



Head Start/Early Head Start Program Director's Report December 2015

General Information

- All Head Start and Early Head Start staff is working in preparation for our next Federal Review covering Comprehensive Services, School Readiness and Family & Community Engagement and Child Development & Education.

Early Childhood Development

Education

- Classroom observations, goal setting and follow up/feedback.
- Child development files reviewed
- Continuing to provide support to classrooms, using the goal sheets.
- Meeting with other CDCs every other week, to discuss progress in coaching. Reading the book *The Heart of Coaching* with CDCs as a “book club”, and then discussing.
- Working with staff at UUMC to structure and provide the best learning environment for the children as needed with continuity of care

Health

- Lemoyne nursing student's complete clinical hour's one in Public Health, the other in Leadership and Management. Our program received 67.5 hours of remitted tuition from Lemoyne College for participation in these preceptorships.
- Dental program 120 children were seen for exams in December.
- Cavity Free kids initiative ongoing. As a participant, program will be receiving 1000 free toothbrushes.
- Lead bureau will be performing lead testing in January.

Mental Health

- The Education and Health Functional area coordinators met to discuss and plan a presentation to the exec team regarding increasing employee satisfaction, retention, and morale.
- Health Service Advisory Meeting on 12/10 with community members and staff members. Speaker was regarding Safe Kids program at Upstate NYS Kids Coalition at Golisano Children's Hospital. They offer programs on safety for children, such as bike helmet safety, traffic safety, car seat safety checks. As a community partner we will be include in upcoming activities such as helmet give away and a dog biting prevention program. Our health coordinator shared briefly information from a conference she attended; statistics on low birth weight correlating with cognitive function issues and 37-39 week deliveries showing significant neurological delays. She recommended a TED talk on trauma by Nadine Burk Harris. Lee Livermore from Upstate's Poison Control Center discussed the prevalence of synthetic drugs in Onondaga County and the challenges of law enforcement and the medical community. Carla Wallin (NYSDOH) discussed a training that is available for childcare centers to become Breastfeeding Friendly; not just for the benefit of the children and families in program, but also to support staff who have returned to work.
- Trauma Resource Institute national conference call. The director of TRI shared the aftermath of the San Bernardino shootings which was in the building. Others shared happenings around the nation with areas requesting and benefiting from training.
- Attended a training on perinatal mood disorders and the need to “Ask the Question”
- Led a Community Resilience Model (CRM) consultation meeting for staff trained in CRM.
- 9 alerts & 3 RICs to Mental Health this month

Disabilities

- The Disabilities Coordinator began again to work with Melissa Farrar from the Data Team on how to better track disabilities in PROMIS. There are no current reports that match the way that disabilities are currently being tracked in Access. We are trying to modify existing reports to work similar to the way the access database tracking system works. The Disabilities Coordinator will continue to work with Melissa Farrar to see what other options are available in PROMIS.
- The Disabilities Coordinator did a second home visit with a Home Base Visitor where speech was a concern with a child. It was beneficial to follow-up with a second visit and see the progress that the child had made. It was determined with mom's support that we pursue a speech evaluation for this child.
- Attended a transition meeting for children enrolled at Children's Consortium. It is great to have the Disabilities Coordinator as part of these meetings since one of the children that they are holding onto we are monitoring for speech. Now, although the child is 3 years-old, he can stay with Children's Consortium.
- The Disabilities Coordinator has begun doing more file review checking whether IEP's/IFSP's are in the files labeled with an orange dot. She has encouraged staff to obtain all releases to obtain the IEP's/IFSP's and if there is difficulty doing so by the parent, that this should be documented.
- We currently have 106 children in HS entering as a preschooler with a disability and 59 who are in the referral process and 12 children in EHS who have a designated disability and child who was referred to early intervention and 1 EHS child who has been referred to CPSE due to her age.

Nutrition

- Nutrition Coordinator prepared and participated at the main office in the Health and Safety Federal Review.
- Provided parent nutrition education for Baldwinsville families on planning holiday meals.
- Nutrition Program Specialist filled in for kitchen staff at Sumner and Merrick (12/3-12/9)
- Completed NYSDOH CACFP online training: "Make Mine Breastfeeding Friendly: Supporting Babies and Families."

Program Operations

- On 12/2 Associate Director along with the Family & Community Manager met with the Jamesville supervisor, and the Commissioner and Director of programs at Jamesville. The purpose of the meeting was to discuss the drop in enrollment over the past couple of years and to discuss trends and what the vision is for the Correctional facility in the upcoming year. One of the things discussed was to possibly change the criteria for the inmates in order to be eligible for the EHS program.
- The week of December 7 – 11 was our health and safety review. Two reviewers total, visited every site and every classroom including all partnerships. Although no results have been formerly written or sent, it was a great review overall. Staff and supervisors really knew the program and the safety requirements at each site. There were a couple of smaller violations that ended up being corrected on site the very same day or the next. This information was sent immediately to the federal review team leader.
- Family & Community and Child development had their monthly meeting with Site Supervisors on 12/16. The main topic of discussion was the Comprehensive Services & School Readiness protocol. They were given preparing for the review tips such as; what the reviewers are asking and looking for, assessing how transition time is used for learning opportunities, and having any parent training listed and ready to provide and/or discuss with the reviewers. Also handed out at the meeting was the 2015-2016 CLASS Comparison report.
- OCFS Visits:
 - Baldwinsville – 12/17 unscheduled routine visit – no violations
 - James Street – 12/17 same as above with no violations
 - Jordan Elbridge – 12/17 first visit to site unscheduled – no violations
 - St. Brigid's – 12/17 unscheduled monitoring visit – no violations
 - UUMC – 12/17 same – no violations
- Vacancies:
 - Liverpool (1) class floater, (1) teacher aide
 - Merrick (2) EHS teachers, (2) HS certified teachers, (1) admin assistant
 - St. Brigid's Family Worker
- Transportation:

Self-transport days	12/4 & 12/21	Lafayette
12/7	James St. & Liverpool	
12/7-12/17	St. Brigid's	

- Children transported

12/7 – 12/11	310
12/14 – 12/18	309
12/21 – 12/25	314

Family and Community Services

- December enrollment for HS was 99% we are down 9 slots over 30 days mainly 4 year old slots which are difficult to fill this time of the year. EHS is at 100%.
- December attendance was below 85% for both HS 84% and EHS 84%. Reasons are transportation and illness.
- The data team received 40 referrals, and 62 applications, they are working on getting all intakes completed in PROMIS
- Congratulations to Jordan and UUMC for meeting their in-kind goals for November.
- 56 HS and EHS start families received gifts through “Adopt a Family”
- Wells Fargo sponsored 5 families in our daycare partnerships. The business made sure each family member received clothing such as underwear, winter coat, boots, hat & gloves. Each child was given snow boots. Children were given bikes and leap frogs. Each family was also given holiday dinners which included turkey and ham. The company spent about \$4000.00. The Partnership family workers assisted and help deliver all the gifts and food.
- 12/4 File review done for James St all have outcome assessments and 1st home visits missing these from 4 files. IFPA's are in most files with second HV's and will be looked at in January for follow up. SS was given report
- 12/5 File review for Sumner was completed for rooms 111 PM, 112 AM, 112 PM, all outcome and first home visits are complete except for 6 files. IFPA's in most files and second HV's. SS was given report
- 12/7 File review for Liverpool for rooms 3 PM, 4 AM and PM all files have outcomes. The FW have not started on second HV's because of staff shortages and have not completed IFPA's
- Atonement has not made enrollment for EHS and their numbers are being picked up at OCC
- Two Male Involvement meetings this month LaFayette with 6 parents and St. Brigid's with 20 parents the topic of discussion was “Keeping our Family Units” and providing a positive family atmosphere at home.

Trainings and Staff Development

- CRM consultation meeting with staff trained in CRM. Reviewed the skills and ways they may be used daily and how staff has used them.
- Trained with HS staff at Atonement in Conscious Discipline
- Trained 2 new HVs in DECA and mental health component area
- Attended evening Clinical training regarding Perinatal Mood Disorders through Crouse Hospital. They showed a recent film made regarding PPD and discussion was on raising awareness of prevalence and on the major lack of services in our area and across the nation. The take away is “Ask the question.”
- Provided a Baldwinsville parent training/meeting on Conscious Discipline and behavioral concerns of young children. Discussed concerns and provided tools/ strategies that may be helpful to parents in the home.
- Providing training for new collaboration teachers at MANOS
- Training with staff at James Street in the area of Language Modeling, using the NCQTL suite on “Extensions”
- Training with classroom at St. Brigids on introduction of and use of higher level vocabulary words with children
- 12/3 Family workers attended training on Communication looking at different styles, determining personal styles, and how to make it work within their teams
- 12/14 Meeting with the Liverpool site concerning attendance issues with F&C Manager and Transition/PE Specialist. Staff gave situations in which interventions were discussed.
- 12/17 ERSEA training was done with the intake workers and data staff to include income verification, boundaries, and changes. All receive a resource guide.

- Our Atonement family worker has done a great job doing parent activities this month 12/7 Nurturing Parent Workshop with 10 parents, 12/15 making good decisions about healthy eating habits with 7 parents, 12/17 Disaster Preparedness talking about safe toys and having a safe home with 17 parents