



Head Start/Early Head Start Program Director's Report July 2017

General Information

- Parent Handbook has updated and delivered for the next program year along with final registration paperwork.
- PIR information being input
- Preparing for Educational staff training on August 28 and All Staff Day training on August 30.

Early Childhood Development

Education

- Child Development team presented to Policy Council updates and revisions to CD Policies and Procedures
- Research for School Readiness Plan, including Common Core, NY Early Learning Guidelines, Head Start Early Learning Outcomes Framework and cross walks to Teaching Strategies Gold.
- Toddler CLASS Observation and Pre-K CLASS re-certification completed by coaches.
- Continue to coach 3 EHS teachers from UUMC during the month.
- Met with Atonement Director and discussed the screening dates needed for a few children. An infant teacher is resigning in August. Spoke about the preservice training for teachers on August 28th. Will meet again on August 22nd.
- Assisted at Jamesville socialization.
- Transition Coordinator met with UUMC to plan for transition of infants in the Fall
- Completed coaching observations weekly at Sumner and Merrick. Spent an hour (or longer) in all of the classrooms, doing focused observations based on the goals we were working on. Also, met with the teachers being coached to do some reflecting. We talked about current goals, action plans, and how to move forward.
- Met with a teacher at Merrick that recently started in a new age group. She was unsure of how to do the lesson plan for the ages of the children she now. Showed her how to complete which consisted on pulling reports on Teaching Strategies Gold, individualizing for each child and then using the recommended activities provided right through the computer program.

Health

- 2 SPOT vision screeners have been approved by Regional Head Start office and ordered. Once they have arrived the representative for e3 Audiometrics will come to Syracuse from Buffalo and provide training for the nurses on our new hearing and vision equipment.
- Lions Club vision screening Fall dates are approved. Vision Clinics will be held at Liverpool, James Street, St. Brigid's, Merrick and Sumner sites. All children age 12 months to preschool age will be screened. Sites we are not doing clinics will be screened with our own SPOT screeners by the site nurse.
- 5 CPR classes have been scheduled for staff that include; site supervisors, bus drivers, nurses and teaching staff.
- Health Cluster meeting July 14th was held and in attendance were Madison County, Rochester, Oneonta and Cortland Health and Nutrition Coordinators. Focus on accomplishing evidence based screenings, obtaining physicals and dentals and new CACFP guideline changes for nutrition staff.

Mental Health

- No alerts this month

Disabilities

- The Disabilities Coordinator continues to work closely with the intake workers ensuring that we enroll children with disabilities and to ensure that we have all the current information so that we can be mindful when placing children into different classrooms.

- Partnerships Coordinator has been at Atonement on 7/6 doing MILK Day, 7/11 to check on enrollment and files, 7/12 meeting with a parents and checking on files, 7/13 completing PIR data for 4 new families, 7/26 to gather enrollment documents. There are concerns with the new director because he is learning his job and what is required for HS and seems to be behind with needed paperwork
- F&C staff are working on a binder of information to conduct Cultural Awareness trainings for sites that need it in the Fall
- Partnerships Coordinator has been at MANOS to look at files for children with disabilities, and to meet with the director about enrollment and transitioning children
- The data team received 21 referrals and 152 applications
- Transition Coordinator and ERSEA Coordinator met with Northside Coalition to plan for ESL classes for our James Street site for next year
- Transition packets are being delivered to schools where HS children will be attending Kindergarten

Trainings and Staff Development

- 7/12 and 7.14 new Home-Based visitor was trained on PROMIS

Attendance

