



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

### General Information

- Head Start / Early Head Start submitted their reapplication for the remaining year of the five year grant period.
- Also, submitted a budget amendment which included: repaving the back parking lot at Merrick and repairing the side entry steps at Merrick, two vans for Food Services (Head Start routes only), four HS/EHS seven passenger mini vans, fence around playground at James Street, three Clorox 360 sanitizing systems to be located at Sumner and Merrick and the third sanitizer would be portable to be used for remaining sites, lights and fans for Merrick gym, landscaping at LaFayette, and a piece of playground equipment for Jordan.
- Many parents attended our annual Harvest Luncheon at sites on November 16th. Many staff volunteered to serve families at various sites. It serves as an opportune time to mingle and meet parents of the program and listen to all the great things happening from a parent's perspective.

### Early Childhood Development

#### Education

- Went in to all of the classrooms that are being coached and continue to build relationships with teachers and set goals.
- Started the Practiced Based Coaching (PBC) process with coachees, signing the coaching agreement and setting our first goals.
- Attended the three day Zero to Three Annual Conference in San Diego, California. There was a lot of new research presented with an emphasis on infant mental health and brain development.
- Distributed special order of classroom books to enhance the math and literacy school readiness goals
- Met with the classrooms and went over their Classroom Assessment Scoring System (CLASS) scores with them.
- Facilitated training on Individualizing Support for Children in the classroom with challenging behaviors. Discussed the importance of individualizing, and offered different ideas and techniques to assist with the challenging behaviors

#### Health

- Chompers Dental exams and cleanings completed at St. Brigid's and Sumner HS. Merrick HS and Cab Horse dental exams completed. Current number of children enrolled in Chompers: 80 at Sumner, 23 at St. Brigid's, 97 at Merrick, 5 at Cab Horse.
- Currently seven children have received glasses because of referrals made by our nurses using the SPOT vision screener. The SPOT vision screener showed these children needed a complete eye exam. This is very exciting, the SPOT is our new evidence based screener and it is already identifying children who will need further follow up for a vision exam. Nurses will continue to follow up with the parents of the children whose screening results indicated a complete eye exam.
- Nurses all received a new Grason-Stadler Corti hearing device to complete screenings.
- Nurse health lesson in the classroom for November- talking about lead, where lead comes from and how to prevent exposure to lead. HS children watched a Sesame Street video on lead. Children also received a Leo the Lion Lead coloring book and storybook to take home.

#### Mental Health

- Participated in Children's Mental Health Community meeting to discuss the mental health needs of children in Onondaga County.
- Continue to provide Deca support to sites
- Creating Conscious Discipline workshops for parents as well as staff to continue the support of conscious discipline in the classroom as well as within the home.
- 8 alerts were directed to MH this month

### **Disabilities**

- The Disabilities Coordinator attended an ECA (Early Childhood Alliance) meeting regarding screening and assessment for children in Onondaga County. The County has decided to use "Help Me Grow", which is a program that uses a database to help screen children birth-five. They are in the beginning phases of doing this and more will come as the month's progress. Our program is actually ahead of the game in our community because we already screen all of our children in our program in the first 45 days of program.
- Attended Collaboration Meeting at Sumner. Although many of our partners did not attend, it is always beneficial to have all of our coordinators/managers together to discuss as a unit how we would like things to work with our collaborations.
- Spent some extra time in several classrooms, in an effort to provide additional technical assistance to classrooms who currently are not being coached. These include one at Sumner, Rockwell and one classroom at James Street.
- Continue to attend many CPSE meetings for children in our program.
- Went on several home visits with home-base visitors. Often parents have concerns about their children regarding speech and they can be reassured that their child is developing on target.
- Attended the monthly Children's Consortium socialization. It proved to me a meaningful socialization this month, for one of the parents at the socialization who attended was able to have a referral generated that day to get her child evaluated for speech.
- We currently have 105 preschoolers with a disability and 83 who are in the referral process and 22 children in EHS who have a designated disability and 4 children who have been referred to early intervention.

### **Nutrition**

- Supervised SU Student Nutrition Interns as they planned and prepared nutrition presentations for:
- Family Worker Parent Engagement gatherings to address parental nutrition concerns.
- Classroom teachers to implement nutrition activities relevant to special curriculum topics such as making bread with children and their parents in the classroom.
- Managed staff shortages and staff issues food at sites.
- Assessed and addressed concerns for children at risk for nutrition related imbalances at sites.
- Met with community representatives and staff to address concerns regarding a high risk child
- Participated in Health Cluster meeting to discuss and share best health/nutrition practices.
- Covered at Merrick Kitchen often.
- Ordered and followed up on services and supplies for sites.
- Nutrition Program Specialist covered at Merrick kitchen as needed due to staff shortage also covering for EHS food service driver.
- Spending a lot of time purchasing special diet foods and formula for Merrick kitchen.
- Monitored and updated special diet menu.
- Attended the Policy Council meeting on 11/15 to discuss nutrition & food service opportunities for parents/guardians. Explained the importance of parent and staff feedback on our menu and invited policy council members (and all parents) to attend our monthly menu planning meetings.
- Addressed special diet concerns.
- Assisted with food requests and try-me ordering for Home Base.
- Planned and prepared menu for review and facilitated menu planning meeting.
- Developed a plan for emergency food supplies & water for 10 HS/EHS sites. Waiting for production kitchens to finalize menu and amounts. Need to find space at all centers to store food and water supplies.
- Attended Site Supervisor meeting on 11/29 to discuss the increase of food requests and ask that sites provide the kitchens with more accurate numbers when ordering. Also reminded Site Supervisors that all sites/classrooms need to be checking special diets when food is delivered and before serving food/milk to

children. Food Service Drivers, Nutrition staff, and Teachers all need to check and initial the special diets when children receive a special diet item.

## Program Operations

- Site Supervisors had a meeting on November 29<sup>th</sup>. All 3 members of our HR team attended.
  - Discussed was the new FMLA that will take effect on January 1, 2018 which is in regards to staff who give birth or need to take time off to care for a relative.
  - Also on the agenda was the hiring process to include substitutes. Each member of HR talked about their role in the process and asked for any suggestions from SS to expedite the process. They also discussed ways to recruit and attract new staff for hiring.
  - Nutrition Coordinator and Assistant attended to talk about the excess food ordered and served for parent meetings. Associate Director reminded them that if the meeting or event is under 2 hours long, a meal should not be ordered. Its okay to order a light snack but the concern has been the amount of food being wasted. Site supervisors were asked to try to get a more accurate count for attendance before ordering any food.
  - All were also reminded that the special diet sheets going into classrooms must be checked off daily.
  - All supervisors were asked to set a schedule for bus driver breaks and send to Associate Director and Transportation Director. This will assist in tracking the drivers schedule each day and will be helpful when scheduling other daily duties.
  - Discussed the 50<sup>th</sup> Anniversary and supervisors were asked to do a special something in March as that is the month HS/EHS will be highlighted. Will follow-up in future meetings to clarify.
  - Carolyn Brown attended to talk about, and handout envelopes for United Way Campaign. SS were asked to put this as an agenda item on their December staff meeting.
- OCFS Visits
  - Merrick 11/16/17 Unannounced – follow up on complaint- no site walk-through
  - Sumner 11/8/17 Unannounced – follow up on complaint – no site walk through
- Vacancies
  - James Street UPK T. Assistant
  - Jamesville Supervisor
  - Liverpool 1 Teacher Assistant & 1 Teacher Aide
  - Merrick 2 EHS Teachers, 2 HS Teacher Assistants, 2 HS Teacher Aides
- Transportation –
  - Self-transports
    - Baldwinsville 11/15 – PM run only
    - Merrick 11/1, 11/2, 11/3, 11/20
    - Rockwell 11/28
    - St. Brigid's 11/20
    - Sumner 11/28 One PM run only
  - Children Transported
    - 11/6 – 11/10 264
    - 11/13 – 11/17 268
    - 11/20 – 11/24 260
    - 11/27 – 12/01 263

## Family and Community Services

- November enrollment for EHS was 100% and HS was 100% but we have 1 vacant slot over 30 days
- November attendance for EHS was 83% and for HS was 81%. Reports of illness in classrooms RSV at UUMC has kept children home and transportation.
- We are no longer a partner with MANOS as of 11/17 and need to find a new partner for 54 Head Start Slots.
- 11/3 Male involvement meeting at LaFayette had 24 in attendance
- Our data team received 39 referrals and 64 applications
- 11/16 meeting with Children's Consortium to discuss children and family situations. They have one ESL family and may need interpretation

- 11/2 Partnerships Coordinator met with Atonement Director to discuss enrollment paperwork needed for children
- 11/28 New family worker started for Atonement and Elmcrest Day Care Centers
- Transition Coordinator has developed a Refugee Service Binder for James Street that includes information about each country covered in her training

### **Trainings and Staff Development**

- Trained new Merrick Kitchen Food Carrier on kitchen operations and job functions.
- Trained new staff at OCC on Teaching Strategies Gold.
- 11/3 TA provided to two FW to discuss enrollment and attendance concerns, and FPA's with families.
- 11/3 FPA training provided to 5 family workers
- 11/28 new FW received beginning training on her position and responsibilities
- 11/22 Transition Coordinator conducted training on "Information on Cultures of Countries Resettled in Syracuse" and "Resettlement Process" for the James St. staff
- Professional development goals that FW developed were reviewed and follow up