

# **Wayne County Action Program, Inc.**

## **Head Start/Early Head Start**

# **Annual Report**

**2010**

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**Board Approval**

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**Date**

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**Policy Council Approval**

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**Date**

## A Message from the Director

I am truly thankful for the dedicated staff, parents, and volunteers for supporting the Head Start/Early Head Start program. Each member of the program commits daily to engaging, educating, and supporting the children and the families we serve.

Our program has many services designed to promote early childhood development education, employment opportunities, family support, nutrition, health, mental health, and special services.

Our collaboration efforts continue to grow; during 2010 we received two Head Start Body Start Play Space Grants from the National Center for Physical Development for outdoor play space enhancements at the Huron and Newark Centers. We continue to have Universal Pre-K contracts with six school districts serving a total of 65 children in Head Start/UPK classrooms. We received a Reading is Fundamental grant which promotes literacy and enhances our Family Literacy program. We received our second year of American Recovery Reinvestment Act Early Head Start Expansion Grant to continue to serve the additional 54 pregnant women, infants, and toddlers.

We moved our Head Start Administrative Office to 28 Canal Street, Lyons. This building is more centrally located and is larger and better equipped to accommodate administration.

We continue to seek out available grants and opportunities to enhance and extend services to children and families.

This annual report is our opportunity to share with the community the many successes we have experienced over the past year. Visit our web page at [www.waynecap.org](http://www.waynecap.org) and feel free to contact me at (315) 946-1259.

Regards,

Sandy Virts, Head Start/Early Head Start Director

## Who We Are

**Wayne County Action Program, Inc. – Head Start is a federally funded preschool program that provides comprehensive services to children and their families. We provide education, health, nutrition, disabilities and mental health services. Family Service staff works in partnership with families to connect them to services and their community. Head Start provides children with activities that help them grow mentally, socially, emotionally and physically. We welcome parent involvement in all Head Start functions throughout the year.**

## Philosophy

**It is the mission of Wayne County Action Program, Inc. to coordinate resources to empower and inspire people in need to reach their full potential. As a subsidiary we believe it is important to provide a comprehensive program to children and their families. Parents are the child’s primary educator, their participation and involvement is encouraged, and we support them in this role. We develop and facilitate partnerships with parents, the community, and school districts in all service areas of the program.**

**In Head Start we recognize that many factors contribute to a child’s growth and development. Our goals are to provide:**

- **A physical foundation where children’s health, nutrition, and medical needs are met, a safe and healthy environment is provided, and activities include the development and coordination of large and small muscles.**
  
- **A cognitive foundation with research-based developmentally appropriate curriculum where children develop a love of learning and where opportunities are provided to develop each child’s individual abilities, needs, creativity and interests.**
  
- **A social and emotional foundation for children to develop a positive sense of self, to feel valued, and to develop social skills and problem solving techniques.**

The Head Start/Early Head Start program in Wayne County has seven centers and one administrative building. The information below shows center locations, program options, and the number of children served in each center.

**Head Start Administrative Office**  
28 Canal Street  
Lyons, New York 14489  
(315) 946-1259

**Sodus Center Location I**

7192 Ridge Road East  
Sodus, New York 14551  
(315) 483-6789

**Sodus Center Location II**

6264 Rt. 88  
Sodus, New York 14551  
(315) 483-5282

34 – HS Center Children  
8 - EHS Expansion Center Children  
11 – HS Home Base  
10 – EHS Home Base

**Palmyra Center**

120 East Main Street  
Palmyra, New York 14522  
(315) 597-0279

18 – HS Center Children  
10 – EHS Expansion Home Base

**Clyde Center**

214 East DeZeng Street  
Clyde, New York 14433  
(315) 923-4782

33 – HS Center Children

**Huron Center**

11359 Ridge Road  
Wolcott, New York 14590  
(315) 594-6122

49 – HS Center Children  
12 – HS Home Base  
10 - EHS Home Base  
19 – EHS Expansion Home Base

**Ontario Center**

c/o Ontario Elem. School  
1784 Ridge Road  
Ontario, New York 14519  
(315) 524-1140

18 – HS Center Children

**Lyons Center**

6 Clyde Road  
Lyons, New York 14489  
(315) 946-5388

32 – HS Center Children  
8 – EHS Expansion Center

**Newark Center**

301 Stuart Ave.  
Newark, New York 14513  
(315) 331-8172

32 – HS Split Session  
16 – HS Center Children  
17 – HS Extended Day  
16 - EHS Extended Day  
16 – EHS Infants/Toddlers Center  
10 – EHS Home Base and 9 EHS Expansion Home Base

## **Policy Council**

**Policy Council is a formal structure of shared governance which Head Start parents participate in policy making and other decisions about the program. The policy council is comprised of two types of representatives; parents of currently enrolled children and community representatives. At least 51 % of the policy council members must be current Head Start parents.**

### **2010 Policy Council Parent Members**

**Elizabeth Knepp – Secretary  
Kandace Tack – Chairperson  
Jennifer Jarvis  
Dale Cook  
Jeni-Lee Chambers  
Denise Davis  
Melissa Ridley  
Kari Watkins – WCAP Board Representative  
Megan Jordan  
Arola West**

#### **Alternates**

**Amy Haskens  
Laura Frere  
Scott Knepp**

### **Community Members**

**Christine Buchiere - Gee – Wayne County Department of Social Services  
Tammy Graham – Wayne Behavioral Health  
Joseph Bissell-Young (past parent) – Co - Chairperson**

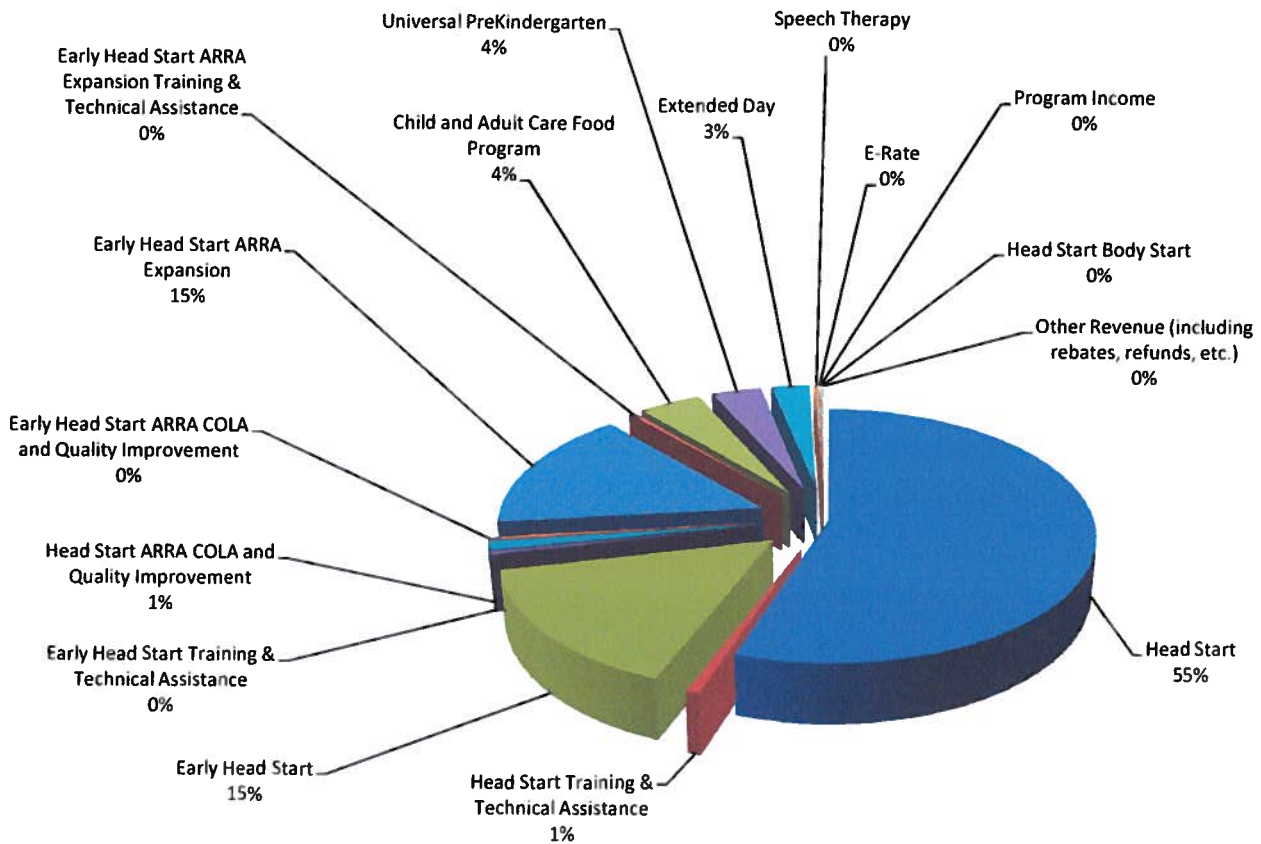


## 2010 Head Start Annual Report 2010 Funding

Wayne County Action Program  
*Helping People. Changing Lives.*

### Funds Received

Head Start	\$	2,184,054
Head Start Training & Technical Assistance	\$	27,944
Early Head Start	\$	614,031
Early Head Start Training & Technical Assistance	\$	15,215
Head Start ARRA COLA and Quality Improvement	\$	45,758
Early Head Start ARRA COLA and Quality Improvement	\$	10,694
Early Head Start ARRA Expansion	\$	611,770
Early Head Start ARRA Expansion Training & Technical Assistance	\$	14,346
Child and Adult Care Food Program	\$	175,404
Universal PreKindergarten	\$	138,926
Extended Day	\$	105,602
Speech Therapy	\$	9,600
E-Rate	\$	4,451
Program Income	\$	220
Head Start Body Start	\$	9,652
Other Revenue (including rebates, refunds, etc.)	\$	251
Total	\$	3,967,918

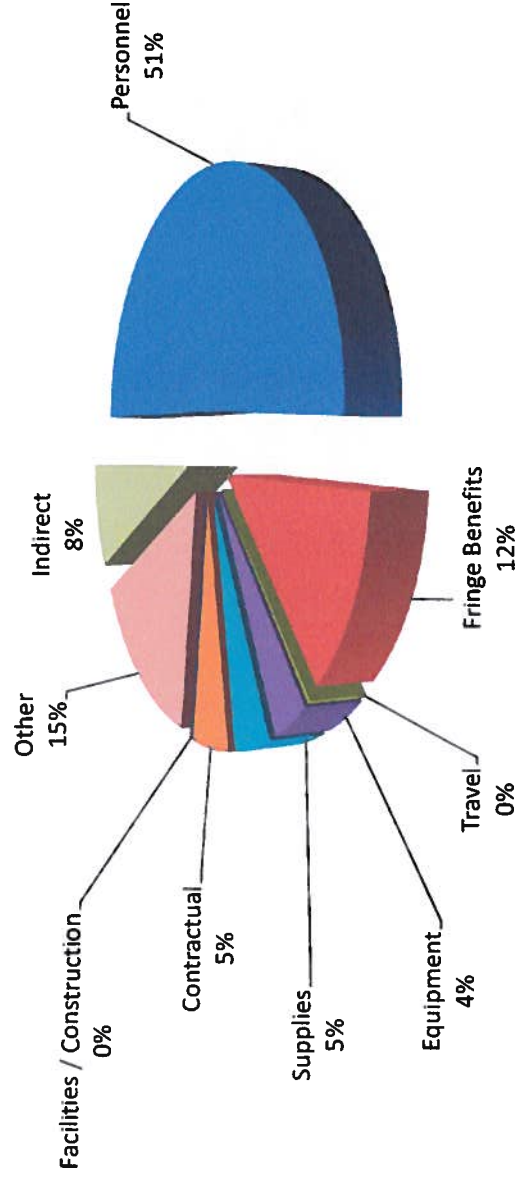


# 2010 Head Start Annual Report

## January 1, 2010-December 31, 2010 Expenditures



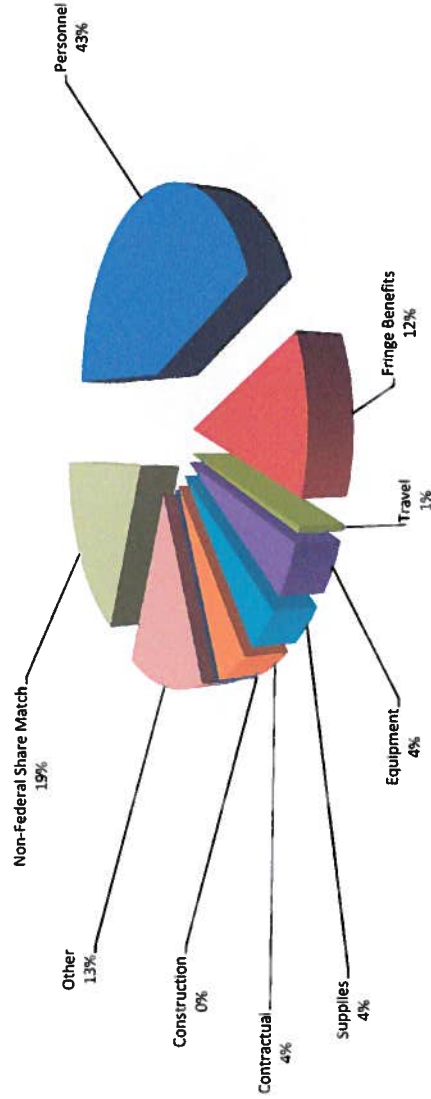
	Head Start G024122	Head Start Training & Technical Assistance G024120	Early Head Start G024125	Early Head Start Training & Technical Assistance G024126	Head Start ARRA COLA and Quality Improvement G02R022	Early Head Start ARRA COLA and Quality Improvement G02R025	Early Head Start ARRA Expansion G02R024	Early Head Start ARRA Expansion & Training & Technical Assistance G02R030	Child and Adult Care Food Program 1159	Other
<b>Direct Costs</b>										
Personnel	\$ 1,109,890	\$ 7,206	\$ 374,324	\$ 4,361	\$ 16,320	\$ 5,687	\$ 294,472	\$ -	\$ 36,352	\$ 112,362
Fringe Benefits	\$ 306,281	\$ 1,150	\$ 98,578	\$ 696	\$ 2,696	\$ 1,043	\$ 44,906	\$ -	\$ 5,231	\$ 19,310
Travel	\$ 16	\$ 3,051	\$ -	\$ 1,683	\$ -	\$ -	\$ -	\$ 6,704	\$ -	\$ -
Equipment	\$ 34,410	\$ -	\$ 8,638	\$ -	\$ -	\$ -	\$ 110,654	\$ -	\$ -	\$ -
Supplies	\$ 90,666	\$ -	\$ 9,376	\$ 125	\$ 3,939	\$ 1,221	\$ 57,388	\$ -	\$ -	\$ 208
Contractual	\$ 177,898	\$ -	\$ 2,982	\$ -	\$ 912	\$ 350	\$ 290	\$ -	\$ -	\$ 8,325
Facilities / Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 288,399	\$ 14,230	\$ 72,479	\$ 7,095	\$ 18,113	\$ 1,474	\$ 61,749	\$ 6,462	\$ 114,449	\$ 8,681
<b>Total Direct Costs</b>	\$ 2,007,560	\$ 25,637	\$ 566,327	\$ 13,959	\$ 41,980	\$ 9,774	\$ 569,460	\$ 13,166	\$ 168,428	\$ 148,886
<b>Indirect Costs</b>										
	\$ 176,494	\$ 2,307	\$ 47,704	\$ 1,256	\$ 3,778	\$ 920	\$ 42,310	\$ 1,181	\$ 17,369	\$ 13,860
<b>Total Expenses</b>	\$ 2,184,054	\$ 27,944	\$ 614,031	\$ 15,215	\$ 45,758	\$ 10,694	\$ 611,770	\$ 14,346	\$ 185,797	\$ 162,746





## 2010 Head Start Annual Report Budget

	Head Start 12/31/2010 PA22	Head Start 12/31/2010 PA20	Head Start 12/31/2010 PA25	Early Head Start 12/31/2010 PA11	Head Start ARRA COLA and Quality Improvement PA22	Early Head Start ARRA COLA and Quality Improvement PA25	Early Head Start ARRA Expansion PA24	Early Head Start ARRA Expansion PA30	Early Head Start ARRA Expansion PA24	Early Head Start ARRA Expansion PA30	Early Head Start ARRA Expansion PA30
<b>Direct Costs</b>											
Personnel	\$ 1,101,997	\$ 7,150	\$ 354,092	\$ 4,325	\$ 56,025	\$ 16,300	\$ 274,635	\$ -	\$ -	\$ -	\$ 345,167
Fringe Benefits	\$ 304,193	\$ 1,149	\$ 97,988	\$ 680	\$ 6,470	\$ 1,941	\$ 79,451	\$ -	\$ -	\$ -	\$ 97,545
Travel	\$ 16	\$ 3,977	\$ -	\$ 1,718	\$ -	\$ -	\$ 2,800	\$ 12,890	\$ -	\$ -	\$ 4,956
Equipment	\$ 40,193	\$ -	\$ 10,810	\$ -	\$ 6,457	\$ 7,089	\$ 118,034	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 64,152	\$ -	\$ 19,860	\$ -	\$ 6,022	\$ 1,899	\$ 79,384	\$ -	\$ -	\$ -	\$ 26,224
Contractual	\$ 166,256	\$ -	\$ 3,410	\$ -	\$ 2,400	\$ 850	\$ 9,720	\$ -	\$ -	\$ -	\$ 15,460
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 306,648	\$ 13,160	\$ 75,534	\$ 7,024	\$ 52,386	\$ 12,997	\$ 69,842	\$ 11,057	\$ -	\$ -	\$ 36,006
<b>Total Direct Costs</b>	\$ 1,983,455	\$ 25,436	\$ 561,694	\$ 13,747	\$ 129,760	\$ 41,076	\$ 633,866	\$ 23,947	\$ 525,358	\$ 26,125	\$ 26,125
<b>Indirect Costs</b>	\$ 200,599	\$ 2,508	\$ 52,337	\$ 1,468	\$ 10,920	\$ 3,296	\$ 48,488	\$ 2,251	\$ -	\$ -	\$ 2,455
<b>Total Approved Budget</b>	\$ 2,184,054	\$ 27,944	\$ 614,031	\$ 15,215	\$ 140,680	\$ 44,372	\$ 682,354	\$ 26,198	\$ 571,590	\$ 28,580	\$ 28,580
<b>Non-Federal Share Match</b>	\$ 546,013	\$ 6,986	\$ 153,508	\$ 3,804	\$ -	\$ -	\$ 85,244	\$ 3,273	\$ 142,898	\$ 7,145	\$ 7,145



**Head Start/Early Head Start Enrollment Statistics**

**Funded Enrollment: Head Start: 272      Early Head Start: 62  
Early Head Start Expansion: 54**

**Actual Children Served: Head Start: 300      Early Head Start: 167  
(Expansion included)**

**Actual Enrollment by Month**

	<b>Head Start</b>	<b>Early Head Start</b>	<b>EHS Expansion</b>
<b>Sept.</b>	<b>100 %</b>	<b>98 %</b>	<b>100 %</b>
<b>Oct.</b>	<b>100 %</b>	<b>96 %</b>	<b>100 %</b>
<b>Nov.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Dec.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Jan.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Feb.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Mar.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Apr.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>May</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>June</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>July</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>
<b>Aug.</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

During the 2009 - 2010 program year our average enrollment for Head Start was 100%, Early Head Start was 99.5% and Early Head Start Expansion was 100%. We strive for 100% enrollment.

**Medical and Dental Exam Statistics**

Our program is dedicated to ensuring that all children have health insurance along with a medical and dental home. Children enrolled in the program must have a completed physical, immunization record and dental exam before entering. Early Head Start children are required to have a physical and immunization record only, but a dental exam is encouraged at age one and then annually.

100% children enrolled in Head Start & Early Head Start had a completed physical and immunization record.

100% of children in Head Start had a dental exam completed.

Based on the completed medical and dental exams, 184 medical and dental needs were identified during the 2009-2010 program year. This is 55 less identified needs than the previous two years. The decline appears to be based on increased and improved parent

education on the importance of follow-up care. The Family Workers, Home Visitors and all HS/EHS staff have been trained on the importance of follow-up care and given reliable education tools to use with parents. Like the rest of the U.S., dental caries are the most common childhood disease. Completing follow-up on dental caries is our biggest challenge and often takes an entire year or more to complete as we still have children who start our program with 16 or more cavities. Of the 184 identified needs, 180 or 97.8% of medical and dental needs were addressed during the 2009-2010 program year. The remaining four needs not completed were due to lack of parental support and involvement in the necessary follow-up.

### **Parent Involvement Activities**

WCAP- Head Start/Early Head Start believes that parents are the most important teachers in their children's lives. Parental Involvement is the cornerstone of the Head Start Program. Parents are encouraged to participate in the program by volunteering in the classroom, going on field trips, contributing to lesson plans, attending Parent Center Committees, serving on the Policy Council and Advisory Committees, and attending parent education programs. Family Service staff works with families to develop a Family Partnership Plan. This plan helps families to develop family goals as well as identify needed family services. Family Service staff and families work together throughout the year to reach goals and get the needed services. During 2009-2010 program year the following parent education programs were presented to parents:

- Cornell Cooperative Extension "Eat Well Play Hard" and Budgeting Programs
- Youth Interventions Services
- Wayne Behavioral Health Network
- Public Health – Childhood Immunization
- Public Health - Bicycle Helmet Program
- Public Health - Lead Screening
- Public Health – Car Seat Safety
- Literacy Volunteers of Wayne County

During the 2009-2010 program year the total number of persons providing volunteers service to the program was 523 for Head Start and 125 for Early Head Start.

The total number of families served was 300 in Head Start and 150 in Early Head Start. Of those 280 Head Start families and 106 Early Head Start families received at least one type of services by direct services or referral. These services include:

- Emergency/crisis intervention (food, clothing, shelter)
- Housing assistance (subsidies, utilities, repairs)
- Mental health
- Adult education (GED, college)
- Child abuse and neglect services
- Domestic violence services
- Child support assistance
- Health education

- Weatherization
- Cornell Cooperative Extension – food safety and healthy food on a budget
- Literacy
- Rushville Health Center – Dental Services
- Parenting education
- Food supplement program (WIC, food stamps)

School Readiness

WCAP- Head Start/Early Head Start promotes school readiness for children by enhancing their cognitive, social, and emotional development in a learning environment that supports children’s growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, approaches to learning, and physical skills. In Head Start, learning experiences are driven by the High Scope Curriculum and in Early Head Start the Creative Curriculum. For screening purposes the ASQ – 3 tool is used for both Head Start and Early Head Start. Throughout the year child assessments are made in Head Start using the High/Scope Child Observation Report and Early Head Start using the Early LAP.

We have a written Transition Plan that guides education staff to make every effort to prepare children for their transition to kindergarten. Currently we have eight written transition agreements with public schools. Each year, education staff works with public schools to organize activities for children who will enter kindergarten in the fall of that school year. The transition activities include inviting public school kindergarten teachers to observe in the Head Start classrooms, participate in Reading Is Fundamental activities, and invite public school administrators to make a presentation to Head Start parents about kindergarten screening, registration, curriculum, and to answer any questions parents might have. In addition, Head Start teachers visit public schools to observe kindergarten classrooms. Head Start children make visits to their public school to experience physical education, art, music, and lunch time activities. In Head Start classrooms serving Head Start/Universal Pre-Kindergarten children, a blended curriculum is used to promote learning.

**Qualifications of Head Start/Early Head Start Education Staff**

Education	Teachers	Teacher Assistants and /or Teacher Aides
<b>Total Number of Education Staff</b>	<b>26</b>	<b>24</b>
Associates degree in Early Childhood	2	0
Baccalaureate degree in Early Childhood	13	--
Graduate degree	10	--
Child Development Associates (CDA) Infant/Toddlers		1
Child Development Associates Preschool		7
CDA & enrolled in Early Childhood Education programs	1	3

Enrolled in CDA training preschool or infant/toddler	--	9
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### Disabilities/Mental Health

During 2009-2010 Head Start served 85 children (28% of actual enrollment) with a disability. Of those 35, returned or enrolled as a classified Preschooler with a Disability (PSWD). The other 50 children were identified through early developmental screenings, formal/informal observation, and parent/teacher concern. Early Head Start (including Expansion) served 28 children (19% of actual enrollment) with a disability. Of those, 23 children entered the program already diagnosed. Head Start/Early Head Start was able to identify such a large number of children due to the quality of our teaching staff and the relationships we build with our families. Our staff has an understanding of the challenges during the evaluation and Individual Education Plan and Individual Family Service Plan processes. Staff works closely with the family to educate them and advocate for the child.

Our program provided a Mental Health Consultant for enrolled children and their families through a contract with Wayne ARC – Roosevelt Children’s Center. Head Start provided mental health services to 15 children through consultation and /or individual mental health assessments. In addition, the consultant provided valuable strategies for classroom staff in dealing with difficult behaviors. In many instances we were able to make modifications to class environments and structures to teach children coping mechanisms. Each classroom staff had an opportunity to meet with the consultant once a month to review each child’s progress and meet with parents when necessary.

### Audits and Reviews

In March 2011 the fiscal year 2010 SF269 Final Financial Status Report was completed by the agency Chief Financial Officer. Wayne County Action Program, Inc. is required to have an A-133 audit performed annually by a Certified Public Accountant. The audit is performed in April. The most recent completed A-133 audit was for the period ending December 31, 2009.

The Administration for Children and Families (ACF) conducted an on-site Head Start/Early Head Start Triennial Federal Monitoring Review on March 21, 2010 through March 26, 2010. Based on the information gathered during the review, it was determined that our Head Start/Early Head Start program was in compliance with all Performance Standards, laws, regulations, and policy requirements.

On June 9, 2010 the Office of Head Start conducted a Risk Management Meeting with Head Start Administrators, Policy Council Members, and the WCAP Chief Executive Officer. The purpose of this meeting was to give the Head Start program the opportunity to discuss program success and areas of concern with Region II Office of Head Start staff. The result of this meeting found that no action steps were developed as a result of the Risk Management Meeting.