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SMTCCAC, Inc. Head Start

# 2010 Annual



# Community Report

### **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.

**F**or 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.

### **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.

# August 2010




Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Family Advocates Return	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Center Managers and Teachers Return	17	18	19	20	21
22	23	24 Calvert County Public School 1st Day	25	26 St. Mary's Public Schools 1st Day	27	28
29	30	31				

**Head Start Locations**

<p><b>CHARLES COUNTY</b>                  Barnhart Head Start Center                  4800 Lancaster Circle                  Waldorf, Maryland 20603                  (301) 645-9053</p> <p>Brawners Head Start Center                  6655 Weaver Street                  Indian Head, Maryland 20640                  (301) 375-6157</p> <p>Eva Turner Head Start Center                  1000 Bannister Circle                  Waldorf, Maryland 20602                  (301) 645-9720</p> <p>FB Gwynn Head Start Center                  5998 Radio Station Road                  La Plata, Maryland 20646                  (301) 609-7289</p> <p>Lifelong Learning Center                  Head Start Center                  12300 Vivian Adams Drive                  Waldorf, Maryland 20602                  (301) 753-1774</p> <p>Waldorf Head Start Center                  3074 Crain Highway                  Waldorf, Maryland 20601                  (301) 645-5341</p>	<p><b>SMTCCAC, Inc. Head Start offers 12 locations throughout Charles, St. Mary’s, and Calvert Counties. Most centers are located within the public schools, community centers, and or housing centers.</b></p>		
	 <p><b>Administrative Office</b>                  Luther Stuckey Building                  8371 Old Leonardtown Road                  Hughesville, MD 20637                  (301) 274-4474 ext. 221</p>		
	<table border="1"> <tr> <td data-bbox="730 634 1360 1432"> <p><b>ST. MARY’S COUNTY</b>                      Holland Forrest Head Start Center                      41950 Satchel Paige Way                      Hollywood, Maryland 20636                      (301) 475-0120</p> <p>Hunting Creek Head Start Center                      46925 Crocus Street                      Lexington Park, Maryland 20653                      (301) 866-9646</p> <p>Jarboe Head Start Center                      21161 Lexwood Drive                      Lexington Park, Maryland 20653                      (301) 866-6597 ~ (301) 866-6595</p> </td> <td data-bbox="1360 634 2001 1432"> <p><b>CALVERT COUNTY</b>                      Huntingtown Head Start Center                      3720 Solomons Island Road                      Huntingtown, Maryland 20639                      (410) 257-2544</p> <p>Patuxent Elementary Head Start Center                      35 Appeal Lane                      Lusby, Maryland 20657                      (410) 394-0200</p> <p>Yardley Hills Head Start Center                      700 Yardley Drive                      Prince Frederick, Maryland 20678                      (410) 414-2198</p> </td> </tr> </table>	<p><b>ST. MARY’S COUNTY</b>                      Holland Forrest Head Start Center                      41950 Satchel Paige Way                      Hollywood, Maryland 20636                      (301) 475-0120</p> <p>Hunting Creek Head Start Center                      46925 Crocus Street                      Lexington Park, Maryland 20653                      (301) 866-9646</p> <p>Jarboe Head Start Center                      21161 Lexwood Drive                      Lexington Park, Maryland 20653                      (301) 866-6597 ~ (301) 866-6595</p>	<p><b>CALVERT COUNTY</b>                      Huntingtown Head Start Center                      3720 Solomons Island Road                      Huntingtown, Maryland 20639                      (410) 257-2544</p> <p>Patuxent Elementary Head Start Center                      35 Appeal Lane                      Lusby, Maryland 20657                      (410) 394-0200</p> <p>Yardley Hills Head Start Center                      700 Yardley Drive                      Prince Frederick, Maryland 20678                      (410) 414-2198</p>
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# September 2010



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	 Labor Day SMTCCAC, Inc. Holiday	Charles County and Head Start 1st Day	8	9	10	11
12	13	14	15	16	No School Charles County	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Head Start Components



### EDUCATION

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



### HEALTH AND SAFETY

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



### HEALTHY MEALS

Children at each center receive a healthy breakfast, lunch and/or snack daily, served family style. Fresh fruits and vegetables are emphasized and sugar, salt and fats are limited. Menus are reviewed by a registered dietician.



### 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 is set aside for children with diagnosed disabilities. These children participate in the full range of classroom activities as well as having their individual needs met. Head Start takes pride in the inclusion of all children into the program.



### TRANSPORTATION

The program serves approximately 600 children, of which about one-third are transported. Transportation is in accordance with state and Federal requirements. A bus monitor is on each route to ensure the safety and extend the learning of the children.

# October 2010



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Half Day at all Head Start Centers	2
3	4	5	6	7	8	9
10	11  Columbus Day SMTCCAC, Inc. Holiday	12	13	14	15 No Class for Head Start children	16
17	18	19	20 Policy Council	21	22	23
24	25	26	27	28	29	30
31						

# 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 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.



# November 2010

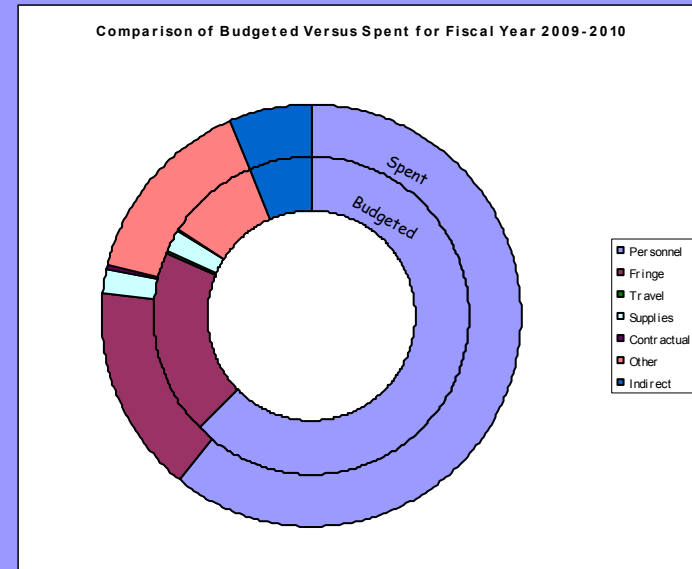


Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 No Class for Head Start children	3	4	5	6
7	8	9	10	11  Veterans Day SMTCCAC, Inc. Holiday	12 No Class for Head Start children	13
14	15	16	17 Policy Council	18	19	20
21	22	23	24 No Class for Head Start children	25  Thanksgiving Day SMTCCAC, Inc. Holiday	26 SMTCCAC, Inc. Holiday	27
28	29	30				

# BUDGET

The program budget below is for April 1, 2009 through March 31, 2010.

Categories	Budgeted	Spent	Explanation
Personnel	\$2,693,672	\$2,622,490	
Fringe	816,201	676,125	
Travel	6,000	6,148	
Supplies	104,700	83,308	Office, classroom, medical
Contractual	10,000	13,496	Mental health, nutritionist
Other	404,546	633,552	Insurance, facilities, transportation
Indirect	<u>275,000</u>	<u>275,000</u>	
	\$4,310,119	\$4,310,119	



Categories	Budgeted
Personnel	\$2,650,564
Fringe	743,139
Travel	2,350
Supplies	76,300
Contractual	41,800
Other	564,806
Indirect	<u>295,643</u>
	\$4,374,602

The projected budget for April 1, 2010 through March 31, 2011 is to

# December 2010



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Policy Council	16	17	18
19	20	21	22 No Class for Head Start children	23 No Class for Head Start children	24 No Class for Head Start children SMTCCAC, Inc. Holiday	25
26	27 No Class for Head Start children	28 No Class for Head Start children	29 No Class for Head Start children	30 No Class for Head Start children	31 No Class for Head Start children SMTCCAC, Inc. Holiday	

# Classroom Outcomes

Information about children and families is for the program year of September 2009 through June 2010.

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

The program is expected to provide 32 weeks of service.

The program had 34 classes at 13 centers.

257 children were in full-day classes (14 classrooms)

6 hours a day

5 days a week

326 children were in part-day classes (10 double-sessions classrooms)

3.5 hours a day

4 days a week

10 children were in a home-based group



Percent served of income eligible children	39%
Average monthly enrollment	587
Overall program attendance	85%
Percentage with disabilities	9.90%



Children to transition to kindergarten

238



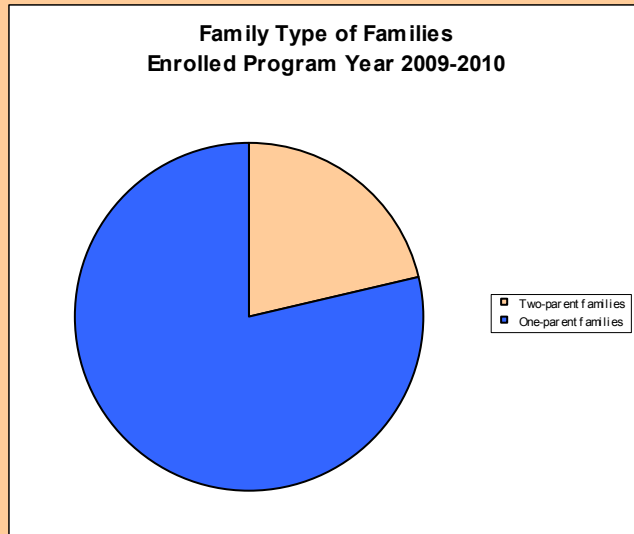
# January 2011



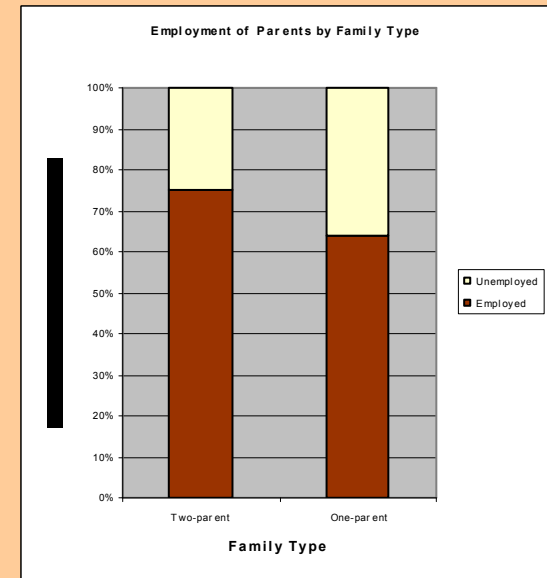
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 No Class for Head Start children	15
16	17 Martin Luther King Day SMTCCAC, Inc. Holiday	18	19 Policy Council	20	21	22
23	24	25	26	27	28	29
30	31					

# Families

There were a total of 587 families in the program




Family Type			
Two-parent families	126	21.5%	
One-parent families	461	78.5%	
Education			
Bachelors or higher	6	1.0%	
Associates or vocational	42	7.2%	
High school or GED	510	86.9%	
Less than high school	29	4.9%	
Employment			
Two-parent			
Both employed	14	11.1%	
One employed	80	63.5%	
Both unemployed	32	25.4%	
One-parent			
Employed	295	64.0%	
Unemployed	166	36.0%	



	Employed	Unemployed
Two-parent	75%	25%
One-parent	64%	36%

# February 2011

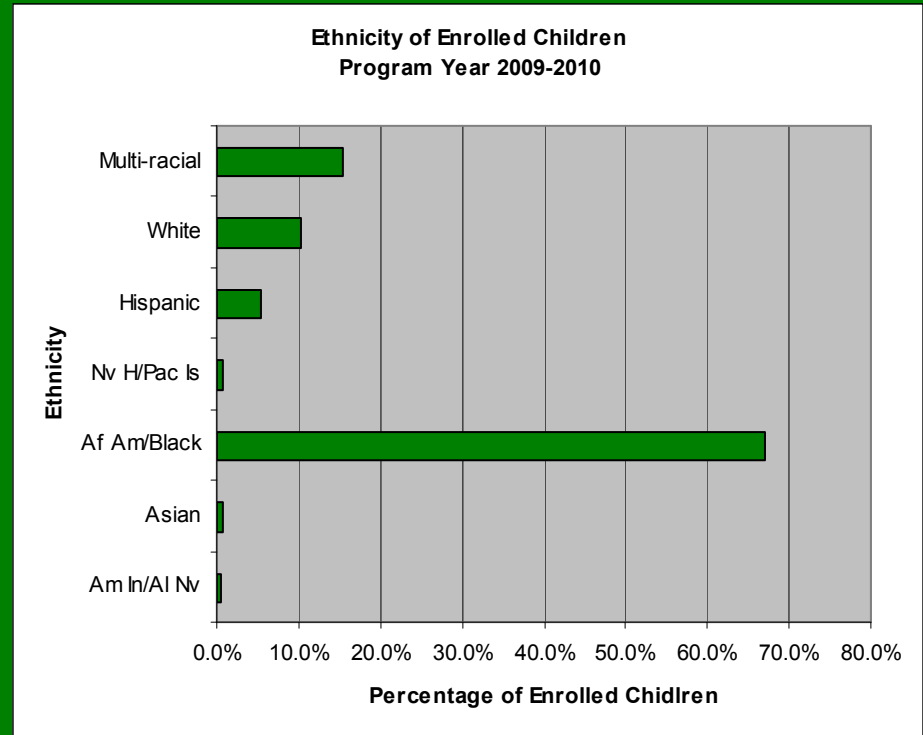


Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Policy Council	17	18 No Class for Head Start children	19
20	21  President's Day SMTCCAC, Inc Holiday	22	23	24	25	26
27	28					

# Children and Families

A total of 646 children were served during the year.

Ethnicity	Percentage
Am In/Al Nv	0.5%
Asian	0.8%
Af Am/Black	67.0%
Nv H/Pac Is	0.6%
Hispanic	5.3%
White	10.4%
Multi-racial	15.5%
	100.00%



At end of school year		%		
Number with health insurance	642	99.4%		
Ongoing source medical care	642	99.4%	% needing follow-up care that received it	98.6%
Ongoing source dental care	627	97.1%	% needing follow-up care that received it	72.4%
Number up-to-date immunizations	631	97.7%		



# March 2011

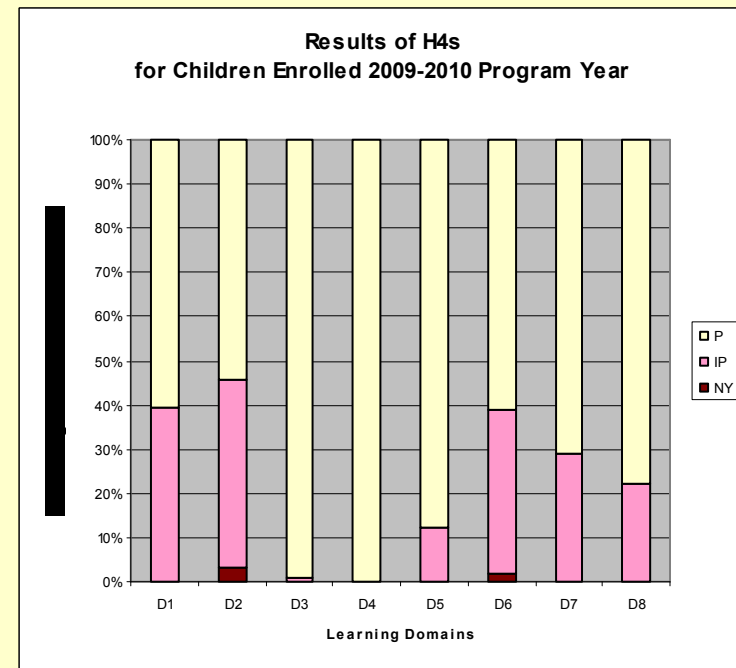
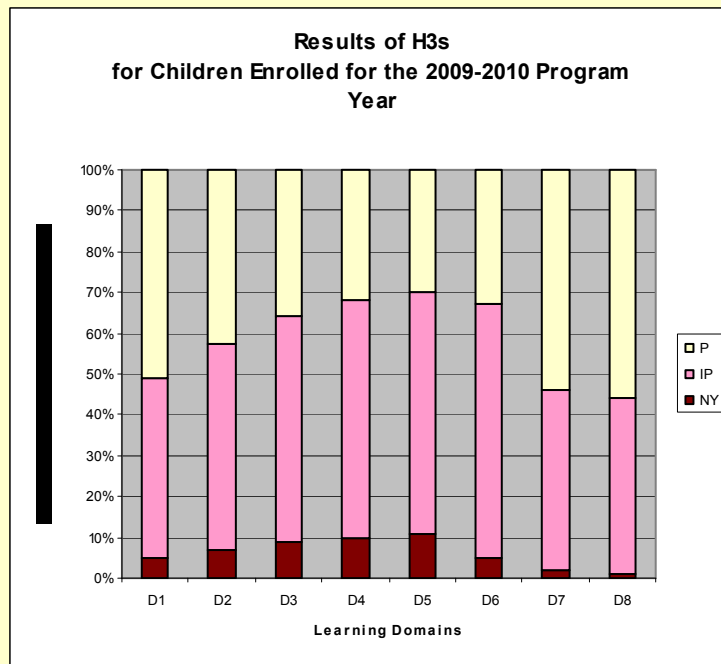


Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Policy Council	17	18 No Class for Head Start children	19
20	21	22	23	24	25	26
27	28	29	30	31		

# Child Outcomes

The Head Start children are assessed using the Work Sampling method 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 2009-2010 program year, the Spring Assessment Results are shown in the following graphs:



On the graph, NY means Not Yet, IP means In Process, and P means Proficient. As can be seen, the 3-year olds are mainly In Process while the 4-year olds are predominantly proficient, especially in language and literacy.

# April 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 No Class for Head Start children	19 No Class for Head Start children	20 No Class for Head Start children Policy Council	21 No Class for Head Start children	22  Good Friday SMTCCAC, Inc Holiday No Class for Head Start children	23
24	25 No Class for Head Start children	26	27	28	29	30

# Review Findings

## FINDINGS

## STATUS

### Deficiencies:

1. Medication administration
  - Not all medications forms were complete with parent signatures.
  - Not all needed medications were on site.
2. Record-keeping - some incomplete documentation in several component areas
  - Monitoring - of medication paperwork
  - Income verification - some forms incomplete, signature discrepancies

Corrected by re-review on March 27, 2010.

Revised documentation and monitoring process completed and implemented Aug 2010

### Noncompliance:

#### Written documents

- Disabilities Plan was not complete
- Agency annual report did not contain all information needed in a report to the public
- Community assessment did not contain all required information
- Findings of community assessment not reflected in program goals

Completed July 2010

Completed October 2010

Completed July 2010

Completed July 2010

#### Services

- No Mental Health Consultant Contract
- Insufficient follow-up on Family Partnership agreements
- Some children not screened within required 45 days
- Lack of child abuse and neglect training for new hires

Signed July 2010

Revised process and forms Aug 2010

Staff trained on importance of 45 days Aug 2010

Scheduled Nov 2010, all staff trained Sep 2010

#### Program Governance

- No guarantee a home-based parent could serve on Policy Council
- Self-assessment improvement plan not approved by the BOD

Revised PC By-Laws Sep 2010

Approved Sep 2010

#### Other

- First aid kit within reach of children
- Not all staff trained on administration of medication
- Health and Safety Specialist not supported by health professional

Corrected at time of review

Authorized training began Mar 2010

Consultant hired Oct 2010

#### System

- Communication not effective to ensure 45 day and other compliance issues

Established accountability guidelines Oct 2010

Implemented Oct 2010

Head Start Federal Review  
March 2010/  
Findings Received August  
2010

2009 Audit Findings

### FINDING

Some Income Verifications  
Forms were missing from  
applicant files

### STATUS

Clear file requirements  
established Sep 2009

### FINDING


Insufficient tracking of  
participants with  
disabilities

### STATUS

Tracking system developed  
Sep 2009

# May 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Policy Council	19	20	21
22	23	24	25	26	27 No Class for Head Start children	28
29	30  Memorial Day SMTCCAC, Inc HOLIDAY	31				

# Staffing

## Staffing

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

The qualifications of the Teachers were as

Master's	1
Bachelor's	12
Associate's	6
CDA	5

8 Family Advocates completed the  
Family Development Credentialing  
Program

- 90 hours of classroom instruction
- Portfolio
- Exam



5 Teacher Assistants completed  
requirements for and received  
Child Development associate  
(CDA) credentials.



# June 2011



<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
			1	2	3	4
5	6	7	8	9	10 Last Day of Classes	11
12	13	14	15 Policy Council	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Cool Summer Activities

**T**he long hot days of summer have finally arrived so it's time to turn off the TV and head outside to play. Keep the kids entertained with these fun outdoor games and activities. We promise you won't hear the words, "Mommy, I'm bored," all summer long!



**Send them on a scavenger hunt.** Your child can do this activity alone, with a friend or in teams. Give your child a list of items to find in nature, such as a rock, dandelion, leaf or something a bird would eat. Have the kids draw pictures of what they find and finish the hunt by tallying up how many things they ticked off the list.

**Chalk it up to fun.** An inexpensive box of colored chalk can keep the kids busy for hours. Have younger kids draw pictures on the sidewalk or driveway. For the older children, try a game of Tic Tac Toe or hopscotch: draw a hopscotch pattern with eight squares. Players toss a marker (try a stone or button) into a square and then hop over it on one foot.



**Knock'em over with backyard bowling.** Find household items that will tumble over easily, such as empty cereal boxes, empty soda cans and small stuffed toys and align them in a row like bowling pins. Then, using a smaller ball for older kids and a bigger ball for the young ones, have the children roll the ball. They score a point for each object they knock down.



**Create an outdoor canvas.** Hang an old sheet on a clothesline or tape paper to a fence for your budding artist to paint on. Encourage them to try painting with different kinds of brushes. Try dipping grass into paint and swishing it on paper, then try painting with a leaf or a twig. The kids can also try painting rocks and creating little people or bugs with them.

**Host a mini-Olympics.** Get the kids competing in running and wheelbarrow races, obstacle courses, water balloon tosses and jumping competitions. Finish off the fun with a mini-Olympic awards ceremony to honor all of the athletes. Buy medals at the local dollar store or make your own with construction paper, colored pencils and string.





# July 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	 Independence Day SMTCCAC, Inc. Holiday	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Possible Policy Council	21	22
23	24	25	26	27	28	29
30	31					



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.