



Head Start/Early Head Start Program Director's Report March 2016

General Information

- Work continues with the Syracuse City School District to check feasibility of a new partnership for approximately 120 Head Start children creating more full day slots for children in Syracuse.
- We have received notification that our next Federal Review covering Comprehensive Services and School Readiness will be during the week of May 16th

Early Childhood Development

Education

- Meeting with Transition Coordinator, to discuss kindergarten transition training for teaching staff.
- Encouraging Concept Development in classroom with an initiative of combining the Life Cycle of a Butterfly Gardens, and trade books for staff and children with School to Homes to enhance family engagement.
- Classroom observations, goal setting and follow up/feedback at sites.
- Attended a UPK meeting designed for staff that provide instructional support to the UPK staff. Agenda included:
 - Presentation by Mark Probst from Lakeshore.
 - NYS Education Department Requirements which include: exclusion, pyramid model, toilet training, monitoring visit and quality Assurance Protocol (handouts provided)
 - PreK walk through tool (handout)
 - Review billing procedures
 - Next year meeting will be monthly instead of quarterly – one will have an admin focus and the other will have an instruction focus
 - Asked to sign up for dates to meet with Becky G and Margo at Sumner.
- Training is set for May 13th with staff on Transitions for children.
- Participated in three case conferences at Sumner in an effort to have a solid plan in place some concerning behaviors.
- Participated in an EHS transition meeting at Sumner for returning children.
- Participated in a placement meeting at Sumner for children returning in the fall.

Health

- Chompers program will return to St Brigid's and Sumner in April and Merrick in May. Still working on obtaining consents. Currently have 135 consents.
- PROMIS report for health nutrition summary updated to meet needs of program
- Two Lemoyne students complete nursing clinical experiences.
- Head Start was invited to participate in the Safe Kids event to promote bike safety. on 3/19. Health Coordinator volunteered at Safe Kids event
- As of 4/1/16 Approximately 50 children missed the 90-day deadline for dental exams. On 3/1/16 the number was 140. Plan in place to complete consents prior to spring dental programs at sites. Action plan for next year to expand the number of sites participating in Dental program

Mental Health

- Hosted the community Children's MH meeting where MHC and community Touchpoints trainers gave an overview of Touchpoints philosophy and discussed the validity of the program and community partners/programs that have been trained in and adopted its teachings.
- Met with other members of the HSAC to discuss the next meeting's topic. The topic will be how our community's refugee population accesses and negotiates the health care system.

- 14 alerts to MH and 3 RICs this month

Disabilities

- The Disabilities Coordinator coordinated special education services for the children in our program who have recently gone through the Committee of Preschool Special Education (CPSE) system. There is currently a shortage in our county, so it is helpful to tap into itinerant providers we already have in our classrooms to see if they can pick up more children on their caseloads.
- Continue to do home visits with the home base visitors and the staff from Children's Consortium. It is always beneficial to see children in their natural environment and talk to parents in their homes when it comes to talking about certain issues such as disabilities.
- Attended the Preschool Coalition of Young Children with Special Needs meeting. They had a presentation from the Audiologist who works for the BOCES Solvay deaf program. The BOCES preschool program for children who are deaf and hard of hearing has closed down in the past year and no one is currently going to replace the existing program. The Disabilities Coordinator networked with the woman from BOCES and discussed the possibility of Head Start possibly looking into taking a deaf child in the future, if we could make it appropriate and beneficial for that child.
- Attended the coalition training on sensory processing on March 18th. Many of the HS staff were there as well. It was great to learn some new fresh ideas on how to work with children who have sensory processing difficulties.
- Met with several teaching teams to discuss concerns they have in the classroom. At these meetings, often a Child Development Coordinator or a Mental Health Coordinator are present. It is often useful to work as a team so that the staff here one clear message.
- Attended a Round-Table Seminar with the Nutrition Coordinator at Upstate Medical School on Health and Health Promotion of People with Disabilities. One of the major take away from this lecture was that there is definitely a raise in the number of people with disabilities in people of poverty and that the types of disabilities for these children are more along the lines of emotional and mental health concerns rather than other types of disabilities.
- We currently have 153 children in HS entering as a preschooler with a disability and 38 who are in the referral process and 13 children in EHS who have a designated disability and 3 children who are referred to early intervention

Nutrition

- Nutrition Coordinator facilitated follow-up staff/parent case conference to review care for special needs child.
- Provided Home Based and Family Workers with nutrition ed activities for socializations.
- Participated in preparation and serving of food for St. Patrick's Day gathering at Merrick.
- Prepared food for Sumner's March Madness basketball and dinner family event.
- Collaborated with Child Development Coordinator to plan nutrition activities for the Literacy Book event on The Mitten held at St. Brigid's site.
- Accompanied Disability Coordinator to Upstate presentation on Health Promotion for People with Disability that highlighted an increase in prevalence of emotional, neurological and behavioral disabilities in children associated with poverty level.
- Addressed site needs for food related equipment, staff, supplies and repairs.
- Nutrition Program Specialist met with Manitos classroom staff and program supervisor to review procedure for ordering food service supplies. A condensed order form was created for this classroom and is expected to be sent to the Nutrition Coordinator and/or Nutrition Program Specialist who will then place the order with the maintenance department. Any excess supplies will be stored at Sumner HS.
- Attended Home Base socialization on 3/10; prepared fresh guacamole for children and families to sample. Discussed characteristics of each ingredient (garlic, avocado, cilantro, corn, tomatoes, onion, lemon) ; children explored these foods by smelling and/or touching each item. Also, prepared fruit smoothies for children and families to sample using this month's try me food: grapefruit.
- Attended Liverpool parent meeting on 3/10 to plan a smoothie day where all classrooms would participate in preparing smoothies. Assisted Liverpool parents and teachers with their smoothie day on 3/15. Children

discussed characteristics of the ingredients (including this month's try me food: avocado) ; measured ingredients, predicted colors and the taste of the final product. Many parent volunteers assisted with the activity and were vital to its success.

- Attended Home Base socialization on 3/16; made vegetable pizzas with children and families.

Program Operations

- Child development had a meeting with SS on 3/16/16. SS along with CD and F&C staff listened to the Comprehensive Services and School Readiness Webinar. The entire protocol was emphasized, which allowed supervisors the opportunity to know exactly what to expect for the review and be able to share with all of their staff.
- Program Operations meeting was held on 3/31/16. Topics of discussion were health requirements being met in regards to securing all physicals and dentals for children. SS were instructed to follow up with their Family Workers and nurses at their sites and make certain either the document is in the file or clear documentation is noted in the file. The date for the upcoming review was shared at the meeting and supervisors were asked to make sure all staff are aware.
- Revised proposed bus procedure sheets were shared and discussed. A few minor changes will be made and sites will begin to use these in the month of April. New sheets were created in order to minimize the number of sheets to complete each day. The revised procedure will be submitted weekly instead of so many each day.
- Stay in Place Drills, which are now a requirement by OCFS to be held twice a program year were conducted at every site throughout the month of March. One more will be conducted by the end of May.
- OCFS Visits:
 - Liverpool - 3/28/16 - unscheduled follow up regarding self-report for an injury on the playground (no findings)
- Vacancies:

Jordan Elbridge	Teacher Aide
Lafayette	Teacher Assistant
Liverpool	Teacher out on medical leave
Merrick	2 EHS Teachers, 1 EPK Teacher, Nurse, EHS Teacher on medical leave, HS T Aide on medical leave.
Sumner	Nurse, Nutrition Aide, EHS Teacher on medical leave, TA on medical leave.
UUMC	4-year re-licensing visit. No violations
- Transportation:
 - Self-transport – Merrick – 3/8 – 3/10 (1 bus run)
Rockwell – 3/29 – 3/30
Sumner – 3/30 (1 bus run)
 - HS Children transported

2/29 – 3/4	318
3/7 – 3/11	319
3/14 – 3/18	321
3/21 – 3/25	324
3/28 – 3/31	322

Family and Community Services

- March enrollment for HS and EHS was 100%
- March attendance was 84% and for EHS 86.5% The main reasons for attendance being under 85% for HS has been transportation and illness.
- Data Quality Assistant went out on medical leave on 3/21
- The St. Patrick's Day parade was well attended there were 450 participants
- The PROMIS team received 27 referrals and 82 applications
- 3/3 Transition Coordinator attended a transition workshop at Merrick 5 parents attended

- 3/7, 3/14 Transition Coordinator attended Sumner's selection, on 3/25 she met with EHS teachers, FW, SS, and Ed Coordinator to discuss transitions for the upcoming year
- Re- enrollment of returning students has been completed
- Male Involvement Coordinator facilitated Parent Café's 3/10 at St Brigid's, 3/21 at Merrick, and 3/23 at JE with 10 or more parents. The parents want to meet monthly
- 3/30 Met with director at OCC and she is interested in expanding in EHS with our help this will be discussed further

Trainings and Staff Development

- Teaching Strategies/ Creative Curriculum Training for integrating math throughout the day.
- Teaching Strategies Gold Classroom Profile Training to utilize for individualizing for children, Merrick 204
- Provided staff training for nutrition aids who missed previous annual staff training day. There are still staff other than nutrition aids who need required training
- 3/4/16 Home based visitor's health requirements and resources training.
- 3/25/16 CPR/FA training for Lafayette staff
- Ed Coordinators are conducting trainings at the site level based on goals and observations.
- Trained new Atonement teacher in DECA & MH and an overview of Conscious Discipline.
- Presented a Conscious Discipline chap 3 training to 2 HS staff at Atonement.
- Attended an evening lecture at SU by Dacher Keltner, PhD on Survival of the Kindest; toward a compassionate society. Keltner looked at the social practices by which we navigate the world; detailed the evolution and neurophysiology of compassion and kindness; and focused on five practices that elevate compassion—and in so doing increase life expectancy and well-being. He also discussed the brand new science of awe and beauty, tracing its evolutionary roots.
- 3/28 family worker watched Parent, Family, and Community Engagement Simulation to help with strength based relationship building
- 3/8 Coordinator did home visit observations with new family worker and she has been released to do HV on her own.
- Files at Merrick were monitored and FW were asked to document follow up on FPA's
- HV observations were completed with three family workers