

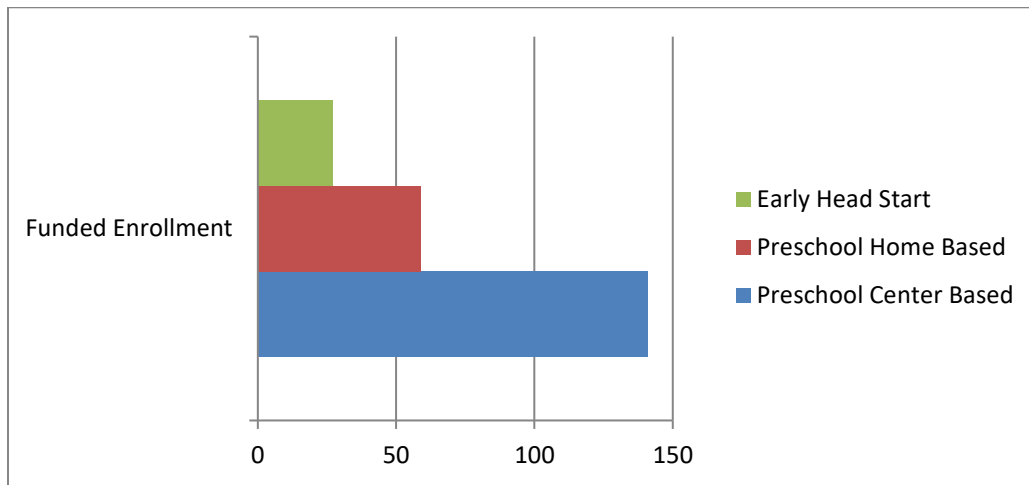
ANNUAL PROGRAM REPORT

August 1, 2020

Program: North Central Missouri College/Green Hills Head Start

Grant Year: February 1 – January 31

Program Options: 2019-2020 School Year
 Preschool Center Base: Full day/Part year (8 classrooms): 141 children
 Preschool Home Base: 9 Counties: 59 children
 Early Head Start (0-3 years) Home Base: 6 Counties: 27 children



Funded Enrollment: 200 Preschool Head Start children
 27 Early Head Start children

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

Funding Sources:	\$2,506,065.00	ACF/Office of Head Start (2019-2020)
	\$ 142,266.98	USDA/Child/Adult Care Food Program (2019-2020)
	\$ 10,190	Donations (2019-2020)
	\$ 937,788.33	Non-federal/Local Matching Resources (2019-2020)

Proposed Budget:	FY2020 -Program Year #49-1:	
HS Personnel:	\$1,265,034	EHS Personnel: \$ 193,916
HS Fringe:	\$ 400,948	EHS Benefits: \$ 60,389
HS Travel:	\$ 4,860	EHS Travel: \$ 201
HS Supplies:	\$ 77,670	EHS Supplies: \$ 11,800
HS Other:	\$ 448,791	EHS Other: \$ 40,331
HS Indirect Cost:	<u>\$ 107,977</u>	EHS Indirect Cost: <u>\$ 16,980</u>
Total HS Federal:	<u>\$ 2,305,280</u>	Total EHS Federal: <u>\$ 323,617</u>
HS Non-Federal:	\$ 510,514	EHS Non-Federal: <u>\$ 69,616</u>
HS USDA:	<u>\$ 92,000</u>	

TOTAL FEDERAL:	\$2,628,897
TOTAL NON-FEDERAL:	\$ 580,130
TOTAL USDA:	\$ 92,000

Cares Act funding is included in the Head Start Other budget category as the funds do not need to be divided into HS/EHS categories.

Audit Results: 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 Component Specialists; 2 Directors.

Teacher Education:	MA/MS:	2 Classroom Teachers 2 Home Visitors 4 Central Office Staff
	BS/BA:	4 Classroom Teachers 3 Home Visitors 6 Central Office Staff
	AA/AAS:	5 Teachers 3 Teacher Aides 1 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: 6 classroom teachers; 8 home visitors; 13 teacher aides; 2 cooks; 6 management staff members. Several employees are actively working toward a CDA credential.

Enrollment:

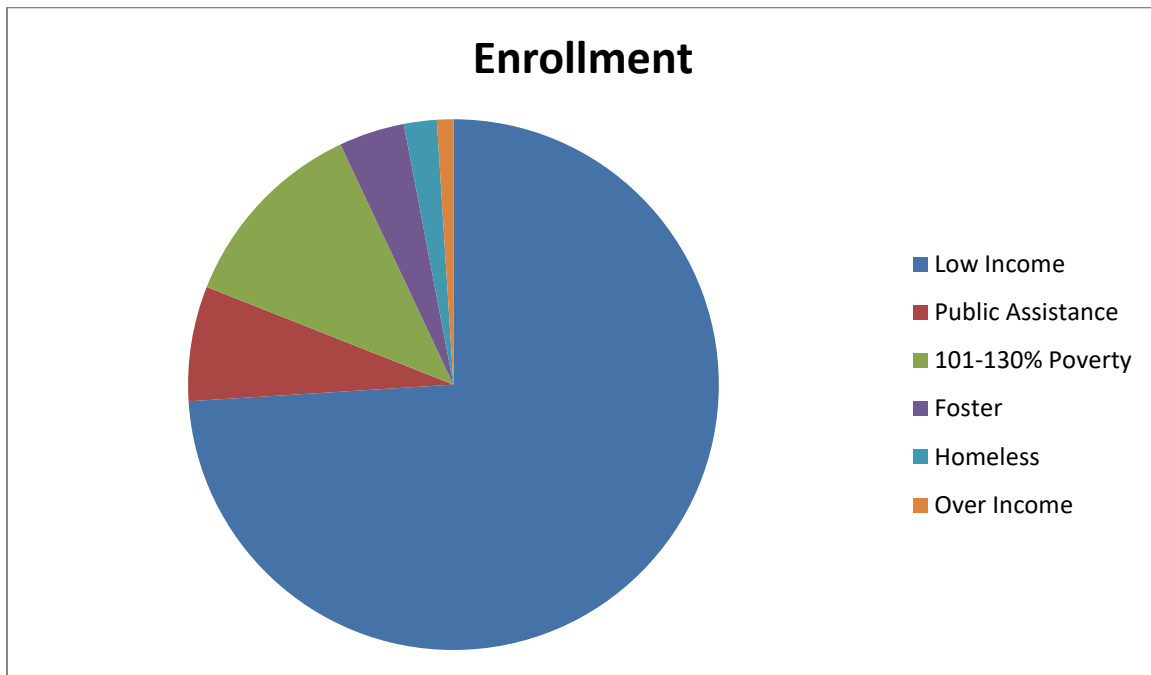
The selection criteria for 2020-2021 was revised and Board approved on February 25, 2019. The Selection Criteria was updated to include prenatal criteria and a more extensive point system that includes eligibility for children with disabilities and family risk factor points. Green Hills Head Start will be implementing our Pre-natal program in the Fall of 2020 and we have one prenatal parent enrolled at this time. Children who are age eligible can transition from EHS home base to HS home base as openings occur. Every effort is made to maintain their current Home Visitor during this transition.

Green Hills Head Start is funded to enroll 200 Preschool Head Start students and 27 Early Head Start students. The program has maintained full enrollment of 141 Center Based preschool students, 59 Home Base students and 27 EHS students during our 2019-2020 school years. Our program incurred a shutdown on March 18th due to the COVID-19 pandemic. We provided virtual services for the remainder of our school year through May 15th. Early Head Start services were provided virtually during the summer.

Summer School was available through COVID funding for Head Start preschool students from June 22-July 24. Enrollment for summer school prioritized students who were transitioning into kindergarten, children with IEP's and finally three year olds who were interested in participating in the program. The services were provided through virtual meetings through Go To Meeting, Facebook, Facetime and Video chats. Packets of supplies and activities were provided for each family enrolled in summer school. Meals including breakfast and lunch were provided for Center based students.

By the end of July 2020, a total of 419 applications have been submitted, 314 of which were applications for Pre-K Head Start. Of those applications, 40 were abandoned prior to classes/home visits.

Of the 2019-2020 accepted/cumulative enrollment list for Head Start and Early Head Start, June 2020 data indicated 74% low-income families, 7% families receiving public assistance, 12% families with incomes in the 101-130% poverty range, 4% foster families, 2% homeless families, and 1% over-income families. Percentages by age included: 73% children-ages 4 and older; 16% children ages 3-4; 11% children ages 0-3.



Monthly Report Data:

During the 2019-2020 school year, NCMC/Green Hills Head Start served 213 Pre-K HS children and 32 EHS children. These children represented nearly 68% of the total Pre-K HS applicants and 30% of the total EHS applicants for the school year. Average daily attendance was difficult to calculate due to the shutdown for COVID and the subsequent virtual services. Due to the COVID-

19 pandemic, we were unable to calculate the comparison of the NCMC/Green Hills Head Start 2019-2020 performance data with national data for the same time period as the Office of Head Start did not require agencies to submit PIR information this year.

Training:

Green Hills Head Start focused on intensive training this year for new Central Office Staff members to prepare them for their new positions. We have utilized the T/TA staff and have had extensive training for our Family Engagement, Professional Development, Health, Nutrition, Enrollment and Education Specialist as well as Director training. We completed a ChildPlus training to streamline our record keeping and reporting for our Data Collection system. The Education Specialist attended supervisor training for Growing Great Kids Curriculum Training for both Pre-K and Early. 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 is 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 2019-2020 school year, staff members attended 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, 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 Cares Act funding, we have contracted with Head Start Trauma Smart(HSTS) to provide us with a 12 month training program. 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 2019-2020 indicated child growth/progress as well as adequate scores in all assessed areas. Both center and home base options saw significant 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.

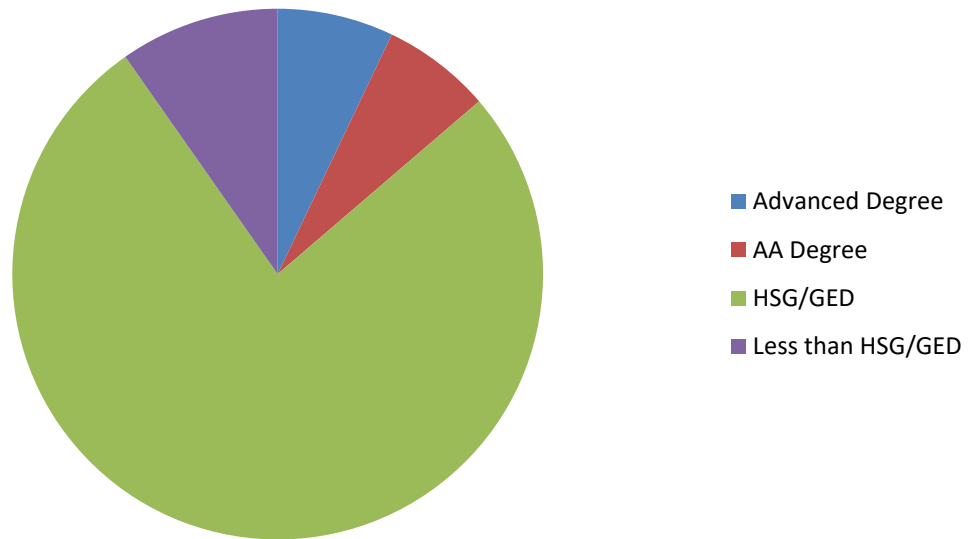
In March of this year, our Center Based and Home Based program options were hit with the unique situation of teaching through the COVID-19 Pandemic. During this time, parents stepped into a new role as partners/teachers of Head Start. Assessments for our students were mostly completed by the middle of March with any remaining testing being completed with parent assistance which allowed parents to play an active role in assessing their children. Due to the pandemic, Green Hills Head Start understands that completing the assessment in this manner may alter some of the data collected.

Professional development opportunities were provided during summer curriculum training sessions (Creative Curriculum, Growing Great Kids) and August 2019 pre-service (IMIL, PBS) in an effort 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 Trauma Smart to assist our families that have been affected by COVID-19.

COMMUNITY ASSESSMENT:

The most recent Community Needs Assessment updated in 2019 indicates families in NCMC/GHHS's service area continue to live in poverty. According to demographic data, nearly 908 children were potentially income eligible for EHS/HS services during the 2019-2020 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 59% of 2019-2020 enrolled Head Start families participated in the food stamp (SNAP) 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 2019-2020 Head Start parents.

Education level of Parent/Guardian



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-Teachers 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. 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 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 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. 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, mental health, and nutritional needs.

As they have for the past 2 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 of these parent-child home activities contribute to the program’s non-federal match requirement. During Phase 1 of our re-entry into centers due to COVID-19, parents/family members will not be allowed into the child care space until Social Distancing measures are lifted.

Leadership opportunities are offered to parents/guardians through active involvement in Head Start 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 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. Face masks for staff are encouraged but not mandatory except during drop off and pick up of children, when employees are prepping and serving meals and when social distancing is not possible. We will be providing Center Based and Home Based services in the least restrictive way possible following guidance from local Health Departments, the Center for Disease Control and the Department of Health and Senior Services.

As NCMC/Green Hills Head Start enters Year 2 of the 5-year federal Head Start grant, the FY 50-2 (2020-21) Head Start grant application includes plans to reduce HS center-based funded enrollment to 129 slots, transition select HS center base slots to 12 Early Head Start slots, and increasing home-based slots to 98(59 HS/39EHS). By year-end, total funded enrollment would equal 227 slots (188 HS/39 EHS).

NCMC/Green Hills Head Start will begin providing Pre-natal services in August of our 2020-2021 school year. Home Visitors will be using the Growing Great Kids Pre-natal curriculum. We will provide necessary education and resources throughout pregnancy and family resources to support the family during transition in to Early Head Start with the baby.

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