

Santa Rosa County District Schools
Head Start and Early Head Start Programs

Annual Public Report

Fiscal-Program Year
March 1, 2015 – February 29, 2016



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Compiled By: Santa Rosa County District Schools Head Start and Early Head Start
Prekindergarten Program Service Area Staff

In collaboration with D. Lynn Rogers, Accounting Analyst, Santa Rosa County District Schools
rogersd@santarosa.k12.fl.us

INTRODUCTION

This report has been prepared to comply with the Head Start Reauthorization Act of 2007. This act states that:

Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

- (A) The total amount of public and private funds received and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the fiscal year.
- (C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- (D) The results of the most recent review by the Secretary and the financial audit.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information required by the Secretary.

VISION

The vision is to enhance each family's ability to be their child's first teacher and to promote our staff to lay a solid foundation for learning that will enable each child to achieve academic, social, and emotional stability throughout their lifetime.

CREED

As facilitators of learning and success, the Santa Rosa District Schools Head Start and Early Head Start Program believe that children are individuals, one of a kind, and should be treated as such; all children should be nurtured and treated with love and respect in a safe environment; parents are their child's first teachers; families are an important core unit of a child's success; and students become life-long learners.

MISSION

Our Head Start and Early Head Start is a comprehensive program for children and families providing the following opportunities for children to grow:

- A planned, developmentally appropriate curriculum.
- Medical, dental, and nutritional care.
- Appropriate services for children with special needs.
- Family services for children and families.
- Opportunities to build self and family image.

HEAD START BUDGET and EXPENDITURES

The Santa Rosa County District Schools Head Start and Early Head Start grant period is from March 1st through February 29th. This grant period is different from that of the grantee, Santa Rosa School Board, which operates from July 1st through June 30th.

The funding and expenditures listed below were from the grant period of March 1, 2015 to February 29, 2016, as well as the proposed budget for the grant period of March 1, 2016 to February 28, 2017.

Funding & Budget from March 1, 2015 – February 29, 2016:

Total Approved Budget \$ 2,290,950

(G 044122: \$1,775,908 ; G 044125: \$478,134;

G 044120: \$25,108 ; G 044121: \$11,800)

Total Actual Federal Share Received \$ 2,265,855

Total Non-Federal Funds \$ 566,464
(In-Kind/Third Party Contributions)

Expenditures from March 1, 2015 – February 29, 2016:

Personnel \$ 1,440,626

Benefits \$ 436,422

Travel \$ 14,580

Supplies \$ 79,282

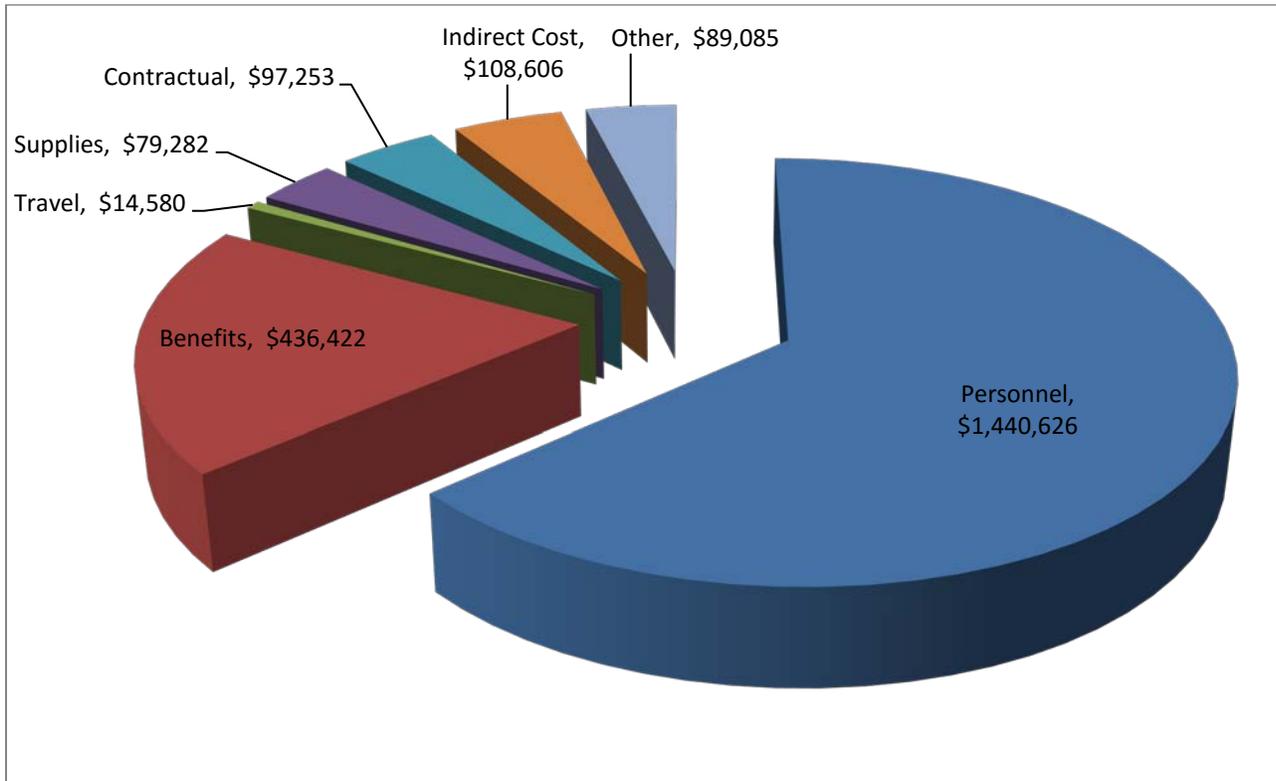
Contractual \$ 97,253

Indirect Costs \$ 108,606

Other \$ 89,085

TOTAL \$ 2,265,854

Expenditures March 1, 2015 – February 29, 2016:



Proposed Budget for March 1, 2016 – February 28, 2017:

Personnel	\$ 1,478,947
Benefits	\$ 478,839
Travel	\$ 17,045
Equipment	\$ 38,338
Supplies	\$ 53,572
Contractual	\$ 88,707
Indirect Costs	\$ 103,083
Other	\$ 72,991
TOTAL	\$ 2,331,522

AUDIT and COMPLIANCE

The Santa Rosa County District Schools Head Start and Early Head Start programs comply with all Head Start Federal Performance Standards. The program received an on-site Head Start Key Indicators-Compliant (HSKI-C) Review Event from January 19 – 21, 2016. Based on Santa Rosa County District School successfully passing the HSKI-C, the program qualified for differential monitoring during the course of the next three years.

The Santa Rosa County School District Head Start Programs were also free from any findings in the most recent 2015-2016 Annual School District Audit.

CHILDREN and FAMILY ENROLLMENT

During the 2015-2016 fiscal year, the Santa Rosa County District Schools Head Start and Early Head Start Programs served two-hundred eighty (280) Head Start students and forty (40) Early Head Start students. The average monthly enrollments (as a percentage of funded enrollments) for the Head Start and Early Head Start programs are 100% and 100%, respectively.

The percentage of eligible children served for the Head Start program and Early Head Start program is 92% and 92%, respectively. (“*Head Start Eligible*,” as defined by the Head Start Performance Standards means a child that meets the requirements for age and family income as established in this regulation or, if applicable, as established by grantees that meet the requirements of section 645(a)(2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines. This includes incomes below 130% of the federal poverty level, receipt of public assistance, status as a foster child and/or status of homeless as defined by the federal McKinney-Vento Act).

MEDICAL and DENTAL

The Santa Rosa County District Schools Head Start and Early Head Start programs contract and partner with the Florida Department of Health’s Dental Clinic and Sacred Heart’s Mission in Motion to provide medical and dental screenings and services to students enrolled in both the Head Start and Early Head Start programs.

Dental exams, cleanings, and needed restorations are provided through a strong collaboration with the Florida Department of Health, in Santa Rosa County. Lead and hemoglobin/hematocrit testing is provided for our students during the school health physical exam or through our MOA with the Florida Department of Health, Santa Rosa County. Referrals and follow-ups are arranged as needed.

Sacred Heart Mission in Motion, facilitated by Sacred Heart Hospital, provides all Head Start and Early Head Start vision and hearing screenings as “in-kind” to our program. This agency also assists with referrals as needed. Evaluations through the Santa Rosa County School District Audiology Clinic are provided free of charge to our students and their families.

The percentage of enrolled children that received medical and dental exams during the 2015-2016 school year is as follows:

Medical

Head Start	100 % (Total 280 children out of 280 children had Medical Exams)
Early Head Start	100 % (Total 40 children out of 40 children had Medical Exams)

Dental

Head Start	99 % (Total 269 children out of 280 children had Dental Exams)
Early Head Start	100 % (Total 40 children out of 40 children had Dental Exams)

KINDERGARTEN READINESS

Santa Rosa County District Schools Pre-Kindergarten Programs Agency's Efforts to Prepare Children for Kindergarten

The “Improving Head Start for School Readiness Act of 2007” statement of purpose is to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development by providing a learning environment that supports children’s growth in all areas of development.

The School Readiness Act mandates that Head Start and Early Head Start Programs prepare school readiness goals that align with the Head Start Child Development Early Learning Framework, state standards, and local education agencies. Administrators, teachers, parents, and community partners collaborate as a team to promote students’ achievement of the readiness goals.

The Head Start Early Learning Outcomes Framework along with the readiness goals guide the Head Start Programs in curriculum planning and ongoing assessment of the progress of students. Santa Rosa District Schools promote school readiness through the use of Frog Street Curricula, parental input, parent and community involvement, field trips, and many other resources. Social and emotional development is enhanced through the use of Second Step and Clifford periodicals. Science is enhanced through Let’s Find Out periodicals and physical development through the use of I Am Moving, I Am Learning (IMIL), and Fit 4 You Curriculum.

Education services are provided through daily developmentally appropriate experiences that are intentionally planned to promote and enhance skills that are important for success in kindergarten. Students learn best through active learning experiences that have a purpose and are meaningful to them. Classrooms are arranged to offer multiple opportunities for students to explore, discover, and experiment. The goal is to create a classroom community where students learn how to get along with their peers, solve problems peacefully, make healthy lifestyle choices, and develop the academic skills that are needed to be successful in school.

Santa Rosa District Schools Head Start Program uses Galileo Assessment, a child assessment system that aligns with the curricula and gathers data on student progress in each of the five essential domains of learning and development. Assessment is ongoing and information is gathered and monitored through observations, portfolios, direct instruction, and parent input. Student data is collected and analyzed during three observational periods which are scheduled at the beginning of the year, midyear, and the end of the year. These observational periods provide the Head Start Program a portrait of student progression in meeting readiness goals. Pre-Kindergarten students transitioning to kindergarten are also assessed with the VPK assessment. This assessment measures early literacy (phonological awareness, alphabet knowledge, and oral language vocabulary) and early math. This data is gathered and analyzed three times per year as well.

Parental involvement is very important to the educational success of the student. A monthly newsletter and calendar is provided for parents that contains special event dates and information from the service areas within the program. Curricula training activities are planned for staff that provide on-going professional development and enhance knowledge of developmentally appropriate activities, intentional teaching practices, authentic assessments, individualization, classroom environments, and other topics. As part of the Head Start to kindergarten transition, students receive an activity booklet that promotes and supports their learning throughout the summer.

Santa Rosa County District Schools Pre-Kindergarten Program provides students with experiences and resources that will assist them in school success and life-long learning. An analysis of the data collected for the 2015– 2016 school year indicates that the majority of Head Start students mastered goals within the readiness plan.

Santa Rosa County District Schools Head Start Programs
Kindergarten Readiness Goals Report

Readiness Goals Content Area	Student Results
Approaches to Learning	92%
Physical and Gross Motor Development	89%
Language and Literacy	86%
Cognition and General Knowledge	91%
Social and Emotional Development	88%

PARENT INVOLVEMENT ACTIVITIES

Parent and family engagement in Head Start and Early Head Start is about building relationships with families that support family well-being; strong relationships between parents and their children; and nurturing ongoing learning and development for both parents and children.

The Parent, Family, and Community Engagement (PFCE) service delivery area is designed to ensure parental involvement and community services to students and families enrolled in the Santa Rosa County District Schools Head Start and Early Head Start programs. Once the student is accepted into the program, the PFCE service area is designed to assist the student and his/her family in their efforts to enhance the quality of their lives through personal and economic self-sufficiency. The Head Start and Early Head Start program utilizes family support workers, called Family Advocates. The Family Advocates are introduced to incoming families during the Orientation and Placement Conference. They assist families with completing the Family Intake Survey, Family Goal Plan, and other documents as necessary. The advocates also assist families by referring them as needed to other community agencies that can provide them with additional services for employment, food and nutrition, housing, clothing, as well as the continuing educational needs of the program families.

As research suggests, parents and family members are more likely to become engaged in their young child's development and learning when they have positive and trusting relationships with those who support them. In Head Start and Early Head Start, these relationships focus on goals that families develop with the support of program leadership, staff, and engaged community partners. These goal-directed relationships are part of the two-generational approach of working with children and adult family members and distinguish Head Start and Early Head Start from other early childhood initiatives. Parent relationships are more likely to be successful when programs take intentional steps to promote parent and family engagement.

In August 2011, the Office of Head Start collaborated with its National Center(s) to develop a research-based framework that displays how an agency can work together as a whole-across

systems and service areas-to promote parent, family and community engagement in children's learning and development.

The Head Start and Early Head Start programs provide various opportunities for parents/guardians to have active input into the implementation of the Head Start and Early Head Start program objectives through their representation on and participation in the Policy Council meetings. Parents and guardians are encouraged to join and actively participate in parent committees, attend the parent meetings, and to volunteer in the classrooms for various activities, as well as attend parent training sessions. Program staff and parent/guardians work together in partnership on issues and interests pertinent to the overall program goals and objectives as well as to individual students and classrooms. Parent representatives on the Policy Council are encouraged to disseminate to other parents and guardians information about the topics discussed by the Policy Council and the decisions reached by them.

The following are parent activities that took place during the 2015-2016 school year:

- **Policy Council**

The Policy Council consists of parents and community partners that are elected to serve on a committee as collaborators with key management staff in order to review, and vote on policies and procedures regarding the Head Start and Early Head Start Program. The actions include, but are not limited to funding applications for the Head Start and Early Head Start Programs, personnel policies, and the annual Program Self-Assessment. The Policy Council members also serve as a link to the Parent Committees, grantee and governing bodies, public and private organizations, and local communities. Trainings were provided for the Policy Council that included such topics as Robert's Rules of Order, Self-Assessment, and Readiness.

- **Parent Committees**

The Parent Committees consist of all parents and guardians who have children enrolled in the Head Start and/or Early Head Start Programs. Anyone who is a parent or guardian is considered a member on this committee. Each school site hosts a Parent Committee for the purpose of supporting and participating in the classroom and program, and to communicate Head Start information with parents throughout the program. Each Parent Committee nominates and elects parents to serve as members on the Policy Council.

- **Parent Volunteers**

Parent Volunteers are very important to the Head Start and Early Head Start Programs. After parents have completed a Volunteer Application and a background screening is completed, parents/guardians are encouraged to volunteer in the program through a number of ways. Parents may, when qualified, be considered for employment in positions within the Head Start and Early Head Start Program. Former and current parents are encouraged to apply for vacant positions when there are positions they become available.

- **Parent Training**

Parent trainings were scheduled throughout the school year. These trainings focused on the Parent, Family, and Community Engagement Outcomes Goals with an emphasis on School Readiness. Trainings included topics such as, literacy development with strategies on reading to children; health and nutrition; including how to plan a menu and shop on a strict budget and how to can seasonal foods. Parents also learned how to make activities to share with their children for the holidays.

- **High School Equivalency Training**

An Intake Survey identified 54 family members (19%) that did not have a high school diploma. Of the 54 family members, 16 expressed an interest in receiving their General Education Diploma (GED). The program partnered with Santa Rosa Adult School to offer classes at T.R. Jackson Pre-K Center in which eight family members are now pursuing their General Education Diplomas.

- **National School Lunch Week**

During the week of October 12 -16, 2015, we celebrated National School Lunch Week. The theme for the week was “School Lunch Snapshot” Our goal for the week was to educate our students, parents, and community on the importance and benefits of a healthy school lunch. We had a variety of activities throughout the week for students, parents and staff. Parents received an official invitation to join their children for lunch.

- **Story Character Parade**

Parents joined in on the fun of our Character Parade during the month of October. Students dressed as their favorite book character and paraded down the block with the Milton High School Band leading the parade. Parents and children had a great time!

- **National School Breakfast Week**

During the week of March 7 -11, 2015, we celebrated National School Breakfast Week with special activities throughout the week. The theme for the week was “Wake Up to School Breakfast.” It was a great week full of fun activities for the students and parents. Parents received a special invitation to start their day off right and have breakfast with their children.

- **Just Read Florida! Celebrate Literacy Week**

Literacy Week is a fun-filled week of exciting literacy activities. The theme for the week was “Literacy Changes our World.” Students participated in special activities that celebrated the community each day. One of the highlights of the week was a visit from a Veterinarian and his pet dog “Amos.” Students always enjoyed having guest readers from the community and parents as guest readers during the week.

- **Read Across America**

Read across America is a celebration of Dr. Seuss’ birthday. The theme for week was “Hats Off to Pets.” During this week, students participated in activities that were based on books about pets. Some of the activities included the students making their own book about pets as well as making dog bones and donating them to the local animal shelter. Dr. Seuss characters and guest readers also visited the classrooms. The week ended with a “Dr. Seuss Character Parade.” Students and parents wore costumes that represented their favorite Dr. Seuss character. The parade was a wonderful experience for everyone.

- **Child Abuse and Neglect Parent Training**

A yearly training on Reporting Child Abuse and Neglect is mandatory for faculty, staff and parents of Head Start and Early Head Start students. During the school year, each school site within the Santa Rosa County School District conducts an in-service on Child

Abuse and Neglect Reporting. Documentation is gathered by the Mental Health Service Area Contact to ensure that each school site housing Head Start and Early Head Start students receive the required training. Parents and caregivers receive training during the program's orientations.

- **Kindergarten Transition**

We foster positive transition activities for our children and families throughout the school year. Kindergarten transition is one of those activities. Parents have the opportunity to meet with the family advocates and teachers to discuss expectations for kindergarten and the school in which the children will attend. This one-on-one conference provides the parents a chance to complete registration paperwork and discuss ways to work with their child so that he or she will retain what he or she has learned in pre-kindergarten. Parents also receive valuable information regarding the district and its staff, as well as an overview of the school district web page which contains information which may be beneficial as they begin their new journey.

- **Scholastic Book Fair**

The Book Fair theme was "Reading is Groovy". During the week, students visited the Book Fair and were read a story from the book collection. The Book Fair was a great way to promote literacy and the importance of parents reading to their children.

- **Science Fair**

The goal of the Science Fair is to enhance and focus on the wonderful world of science. The theme for the Science Fair was "Science is Groovy" to go along with the Book Fair theme. This event gave students and parents the opportunity to experiment, discover, and explore with hands-on learning experiences. Each activity was based on a book therefore, promoting the integration of literacy and science. Directions were given to families on how to re-create and conduct the activities at home. The Science Fair event provided information to families that will empower them to become more involved in their children's learning.