



## Head Start/Early Head Start Program Director's Report June 2017

### General Information

- Parent Handbook being updated by all component areas for the next program year along with final registration paperwork.
- Each component area is working on updating their PIR information
- Preparing for various staff trainings which will take place during the month of August.

### Early Childhood Development

#### Education

- Child Development team meetings to update all Child Development Policies and Procedures for the next program year to align with the new Head Start Performance Standards.
- Collaboration meeting with the Partnership Coordinator and team to review responsibilities and updates. We discussed things such as enrollment, attendance, parent engagement, and check point deadlines. Discussed proper protocol as well as creating a more cohesive system for the children and families which are served. Any areas of uncertainty were cleared up so that everyone is on the same page heading into the new program year.
- Collaborated with Mental Health Coordinator to design Preservice Social Emotional/Conscious Discipline training.
- Completed coaching observations weekly at Sumner and Merrick with coachees. Spent at least an hour in the classrooms, doing focused observations based on the goal that we had set together. Met with each for a reflection time. We discussed the observation and how to move forward, either working on the same goal with new strategies or moving on to something else.
- Attended a 2-day Classroom Assessment Scoring System (CLASS) training for Pre-K in Charlotte, North Carolina. In this training, learned how to correctly conduct and code an observation using this system in preschool classrooms.
- Currently working on the reliability test that accompanies the training and have 8 weeks from the conclusion of the training to successfully complete the test.
- Met with new director at Atonement and discussed staffing and basics of Teaching Strategies GOLD.

#### Health

- Doctor Monica Jones from Syracuse Pediatrics has joined the Health Service Advisory Committee.
- Our current nurse, Toni Parkhurst has been promoted to Assistant Health Coordinator.

#### Mental Health

- Reformatted and changed Mental Health policy and procedures to best serve the children and families enrolled in HS/EHS and align with the new Head Start Performance Standards.
- Attended the collaborations directors meeting and discussed ways in content areas can better communicate with site staff. Discussed proper protocol as well as creating a more cohesive system for the children and families which are served.
- Worked with each content area in regards to release forms and how and where MH will be added into final registration.
- 1 alert was directed to MH this month.

#### Disabilities

- The Disabilities Coordinator attended several home base socializations this month followed up by some home visits with the families. It has proven to be very successful to observe and interact with children and their families in different environments. Not only does one get to observe children in different environments, but it also enhances the comfort families have when one talks to them in their homes about things that could be difficult for them such as disabilities.

- On June 9th, spoke on a panel at a workshop on Collaborating with Special Education Agencies and Providers. The goal of this panel was to help the community at large discuss how special education providers and other daycares can collaborate more effectively to ensure that all children receive the special education services they are entitled to have. There is a county shortage currently, so the Preschool Coalition of Young Children with Special Needs sponsored a workshop as one of the first steps in addressing the shortage of providers.
- Attended the Director's Collaboration Meeting held this month. Although some of the collaborations were not present at this meeting, it still proves to be very successful to have all the players in the same room discussing concerns and ideas. This way everyone hears the same thing and there are no discrepancies. In the future, it would be best if all of the directors were present at these meetings.
- Attended the Children's Consortium case review meetings as well as the socialization. Have case reviews on all the children is extremely helpful. This time of year, it was helpful because many of the children will be turning three and going into our center-based options in the fall. It is helpful to know the children and let other site supervisors know about these kids and what the best placement may be for them.
- Continuing review of IEP's and looking into what services children are getting, if concerns are mentioned at intake. It is beneficial to follow up with school districts on clarification of what services children will be receiving because often parents are unclear on what services their children are actually receiving. For example, they may just say their child is receiving speech, however, they are actually slated to attend a special class integrated setting (SCIS) where there is a special education teacher running the class with additional supports and the child is also receiving speech.
- We currently have 162 children in HS entering as a preschooler with a disability and 19 who are in the referral process and 30 children in EHS who have a designated disability and 7 children who are referred to early intervention

## Nutrition

- Our CACFP review was conducted on June 1, 2017. We received very positive feedback on family style meals, food production and documentation. Some remarks and feedback follow:
  - The meal was a very pleasant experience for children. Staff sat with participants at lunch, encouraged discussion and independence, and served as positive role models.
  - Reimbursement for the test month was \$35,740.09. Itemized receipts supported food expenses of \$28,579.87 and non-food expenses of \$555.51; \$7,575.79 was spent on operating labor and \$6,036.16 on administrative expenses. The sponsor provided documentation of a separate account ledger to track CACFP reimbursement. It appears that sufficient food was purchased to support the number of meals and snacks claimed.
- Nutrition Program Specialist covered at Merrick as needed due to staff shortage.
- Monitored and updated special diet menu, Try-Me Food School to Home Connection.
- Shopped for special diet items for Merrick Kitchen and nutrition activities.
- Addressed special diet concerns and assisted with Food Requests for special activities.
- Planned and prepared menu for review and facilitated Menu Planning meeting.
- Collected and reviewed meal surveys from parents and staff.

## Program Operations

- Site Supervisors attended a program operations meeting on 6/15. The topics discussed were:
  - Revised parent handbook – it will be mandatory that during orientation, the entire handbook will be covered by site supervisors so that parents can begin to better understand our procedures and program services.
  - Nap statement – added to the emergency contact sheet is a statement stating that HS children nap daily in their classroom and are supervised by the classroom staff.
  - Stay in Place drills – they are being planned and implemented monthly and will be documented and kept in the file along with fire drills.
  - OCFS required health & safety training – Many staff and SS have completed, others will complete over summer, or upon their return. The deadline for all to be trained is 9/30/17.
  - The Energy Bus – book was passed around and introduced. Each SS will have one for fall to begin to use with their individual staff & sites. Program Operations meetings will include pieces from the book each month. The hope is that together as a program with further SS management training we can encourage staff to be more positive, productive and work with as a team.
- OCFS visits: James Street – 6/6 – unannounced

- Vacancies:
  - James Street – UPK Teacher
  - LaFayette – Classroom Aide
  - Liverpool – Ctr. Aide Floater
  - Merrick – 2 EHS Teachers, HS Teacher, 2 HS TA's, 3 HS Teacher Aides, FW, Nut. Aide
  - Sumner – HS Teacher, 2 HS Teacher Aides
  - UUMC – EHS Teacher Aide
- Transportation: Self-transport days
  - 6/1 – Rockwell
  - 6/2, 6/5, 6/9 – Merrick (1 run only)
  - 6/6 - 6/9 – Sumner
- Children Transported
  - 6/5 – 6/9      319
  - 6/12 – 6/16    138 (UPK only)
  - 6/19 – 6/23    138 (UPK only)

## Family and Community Services

- June enrollment for HS and EHS was 100%
- June attendance for HS 78.5% and for EHS 75%. Attendance was very poor in many of our classrooms due to parents not bringing their children on Friday 1/2 days, illness, parental non-compliance meaning parents just no show/no call, and transportation.
- Atonement is still unable to meet their enrollment. The new director recently requested that our transition coordinator and partnership coordinator come and complete transition packets for the children in HS.
- 6/7 Policy Council Luncheon was held at Dominick's.
- 6/9 Male Involvement meeting. Main topics covered were setting events for the next program year. This group will meet again in August
- Filling vacant family worker positions is proving to be quite difficult.

## Trainings and Staff Development

- New family worker has received training on FW expectations, documentation, PFCE framework, parent interest survey, engagement outcomes.

## Attendance



