



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

General Information

- Very successful and informative trainings took place for staff during the end of August and beginning of September. Some of the topics were: Visual Strategies, and Nutrition in the Classroom, Yogapalozza, Active Play, IMIL, Process Art, Classroom Immersion, CACFP.
- Program Information Report (PIR) has been completed and submitted.

Early Childhood Development

Education

- Attended ERSEA meeting to explain enrollment at sites.
- Classroom Immersion: Strengthening Instructional Support planning with CD team
- CD working with Merrick EHS staff for transition to new year
- Debriefing Home Visitors about last year and planning for this year

Health

- New day care regulations presented to staff.
- Preparing for nursing students from Lemoyne College and Crouse Hospital

Mental Health

- Presented an overview of MH area to Sumner parents at orientation, including conscious discipline and use of peace places.
- Met with wellness committee regarding wellness fair.
- Met with family workers and discussed ways in which Conscious Discipline can be utilized in the home with parents and how it can be presented. Discussed our roles as mental health coordinators and ways in which we can be a support to our families as well as to them as FW's.
- Met with all staff regarding DECA and ways in which it should be utilized in the classroom as well as with parents in the home.
- Spoke with site supervisors regarding Conscious Development and tools that will be presented and mandated in every classroom.
- Participated in an enrollment/transition meeting at Sumner with coordinators and how this process is incorporated into our program as well as our role as coordinators.
- Participated in the monthly Trauma Resilience conference call where participants shared updates from across the nation and the world.
- Attended a presentation/training on CRM (Community Resiliency Model) and discussed this tool and ways in which it can be helpful in our line of work.
- 2 alerts to MH this month

Disabilities

- The Disabilities Coordinator worked closely with intake workers and site supervisors checking on children who would be entering the program with disabilities this fall. In addition, she has been in contact with various CPSE chairpersons ensuring that children will be appropriately placed.
- Sent out the annual LEA agreements by the superintendents in Onondaga County. To date, 16 have already been returned with signatures.
- We currently have 81 children in HS entering as a preschooler with a disability and 14 who are in the referral process and 16 children in EHS who have a designated disability and 0 children who are referred to early intervention. These numbers are approximate numbers at this point, since we will not know until the first day

of school who actually shows up for school. Also, EHS numbers will shift, because many of those children will be dropped in the fall and moving on to be HS children in the fall.

Nutrition

- Nutrition Coordinator reviewed and discussed program goals.
- Developed training goals to address HS Performance Standards.
- Assessed staff needs and ordered necessary equipment for sites.
- Nutrition Program Specialist assessed sites for supplies and ordered as needed for the start of classes.
- Updated the Special Diets in Google Docs.
- Completed the *Cooking Matters* Shopping Market Tours.
- Covered for two weeks for staff at Merrick Kitchen.

Program Operations

- Site Supervisors returned from lay off on 8/3. Childhood Development training was held on 8/12 and they also attended an all-day training at The Craftsman Inn on 8/13. They each received updates from health, mental health, and nutrition. Human Resources did a presentation on FMLA, employee time off and the process for recruiting and hiring substitutes for the classrooms. The afternoon was management training presented by the Associate Director.
- Classroom rosters were set up and Family Workers visited families to complete the final registration documents. Families were all scheduled for a time to come to sites and receive orientation, parent handbook and the required bus training.
- EHS session ended on 8/19.
- On 8/31 the attendance teams from each site came together at a meeting and were given the guidelines for tracking attendance throughout the upcoming year. Each team has a Site Supervisor and either a Family Worker, nurse or Teacher. They will be responsible to turn in attendance reports on a monthly basis to the Associate Director who will report back to Exec team.
- There were no OCFS visits this month. The licensors are being reassigned and Head Strat will be assigned a new licensor.
- No transportation to report for this month.
- Many vacancies are being interviewed for and approved at PC. Hopefully by the time children begin there will be almost full staff in classrooms.

Family and Community Services

- August enrollment for this program year. School ended on August 20, 2015 we did not fill vacant slots due to this. EHS was at 207 in a seat and HS was at 91.
- August attendance was quite low HS was at 71.3 % and EHS was at 80 %. The main reasons were contractual agreement, illness, and transportation issues.
- All materials for final registration were received and distributed
- Data team received 33 referrals and 178 applications

Trainings and Staff Development

- CPR/FA training completed for bus drivers, site supervisors, education staff and nurses.
- 8/7 training in PROMIS for MANOS workers
- Met with FW on 8/4 to set expectations and met with SS on 9/19 to talk about F&C goals and expectations
- MHC trained new home-based visitors on use of DECA
- MHC assisted with CRM (Community Resiliency Model) training for home-base visitors, new family workers, and nurses.