



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

General Information

- Began new collaboration with MANOS enrolling 22 children at their site.
- Many staff assisted in the organization of and participated in the wellness fair.
- Head Start staff is presently preparing for our Federal Review on Environmental Health and Safety which is scheduled to take place the week of December 7. Two reviewers will be in Onondaga County to review each HS/EHS classroom and site.

Early Childhood Development

Education

- Updated Teaching Strategies GOLD for classroom staff by archiving children who have left the program and transferring children and staff to their new classrooms.
- Attended the School Readiness Advisory Committee meeting. One staff member from each center reported out their attendance for the month of September and reflected on how they were assisting families with attendance.
- Child Development team revised the home visit forms for EHS to reflect continuity of care.
- Conducting CLASS observations on preschool and toddler rooms at sites.
- Participated in a meeting with Martha from UPK. Staff had a question about how far to do the Peabody Vocabulary Assessment on children. She said to make sure test is correctly administered and check that the children know the words in the natural environment. Some children seem to have high vocabulary. Martha spoke about the Math and Literacy profiles-they are ongoing and we will discuss them at our next meeting. Martha asked classroom staff to take a look at their classrooms to make sure they were "functional." Change them around if need be. Martha reminded staff about in-service training that is coming up on November 4th.

Health

- Dental program in collaboration with The Syracuse Community Health center to start 11/16 at Sumner Head Start. They will also visit Merrick and St Brigid's in November. The dentist will provide dental exams. This is a performance standard requirement. This option supports parents to meet the goal of obtaining dental care.
- Lemoyne nursing student project was to organize education material for pregnant mothers, by correlating information with the performance standards.
- Attended Home-Base socialization to assist visitors with health screenings.
- In the process of submitting lead list to the Health Department. Once complete will establish a schedule for on-site lead testing. Lead screenings are a Performance standard requirement.

Mental Health

- Participated in the monthly Trauma Resilience conference call where participants shared updates from across the nation and the world.
- 18 alerts and 3 RICs to MH this month

Disabilities

- The Disabilities Coordinator spent time responding to alerts and doing observations in the classroom and providing feedback to staff. In addition, she has spent time referring numerous children to Early Intervention (EI) and the Committee on Preschool Special Education (CPSE) system for evaluations.
- Attended the monthly socialization for Children's Consortium which was then followed up by two home visits the following week with families to discuss their children's special needs. It is always important to engage the parents in the process and ensure that they understand the EI/CPSE process for their children.

- Attended the School Readiness meeting at the main office. It was there that attendance was addressed again with various direct service staff present. Attendance is always important, but especially for those children who receive their special education services at our sites. When they are not at school, services often do not occur.
- The ladies from the Autism/Visual Strategies training continue to meet individually with direct service staff teams in assisting them in any way they can with providing more visuals and social stories for our classrooms.
- Requested IEP's from the various school districts and obtaining them so she can forward on to the sites for staff to place in their files and also so that can be used to individualize for children in the classrooms.
- We currently have 82 children in HS entering as a preschooler with a disability and 55 who are in the referral process and 16 children in EHS who have a designated disability and 4 children who were referred to early intervention. Two of the four children we did learn did not qualify for services.

Nutrition

- Our student nutrition intern Stacia Southcott, provided nutrition education activities pertaining to pumpkins and apples in EHS/HS classrooms throughout the month of October. Children prepared pumpkin pie in a cup, pumpkin smoothies and applesauce.
- Nutrition Coordinator assessed and ordered equipment for kitchen staff to perform tasks adequately and safely.
- Monitored sites, discussed staff shortage concerns with site supervisors and addressed issues regarding individual children with special nutrition needs or challenges.
- Invited Cooperative Extension and family workers to meet and plan nutrition education activities for families that will start in January, 2016.
- Nutrition Program Specialist filled in for Nutrition Aide position at Liverpool Head Start for the majority of the month. This position has been vacant since the end of August.
- Met with Anita Bono from Cornell Cooperative Extension to discuss nutrition education opportunities that are available to HS/EHS families. This includes a six week cooking class where participants will learn to prepare meals using ingredients and techniques they may not be familiar with.
- Currently 159 children require special diets. Many of these children have multiple allergies, intolerances and/or cultural preferences. We are working with our production kitchens to offer more alternatives in the menu for children who have special dietary needs.

Program Operations

- October was the first time we combined the child development and F&C meeting for all Site Supervisors. This is the plan for the rest of this program year. ERSEA Coordinator attended and talked about attendance and enrollment issues. Also discussed was in-kind at sites and the need to make sure we captivate all parent volunteer hours. Shared at CD was the Early Learning Outcomes Framework and updates regarding Quality Stars. Reminder about the 45 day deadline given to all supervisors to share with all classroom staff.
- Program Operations had their monthly meeting on 10/29. The office manager from maintenance attended and discussed site ordering and inspections. She explained the process for updating inspections needed such as fire extinguishers, boiler, building, etc. She also handed out a sheet that describes maintenance role and responsibilities as far as buildings are concerned. Transportation Manager also attended to talk about transportation boundaries within each site. She showed a map of Onondaga county and will be creating one of these for each site. The future plan for next year is to have each map color coded and labelled with geographical boundaries as well as transportation boundaries within that area for each site. There is a meeting in November with ERSEA Coordinator, Associate Director and Transportation Manager to clear up some inconsistencies in the bussing routes, and to begin to set some of these clear boundaries. Payroll Specialist attended to discuss time sheets and share some of the more common errors made by many staff.
- Associate Director shared information regarding local state licensing regulations, and a discussion about the upcoming Health and Safety review. All sites were given a copy of the protocol and asked to talk about it at their monthly November building meetings.
- OCFS Visits:
 - James Street 10/2/15 – Annual Fire & Safety review – no violations

- Lafayette 10/22/15 – scheduled license renewal – no violations
- Liverpool 10/16/15, 10/19/15 – inspect new large motor space
- Sumner 10/22/15 – review of a self-report – no violations found
- Vacancies:
 - Liverpool – class aide, nutrition aide, Teacher, Teacher Assistant
 - Merrick – EHS Teacher, Custodian
 - St. Brigid’s – Teacher Assistant, Administrative Assistant
 - Sumner – 2 Class Aides
- Transportation: HS Children transported
 - 10/5 – 10/9 320
 - 10/12-10/16 317
 - 10/19-10/23 316
 - 10/26-10/30 314
 - Self-Transport Days – (driver absent, no coverage)
 - Baldwinsville – 10/5/15 – PM run only
 - Liverpool - 10/22/15, 10/29/15
 - Sumner – 10/13/15 – AM run only

Family and Community Services

- October enrollment for HS and EHS was 100%. We really have had some issues with open caseloads in home based and not bringing in children in a timely manner at Liverpool. One reason is the program still has open positions waiting for staff to start
- October attendance for HS was 86.2 % and EHS 89%. Transportation is a big issues for us this year and it is starting to show in our enrollment and attendance
- Baldwinsville and LaFayette family workers will be helping home based with families on the open caseloads as a temporary situation
- We have seen an improvement on service input into PROMIS by family workers
- F&C Coordinators are monitoring files for family assessment, home visits, services, and attendance and case notes. They are reporting back to site supervisors
- The Data Team received 65 referrals and 100 applications
- We are offering ESL classes every Tuesday at Sumner. We currently have 8 enrolled parents and 3 volunteer teachers
- All waitlist families in HS/EHS have received notification of their status
- The F&C Manager and ERSEA Coordinator presented at the VA. State HS Health and Family Services Conference on Enrolling Refugee Families and Providing Services
- 10/27 Parent Officer Training done -18 parents attended
- We are behind on in-kind and a wavier will be considered.

Trainings and Staff Development

- Community Resiliency Model (CRM) consultation meetings; one with HB visitors and one with FWs and nurses trained.
- Mental Health Coordinator (MHC) met with the intake workers to discuss Mental Health’s role within the program and ways in which Mental Health can be a support to staff and the families they service. Introduced them to Cons Disc and DECA strategies. This was very well received and they requested more information. They also are interested in creating a Peace Place in their intake office as a way to introduce it to families upon intake and also as a place for children to explore.
- MHC watched a Touchpoints webinar with J. Kevin Nugent, PhD, Director of the Brazelton Institute in the Division of Developmental Medicine at Boston Children’s Hospital. He discussed how the earliest months of life are a critical intervention point across the lifespan.
- Trained MANOS and Sumner staff on e-deca
- Medicating waiver class on 10/30/15

- CPR/FA class on 10/23/15
- Ed Coordinator held a Planning meeting with Home Based staff
- Teaching Strategies Training with new home visitors for checkpoints
- Teaching Strategies Training on viewing Fall checkpoints with Merrick EHS
- NCQTL training with Merrick EHS
- Overview of teaching strategies gold with new collaboration staff at MANOS
- 10/6 Family workers received training on Family Assessment and IFPA's
- 10/9 PROMIS review for home-based visitors and set all tablets for use of PROMIS mobile application. Also family assessment and IFPA's were covered as to how to put it in PROMIS and F&C Manager covered what to put in
- 10/28 new Home-Based visitor was trained on PROMIS
- 10/20 F&C staff (10) attended the Stand Against Child Abuse Conference locally through the McMahon/Ryan Child Advocacy Center
- 10/30 PROMIS training for 13 Merrick classroom staff
- FW meeting 10/15 covered Comprehensive Services protocol
- Abbreviated training reviews, on family style dining and other nutrition related performance standards, were provided at sites in anticipation of the Federal Review.