

ANNUAL PROGRAM REPORT

September 1, 2022

Program: North Central Missouri College/Green Hills Head Start

Grant Year: February 1 – January 31

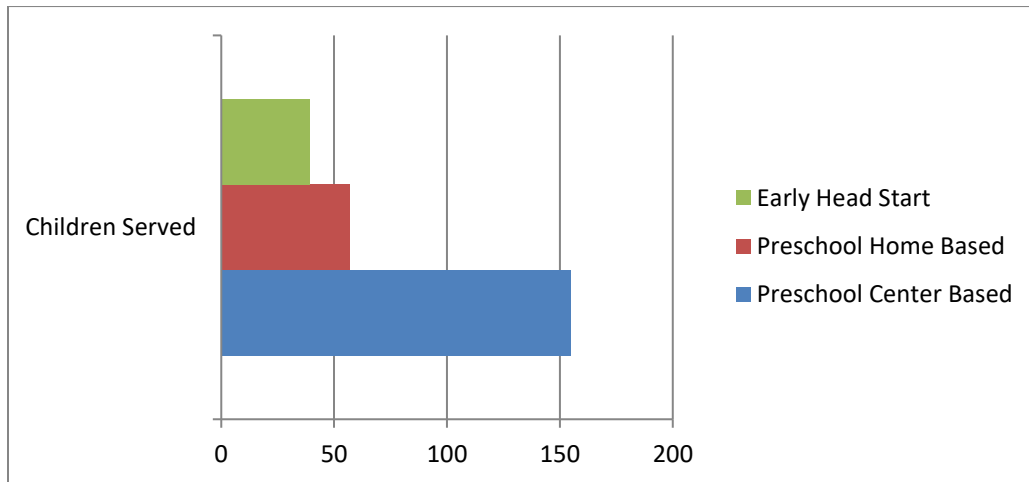
Total Student Enrollment per Program Options:

2021-2022 School Year (End of Program Year)

Preschool Center Base: Full day/Part year (8 classrooms): 155 children

Preschool Home Base: 9 Counties: 57 children

Early Head Start (0-3 years) Home Base: 7 Counties: 39 children



Funded Enrollment: 188 Preschool Head Start children
39 Early Head Start children

Service Area: Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, and Sullivan counties

Previous Year FY #50-2:

Funding Sources:	\$ 2,458,677	ACF/Office of Head Start (2021-2022)
	\$ 87,930	USDA/Child/Adult Care Food Program (2021-2022)
	\$ 9,487	Donations (2021-2022)
	\$ 346,301	Non-federal/Local Matching Resources w/ Waiver

Funding Expended:	FY2021 -Program Year #50-2 including COLA:			
HS Personnel:	\$ 1,258,621	EHS Personnel:	\$ 228,959	
HS Fringe:	\$ 428,775	EHS Benefits:	\$ 73,530	
HS Travel:	\$ 2,847	EHS Travel:	\$ 0	
HS Supplies:	\$ 35,664	EHS Supplies:	\$ 35,331	
HS Other:	\$ 171,676	EHS Other:	\$ 42,005	
HS Indirect Cost:	\$ <u>128,733</u>	EHS Indirect Cost:	\$ <u>22,289</u>	

Total HS Federal:	\$ 2,026,316	Total EHS Federal:	\$ 402,114
Training/Technical	<u>\$ 23,295</u>	EHS Training/Tech	<u>\$ 6,952</u>
Total HS Funding	*\$2,049,611	Total EHS Funds	*\$ 409,066
HS Non-Federal:	**\$ 289,061	EHS Non-Federal:	**\$ 57,240
HS USDA:	***\$ 87,930		

*TOTAL FEDERAL:	*\$2,458,677
**TOTAL NON-FEDERAL:	**\$ 346,301
***TOTAL USDA:	***\$87,930

Current Year FY #51-3

Funding Sources:	\$ 2,526,930	ACF/Office of Head Start (2022-2023)
	\$ 92,000	USDA/Child/Adult Care Food Program (2022-2023)
	\$ 4,575	Donations (To Date 2022-2023)
	\$ 346,301	Non-federal/Local Matching Resources w/ Waiver

Proposed Budget:	FY2021 -Program Year #50-2 including COLA:		
HS Personnel:	\$1,287,336	EHS Personnel:	\$ 222,883
HS Fringe:	\$ 394,679	EHS Fringe:	\$ 92,581
HS Travel:	\$ 470	EHS Travel:	\$ 250
HS Supplies:	\$ 42,129	EHS Supplies:	\$ 10,113
HS Other:	\$ 172,969	EHS Other:	\$ 53,998
HS Indirect Cost:	<u>\$ 128,733</u>	EHS Indirect Cost:	<u>\$ 22,289</u>

Total HS Federal:	\$ 2,026,316	Total EHS Federal:	\$ 402,114
Training/Technical	<u>\$ 23,295</u>	EHS Training/Tech	<u>\$ 6,952</u>
Total HS Funding	*\$2,049,611	Total EHS Funds	*\$ 409,066
HS Non-Federal:	**\$ 506,297	EHS Non-Federal:	**\$101,055
HS USDA:	***\$92,000		

TOTAL FEDERAL:	*\$2,458,677
TOTAL NON-FEDERAL:	**\$ 607,352
TOTAL USDA:	***\$ 92,000

Audit Results: No Head Start findings.

Focus Area One: No Head Start findings.

Personnel: The average number of employees working with the Head Start program totals 57. Breakdown by position includes: 10 Teachers; 8 Home Visitors; 21 Teacher Assistants; 8 Cooks; 8 Program Specialists; 2 Directors.

Teacher Education:	MA/MS:	0 Classroom Teachers
		1 Home Visitors
		4 Central Office Staff
	BS/BA:	6 Classroom Teachers
		3 Home Visitors
		5 Central Office Staff

AA/AAS:	4 Teachers 1 Teacher Aides 2 Home Visitor
CDA:	<u>2 Home Visitors</u>
Total:	10 Classroom Teachers 8 Home Visitors 10 Central Office Staff

NOTE: The following staff members have a CDA (Child Development Associate) credential: 8 classroom teachers; 7 home visitors; 6 teacher aides; 1 cook; 7 management staff members. Several employees are actively working toward a CDA credential.

Enrollment:

The selection criteria for 2022-2023 was reviewed and was modified to include points for families that applied for services with siblings and for English Language Learners. The NCMC Board approved the Selection Criteria on February 22, 2022.

Green Hills Head Start is funded to enroll 188 Preschool Head Start students and 39 Early Head Start students. Due to COVID 19, the program struggled to meet full enrollment and completed the 2021-2022 school year with 10 slots not filled. At the end of our school year, we had enrolled 131 Center Based preschool students, 49 Home Base students and 37 EHS students.

Head Start

By the end of our school year (May 2022) 247 Head Start applications were submitted. Of those applications, 4 were abandoned prior to classes/home visits.

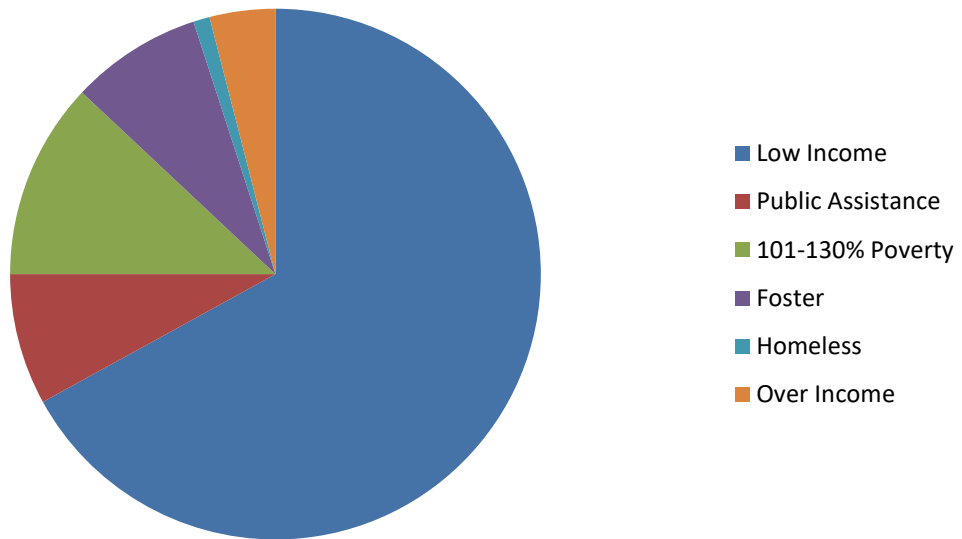
Of the 2021-2022 accepted/cumulative enrollment list for Head Start data indicated

- 67% low-income families.
- 8% families receiving public assistance.
- 12% families with incomes in the 101-130% poverty range.
- 8% foster families.
- 1% homeless families.
- 4% over-income families.

Percentages by age included:

- 91% children-ages 4 and older.
- 9% children ages 3-4.
- 4% Transfer from EHS to HS.

Head Start Enrollment



Early Head Start

Early Head Start applications totaled 82. Of those applications, 16 were abandoned prior to classes/home visits.

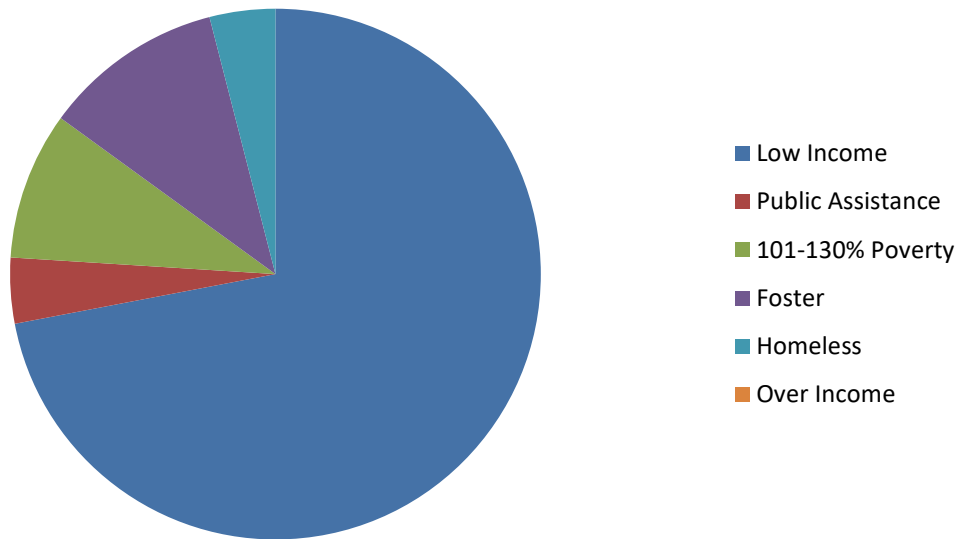
The 2021-2022 accepted/cumulative enrollment list for Early Head Start, August 2022 data indicated:

- 72% low-income families.
- 4% families receiving public assistance.
- 9% families with incomes in the 101-130% poverty range.
- 11% foster families.
- 4% homeless families,
- 0% over-income families.

Percentages by age included:

- 29% children-ages 0-1.
- 35% children ages 1-2.
- 36% children ages 2-3.

Early Head Start Enrollment



Monthly Report Data:

During the 2021-2022 school year, NCMC/Green Hills Head Start served 180 Pre-K HS children and 37 EHS children. These children represented nearly 73% of the total Pre-K HS applicants and 45% of the total EHS applicants for the school year. Average daily attendance for centers was 82.55%.

Training:

Green Hills Head Start focused on updating the On Boarding process for new employees. We have been working to review and make changes to the School Readiness Goals focusing on one specific goal for each area of the Head Start Early Learning Outcomes Framework. We have been working extensively with T/TA on these goals.

All staff members regularly participate in an annual training schedule designed to prepare them for the comprehensive nature of their responsibilities. An annual professional development plan was developed, reflecting (1) requirements outlined by Head Start Program Performance Standards and State of Missouri childcare licensing regulations and (2) evaluation of child/family assessment data, program monitoring data, and training needs assessment data.

During the 2021-2022 school year, staff members completed training sessions focused on curriculum, child abuse/neglect, Positive Behavior Support (PBS), child recruitment/enrollment, mental health resources, family engagement, environmental and food safety, infant safe sleep/SIDS, CACFP, prenatal and positive child outcomes. Professional development opportunities continue to be offered through large group sessions, local community of practice events, and online trainings.

NCMC Board and Policy Council training is completed monthly during the Policy Council meetings and NCMC Board Meetings. This training focuses on Head Start regulations and procedures associated with governance responsibilities and the five-year grant. Policy Council orientation training occurs annually in October.

Staff members needing a Child Development Associate credential continue to enroll in coursework offered by North Central Missouri College, receiving financial assistance through NCMC and Head Start. Degree-seeking staff members also receive financial assistance with tuition, books, and fees, as funds allow. Continued formal education and life-long learning is a program priority.

Due to the COVID-19 pandemic and guidance from the CDC, Health Depts in our counties and the Office of Head Start, we are making Trauma informed training a priority. Using American Rescue Plan funding, we contracted with Head Start Trauma Smart (HSTS) to provide all staff with a 12-month training program. The Teachers and Home Visitors were trained over the summer Trauma Smart Coaching and Smart Connections which allows our program to utilize staff for peer-to-peer coaching. Smart Connections, which is a Trauma informed training for parents can now be presented by Teachers and Home Visitors who completed the training.

HSTS is an early childhood trauma intervention model created by Crittenton Children's Center in Kansas City, MO. It is designed to support young children as well as the parents and teachers who love and care about them. HSTS promotes the development of systemic trauma awareness in Head Start communities, teaching resiliency and practical lifelong coping skills.

Highlights:

SCHOOL READINESS:

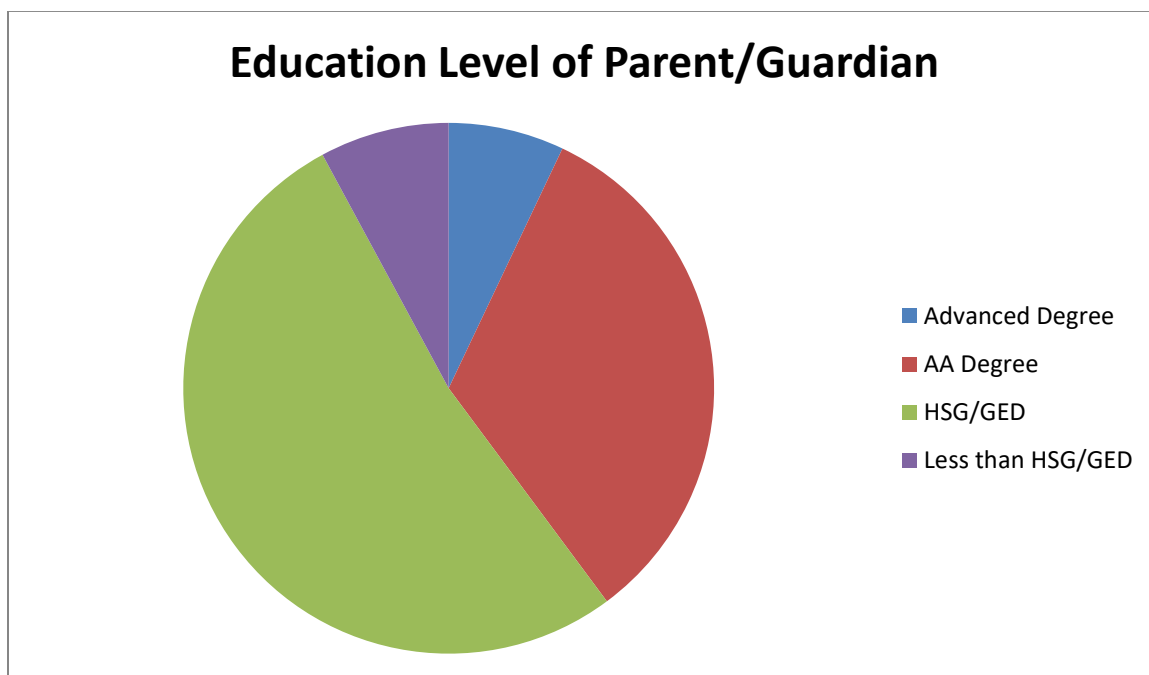
Child developmental assessment results for 2021-2022 indicated child growth/progress as well as adequate scores in all assessed areas. Both center and home base options saw growth in social development from the previous year. However, school readiness assessment scores in literacy, and cognitive (math/science knowledge) skills remained within the average to low category of development.

Professional development opportunities were provided during summer curriculum training sessions (Creative Curriculum, Growing Great Kids) and August 2022 pre-service (Trauma Smart, PBS) to provide instruction and support to teaching staff. Professional development, practice-based coaching, and peer support are planned for the up-coming year in efforts to increase positive child outcomes in all developmental areas with an emphasis on language/literacy and cognitive development.

This year we will be partnering with parents to provide a pilot of the Smart Connections, which focuses on Trauma Informed Training for parents.

COMMUNITY ASSESSMENT:

The most recent Community Needs Assessment 2022 indicates families in NCMC/GHHS's service area continue to live in poverty. According to demographic data, nearly 485 children were potentially income eligible for EHS/HS services during the 2021-2022 school year. Missouri is among the highest in the nation for families that receive TANF and participate in the SNAP (food stamps) program. More than 60% of 2021-2022 enrolled Head Start families participated in the food stamp (SNAP) program which now qualifies them to be categorically eligible for our program. Many of our Head Start parents struggle to find employment. Without higher education, it is difficult for families to obtain employment with higher paying salaries. The following chart shows the education level for our 2021-2022 Head Start parents.



Additional assessment data indicates a greater presence and accessibility of public-school preschools in the service region. For that reason, program efforts to transition Head Start to Early Head Start services will continue to be included in future strategic plans.

- **ADMINISTRATIVE SUPPORT:** For more than 30 years, Green Hills Head Start has prospered under the umbrella of North Central Missouri College. The College serves as the legal and fiscal agent for Head Start; the NCMC Board of Trustees provides program governance as required by Head Start grants. North Central Missouri College President, Dr. Lenny Klaver, as well as Board of Trustees representatives regularly attend Head Start Policy Council meetings. Additionally, a Head Start representative attends monthly NCMC board meetings and administrative council meetings, ensuring effective communication between the College and Head Start.

- **COMMUNITY PARTNERSHIPS:** Engaged community agencies, public schools, professionals, and volunteers’ partner with Head Start to effectively serve area children and families. With the assistance of local school district personnel, Parents-as-Teacher’s educators, Department of Social Services-Children’s Division employees, and Community Action agency staff, Head Start Teachers and Home Visitors work to identify eligible children and families in the nine-county service area. County health departments host summer health screening events where Head Start children receive physical exams, required immunizations, and lead screenings. Local dental professionals reserve appointment slots that allow Head Start children to receive dental exams and follow-up care. The Northeast Dental van provides dental services in Sullivan and Putnam counties. In close partnership with public school districts, Head Start ensures that children receive necessary evaluations and disability services if required. Preferred Family Healthcare connects with staff, children, and families to offer mental health services and supportive resources when appropriate.

In order to safely provide services during the COVID-19 pandemic, we have partnered with many of our community agencies to create policies/procedures that reflect the current status of our counties. We have been in close contact with our Health Departments and Public schools to make sure we are providing services consistent with the guidelines in each individual county. These recommendations have been discussed with our Health Advisory Committee as well as with Policy Council and the NCMC Board before policies/procedures have been put in place.

Community businesses also partner with Head Start to offer donated materials and monetary support. These donations are used to support curricular goals and positive child outcomes, classroom/playground safety, and child/family needs. Community volunteers are a valuable resource to teachers and home visitors by providing time and resources that support the development of appropriate personal/social skills, language/literacy knowledge, and cognitive awareness of the surrounding community.

- **FAMILY ENGAGEMENT:** Head Start families receive continuous support from staff throughout the year. Teachers and home visitors regularly conduct home visits and parent/teacher conferences with parents/guardians. Family Engagement specialists meet with families, providing support to parents/guardians as each family works toward family goal achievement and engages in school-readiness activities at home. Home Visitors work with the Family Engagement Specialists to set goals with their families. Each parent is given Positive Behavior Support (PBS) home kits, enabling families to extend PBS strategies from the classroom into the home environment. Head Start staff members also offer resource information and community connections in efforts to address educational, financial, disabilities, mental health, and nutritional needs.

As they have for the past three years, center staff plans ‘Family Day’ activities every 4-6 weeks, usually at the end of a curriculum unit. During ‘Family Day’, parents and grandparents visit the classroom where children proudly

display completed projects, share learned concepts, and participate in a learning activity with family members. Likewise, home-based parents are encouraged to attend home-based 'Family Day' events each month to share activities with their children in a group setting.

Parents are regularly participating in weekly home learning activities assigned by Head Start teachers and home visitors. Each activity is designed to extend the classroom/home-based curriculum into the home environment, engaging parents in the learning process. All parent-child home activities contribute to the program's non-federal match requirement.

Leadership opportunities are offered to parents/guardians through active involvement in Head Start Parent Groups, Policy Council or the Health Advisory Committee. Additionally, parents are invited to training events as appropriate to their interests. Grant funds are budgeted to assist families with travel and babysitting expenses if necessary to ensure their participation in leadership roles.

Looking Ahead:

NCMC/Green Hills Head Start will continue to provide services using the updated Emergency Preparedness Plan in response to COVID-19. This plan includes policies and procedures on requiring sick children and employees to stay home, practicing good hygiene as well as daily health checks for children and staff. We are currently providing full comprehensive services.

As NCMC/Green Hills Head Start enters Year 4 of the 5-year federal Head Start grant (2023-2024), the new grant application will include a total funded enrollment of 227 slots. We will continue to prepare Chillicothe and Unionville Centers for the conversion of Early Head Start Services slated for the Fall of 2023. Staff who wish to transfer to Early Head Start will be provided with the opportunity to receive the education necessary to fulfill these positions.

NCMC/Green Hills Head Start will focus efforts on staff employment and retention. Educational opportunities and staff benefits will be a priority to ensure we remain fully staffed for the upcoming year.

NCMC/Green Hills Head Start will be researching funding sources to replace playground equipment in at least two of our center locations.

NCMC/Green Hills Head Start will continue to work closely with Public School to ensure Memorandum of Understandings are created to meet the individual needs of our shared students.

NCMC/Green Hills Head Start will begin implementation of Smart Connections, a Trauma Informed Training for parents.

For further information, review the program website at www.greenhillshheadstart.org or contact Green Hills Head Start at hskids@sbcglobal.net