



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

General Information

- February 17 all new staff received training on Mandated Reporting, Shaken Baby, Cavity Free Kids, Policies /Chain of Command, CACFP, In-Kind (Non-Federal Share) and Documentation. During that week several staff took part in trainings on Sexual Abuse from McMahon Ryan, Building Relationships, Parent Engagement, Safe Sleep, Container Baby, Nutrition and PROMIS.

Early Childhood Development

Education

- Completed Winter CLASS observations. Information was tallied and given to the appropriate coordinator.
- Shared 7 CLASS results with classroom teams, site supervisor and classroom specialists (where applicable). Goals were developed from these meetings.
- Attended Learning Community at Lemoyne as part of the requirement for the Community Foundation Grant. Met with Frank Ridzi regarding how to create various data reports that are effective and informational.
- Conducted file review (3 random files from each classroom) at sites.
- School Readiness Committee met to finalize "Footprints at the Zoo" event.
- Education coordinators met with Janette McCord, ECE to discuss Practice Based Coaching Academy in April, School Readiness Goals, and Infant Toddler NCQTL being available in the near future.

Health

- Dental Program in process, currently at Merrick.
- Lead testing is in progress. Merrick EHS testing postponed due to weather rescheduled for 3/24/15
- New York State immunization survey are due 3/5/15, all surveys have been submitted and input into their system.
- School to home activity for oral health month included a toothbrush with timer and a request for the children to draw a self-portrait of themselves brushing their teeth.
- Six Crouse Nursing students observed in classrooms at Sumner on Feb. 28 and will be making plans to work with the children further.

Mental Health

- Attended a meeting at Children's Consortium to talk about their case load and updates or concerns about each one. Met with their home visitors to talk about the e-DECA and what it can offer them. They are interested in switching to using e-DECA.
- At functional area meeting, we reviewed the new intake form presented to us by the F&C coordinator.
- Delivered conscious discipline posters to our OCC collaboration as they requested. They are very invested in conscious discipline.
- Sent a notice to all site supervisors and classroom specialists with recommendations for Peace Places in the classrooms so they may support their teachers in the best use them and how to set up.
- As a Post-Partum Depression (PPD) community committee member, met with directors at Contact Community agency to talk about how phone volunteers address PPD. We agreed to return and present briefly to their employee training.
- Participated in the Merrick Health Fair. Informed them of Conscious Discipline philosophy and showed a clip from the website.

- 10 alerts to MH this month

Disabilities

- The Disabilities Coordinator attended 3 socializations this month. One at Baldwinsville, one at Marcellus and the monthly socialization at Children's Consortium. It is always a wonderful experience to see the kids and children together. It allows the Disabilities Coordinator to meet with families in a laid back environment.
- Went on a home visit with one of the home base visitors for a child with special needs.
- Attended the annual CPSE Joint Coalition meeting between the CPSE chairpersons and the various special education agencies in the county. One of the main points of discussion at this meeting was on how to improve communication among all parties when it comes to children with special needs in the county. It was great to have the Disabilities Coordinator as part of this meeting and discussion.
- Met with the liaison from Hear-2-Learn as a follow-up meeting to the Joint Coalition meeting. This meeting served as a great opportunity to further enhance communication between Hear-2-Learn and Head Start. Concrete plans were discussed on how to improve on communication in the future.
- We currently have 111 children in HS entering as a preschooler with a disability and 57 who are in the referral process and 18 children in EHS who have a designated disability and 2 children that have been referred to early intervention.

Nutrition

- Our SU graduate intern, Erin Kelly, assisted Rollin at the DeFrancisco senior center to create an inventory of available food resources to assist families experiencing food shortages. On April 20th, EHS/HS families will be invited to the center to learn from senior mentors how to prepare and store meals to ensure food security in their families. She also provided nutrition education activities at James St and St. Brigid's. Children made connections between vegetable colors and textures, danced to 'Choosy' tunes and enjoyed Bok Choy Banana Smoothies in the classroom.
- We are exploring grants to support nutrition related initiatives for children and families.
- Nutrition Program Specialist prepared fresh hummus, veggie wraps, and fruit smoothies for the ESL class held at James St. HS on 2/11. She provided parents with information on cooking from a recipe, measuring ingredients, purchasing foods on a budget, and food safety.
- Applied for and received a grant from *Share our Strength - No Kid Hungry* to lead *Cooking Matters at the Store* grocery store tours with HS/EHS families. Parents/guardians will have the opportunity to go on a tour of their local grocery store and learn to compare foods based on cost and nutrition. Participants will learn how to plan and budget for healthy, affordable, and delicious meals for their families.

Family and Community Services

- Enrollment for February was 100% for both HS and EHS.
- February attendance was affected by inclement weather and extreme cold as well as virus and respiratory illnesses. HS attendance was 77% and EHS was 79.29%.
- Discipline workshops 2/10 at Baldwinsville and 2/13 at LaFayette.
- Male Involvement training 2/11 at Jordan
- Sweatshirts were ordered for the St. Patrick's Day parade on 3/14
- 2/10 Atonement held a transition workshop for parents with children going to Kindergarten 12 parents attended, 2/23 OCC held a transition event with 15 parents in attendance
- 2/10 Dental Heath was presented to parents at Atonement
- Food giveaways at Atonement on 2/6 and 2/24
- 2/25 Cab Horse held a Black History celebration with games, pictures, and stories in the classrooms
- PROMIS received 28 referrals and 57 applications
- ERSEA Coordinator is meeting with individual sites to develop recruitment plans to ensure full enrollment for next year

- Several F&C staff assisted in competing and checking in-kind for the fiscal year end of 1/3. This assistance has helped us get most of the in-kind caught up and in the new P-12 program so that we can report monthly.

Program Development Management

- SS attended the monthly Pr. Ops. mtg. on 2/12. Director shared with them the proposal for the new Teacher Assistant qualifications. File reviews were discussed and SS submitted any feedback sheets that were complete. SS attended the Child Development meeting on 2/24. They also attended our regularly scheduled PRT meeting on 2/24. They received mandated reporting training and were able to ask questions to certain site scenarios.
- HR will be setting up Teacher Assistant interviews at the beginning of March. All SS who still have TA vacancies will attend all interviews.
- Many sites struggling with coverage on a daily basis due to so many TA vacancies. Subs are being utilized at the maximum capacity and Associate Director working closely with HR to quickly move in the process of getting more subs approved & cleared.
- SS had a request to add to their monthly report the number of staff (coordinators) who visit the site each month. This month will be the first time they will complete the new report. Added is the documentation of technical support staff and the reasons they visited each site for that month. This hopefully will help track our functional area monitoring and to ensure the flow of communication between coordinators and supervisors.
- 4 sites are due for their 4 year re-licensing in April of this year. Baldwinsville, Merrick, St. Brigid's, and Sumner. The packets have been completed with all supporting documentation and will be delivered by the Associate Director to OCFS. Visits have been scheduled for the month of April with the exception of Merrick and that is scheduled for March.
- Non-scheduled closings:
 - 2/2/15 – all sites closed
 - 2/9/15 – all sites closed
 - 2/23/15 & 2/24/15 – No AM classes
 - 2/23 – 2/25 – No PM classes in Liverpool – no heat
- OCFS Visits:
 - 2/25/15 –unscheduled visit due to a complaint call regarding heat issue. – no other findings
- Vacancies:
 - James Street – Teacher Assistant, Custodian
 - Liverpool – 2 Teacher Assistants, 1 Teacher Aide
 - Merrick – 1 Teacher, 1 Teacher Assistant
 - Sumner – 1 EHS Teacher, 1 Teacher, 1 Teacher Assistant
 - St. Brigid's – 1 Teacher Assistant
 - UUMC – 1 Class Aide
- Transportation:

Self-Transport days – driver absent, no available driver

 - 2/6 – Sumner, 1 run
 - 2/10/15 – 1 run @ St. Brigid's
 - 2/23 - 2/26 – 1 run @ Sumner & collaboration run @ James St.
 - 2/23 – 2/26 – 1 run @ St. Brigid's
 - 2/24 – 1 run @ Merrick
 - 2/23 – 2/25 LaFayette

Children Transported

2/2 – 2/6	365
2/9 – 2/13	347
2/17 – 2/20	sites closed
2/23 – 2/27	354

Trainings and Staff Development

- Ed Coordinator worked with new home visitor on curriculum training 3 days
- Ed coordinator attended home base conscious discipline training with staff
- Ed coordinator attended EHS Regional Cluster Meeting in NYC
- Health Policy training at individual sites in process
- Medication class for skills test 2/27
- Nutrition Coordinator and SU Dietetic Intern provided training for EHS classroom staff and HB Visitors on infant and toddler feeding and fluid requirements, developmental issues that impact food intake, and menu modifications.
- 2/5 Family workers received training on domestic violence at the monthly meeting facilitated by Tiffany Brec from Vera House.
- New FW received training
- 2/26 EHS staff meeting with Children's Consortium to review cases with coordinators and nurse
- Met with 8 of the family workers who were CRM (Community Resiliency Model) trained last Spring to review the skills and answer questions. This is a model presented by the Trauma Resource Institute that teaches people skills to help them calm and come back into their "resilient zone".
- Presented training for the home visitors on conscious discipline. Make and takes included: I can calm board, Sophie books, I can calm book, I love you ritual book, printed I love you rituals, Baby Doll Circle Time book, greeting plate, breathing icons/directions.
- Trained the Children's Consortium staff on e-DECA.
- Helped at CRM training for community colleagues at Onondaga Case Management.