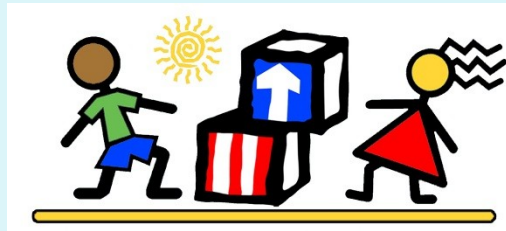


SMTCCAC, Inc. Head Start

2011 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.

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.

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.

Head Start Locations

| | | | |
|---|---|--|--|
| <p>CHARLES COUNTY</p> <p>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 (301) 302-8308</p> <p>Waldorf Head Start Center 3074 Crain Highway Waldorf, Maryland 20601 (301) 645-5341 (240) 216-5523</p> | <p>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.</p> | | |
| |  | | <p>Administrative Office Luther Stuckey Building 8371 Old Leonardtown Road Hughesville, MD 20637 (301) 274-4474 ext. 221</p> |
| | <p>ST. MARY'S COUNTY</p> <p>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>CALVERT COUNTY</p> <p>Huntingtown Head Start Center 3720 Solomons Island Road Huntingtown, Maryland 20639 (410) 535-0024</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> |

Policy Council



Parents were elected from each Head Start center to serve as representatives on Policy Council in September and October 2010. Twenty-one parents attended during the year. In addition, 5 community representatives (former parents and area agency representatives) were elected in October and participated throughout the year.



Traveled to Annapolis, MD on March 21, 2011, to visit with legislators. Discussed the benefits of Head Start for children and families and advocated for continuing State supplemental funding.

The work of the Council included:

- Revision and approval of by-laws
- Review and approval of program policies
- Review and approval of 12 component work plans
- Participation on hiring committees and approval of over 30 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



Enjoyed friendly competition at the AMF Bowling Alley in Waldorf, MD after a Policy Council meeting in June 2011.



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 after enrollment,
 - b. Helping families work toward their goals,
 - c. Linking families to/or providing necessary services,
 - d. Making community services more responsive to family needs,
 - e. Encouraging parents to apply for staff positions, and
 - f. Encouraging fathers to take an active role in their child's development.
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. Helping parents become active partners in accessing health care for their children, and
 - d. Assisting parents transition their children into public school systems.
4. Involving parents in program decision-making and governance.



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.

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.



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.



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.

St. Mary's Centers



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



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

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



Charles County Centers



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



Barnhart Head Start Center
4800 Lancaster Circle
Waldorf, Maryland 20603



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

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



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

Waldorf Head Start Center
3074 Crain Highway
Waldorf, Maryland 20601



CALVERT COUNTY CENTERS



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



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



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

December 2011

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

Staffing

Staffing

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

The qualifications of the Teachers were as follows:

| | |
|-------------|----|
| Master's | 1 |
| Bachelor's | 13 |
| Associate's | 7 |
| CDA | 5 |

33 Teachers and Teacher Assistants are credentialed through the Maryland State Department of Education.

7 at Level 1
1 at Level 2
17 at Level 3
2 at Level 4
5 at Level 5
1 at Level 6

As levels increase, there is increasing requirements for training experience and education.

12 Teachers and Teacher Assistants completed the MMSR (Maryland Model for School Readiness) training.



January 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---------------|-----|----------------------|-----|---|-----|
| 1 | 2 HOLIDAY | 3 | 4 | 5 | 6 Education/Disability Advisory Board Mtg | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 HOLIDAY | 17 | 18 Policy Council | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Families

There were a total of 647 families in the program

Family Type

| | | |
|---------------------|-----|-------|
| Two-parent families | 167 | 25.8% |
| One-parent families | 480 | 74.2% |

Education

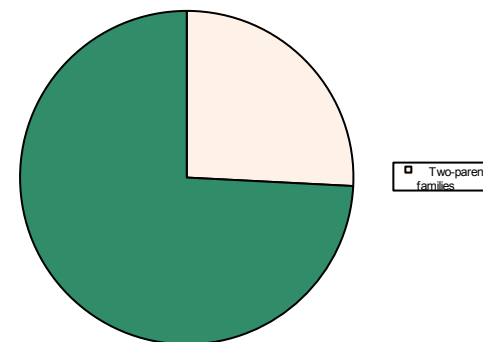
| | | |
|--------------------------|-----|-------|
| Bachelors or higher | 6 | 0.9% |
| Associates or vocational | 42 | 6.5% |
| High school or GED | 510 | 78.8% |
| Less than high school | 29 | 4.5% |

Employment

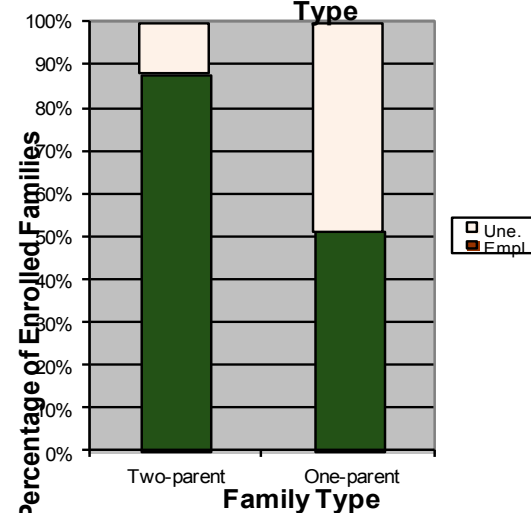
| | | | |
|------------|-----------------|-----|-------|
| Two-parent | Both employed | 46 | 27.5% |
| | One employed | 101 | 60.5% |
| | Both unemployed | 20 | 12.0% |
| One-parent | Employed | 245 | 51.0% |
| | Unemployed | 235 | 49.0% |



**Family Type of Families
Enrolled Program Year 2010-2011**



Employment of Parents by Family Type



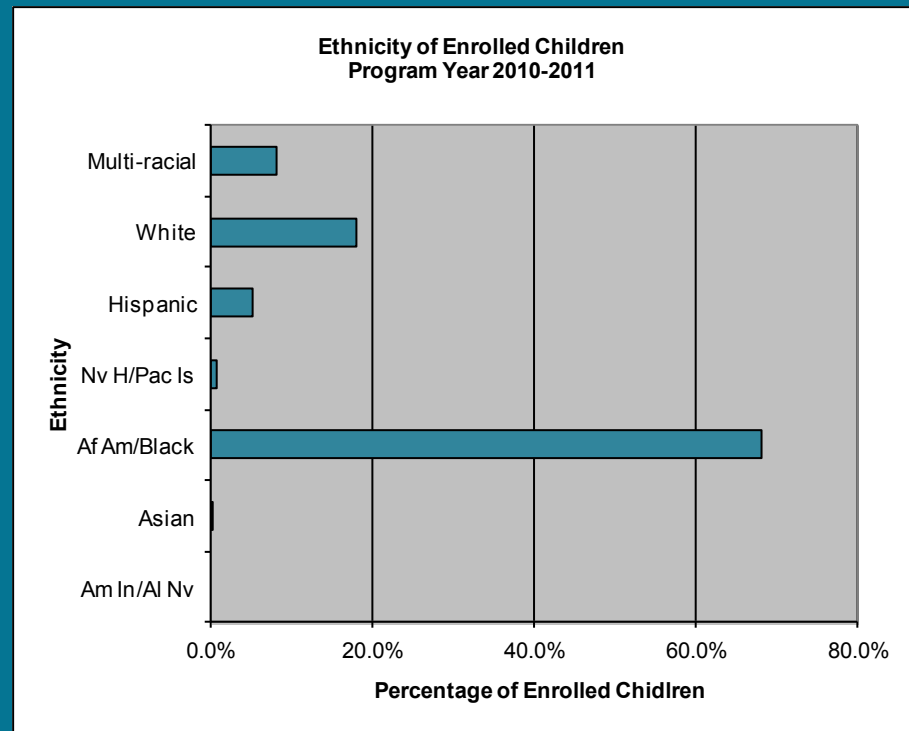
February 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---------------|--|---|-----|---|-----|
| | | | 1 | 2 | 3 No Children at Head Start Centers | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 No Children at Head Start Centers | 15 Policy Council | 16 | 17 | 18 |
| 19 | 20 HOLIDAY | 21 | 22 Health & Safety Advisory Committee | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

Children and Families

A total of 660 children were served during the year.

| Ethnicity | Percentage |
|--------------|------------|
| Am In/Al Nv | 0.5% |
| Asian | 0.2% |
| Af Am/Black | 68.2% |
| Nv H/Pac Is | 0.8% |
| Hispanic | 5.0% |
| White | 17.9% |
| Multi-racial | 8.0% |
| | 100.00% |



| At end of school year | | % | | |
|---------------------------------|-----|-------|---|-------|
| Number with health insurance | 655 | 99.2% | | |
| Ongoing source medical care | 655 | 99.2% | % needing follow-up care that received it | 98.5% |
| Ongoing source dental care | 617 | 93.5% | % needing follow-up care that received it | 99.0% |
| Number up-to-date immunizations | 583 | 88.3% | | |

March 2012

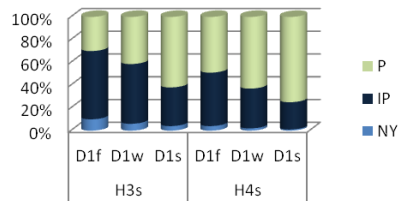
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|----------------------|-----|---|-----|
| | | | | 1 | 2 No Children at Head Start Centers | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 Policy Council | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |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

Child Outcomes

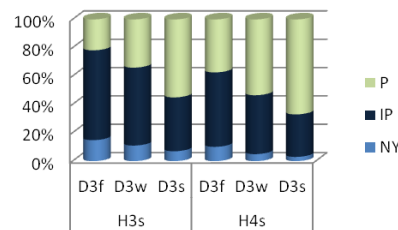
The Head Start children are assessed using the Work Sampling method 3 times each year to plan classroom activities to maximize the development of the children in the areas of social/emotional (D1), approaches to learning (D2), language (D3), literacy (D4), mathematics (D5), science (D6), creative arts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

For the 2010-2011 program year, the comparison of Fall, Winter, Spring Assessment Results are shown in selected domains in the following graphs:

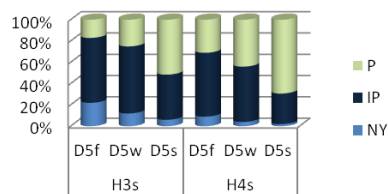
Social/Emotional Growth



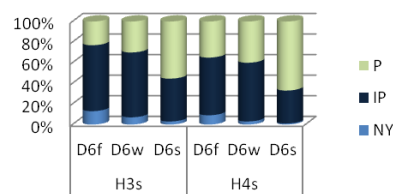
Language Growth



Growth in Mathematical Thinking



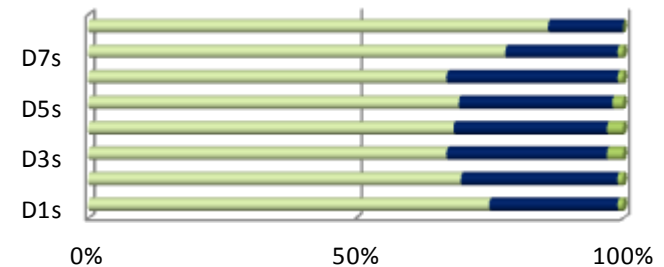
Growth in Scientific Thinking



On the graph, NY means Not Yet, IP means In Process, and P means Proficient. 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.

The results of the spring assessment for the four-year old children in all domains are shown below:

Spring Assessment of Four-Year Old Children



| | D1s | D2s | D3s | D4s | D5s | D6s | D7s | D8s |
|----|-----|-----|-----|-----|-----|-----|-----|-----|
| P | 75% | 69% | 67% | 69% | 70% | 67% | 78% | 86% |
| IP | 24% | 29% | 30% | 29% | 29% | 32% | 21% | 14% |
| NY | 1% | 1% | 3% | 3% | 2% | 1% | 1% | 0% |

The overall results show that about 70% of the children were assessed to be proficient in all domains. The domains with the lowest proficiency scores were language and science both at 67%, followed by approaches to learning and literacy both at 69%.

April 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|---|---|---|--|-----|
| 1 | 2 No Children at Head Start Centers | 3 No Children at Head Start Centers | 4 No Children at Head Start Centers | 5 No Children at Head Start Centers | 6 HOLIDAY | 7 |
| 8 | 9 No Children at Head Start Centers | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 Policy Council | 19 | 20 Education/Disability Advisory Board Mtg | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Classroom Outcomes

Information about children and families is for the program year of September 2010 through June 2011.

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 36 classes at 12 centers.

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

6 hours a day

5 days a week

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

3.5 hours a day

4 days a week

14 children in a half-day class

4 hours a day

5 days a week

| | |
|--|-----|
| Percent served of income eligible children | 39% |
| Average monthly enrollment | 573 |
| Overall program attendance | 72% |
| Percentage with disabilities | 10% |



Children to transition to kindergarten

267

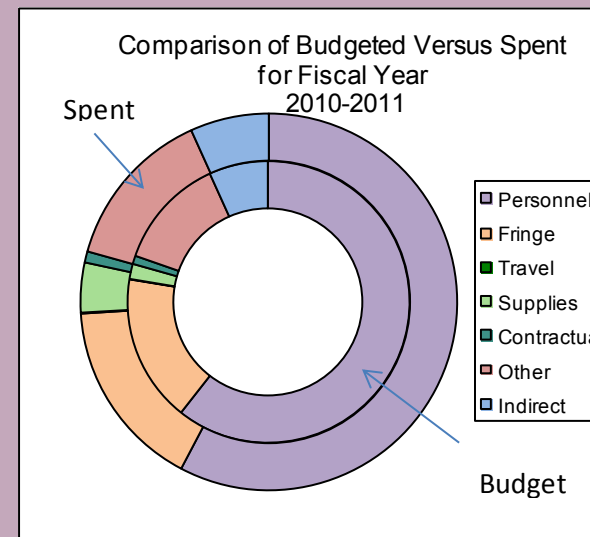
May 2012

| 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 Children at Head Start Centers | 19 |
| 20 | 21 | 22 | 23 | 24 Health & Safety Advisory Committee | 25 | 26 |
| 27 | 28 HOLIDAY | 29 | 30 | 31 | | |

BUDGET

The program budget below is for April 1, 2010 through March 31, 2011.

| Categories | Budgeted | Spent | Non-Federal Match | Explanation |
|-------------|----------------|----------------|-------------------|----------------------------------|
| Personnel | \$2,650,564 | \$2,524,452 | \$67,281 | Parent volunteers |
| Fringe | 743,139 | 713,135 | 0 | |
| Travel | 2,350 | 3,583 | 0 | |
| Supplies | 76,300 | 187,231 | 4,380 | Classroom |
| Contractual | 41,800 | 41,663 | 37,572 | Community volunteers |
| Other | 564,806 | 608,895 | 984,745 | Space, bus storage |
| Indirect | <u>295,643</u> | <u>295,643</u> | <u>0</u> | |
| TOTAL | \$4,374,602 | \$4,374,602 | \$1,093,978 | 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.,
- Harley David Owners Assn.,
- AmeriCorps volunteers,
- Artists-in-Residence.

Space in-kind include:

- The Charles County Public School System,
- St. Mary's Housing Authority,
- Calvert Co. Public School System.

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

| Categories | Budgeted | Explanation |
|-------------|----------------|---------------------------------------|
| Personnel | \$2,651,626 | |
| Fringe | 783,298 | |
| Travel | 2,050 | |
| Supplies | 76,625 | Office, classroom, medical |
| Contractual | 36,800 | Health, mental health |
| Other | 550,746 | Insurance, facilities, transportation |
| Indirect | <u>292,617</u> | |
| | \$4,393,762 | |

June 2012

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

Audit and Reviews

Head Start Federal Re-Review July 2011 and November 2011

Report with findings yet to be received.

FINDINGS REMAINING

STATUS

Deficiencies:

No clear comprehensive monitoring system in writing.

In revision

Noncompliance:

Family Partnership Agreements lacked sufficient and timely follow-up.

Staff were retrained on the process 8/2/11.

FPAs were reviewed for completeness and timeliness by 10/31/11.

2010 SMTCCAC Audit Findings

FINDINGS

STATUS

Income information in the Organization's database did not always agree with the documentation on file.

A new income verification process was implemented to ensure income in the database was locked in and agreed with the documentation on file

Less than 10% of the number of children actually enrolled in the program were children with diagnosed disabilities.

The 10% was reached for program year 2010-2011.

July 2012

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|----------------------|-----|-----|-----|
| 1 | 2 | 3 | 4 HOLIDAY | 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 | 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.