



## Head Start/Early Head Start Program Director's Report June / July 2013

### General

- Each functional area is working on the Designated Renewal System application which will be due October 22, 2013.
- Preparations are being worked on for the EHS Training Days that will take place August 12 and 13 and the HS Training Days on August 26 and 27.
- Staff has been updating and inputting information into PROMIS in preparation for the upcoming PIR.

### Early Childhood Development

- Continuing to participate in the Community Foundation Learning Community meetings.
- Participated in two meetings with the EHS Home Based visitors. Spoke of role as the coordinator. Began dialogue in revising the Home Visit Plan based on a conference they attended. Also discussed Teaching Strategies Gold.
- Child Development team met to review the Teaching Strategies/GOLD (TSG) data, CLASS data and DECA data.
- Participated in an "end of year" phone conference with Maya Thet and Amy Flynn. Discussed the CLASS and TSG data and what trends we are seeing and plans for training.
- Putting together a presentation to our functional area about the Thomas Crane Transformational Coaching model to be implemented for the next school year.
- Met with MANOS director to review this past year. All agreed that it went very well. Any issues that were brought up were taken care of easily and amicably. The children rated well on the GOLD assessment and the teachers have become familiar with the implementation of planning from the results.
- Met about the Policies and Procedures and have determined that they need to be redone. Many are very lengthy and we may be able to condense some items. We also need to include the CLASS language where appropriate.
- Met with the new director at Children's Consortium. They have received numerous grants which we may be able to tap into informally through them. The visitors are willing to help us do training since they have extensive knowledge and experience with many areas of child development, parent engagement, etc.
- We looked at the different GOLD assessment reports to determine which ones would give us the most valuable data. The growth report lets us look at how our children rated in relation to widely held expectations and also gives us a quick summary for the whole program. The other report which is helpful is the comparative report which compares our children to kindergarten readiness and the NYS standards.
- Reliability for GOLD for lead teachers is complete. All designated sites have their staff reliability.

### Health

- The Health Coordinator participated in the Juneteenth celebration in collaboration with Success by Six. This oral health initiative provided information, tooth brushes and toothpaste. Also Dr Holmes from the Syracuse Community Health Center offered free dental screenings.
- Health Coordinators attended follow up meeting for Cavity Free Kids grant in Rochester on July 12<sup>th</sup>. Post evaluation of the grant identified 97% of the parents agreed that oral health and proper dental care are priorities. Also identified were child oral health practices improved in the areas of eating fruits and vegetables, using fluoridated toothpaste and drinking fluoridated water. The follow up revealed that brushing teeth at home remained of high importance. Areas of compliance that remained low where eating before bed, drinking juice or soda not eating crackers or sweets.

### Mental Health

- Invited the Director of Syracuse Truce, Sheria Dixon from Salvation Army, to our HSAC meeting. Syracuse Truce is a collaboration between law enforcement (including the CIA, FBI, DA, Sheriff, Chief of Police, etc.) and

community service agencies that will infuse the area with a new standard of zero-tolerance regarding gun violence. This project is one of nine awarded nationally from the U.S. Department of Justice's Violent Gang and Gun Crime Reduction Program. This initiative is implemented through focusing increased enforcement on the offenders of gun violence while also providing services needed to change lives, such as vocational training, employment assistance, substance abuse treatment and counseling. Gang/group members are warned, through direct communication of what will happen if gun violence occurs and why the community wants to stop it. There is a face-to-face meeting with gang members called a "Truce Notification."

- Hosted a cluster meeting. Discussed goals for the upcoming program year (ours being focus on Second Step & Conscious Discipline) and results of sequestration cuts for all.
- Worksite Wellness Committee met to review individual assignments given. Outdoor and indoor maps were created to provide more detail of steps/ miles walked. Ideas to improve staff health and wellness are a focus on this group.
- MHC & Asst MHC attended a meeting held at Child Care Solutions regarding ECDCs small grant regarding young children's mental health and identification of troubling behavior. Contributed MH feedback on the information they would like to use. Updates given on progress made for providing resources and mental health checklist/ screenings for parents and day care providers.
- Young Children's Mental Health meeting held at Sumner; the Assistant MHC shared information on a conference she attended entitled "Play Therapy with Sexually Traumatized Children". Changes in MH diagnostic manuals were discussed, the DSM-V and the ICD 9 & 10.
- MHC attended Syracuse Healthy Families' Post Partum Depression committee meeting.
- MHC conducted the CLASS in a classroom at Cab Horse.
- 4 alerts were directed to MH for June and 2 alerts for July.

### **Disabilities**

- The Disabilities Coordinator continues to work closely with the Intake Workers. This month she went on a home visit with one of the intake workers to help the family complete the paperwork necessary for her child to get evaluated. It is important to help children complete the process if possible prior to entering our program so that they can receive the necessary services they need at the beginning of school. Also, if they qualify for a more specialized program such as a special class integrated setting (SCIS) placement, we can assist the family in making that move to a more appropriate placement if needed.
- Attended a Committee on Preschool Special Education (CPSE) meeting for a child at Atonement. It was important that we worked together as a united front to help the CPSE chairs understand that this child needed a special class integrated setting (SCIS) placement; although on a 1:1 basis he tested pretty well. We worked closely with the site, the teacher and the evaluator to help the CPSE Chairs understand the child's needs and we were able to get him a placement for summer and a full day placement in the fall.
- Hosted another Mental Health/Disabilities Cluster meeting this month. It was interesting to hear how other programs were dealing with the sequestration and also how some reviews went for other programs. It is quite apparent that parent engagement and school readiness are the buzz topics for the next review that we will have in the fall.
- The Disabilities Coordinator spent time running teaching Strategy Gold reports on children with disabilities this month. The program is able to do an excellent job comparing progress of children with disabilities from fall to spring. Overall, the majority of children with disabilities have shown great progress throughout the program year.
- We currently have 158 preschoolers who are designated as a preschooler with a disability and 20 who have been referred to the Committee on Preschool Special Education (CPSE) for an evaluation. We currently have for the months of June and July 26 children in EHS who receive early intervention services.
- The Disabilities Coordinator continues to review files of children applying and entering EHS/HS with disabilities. It is always important to ensure that we are appropriately placing children with disabilities in our classrooms.

### **Nutrition**

- Participated in a final registration meeting on June 7th. It is a requirement that WIC (Women, Infants, & Children) brochures and CACFP (Child and Adult Care Food Program) information are distributed to all HS/EHS families. This is done at final registration. Also new this year, for incoming infants, there is a new infant feeding

form that must be completed at final registration. All documents have been produced and are ready for distribution.

- Attended the Creating Healthy Places community partner meeting on Thursday, June 13th. New initiatives were introduced, including the Eat to Live Food Cooperative located at 2327 S. Salina St. that is intended to address the lack of accessible grocery stores on the South Side by creating an affordable source of fresh fruit, vegetables and other staples. More information will be distributed to our families when the cooperative opens this fall.
- On June 20th, the Nutrition Coordinator participated in a round-table discussion on ways to increase physical activity in child care centers. The round-table facilitator proposed that physical education instructors need to work for Child Care Councils to provide training to day care & Head Start staff.
- Nutrition Program Specialist created a HS/EHS worksite wellness site on Google Sites. This site will be shared with all staff in August; it will provide update information in areas of nutrition, health, physical activity and mental health. There will also be walking routes available for staff to use to increase physical activity in the workplace.
- Created the cultural try-me's for July and August: North America: southwest states and Southern Europe.
- Conducted Nutrition Education on a home visit on July 8th. Taught English as second language (ESL) family how to make a healthy breakfast, including eggs.
- Met with and EHS Infant room teacher to plan a music and movement presentation for EHS staff pre-service training on Monday, August 12th.
- Received a grant from Share our Strength: Cooking Matters Shopping Tours. With this grant, we will be able to train Family Workers and Home Based Visitors how to show families the best way to shop to save money while buying healthy food. The grant must be fulfilled by Nov. 29, 2013.
- Nutrition Program Specialist and Nutrition Coordinator met with Andrew Katzer (Purchasing and Supply Chain Specialist at the Food Bank of CNY) to learn about the programs and services they offer and to discuss the Food Bank's guidelines for selecting and purchasing food.

### **Family and Community Services**

- June and July enrollment for Head Start and Early Head Start was 100%. For July only HS Daycare Collaborations are running due to sequestration we are not doing HS at Merrick and OCC for the summer.
- June attendance was 80.55% for HS and 85.58% for EHS. Attendance for HS was affected by the closing of Dunbar and moving that classroom to Merrick. Overall classroom attendance was 62%. Transportation and illness were cited as major reasons for overall attendance issues in HS also due to program ending in June overall attendance drops off. July attendance was 77.74% for HS and 79.87% for EHS. July's attendance was affected by illness, contractual agreements and being down one EHS family worker.
- The data team reports 155 / 102 applications and 61/ 36 referrals during June and July respectively.
- Policy Council Luncheon was held on 6/5 at Empire Buffet. Eight PC members attended with 2 board members, our Executive Director, HS/EHS Director with Program Managers and 3 staff.
- All Kindergarten Transition packets are in except from Atonement and Cab Horse which will be completed in the next few days
- Final registration paperwork has been finalized and sent for review
- Intake workers are working on filling the last few openings we have for enrollment and we will begin the program year with full enrollment.
- **Congratulations to Cicero, Westside EHS HB, HS HB, Jamesville EHS, Jordon, and LaFayette for meeting their in-kind goals for May!**
- **Congratulations to Baldwinsville, EHS, County West Home Base, EHS Southside Home Base, EHS Westside Home Base, Head Start Home Base, Jordan and Rockwell for meeting June in-kind goals**

### **Program Development Management**

- Head Start classrooms ended in June on the 5<sup>th</sup>. UPK sessions ended on the 20<sup>th</sup>.
- On June 20<sup>th</sup> and 21<sup>st</sup>, Cicero site was packed and moved all materials either to St. Daniels or St. Brigid's. Cicero Site Supervisor last day to work was June 28<sup>th</sup>.
- Program Operations Manger met with Facilities Manager and team on June 5<sup>th</sup> to discuss the summer projects to be done before opening in September. The higher priority ones include; the additional room at St. Daniels for the

Cicero team, the bathroom in the new room at Merrick which is the Dunbar classroom, painting at LaFayette, and the mover from Cicero.

- Safety contest was held at sites. The children created posters and they were displayed at the main office. We had two winners. One classroom at Cicero and one at St. Brigid's. The winning classrooms had their picture taken and placed in the newsletter and on the web site. Children were given goody bags with supplies to use over the summer.
- Two interns from SCR (Syracuse Research Corporation) began in June. One at UUMC and one at Sumner. Both will work in EHS classrooms. They will work until August 9<sup>th</sup>.
- In July there were three site supervisors working at Sumner, Merrick and UUMC. A total of 8 classrooms were in session for those 3 center based sites.
- OCFS visits: June 14<sup>th</sup> – UUMC – Unscheduled follow-up visit. No violations / July 23<sup>rd</sup> – Sumner – Unscheduled follow-up visit. No violations.
- Self-Transports
  - Sumner – 6/3
  - LaFayette – 6/11, 6/14, 6/20
  - UUMC – 6/25, 6/26, 6/27
- | <u>Children Transported</u> | <u>HS</u> | <u>EHS</u> |
|-----------------------------|-----------|------------|
| • 6/3 – 6/7                 | 423       | 26         |
| • 6/10 – 6/14               | 82        | 25         |
| • 6/17 – 6/21               | 82        | 26         |
| • 6/24 – 6/28               | 0         | 26         |
| • 7/1 – 7/5                 | 0         | 26         |
| • 7/8 – 7/12                | 0         | 26         |
| • 7/15 – 7/19               | 0         | 26         |
| • 7/22 – 7/26               | 0         | 26         |
| • 7/29 – 8/2                | 0         | 25         |
- 2013 Self-Assessment: approved by PC on June 5<sup>th</sup>, submitted to Board Planning Committee but June meeting cancelled, so not approved.
- 2013 – 2016 Strategic Plan: Approved by PC, submitted to Board Planning committee for June meeting for approval but meeting cancelled, so not approved.
- 2011 – 2012 Annual Report: Currently under revision.

## Trainings and Staff Development

- New staff orientation: Asst. MHC and Parent Involvement/ Transition Coordinator facilitated Day one Orientation training to two new EHS staff members. MHC & Asst. MHC presented an overview of the MH component to 3 new staff members, in addition to Disabilities Services in the absence of the DSC for Orientation Training, Day 3.
- Asst MHC completed remaining hour of supervision for child-centered play therapy certification; paperwork for certification has been sent in to NIRE.
- Asst MHC viewed 2 EHS NRC webinars: “Prenatal Brain Development: Nurturing Babies in a Healthy Environment” and “Adverse Childhood Experiences: Early Experiences Do Matter!”
- New teacher at Atonement received new staff orientation and training on TSG; creating parent teacher conferences; and the use of DECA, Second Step, and Conscious Discipline were covered.
- On June 3<sup>rd</sup>, the Nutrition Program Specialist viewed a webcast on the ECLKC website titled: *Prenatal Brain Development: Nurturing Babies in a Healthy Environment*. This webcast covered the foundational growth and development of the prenatal brain, the value of early intervention, and insight into the many factors that impact long term health and learning.

- On June 6th, the I.T. Director trained the Nutrition Coordinator and Nutrition Program Specialist on how to use *Google Sites*. This training will benefit our Worksite Wellness initiative, distributing information efficiently.
- On June 7th, the Nutrition Program Specialist completed the First Aid/CPR/AED Instructor re-certification exam. This certification expires in June 2015.
- On June 4th and 11th, two Nutrition Aides (Merrick, UUMC) participated in the ServSafe course at Sysco. This food safety course includes information about personal hygiene; controlling time and temperature of food; preventing cross-contamination; cleaning and sanitizing.
- On June 26th, the Nutrition Coordinator and Nutrition Program Specialist participated in Module #4: Food Allergy Management Toolkit, presented by the Academy of Nutrition and Dietetics. These modules provide the latest information and research on food allergies and how to work with those that are afflicted with them.
- On June 11th, trained Nutrition Aide at Manos on temping and reheating food.
- MHC attended local TRM (Trauma Resilience Model) level II training.
- Communicated with Conscious Discipline organization to obtain training, coordinating dates with particular trainers and to communicate specific topics.

