

Washington County NB & PW Club, Inc.

Head Start / Georgia Pre-K Program

Annual Report

2013-2014

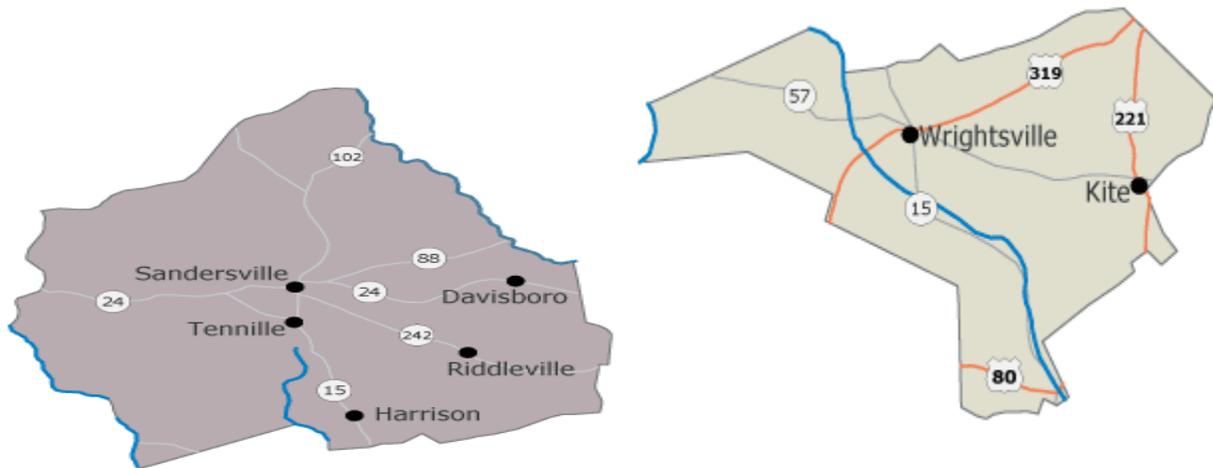


The Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" Program's fiscal year is June 1 –May 31. The agency's audit has been completed by an independent auditor for fiscal year June 1, 2013 – May 31, 2014. The external auditor rendered an unqualified opinion of the financial statements. Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" receives most of its funding from the Department of Health and Human Services (DHHS). DHHS reviews the entire Head Start Program every three years to ensure proper administration of services to children and families. The last review was completed March 17, 2012. Washington County NB & PW Club, Inc. "Head Start" was in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Bright from the Start (BFTS): Department of Early Care and Learning provides funding to the agency to provide Georgia Pre-K services to enrolled four year old children in "Blended" Head

Start/Pre-K classrooms. Our agency was the first Head Start program to offer such a “Blended” program; in 1992.

Service Areas



The Washington County NB & PW Club, Inc. Head Start Georgia Pre-K Program is very proud to inform the public that we operate five (5) sites located in four (4) counties, Glascock County, Johnson County, Wilkes County and two (2) sites in Washington County (Sandersville and Davisboro). All sites are accredited by the National Association for the Education of Young children (NAEYC), licensed by the Bright from the Start (BFTS) Department of Early Care and Learning and obtained a level 3 rating from Quality Rated Improvement System (QRIS) also from Bright from the Start (BFTS) Department of Early Care and Learning.



Budget

Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" was awarded \$2,486,077 and expended \$2,486,067 from the Department of Health and Human Services, \$320,390 was awarded and expended from Bright from the Start: Department of Early Care and Learning-Child and Adult Care Food Program (CACFP), \$353,863 was awarded and expended from Bright from the Start: Department of Early Care and Learning-Georgia Pre-K; and \$621,520 in In-Kind (Volunteers) Contributions. The Department of Health and Human Services requires that the awarding agency receive twenty percent of its funded amount (\$2,486,077) in volunteer services, cash and/or donations (in-kind) from a non-federal source. The following is the line item budget of each funding source for Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" 2013-2014:

	HEAD START	BFTS: CACFP	BFTS: GA PRE-K
Training	\$36,275	\$0.00	\$0.00
Personnel	1,545,156	78,337	227,572
Fringe	387,826	18,598	58,318
Other	435,151	38,370	25,530
Contractual	9,500	0	1,000
Supplies	66,054	0.00	40,670
Travel	6,105	135	773
Food Purchases	0.00	184,950	0.00
Total	\$2,486,067	\$320,390	\$353,863



MISSION STATEMENT

The Washington County NB & PW Club Inc., Head Start/Georgia Pre-K Program is a unified team of dedicated professionals who serve and support young children and their families through:

- teamwork,
- public and private partnerships at local, state, national levels, and
- commitment to our shared vision

With families as our partners, we provide enriching experiences and comprehensive services to support the optimal learning of young children. We empower families to strengthen their foundation for resiliency, self-sufficiency, independence and success.

SERVICES OFFERED

Head Start's philosophy is that all children from low-income families should have daily nutritious meals and many opportunities for social, emotional, and intellectual growth that can prepare them for success in school and in life. The Washington County NP& PW, Club, Inc. Head Start/Georgia Pre-k Program promotes lifelong learning by fostering individual growth, providing resources to upgrade the quality of the educational component of under-resourced child care centers and family day care homes. The agency has applied for Early Head Start-Child Care Partnership funding for fiscal year 2015; in so doing we intend to partner with numerous child care providers in all five service areas to provide Early Head Start services if funding is awarded.

Enrollment

The structure of the NB & PW Club, Inc., Head Start/Georgia Pre-k Program acknowledges individual differences and strives to provide opportunities for all children to reach their educational goals. It does not discriminate on the basis of race, color, national origin, sex, or disabilities. The organization receives federal and state funds to provide quality services to 388 children and their families in Glascock, Johnson, Wilkes and Washington counties. The actual number of eligible families that received services during the 2013-2014 program year was 427, which included participants that left the program throughout the school term but were replaced by eligible applicants on the waiting list. The total number of children served consisted of 239 three year olds and 188 four year olds. The average monthly attendance was at least 85%.

Families

The Department of Health & Human Services requires that at least 90% of families served come from low- income households, according to the Federal Poverty Guidelines. During the 2013-2014 program year the agency served 338 low income families, 62 receiving public assistance, 5 from foster care, 0 homeless, and 22 over income families. The agency is allowed to enroll 10% that exceed the poverty guidelines after eligible families have been given the opportunity to participate and meet the programs eligibility criteria. Total student demographic makeup was 2 Asians, 18 Bi-Racial, 52 Caucasians, and 355 African-Americans. There were a total of 394 families, which included 322 single parent households compared to 72 two parent households.

Services and Training Provided

The following is just a few services that the agency offers to children and families: 100% of enrolled children receive medical and dental screenings with treatment provided as deemed necessary as a result of their health screenings and examinations. Children with diagnosed disabilities receive services through their local educational agency or through a private provider. The following workshops/trainings are provided for parents/guardians: Child Abuse, Volunteer, GED , Money Management, Income Tax, Child Growth and Development, Parents Rights & Responsibilities (Children with Disabilities), Healthy Marriages , Job Skills, Transition, Dress for Success, Literacy, and Reading Is Fundamental. Parents also receive monthly parenting activities from the "I Care" Positive Parenting & Mentoring Curriculum. This curriculum is designed to build strong relationships among parents, teachers and children.



Activities for Children and Families

Some activities held during the 2013-2014 school term were; Scrapbooking, Grandparent Day, Muffins w/Mom, Thanksgiving Lunch, Christmas Decorations (Make-n -Take), Red & Silver Ball, Gingerbread House (Make-n-Take), and Field Day, Jump Start Read for the Record (male involvement), Trike-a-thon, (safety

activity), and Reading is Fundamental book distributions and an end of the year Family Reading Celebration, Feast Around the World, a nutrition activity from the I Am Moving I Am Learning Curriculum celebrating meals and cultures from other countries. A field trip to the Georgia Aquarium was the end of year activity.

Transportation

Transportation services have been a valuable asset to Head Start families and ensuring those most in need have access to centers and available resources. The program has school buses and vans to accommodate the needs of participants. Due to recent budget cuts the agency no longer provides door-to-door pickup and drop off in several of our service areas. However, we continue to provide transportation; but at designated locations.

Male Involvement

An additional service sponsored by the Family & Community Partnerships Division is the Male Involvement Initiative, whereby Head Start fathers and other significant males in the home and/or in the lives of Head Start children are actively involved in a positive manner in the lives and education of young children. Some activities were: Male Spaghetti Supper, Doughnuts w/Dad, Reading w/Dad, Building Gingerbread Houses and Field Day. The agency is proud to announce that 215 males participated for the 2013-2014 school term.



Education

The Head Start Program utilizes the "Creative Curriculum 5th Edition" as the foundation for teaching children. To enhance the Creative Curriculum 5th Edition for Preschool, supporting curriculums utilized by the program are the "Second Step Curriculum", "I Am Moving I Am Learning" (IMIL), "I CARE" and the "Consistency Management & Cooperative Discipline" (CMCD) Curriculum. These two curriculums, "Second Step Curriculum" and "Consistency Management & Cooperative Discipline Curriculums", focuses on behavioral modifications for children. The "Second step Curriculum" and "Consistency Management & Cooperative Discipline Curriculum" are designed to support teacher to help children manage impulse control as well as their social and emotional development; "I Am Moving I Am Learning" focuses on promoting healthy habits. "I Care" is a Positive Parenting & Mentoring Curriculum designed to build strong relationships among parents, teachers and children.

The program provides children with developmentally appropriate activities that prepare them for kindergarten and teachers focus on school readiness skills in a nurturing and supportive environment. To support each child's progress towards **school readiness**, Washington County NB & PW Club, Inc. Head Start/ Georgia Pre-K program implements classroom activities designed to ensure successful transition and continued learning in Kindergarten and beyond.

To ensure that Head Start children gain skills needed to succeed through 3rd grade, Congress has mandated that Head Start Programs adhere to the "**School Readiness Act**" and the "**Head Start Child Development Early Learning Framework**". Head Start teachers assess our children three

times a year using the assessment instrument, **“Work Sampling System”**.

The assessment tool is in alignment with our curriculum, “Creative Curriculum 5th Edition for Pre School”, published by Teaching Strategies and “Work Sampling System” is designed to gather data on each child’s progress through each of the eleven (11) Domains. The (11) Domains of learning and development are:

- Physical Development and Health
- Social and Emotional Development
- Approaches to Learning
- Logic & Reasoning
- Language Development
- Literacy Knowledge & Skills
- Mathematics Knowledge & Skills
- Science Knowledge & Skills
- Creative Arts Expression
- Social Studies Knowledge & Skill
- English Language Development

Staff will also gather progress over twenty-seven (27) Domain Elements and numerous examples of specific indicators that relate to children’s individual skills, abilities, knowledge and behaviors. Data collected on children are shared with the child’s parents during home visits, parent conferences and whenever the parent makes a request. Teachers schedule at a minimum, two (2) home visits and three (3) parent conferences during the year.

The Washington County NB & PW Club Inc., Head Start/Georgia Pre-K Program implemented the **CLASS** (Classroom Assessment Scoring System) to assess the quality and the interactions

between children and teachers. This assessment system is used to observe classrooms in the following areas:

- Emotional Support -- how does the climate of a classroom appear, is it positive or negative, how teachers respond to a student's concern and to what degree the teacher interacts with students by placing emphasis on students' interests, and points of view.
- Classroom Organization-- includes a broad array of classroom processes related to the organization and management of students' behavior, time, and attention in the classroom. We look at behavior management as how effectively teachers monitor, prevent, and redirect behavior; and productivity, how well the class runs with respect to routines and organize activities to maximum time spent in learning activities and how teachers facilitate activities and provide interesting materials.
- Instructional Learning Formats-- focuses on the ways in which teachers implement our curriculums to effectively support cognitive and language development. The emphasis on Instructional Learning Formats are Concept Development, how teachers use instructional discussions and activities to promote thinking skills; Quality of Feedback, how teachers extend learning through student's ideas, comments and work; and Language Modeling , how teachers facilitate and encourage student language.

The Program has certified CLASS (Classroom Assessment Scoring System) Assessors in place that received their certification through Teachstone. Renewals are done annually.



Health Services

Health Screenings on children were administered within the first 45 days of entrance into the program. Staff captured each child’s skills in motor, concept and language using the **Brigance Screening Tool**. In addition to the screening in the area of motor, concepts and language development we also captured children’s hearing, and vision results from health care providers. Teachers developed Individual Education Plans (IEP) for each child using the information collected on the child. The local Board of Education develops Individual Education Plans for children with special needs once our teachers have gone through the RTI (Response to Intervention) process.

Percentage of children receiving health services 2013-2014 were as follows:

Medical Exams	100%
Dental Exams	100%
Disability Count*	10.5%
Nutritional Assessment	100%

*At least 10% of the total number of enrollment opportunities is made available for children with disabilities.

To ensure children have a smooth transition from Head Start to the public school, transitional meetings are held with the local

schools for children with special needs. All eligible children entering kindergarten visited classrooms at the public school to ease their transition from Head Start/Pre-K to Kindergarten.

Program Governance

Parents are given the opportunity to learn and participate in Program Governance. Through this process participants gain knowledge of how to become future leaders by serving on the agency's Policy Council along with community representatives from each service area. The Council has a working relationship with the governing board in the process of shared decision making. The Policy Council has a total of nine members with a representation from each service area along with a community representative. The Council must consist of at least 51 % parent representation.

The Head Start Program has an established Health Advisory Committee of 30 members, which includes staff, parents, medical providers, professionals and other community volunteers. This committee is a team of dedicated individuals who partner with the agency to insure the physical and mental well-being of students and to find ways to help families become independent. The program also has secured Memorandums of Agreements and letters of support from Local Education Agencies, community organizations and other agencies. This ensures that the relationship among partners and families will endure after the initiators of the agreement are no longer involved.

The agency continues to seek resources that will enhance the quality of life for children and their families. The agency makes

every effort to remove barriers and facilitate existing and future services to the families and children who so strongly deserve them.

Teacher's Credentials

The Federal Department of Health and Human Services (DHHS) has mandated that all teachers have an associate degree in Early Childhood Education or related field by October 1, 2011, and by September 30, 2013, 50% of all teachers are mandated to have a bachelor's degree in Early Childhood Education or related field; as well as the Education Coordinator. The Executive Board of Directors has exceeded the requirements of this mandate by requiring all classroom teachers in our Head Start Program to possess a bachelor's degree in ECE or a related field by September 30, 2013. DHHS has also mandated that all teacher assistants have at least a Child Development Associate Credential (CDA); a state awarded diploma/certificate in Early Child Education; or enrolled in a child development associate credential program to be completed within 2 years from the date of hire.

The following table represents this agency's current teachers' credentials:

