



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

### General Information

- Education staff received training on August 28 – sessions included: Child Development Policies; Conscious Discipline (using crafts); Parent Connection and Promoting Positive Behaviors
- All staff received training on August 30 – sessions included: a key note from Luis Hernandez from Western Kentucky University on “Fake it until you become it” and Mama with her pajamas!, checking our attitudes at the door; McMahon Ryan presented on Child Abuse; Vera House presented on Domestic Violence and Safety Planning, and the final session was on Policies and Procedures and the Employee Handbook.
- Working on updating all HS Policies and Procedures in preparation for the new school year.

### Early Childhood Development

#### Education

- Wrapped up coaching 3 EHS teachers from UUMC. All 3 made progress on their goal to utilize TSG reports when planning for children.
- At Child Development Coaching meeting data was shared from the coachee surveys. Also coaches were assigned sites and coachees for the upcoming program year.
- Wrapped up coaching process with 5 EHS coachees. Still visited rooms and offered support where needed.
- Coordinated a furniture and toy swap between UUMC and Sumner. With the switch of UUMC being all infants now, some rearranging needed to be done to be able to accommodate all of the cribs that would need to be there.
- Attended a two day training on Coaching to Fidelity. We learned about the fidelity tool and how to use it, ensuring that our teachers are using the curriculum in the way that it is intended. The tool allows Site Supervisors to monitor classroom staff when using the Creative Curriculum.
- Attended a five day training on the Parent's As Teachers curriculum. Parent's As Teachers is the new curriculum chosen for our Home Base program. This gives the capability to support home based visitors if needed.

#### Health

- 5 CPR classes completed for; site supervisors, bus drivers, nurses and teaching staff.
- Met with all Site Supervisors to discuss the new OCFS Health Care Plan, each signed off and all Health Care Plan Binders are up to date in each center.
- Training for all family workers on updated health paperwork for final registration.
- Cavity Free Kids training for nursing staff completed.

#### Mental Health

- Prepared and developed materials to present at pre-service training. Provided the necessary information to HS/EHS staff in order to develop and set the social emotional foundation for positive interactions and relationships. Worked with each site and discussed the tools in depth and provided the necessary tools to ensure the success and use of each tool presented.
- Met with SS to discuss the process in which CD tools/strategies should be carried out and utilized within the first 8 weeks of program. Discussed any concerns SS may have and how they foresee the next few weeks going with the checklists and tools in place. Discussed the expectations of how the checklists should be used and the steps to take to ensure that all direct service staff are utilizing the tools provided to them during pre-service training.
- 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. She has also spoke with parents who have had concerns at final registration to help them understand the CPSE process as well.
- Attended a CPSE meeting for a family of a child on home base. It was important to assist the home visitor and the family in understanding the CPSE process for this child. The Disabilities Coordinator had done many home visits and visited with the family at socializations as well.
- The Disabilities Coordinator has spent much time learning how to upload IEP's and IFSP's into PROMIS. After much persistence, she is now able to upload these documents under the document tab in PROMIS. This very all staff will have access to the IEP's and IFSP is even if they cannot get out of the classroom to look at files.
- We currently have approximately 81 children in HS entering as a preschooler with a disability and 20 who are in the referral process who are entering program and 24 children in EHS who have a designated disability and 6 children who are referred to early intervention.

## Nutrition

- Nutrition Coordinator focused on assessment of plumbing and kitchen issues at Liverpool Head Start.
- Ordered equipment for Liverpool.
- Nutrition Program Specialist, monitored and updated special diet menu
- Covered at Merrick as needed due to staff shortage/vacations.
- Addressed special diet concerns and assisted with Food Requests for special activities.
- Planned and prepared menu for review at the Menu Planning meeting.
- Attended Health Services Cluster meeting.
- Met with production kitchen staff to discuss new CACFP requirements that will go into effect this fall.
- Work with IT staff on creating a new food request system.

## Program Operations

- Site Supervisors attended Coaching to Fidelity training on 8/2 and 8/3. There all received the Fidelity checklist tool in order to utilize for monitoring in classrooms. They attended a day retreat at Five Mile Point on 8/7. Major topics of discussion were: end of year ceremonies for children, orientation for families and the importance of covering in its entirety the new revised parent handbook. They also attended first aide/CPR training on 8/15 and child development & health services training on 8/29.
- OCFS visits: None
- Classroom Vacancies:
  - James Street – UPK Teacher
  - Liverpool – Teacher Assistant
  - Merrick – 2 EHS Teachers, 1 EHS Aide, 2 HS TA's, 2 UPK TA's
  - Rockwell – Teacher
  - St. Brigid's – 1 class aide
  - Sumner – 1 HS Teacher
  - UUMC – 1 Teacher
  - Bus Drivers - 2
- Transportation: - No children transported

## Family and Community Services

- August enrollment for HS was 100% and EHS was 98%. We are having difficulty keeping EHS in our daycare collaborations at full enrollment for about 3 slots. They do not have the students.
- August attendance is not totally complete but it is not over 85% for HS or EHS. We have had attendance issues all summer mostly with children just not attending consistently and parents not seeing the importance of attending program and attendance not being enforced.
- Congratulations to UUMC for meeting their in-kind goal for July
- All Final Registration paperwork was delivered to sites
- 8/14 family worker started at Franklin School
- F&C Services Coordinator has been doing orientation at Merrick 8/24 and 8/25 and covering final registration and home visits for the 2 caseloads that have no family worker in place yet
- 8/17 Male Involvement meeting 4 were in attendance
- 8/23 Partnership meeting to discuss enrollment and issues
- 8/21 met with Atonement Director to discuss enrollment for next program year

## Trainings and Staff Development

- 8/1/17-Nurses Training: Topics were Food Allergy/Special Diets, Feeding, Swallowing, Digestive issues; New CACFP changes in infant meal patterns and requirements; Infant, toddler, child developmental feeding guidelines; Feeding, swallowing and digestive issues in infants and toddlers; and Retention of infant feeding statements, food and diaper logs.
- 8/28/17 Site Supervisors and Teachers: Topics were Food and Nutrition Policy updates; Recipes, meal counts, production records, portion sizes, CACFP changes; Communication and management of special diet modifications and Food Emergency Plan
- 8/29/17 Merrick EHS Teacher Training on Infant/Toddler feeding patterns and concerns.
- 9/5/17 UUMC EHS Teacher Training on Infant/Toddler Feeding patterns and concerns
- Trained new teacher at OCC on the required paperwork (home visits, screenings, assessments, etc...) and deadlines. Also showed her a quick overview of Teaching Strategies GOLD.
- 8/2 Home Based visitors and Coaches were trained in Parent as Teachers at New Horizons
- 8/3 Family workers received information on the changes to final registration paperwork and the Health Coordinator covered all health paperwork with staff and answered questions
- 8/10 Family workers received training on Program Governance
- 8/15 & 8/29 CPR training with site supervisors and bus drivers

