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# ANNUAL REPORT

May 2017

2015-2016 Year End Report

## WHAT IS HEAD START?

Head Start is a federally funded, comprehensive interdisciplinary, Early Childhood Development Program for eligible children and their family members.

### ENROLLMENT

Total Funded Enrollment:

**1020 Preschoolers**  
 100% full enrollment  
 Period 11/1/15-10/31/16 & 1/1/2015 to 07/31/2016

476 waitlisted on first day  
 100% eligible applicants enrolled in program for full enrollment

**60 Infants & Toddlers**  
**20 Pregnant Mothers**  
 100% full enrollment

5 waitlisted on first day  
 100% eligible applicants enrolled in program

**EHS-CCP funded 128 infants and toddlers full enrollment at all sites.**  
 16 El Campito Full enrollment  
 72 Jimtown  
 40 Lafayette

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## WHO WE ARE

The Elkhart and St. Joseph Counties Head Start Consortium has completed its 13th year of operation. The consortium comprises of eleven school corporations within the two county areas as designated by the grant award that formulate a collaboration for the purpose of providing quality services to children and families. Superintendents, who are part of the decision making governing board, bring an impressive amount of expertise and resources from each corporation that will continue to support the needs of Head Start children and families from the community to

the corridors of the school. This is truly a powerful initiative as the goals are structured and intentional to deliver high quality services and to ensure the heart of Head Start is a part of a positive experience for children who will be entering school.

The Consortium Board has a commitment to ensure that Head Start remains successful and has provided full support of their commitment through time, energy, expertise, and resources that will offer the best in quality services through partnerships and collaboration within their own corporations and departments. This has

been proven through the mission statement and goals that continue to be revisited to maintain the integrity of the Consortium. Subsequently, the program continues to demonstrate a seamless system of education that will provide children and families an early opportunity to become familiar with a system which will impact their lifelong love for learning and growth.



## OUR MISSION

Our mission is to create a seamless system of education and child development for underserved infants and toddlers through pre-school children by providing a nurturing learning environment to ready them for kindergarten. We recognize the comprehensive approach to

the child's development is essential. Therefore, in addition to the interdisciplinary educational component, the program has a comprehensive health component with strong family and community support.

We believe that we must strengthen and em-

power our children and families to overcome these obstacles and create a solid, secure foundation upon which to build.

## HEAD START GOALS

- A journey of life-long learning can begin in a child who begins at a school based Head Start program.
- Create a holistic approach by supporting the need of implementing health and social services as part of the educational process.
- Create a secure, solid foundation using available community systems of coordinated care.
- Allows children and families to develop rich relationships with teachers, staff and to be proactive in approaching educational development.
- Allow opportunity for children

and families to assimilate into the culture of school by establishing relationships through the transition process from Early Head Start and/or Head Start to Kindergarten.



## KINDERGARTEN READINESS PROGRAM

Head Start provided a link to each school corporation by being actively involved in the preparation for kindergarten. Our staff assists in kindergarten enrollment at each of our sites, with 584 of our Head Start graduates enrolling in kindergarten in a consortium school system. Another 45% returned to Head Start another year and a small percentage left our districts.

- Kindergarten Transition Packets given to schools and parents containing Medical (physical, dental, immunizations, birth certificate) and Education information (Transition Summary, COR Summary, Letter ID checklist).
- Kindergarten Visits each classroom, provides a documented visit to a kindergarten classroom in their elementary school building for their Head Start children.
- Many children are registered at their schools for kindergarten during the last Head Start parent site meeting.
- Letters were sent to the parents with the dates and times of kindergarten registration for the school at which their child would be attending kindergarten.
- Throughout the year at home visits and conferences, teachers informed parents of kindergarten skills that could be worked on at home to better prepare their children for kindergarten.
- Home work activities were sent home weekly to engage parents in kindergarten skill development with their children. (Literacy bags, writing activities, Math activities, etc.)
- Site meetings in March and April were dedicated to kindergarten transitions. Principals, school nurses, and kindergarten teachers were the presenters for these meetings.
- Parents received kindergarten transition kits from Head Start with materials and instructions for parents to continue kindergarten preparedness at home over the summer.
- Parents received information from Head Start.
- Monthly newsletters to the parents contained information about kindergarten registrations and school activities.
- Kindergarten Transition Activity-each classroom had field days or programs celebrating the accomplishment of completing the Head Start program and the placement of the children next year into the kindergarten program. Attendance by the parents was nearly 90% at most sites.
- Transition Meetings, in preparation for Kindergarten, the Head Start sites provided parents a transition kit to use over the summer as a calendar of activities that will help their children retain skills during the summer. These meetings were well attended at many of the sites as parents are interested in their child's preparation and expectations for kindergarten. The kits were prepared by staff and grantee staff as training was conducted by consultants so parents can effectively implement the kit at home.

**Transition Celebrations** were held at each site to bring the Head Start school year to closure. Many children will transition into kindergarten and parents were excited about the day to see their child engaged in activities through songs and stories. About 98% of the parents attended this event.

**Additional Grant Awards:** The Consortium received an award for \$1,095,000 to provide services for Lafayette, Jimtown, and El Campito Child Care under the EHS-CC grant. All sites became operational and fully enrolled. The goal for the EHS-CCP is to provide quality child care for working parents or parents attending school/training that cannot pay for childcare services. The program offers the same opportunities as those available and mandated according to the Office of Head Start.



FUNDING SOURCES :

FUNDING SOURCE	FUNDED AMOUNT	FUNDING PERIOD
Federal Head Start Grant	\$ 5,847,299	11/01/15–10/31/16
Non-Federal Share Head Start	\$ 1,461,825	11/01/15–10/31/16
Federal Early Head Start Grant	\$ 1,112,616	11/01/15–10/31/16
Non-Federal Share Early Head Start	\$ 278,154	11/01/15–10/31/16
Federal Early Head Start CCP Grant	\$ 3,988,008	08/01/15–07/31/16
Non-Federal Share Early Head Start CCP Grant	\$ 88,102	08/01/15–07/31/16

ANNUAL BUDGET AND EXPENDITURES

HEAD START		EARLY HEAD START		EHS CHILD CARE PROGRAM	
Category	Expenditure	Category	Expenditure	Category	Expenditure
Personnel Wages	\$ 2,947,067	Personnel Wages	\$ 662,826	Personnel Wages	\$ 1,336,508
Transportation	\$ 861,424	Fringe Benefits	\$ 196,591	Alterations/Renovations	\$ 644,310
Fringe Benefits	\$ 975,948	Transportation	\$ 21,868	Fringe Benefits	\$ 232,776
Travel	\$ 126,358	Travel	\$ 15,332	Travel	\$ 93,646
Supplies	\$ 254,247	Supplies	\$ 42,194	Supplies	\$ 723,673
Equipment	\$ 0	Contractual	\$ 25,981	Equipment	\$ 126,561
Training/Technical Assts.	\$ 125,133	Training/Technical Assts.	\$ 39,424	Training/Technical Assts.	\$ 384,980
Parent Activity Fund	\$ 1,896	Parent Activity Fund	\$ 1,068	Parent Activity Fund	\$ 1,684
Other Contracts/consultants	\$ 420,456	Consultants	\$ 22,836	Other Contracts/consultants	\$ 337,996
Publications	\$ 31,029	Other Contracts	\$ 66,368	Publications	\$ 16,161
Facilities	\$ 103,556	Publications	\$ 4,594	Facilities	\$ 13,629
Rounding difference	\$ 1	Facilities/Insurance	\$ 13,234	Rounding difference	\$ 0
Balance remaining	\$ 184	Rounding difference	\$ -1	Balance remaining	\$ 76,053
Federal Share	\$ 5,847,299	Balance remaining	\$ 301	Federal Share	\$ 3,988,008
Volunteers	\$ 822,571	Federal Share	\$ 1,112,616	Volunteers	\$ 65,404
Non-Federal Share	\$ 639,254	Volunteers	\$ 166,391	Non-Federal Share	\$ 7,867
<b>Head Start Total</b>	<b>\$ 7,309,124</b>	Non-Federal Share	\$ 85,107	Shortage to Non-Federal share	\$ 26,656
		Shortage to Non-Federal share	\$ 26,656	<b>Early Head Start Total</b>	<b>\$ 1,390,770</b>
		<b>Early Head Start Total</b>	<b>\$ 1,390,770</b>	Shortage on non-federal share	\$ 14,831
				<b>EHS CCP Total</b>	<b>\$ 4,076,110</b>

Additional Head Start non-federal share provided \$155,619

Additional Early Head Start non-federal share provided \$37,427

GRANTEE ACTIVITIES

The Consortium is funded for 1020 preschool-aged children, 60 infant and toddlers, and 20 pregnant teen moms. The newly opened EHS-CCP Program serving 128 infants and toddlers within the community for child care services. The goal is to prepare all children and families for public school. With the opportunity of being located within the school corporations allows for Head Start, Early Head Start,

and EHS-CC families to maximize their potential for successful outcomes. Early Head Start provides services for young teen moms who are enrolled within the School Corporations enabling them to obtain their diplomas. Early Head Start has provided support for 98% of the moms to receive their diplomas and based on our research, the moms are now enrolled in college, or working or married fathers of

their children and continue to work toward a relationship and establishing their homes. EHS-CCP program received funding to train and certify staff to provide educational services to the 128 infants and toddlers. All staff earned their appropriate credential prior to opening the centers. We are proud of the accomplishments noted by our parents and staff.

ENROLLMENT STATISTICS

Cumulative Enrollment

	Head Start	Health Services
Average Attendance	1238	Dental Exams
Early Head Start	81.82%	Medical Exams
Average Attendance	85	Immunizations
EHS-CCP	77.77%	Disabilities (IEP)
Average Attendance	132	
	76.84%	

HS	EHS	EHS-CCP	Ethnicity	HS	EHS	EHS-CCP
82%	98%	68%	Hispanic	30%	40%	31%
77%	55%	48%	Race			
72%	88%	80%	White	28%	36%	17%
13%	3%	8%				

HS/EHS Teacher Qualifications:

HS Teachers	31
Bachelor or higher	100%
Assistant Teachers	31
CDA or higher	100%
EHS Teachers	16
Bachelor or higher	25%
Associate	63%
CDA	13%
EHS-CCP Teachers	56
Bachelor or higher	9%
CDA or higher	66%

## PARENT INVOLVEMENT

### Open House:

Late August/each site hosted an open house event to acclimate the children and have parents view their child's classroom. We had a majority of the enrolled families attend the Parent Orientation events and the orientation was conducted in Spanish and English as needed.

### Site Meetings:

The first site meetings were held at each site in September. The focus was an introduction to the Governance procedures for parents and the relationship to the Policy Council and Board. Parents receive this training as a precursor to electing representatives from the Site level to the Policy Council level.

Additionally, each month a site meeting was conducted with some sites having excellent attendance. The topics for these meetings was selected by the parents and items mandated by the Office of Head Start and there were many opportunities to learn more about Head Start, resources that are available to the parents, especially information about kindergarten readiness.

### Policy Council:

November is an opportunity for the Policy Council members to vote in a new council based on the Site level elections. The Policy Council at this time is comprised 100% of parent representatives to include former parents

representing the community seats. We had a celebration for the dedicated services of the Policy Council by recognizing their work and welcoming the new Policy Council members. At this meeting new Policy Council members were trained, particularly in areas of holding an office for the council, membership responsibilities, and other items. During the October meeting, parents had a Site Meeting Level election to vote for representatives that will serve on the Policy Council.

The distribution of representatives is based on one parent for every 100 children enrolled within a school corporation site to serve on the Policy Council. This year the Policy Council needed to expand in size as the newly operational programs for EHS-CCP needed representation. We now have an additional 3 members to the Council to represent the Early Head Start Child-Care Partnership program.

Additionally, we have 4 active Community leaders serving on the Policy Council. A former Superintendent of Schools, President of the NAACP South Bend, a Grandparent whose grandchild was a Head Start child and a former Head Start parent.

### Family Summit:

November – December was an exciting event for parents and staff as the Grantee office coordinated its 11th Annual Family Summit. The Summit was presented in a workshop/conference format and held at Jimtown School in Elkhart, Lafayette School in South Bend, and Maple City Church in Goshen. The location was ideal and conveniently located for Head Start/ EHS/EHS-CCP parents to attend. Child care and translation services were available for all parents and those needing translation for Spanish.

The workshops focused on parenting skills, health and nutrition awareness, mental health and relationship building, fatherhood support, several kindergarten readiness activities and budgeting/finance seminars for parents.

Speakers brought expertise level of information to our parents to include our very own Dr. Phil, and story teller Pastor Greg and Dietician Anna.

Each parent that attended received a literacy bag filled with a new book, stuffed animal, and activities sponsored by Kohl's Department Store, and educational board games, along with other items to fill two conference bags. Throughout the day, prizes were given to parents that were either donated or purchased.

The event was highly attended by 700 parents and staff, and based on survey results from the parents, it was an excellent event with many positive comments and request to continue for future years to come.

### Fatherhood Initiatives:

In January, a Fatherhood Training was held in Elkhart and St. Joseph Counties. The St. Joseph County event was conducted at Lafayette School, and the Elkhart County was conducted at Jimtown School, the training was attended by 80 fathers.

The training comprised of various topics that concern fathers and their role in the lives of their

children. Dads were given conference bags, children's activities and a gift to take home to their significant other. Each father also received an incentive item for attending the workshops. The Dads completed a survey and based on the survey results were satisfied with the opportunity to participate in the conference.

In December, as a result of many teen dads attending the Fatherhood event, a half of day of training teen parents was held to support their relationships and how to build a strong connection for the future. This event was attended by 99% of the teen parents. After the training the parents were able to make gifts, and wrap them for their child for the holidays. Parents enjoyed making, wrapping gifts, but mostly enjoyed making memories.

### Healthy Relationships Banquet:

During the month of February three banquets were held to celebrate couples, we had 200 parents come for a night of entertainment, training for better communication, skill building through Healthy Relationships building. This was a night of fun for parents.

### Love and Logic Training for Parents:

As part of the Site Meetings this year, parents were provided an opportunity to participate in a Parenting Skills Training track that uses making right choices as a form of redirecting behaviors. Many parents took advantage of the training series and commented that results were evident as a result to implementing this technique in the home.

### Goshen Music College and Music Together:

Music Together is a wonderful program uniting parents, teachers, and children to learn about music and how it is within us to develop many skills through this form of expression. Music Together is a project developed through Princeton University and as a partner, the Consortium benefits from this research.

This project of joining together music and brain-based curriculum continued in Early Head Start. At the end of the a ten week session parents were brought together for an evening with their children and teachers to celebrate the music, culture, and learning by the families.

### Waitlisted Children Served:

During this reporting period Head Start had 650 children on the waitlist for both counties. In an effort to try and provide services for the children and families, the Board agreed to have a series of parenting and classroom exposure for the waitlisted families. Waitlisted parents were invited to some of the events held, and some took advantage of this opportunity.

Additionally, South Bend Schools contracted the Consortium's Head Start program to provide Prek services for 340 children who otherwise would have remained on the waitlist. As a result, these children received services mirroring what is offered through Head Start. Therefore, significantly reducing the number of children on the waitlist.

ELKHART AND  
ST. JOSEPH  
COUNTIES HEAD  
START CONSORTIUM



## Head Start

Visit our website for more program  
and eligibility information