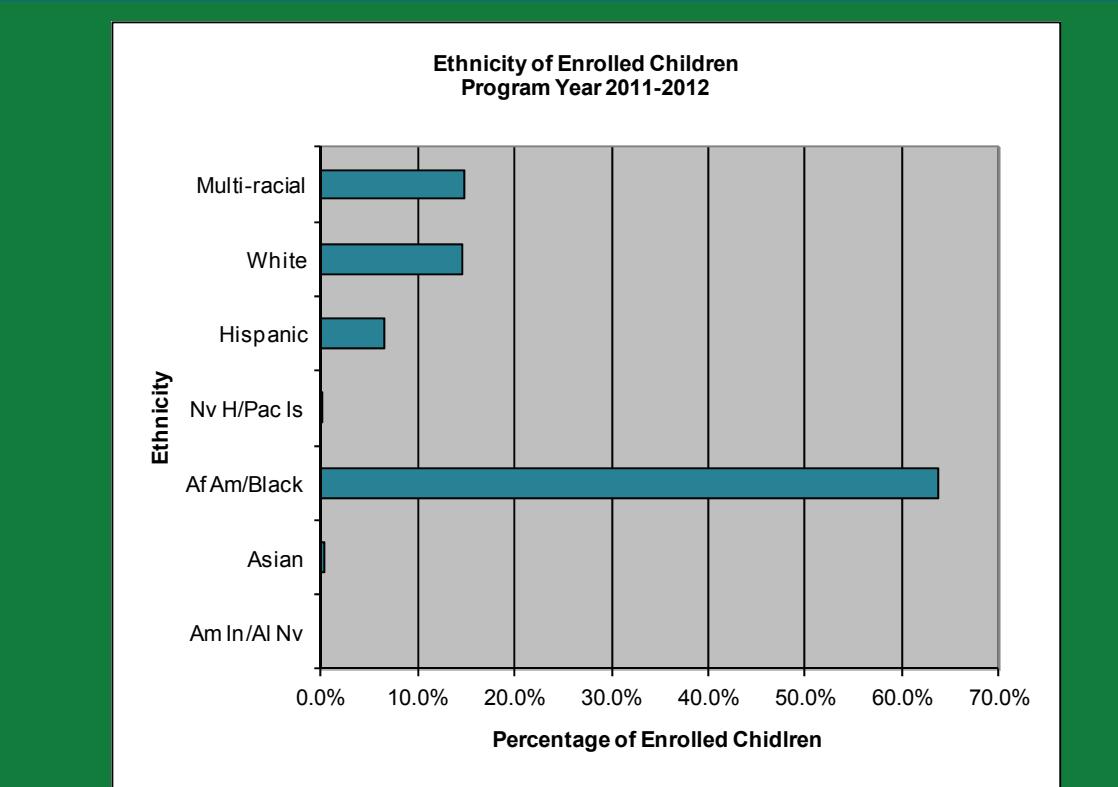
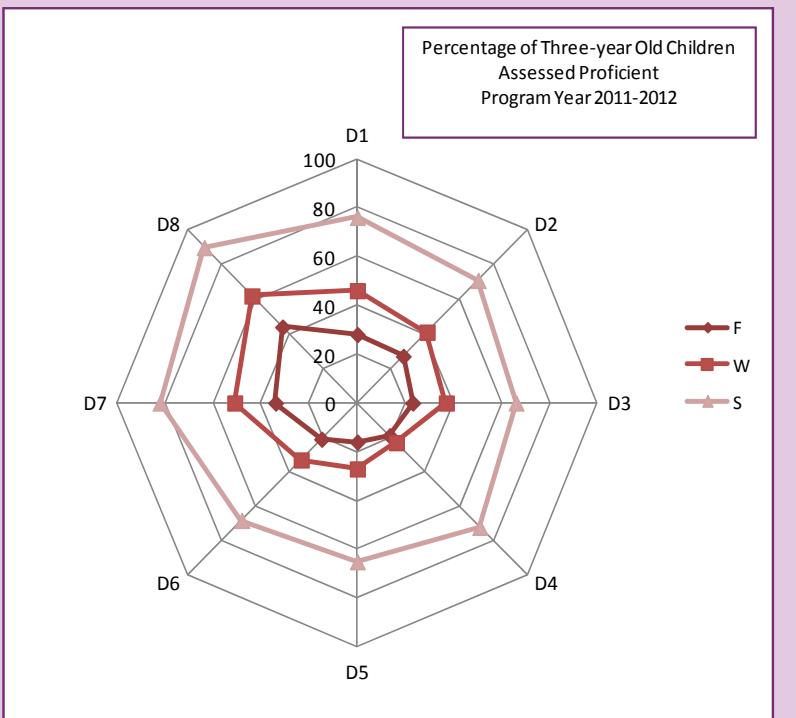
The program ensured that the children at each center received a healthy breakfast, lunch, and/or snack. The meals were served family style to encourage the development of social and language skills. The menu included a wide variety of foods with emphasis on fresh fruits & vegetables, whole grains, and limited sugar, salt, and fats. Menus were reviewed by a registered dietician.



Child Outcomes

The Head Start children were assessed using the Work Sampling System 3 times each year to plan classroom activities to maximize the development of the children in the areas of social/emotional (D1), approaches to learning (D2), language (D3), literacy (D4), mathematics (D5), science (D6), creative arts (D7), and physical health and development (D8).

For the 2011-2012 program year, the comparison of Fall, Winter, Spring Assessment Results are shown for all domains in the following graphs:



At end of school year		%	
Number with health insurance	625	99.7%	
Ongoing source medical care	625	99.7%	% needing follow-up care that received it 100.0%
Ongoing source dental care	532	84.8%	% needing follow-up care that received it 56.8%
Number up-to-date immunizations	627	100.0%	

Children

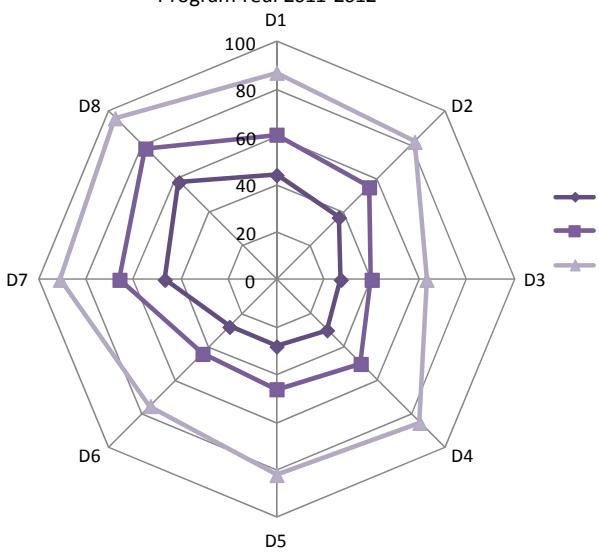
A total of 627 children were served during the year.



Ethnicity	Percentage
Am In/AI Nv	0.0%
Asian	0.3%
Af Am/Black	63.8%
Nv H/Pac Is	0.0%
Hispanic	6.5%
White	14.5%
Multi-racial	14.8%
	100.00%

Child Outcomes

Percentage of Four-Year Old Children
Assessed Proficient
Program Year 2011-2012



The graphs show the percentage of the children that were assessed to be proficient at each of the assessments. As can be seen, both the 3-year olds (H3s) and the 4-year olds (H4s) as a group made progress, increasing in proficiency, throughout the year in each domain.

For the 3-year old children, about 70 percent of the children were assessed to be proficient in all domains. The domains with the lowest proficiency scores were D3 language, D5 Mathematics, and D6 Science, all just below 70 percent.

For the 4-year old children, about 80 percent of the children were assessed to be proficient in all domains, except D3 which is language development. The computer results were unclear for ELL children. Other than D3, the only other domain below 80 percent was D6 Science.

BUDGET

The program budget below is for April 1, 2011 through March 31, 2012.

Categories	Budgeted	Spent	Non-Federal Match	Explanation
Personnel	\$2,651,626	\$2,558,904	\$83,850	Parent volunteers
Fringe	\$783,298	\$829,783	\$0	
Travel	\$2,050	\$3,701	\$0	
Supplies	\$96,625	\$114,114	\$0	Classroom
Contractual	\$36,800	\$49,505	\$70,835	Community volunteers
Other	\$550,746	\$565,138	\$948,763	Space
Indirect	\$292,617	\$292,617	\$0	
	\$4,413,762	\$4,413,762	\$1,103,448	Needs to be 20% of total budget.

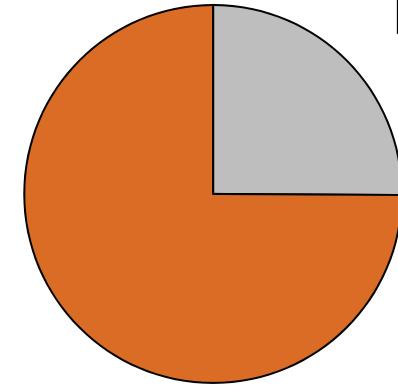
Community volunteers include Public School speech therapists, PNC bank personnel, County librarians, volunteer firemen, Charles Co. Health Dept., Artists-in-Residence, AmeriCorps volunteers.

Space in-kind includes the Charles County Public School System, St. Mary's Housing Authority, Calvert Co. Public School System.

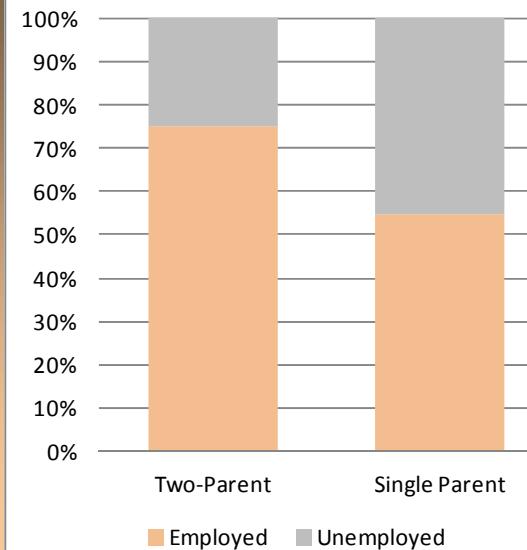


Family Type of Families
Enrolled Program Year 2011-2012

- Two-parent families
- One-parent families



Employment by Family Type



Families

There were a total of 582 families in the program

Family Type

Two-parent families	146	25.1%
One-parent families	436	74.9%

Education

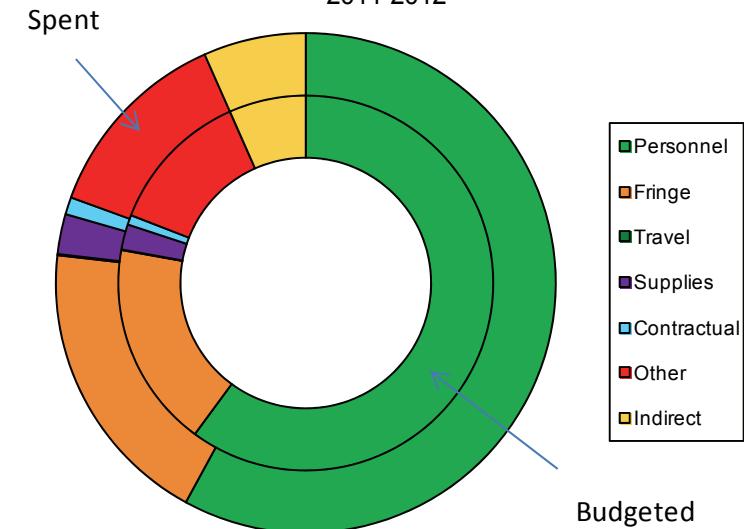
Bachelors or higher	27	4.6%
Associates or vocational	190	32.6%
High school or GED	298	51.2%
Less than high school	67	11.5%

Employment

Two-parent	
Both employed	30
One employed	80
Both unemployed	36
One-parent	
Employed	239
Unemployed	197

	Employed	Unemployed
Two-parent	75%	25%
One-parent	55%	45%

Comparison of Budgeted Versus Spent for Fiscal Year 2011-2012



The projected budget for April 1, 2012 through March 31, 2013 is below.

Categories	Budgeted	Explanation
Personnel	\$2,666,202	
Fringe	806,815	
Travel	3,132	
Supplies	67,150	Office, classroom, medical
Contractual	36,800	Health, mental health, copier
Other	536,245	Insurance, facilities, transportation
Indirect	308,546	
	\$4,424,890	

Parent Involvement

Involving parents in the Head Start program is an important aspect of the Performance Standards and in providing an excellent program.

Key Components are

1. Creating a partnership with parents to empower them to set and achieve family goals by
 - a. Building relationships with parents as early as possible from enrollment,
 - b. Helping families work toward their goals,
 - c. Linking families to or providing necessary services,
 - d. Making community services more responsive to their family needs, and
 - e. Encouraging parents to apply for staff positions.
2. Making programs open to parents at any time by
 - a. Providing opportunities to volunteer,
 - b. Assisting parents organize center parent committee, and
 - c. Involving parents in the development of program curriculum.
3. Supporting parents as primary teacher for their children by
 - a. Involving parents in determining the educational goals for their



The SMTCCAC, Inc. Head Start is funded to serve 593 children and their families.

The program is expected to provide 32 weeks of service.



Children transition to kindergarten

213



Percent served of income eligible children

50%

Average monthly enrollment

569

Overall program attendance

73%

Percentage with disabilities

13%

Classroom Outcomes

The information about children and families is for the program year of September 2011 through June 2012.

The program had 36 classes at 12 centers.

121 children were in full-day classes (10 classrooms)

6 hours a day

5 days a week

420 children were in part-day classes (13 double-sessions classrooms)

3.5 hours a day

4 days a week

34 children were in a home-base group

1.5 hours weekly home visit

3.5 hours bi-weekly group socialization

18 children in a half-day class

4 hours a day

5 days a week

children,

- b. Providing parents with opportunities to enhance their parenting skills,
- c. Assisting parents transition their children into school and,
- d. Helping parents become active partners in accessing health care for their children.

- 4. Involving parents in program decision-making and governance.



Policy Council



Parents were elected from each Head Start center to serve as representatives on Policy Council in September and October 2011. Twenty-six parents attended during the year. In addition, 4 community representatives (former parents and area agency representatives) were elected in October and participated throughout the year.



Health and Safety Specialist, Damarys Fletcher with the SMTCCAC, Inc. Head Start Parent of the year, Michelle Tefft.

Three parents were sent to the Spring MHSA conference.

The work of the Council included:

- Review and approval of program policies
- Review and approval of 12 component work plans
- Participation on hiring committees and approval of over 20 regular staff and substitutes
- Input, review, and approval of Head Start refunding grant application including program design and budget
- Approval of the State supplemental grant for Head Start
- Participation on program self-assessment



Trainings

- Sent 3 parents to National Head Start Association (NHSA) Parent Conference in New Orleans
- Two parents attended the Maryland Community Action Program (MCAP) Conference in Ocean City. Tiffany Costello was named Head Start Parent of the Year for MCAP



Tiffany Costello and her family