

ANNUAL PROGRAM REPORT

September 1, 2023

Program: North Central Missouri College/Green Hills Head Start

Grant Year: February 1 – January 31

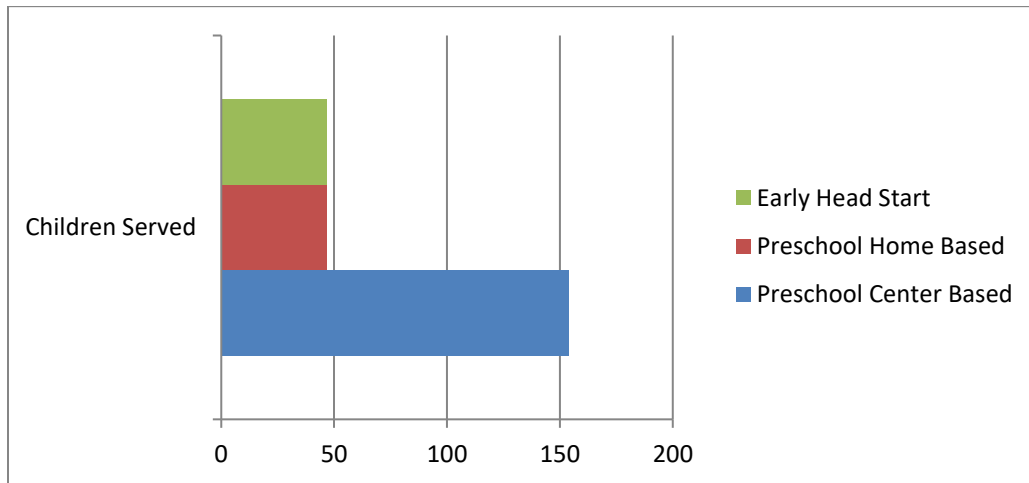
Total Student Enrollment per Program Options:

2022-2023 School Year (End of Program Year)

Preschool Center Base: Full day/Part year (8 classrooms): 154 children

Preschool Home Base: 9 Counties: 47 children

Early Head Start (0-3 years) Home Base: 7 Counties: 47 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 #51-3:

Funding Sources:	\$ 2,526,930	ACF/Office of Head Start (2022-2023)
	\$ 98,147	USDA/Child/Adult Care Food Program (2022-2023)
	\$ 8,209	Donations (2022-2023)
	\$ 614,669	Non-federal/Local Matching Resources w/ Waiver

Funding Expended:	FY2021 -Program Year #50-2 including COLA:			
HS Personnel:	\$ 1,270,273	EHS Personnel:	\$ 243,038	
HS Fringe:	\$ 431,711	EHS Fringe:	\$ 82,030	
HS Travel:	\$ 1,105	EHS Travel:	\$ 267	
HS Supplies:	\$ 57,307	EHS Supplies:	\$ 15,525	
HS Other:	\$ 188,648	EHS Other:	\$ 49,598	
HS Indirect Cost:	\$ 133,256	EHS Indirect Cost:	\$ 23,925	

Total HS Federal:	\$ 2,082,300	Total EHS Federal:	\$ 414,383
Training/Technical	\$ 23,295	EHS Training/Tech	\$ 6,952
Total HS Funding	\$2,105,595	Total EHS Funds	\$ 421,335
HS Non-Federal:	\$ 512,402	EHS Non-Federal:	<u>\$ 102,267</u>
HS USDA:	<u>\$ 98,147</u>		

TOTAL FEDERAL:	\$2,526,930
TOTAL NON-FEDERAL:	\$ 614,669
TOTAL USDA:	\$ 98,147

Current Year FY #51-3

Funding Sources:	\$ 2,736,397	ACF/Office of Head Start (2023-2024)
	\$ 92,000	USDA/Child/Adult Care Food Program (2023-2024)
	\$ 4,575	Donations (To Date 2023-2024)
	\$ 631,673	Non-federal/Local Matching Resources w/ Waiver

Proposed Budget:	FY2023 -Program Year #51-3 including COLA:			
	HS Personnel:	\$1,402,280	EHS Personnel:	\$ 257,131
	HS Fringe:	\$ 475,690	EHS Benefits:	\$ 90,761
	HS Travel:	\$ 100	EHS Travel:	\$ 250
	HS Supplies:	\$ 38,445	EHS Supplies:	\$ 26,724
	HS Other:	\$ 195,375	EHS Other:	\$ 53,453
	HS Indirect Cost:	<u>\$ 140,227</u>	EHS Indirect Cost:	<u>\$ 25,714</u>

Total HS Federal:	\$ 2,252,117	Total EHS Federal:	\$ 454,033
Training/Technical	\$ 23,295	EHS Training/Tech	\$ 6,952
Total HS Funding	\$2,275,412	Total EHS Funds	\$ 460,985
HS Non-Federal:	\$ 526,339	EHS Non-Federal:	<u>\$ 105,334</u>
HS USDA:	<u>\$ 92,000</u>		

TOTAL FEDERAL:	\$2,736,397
TOTAL NON-FEDERAL:	\$ 631,673
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 56. Breakdown by position includes: 1 Center Director; 8 Teachers; 8 Home Visitors; 16 Teacher Assistants; 6 Cooks; 8 Program Specialists; 2 Directors.

Teacher Education:
 MA/MS: 0 Classroom Teachers
 1 Home Visitors
 4 Central Office Staff

BS/BA:	5 Classroom Teachers 3 Home Visitors 5 Central Office Staff 1 Center Director
AA/AAS:	3 Teachers 2 Teacher Aides 2 Home Visitor
CDA:	<u>2 Home Visitors</u>
Total:	8 Classroom Teachers 8 Home Visitors 10 Central Office Staff 1 Center Director

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

Enrollment:

The selection criteria for 2023-2024 was reviewed and remained the same. The NCMC Board approved the Selection Criteria on February 28, 2023.

Green Hills Head Start is funded to enroll 188 Preschool Head Start students and 39 Early Head Start students. The program completed the 2022-2023 school year with 10 slots not filled. At the end of our school year, we had enrolled 136 Center Based preschool students, 44 Home Base students and 37 EHS students.

Head Start

By the end of our school year (May 2023) 251 Head Start applications were submitted. Of those applications, 17 were abandoned prior to starting classes/home visits.

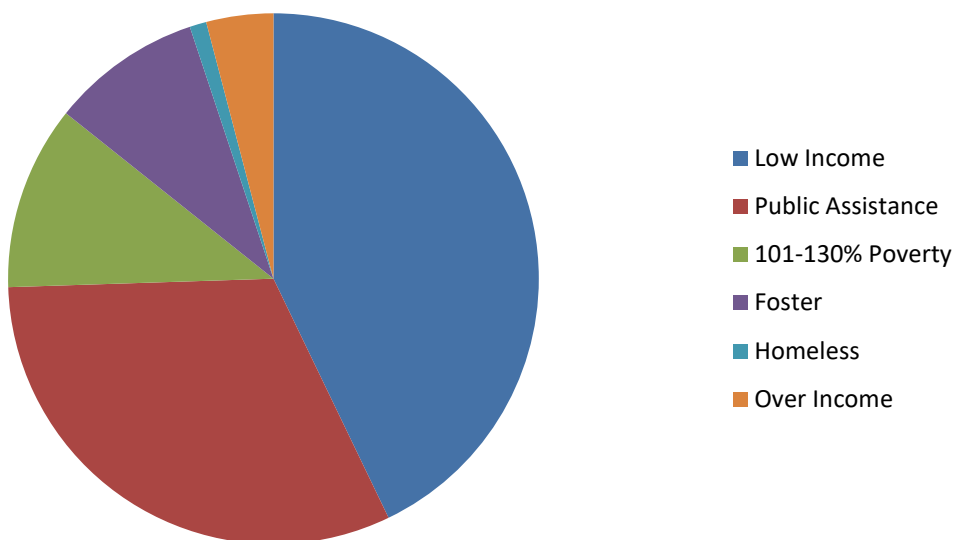
Of the 2022-2023 accepted/cumulative enrollment list for Head Start data indicated

- 42% Low-income families.
- 31% Families receiving public assistance.
- 11% Families with incomes in the 101-130% poverty range.
- 9% Foster families.
- 1% Homeless families,
- 6% Over-income families.

Percentages by age included:

- 87% of children ages 4 and older.
- 10% of children ages 3-4.
- 3% Transfer from EHS to HS.

Head Start Enrollment



Early Head Start

Early Head Start applications totaled 92. Of those applications, 7 were abandoned prior to classes/home visits.

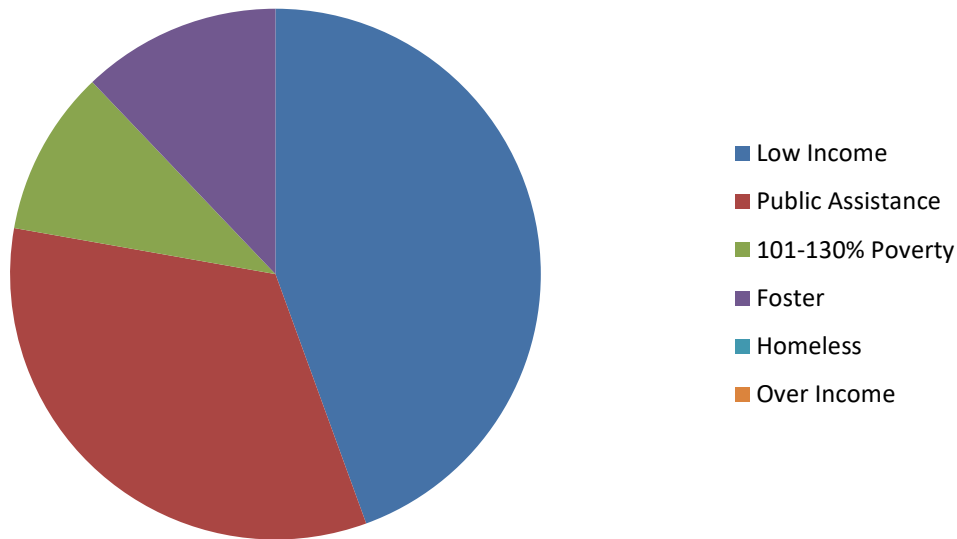
The 2022-2023 accepted/cumulative enrollment list for Early Head Start, August 2023 data indicated:

- 44% Low-income families.
- 33% Families receiving public assistance.
- 10% Families with incomes in the 101-130% poverty range.
- 13% Foster families.
- 0% Homeless families,
- 0% Over-income families.

Percentages by age included:

- 9% Children-ages 0-1.
- 27% Children ages 1-2.
- 60% Children ages 2-3.
- 4% Prenatal.

Early Head Start Enrollment



Monthly Report Data:

During the 2022-2023 school year, NCMC/Green Hills Head Start served 201 Pre-K HS children and 49 EHS children. These children represented nearly 80% of the total Pre-K HS applicants and 53% of the total EHS applicants for the school year. Average daily attendance for centers was 85.55%.

Training:

Green Hills Head Start focused on implementing the updated onboarding 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.

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 completed 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 2022-2023 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 training.

NCMC Board and Policy Council completes relevant training during their monthly 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 can receive training in house through the Individualized Professional Development Portfolio or 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.

We are continuing to make trauma informed training a priority by providing yearly Head Start Trauma Smart booster training for all staff during preservice. We will provide a mandatory 20 hours of Trauma Smart training for all new employees. This training is broken up into two-hour increments during the fall and implemented as in-service. Smart Connections, which is a Trauma informed training for parents will be available to offer by Teachers and Home Visitors. 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:

EDUCATION/SCHOOL READINESS:

Child developmental assessment results for 2022-2023 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 category of development.

Positive Behavior Support which supports a child's social/emotional development is used in our centers and during Home Visits. At the beginning of each year parents are given Positive Behavior Support (PBS) packets that provide hands on strategies and activities for families to use in their home which introduce the PBS language used within our classrooms. This year we are adding the Tier 2 and Tier 3 initiatives. Tier 2 provides strategies that assist our children in changing those difficult behaviors that have been learned. Tier 3 of PBS focuses on behaviors associated with disabilities, environmental issues, or trauma. Success plans that are tailored to an individual child's needs are included in Tier 3 to ensure the child has a safe and positive experience in our classroom.

Al's Pals is a social emotional curriculum connected to Creative Curriculum that has been implemented in our centers. It uses interactive lessons, engaging puppets, and music to assist with solving problems as well as conflict resolutions.

Green Hills Head Start partners with public school districts to ensure students are prepared for kindergarten and will have a smooth transition. Transition activities may include public schools sharing their kindergarten expectation with staff, encouraging kindergarten teachers to visit the classrooms, helping families enroll their child in kindergarten, helping with kindergarten roundup, taking students on tours of their new schools. Head Start teaching staff and home visitors help parents with any paperwork that needs completed and help them to sign up for summer school or afterschool programs when needed.

Professional development opportunities were provided during summer curriculum training sessions (Creative Curriculum, Growing Great Kids) and August 2023 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.

COMMUNITY ASSESSMENT:

The most recent Community Needs Assessment 2023 indicates families in NCMC/GHHS's service area continue to live in poverty. According to demographic data, nearly 532 children were potentially income eligible for EHS/HS services during the 2022-2023 school year.

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. A Change of Scope has been submitted and pending approval would allow Early Head Start Center Based services to be included in our Chillicothe and Unionville locations.

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. 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.

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.

HEALTH:

County health departments host summer health screening events where Head Start children receive physical exams, required immunizations, and lead screenings while Head Start Staff complete height/weights, vision, hearing and blood pressure screenings. Local dental professionals reserve appointment slots that allow Head Start children to receive dental exams and follow-up care. In the spring, a dental hygienist completes screenings and fluoride varnishes with our Health Specialists. This year, Pershing Health Systems in Brookfield offered a free physical day for students in Linn County. The Northeast Dental van provides dental services in Sullivan, Grundy and Putnam counties.

Head Start partners with families to ensure they have adequate health insurance as well as an ongoing source of continuous medical and dental care. During the 2022-2023 school year:

- Ninety nine percent of Head Start children were enrolled in Medicaid or private health insurance.
- Ninety eight percent had an ongoing source of continuous assessable health care.
- Eighty nine percent were up to date on medical exams and well child checks.
- Seventy five percent received their annual dental exam.

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 and the Center Director meet with families, providing support to parents/guardians as each family works toward family goal achievement and engages in school-readiness activities at home. Family Engagement Specialists will be spending more time in their respective centers to offer more support to staff and families which will free up time for teaching staff to focus on the children. Head Start staff members will offer resource information and community connections in an effort to address educational, financial, mental health, and nutritional needs. Our program offers clothing and household needs such as cribs, dressers, beds etc. to families with specific needs. We have partnered

with Bright Futures of Grundy County to offer resources and support to ensure we have adequate resources to meet these family needs, We have added our own Bright Futures Site Council Board to work on specific family and program 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 regularly participate 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:

As NCMC/Green Hills Head Start enters Year 5 of the 5-year federal Head Start grant (2024-2025), the new grant application will include a total funded enrollment of 227 slots. Staff who wish to transfer to Early Head Start will be provided with the opportunity to receive the education necessary to fulfill these positions.

Green Hills Head Start has submitted a Change of Scope application. The Change of Scope includes a proposal to provide Early Head Start Center Based services in Unionville and Chillicothe. This change is considered a conversion and will convert twenty-five slots to Early Head Start. Sixteen of these slots will be converted from Head Start Center Based to Early Head Start Center Based and an additional nine Head Start Center slots to Early Head Start Home Based. GHHS is proposing to eliminate nineteen slots. One center location in Brookfield will be closed. GHHS is proposing to move to a program wide four-day work week for all employees. We will continue to prepare Chillicothe and Unionville Centers for the conversion of Early Head Start Services. Changes included in the Change of Scope will be implemented upon approval.

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 utilizing Quality Improvement funds to replace playground equipment in at least one of our center locations each year.

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