

**Washington County NB & PW Club, Inc.,
“Head Start / Georgia Pre-K Program”**



National Association for the
Education of Young Children Accredited

State Licensed

Annual Report

June 1, 2010 – May 31, 2011

Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K"
Annual Report
2010-2011

The Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" Program's fiscal year is June 1 –May 31. The agency's audit has been completed by an independent auditor for fiscal year June 1, 2010 – May 31, 2011. The external auditor rendered an unqualified opinion of the financial statements. Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" receives most of its funding from the Department of Health and Human Services (DHHS). DHHS reviews the entire Head Start Program every three years to ensure proper administration of services to children and families. The last review was completed February 27, 2009. Washington County NB & PW Club, Inc. "Head Start" was in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements and a certificate was awarded for outstanding accomplishments. Bright from the Start (BFTS): Department of Early Care and Learning provides funding to our agency as well.

The Washington County NB & PW Club, Inc. Head Start Georgia Pre-K Program is very proud to inform the public that we operate five (5) sites located in four (4) counties, Wilkes County, Glascock County, Johnson County and two (2) sites in Washington County (Sandersville and Davisboro). All sites are accredited by the National Association for the Education of Young children (NAEYC) and Licensed by the Department of Early Care and Learning (DECAL), Bright from the Start.

Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" was awarded \$2,608,311 and expended \$2,607,734 from the Department of Health and Human Services, \$306,470 was awarded and expended from Bright from the Start: Department of Early Care and Learning-Child and Adult Care Food Program (CACFP), \$393,835 was awarded and expended from Bright from the Start: Department of Early Care and Learning-Georgia Pre-K; and \$652,078 in In-Kind (Volunteers) Contributions. The Department of Health and Human Services requires that the awarding agency receive twenty percent of its funded amount (\$2,608,311) in volunteer services, cash and/or donations (in-kind) from a non-federal source.

The following is the line item budget of each funding source for Washington County NB & PW Club, Inc. "Head Start/Georgia Pre-K" 2010-2011:

	HEAD START	BFTS: CACFP	BFTS: GA PRE-K
Training	\$36,275	\$0.00	\$0.00
Personnel	1,637,092	75,775	216,186
Fringe	394,636	18,425	56,567
Other	463,979	38,743	82,187
Contractual	9,100	12,494	900
Supplies	50,663	0.00	35,921
Travel	15,989	104	2,074
Food Purchases	0.00	160,929	0.00
Total	\$2,607,734	\$306,470	\$393,835

SERVICES OFFERED

The Washington County NB & PW Club Inc., Head Start/Georgia Pre-K Program is a unified team of dedicated professionals who serve and support young children and their families through:

- teamwork,
- public and private partnerships at local, state, national levels, and
- commitment to our shared vision

With families as our partners, we provide enriching experiences and comprehensive services to support the optimal learning of young children. We empower families to strengthen their foundation for resiliency, self-sufficiency, independence and success.

The program believes that all children from low-income families should have daily nutritious meals and many opportunities for social, emotional, and intellectual growth that can prepare them for success in school and in life. The Washington County NP& PW, Club, Inc. Head Start/Georgia Pre-k Program promotes lifelong learning by fostering individual growth, providing resources to upgrade the quality of the educational component of under-resourced child care centers and family day care homes. The agency accomplished a short term goal and partnered with Giggles Child Care & Learning Center by implementing a Blended Head Start/Georgia Pre-K Program in 2009.

The structure of the NB & PW Club, Inc., Head Start/Georgia Pre-k Program acknowledges individual differences and strives to provide opportunities for all children to reach their educational goals. It does not discriminate on the basis of race, color, national origin, sex, or disabilities. The organization receives federal and state funds to provide quality services to 388 children and their families in Glascock, Johnson, Wilkes and Washington counties. The actual number of eligible families that received services during the 2010-2011 program year was 418, which included participants that left the program throughout the school term but were replaced by eligible applicants on the waiting list. The total number of children served consisted of 250 three year olds and 168 four year olds. The monthly average enrollment for the program year was 388 with an average monthly attendance of at least 85%.

The department of Health & Human Services requires that at least 90% of families served come from low- income households, according to the Federal Poverty Guideline. During the 2010-2011 program year the agency served 359 low income families, 32 receiving public assistance, 2 from foster care, 0 homeless, and 25 over income families. The agency is allowed to enroll 10% that exceed the poverty guideline after eligible families have been given the opportunity to participate and meet the programs eligibility criteria. Total student demographic makeup was 2 Asians, 5 Bi-Racial, 66 Caucasians, and 345 Afro-Americans. There were a total of 392 families, which included 304 single parent homes compared to 88 two parent households.

The following is just a few services that the agency offers to children and families: 100% of enrolled children receive medical and dental screenings with treatment provided as deemed necessary as a result of their examinations. Children with diagnosed disabilities receive services through their local educational agency or through a private provider. The following workshops/trainings are provided for parents/guardians. Child Abuse, Volunteer, GED , Money Management, Income Tax, Child Growth and Development, Parents Rights & Responsibilities (Children with Disabilities) , Healthy Marriages , Job Skills, Transition, Dress for Success, Literacy, and Reading Is Fundamental. Some activities held during the 2010-2011 school term were; Scrapbooking, Grandparent Day, Muffins w/Mom, Thanksgiving Lunch, Christmas Decorations (Make-n –Take), Gingerbread House (Make-n-Take), and Field Day, Jump Start Read for the Record (male involvement), Trike-a-thon, (safety activity), and Reading is Fundamental book distributions and an end of the year Family Reading Celebration, Feast Around the World, a nutrition activity from the I am Moving I am Learning Curriculum celebrating meals and cultures from other countries.

Transportation services have been a valuable asset to Head Start families and ensuring those most in need have access to centers and available resources. The program has school buses and vans to accommodate the needs of participants.

An additional service sponsored by the Family & Community Partnerships Division is the Male Involvement Initiative, whereby Head Start fathers and other significant males in the home and/or in the lives of Head Start children are actively involved in a positive manner in the lives and education of young children. Some activities were: Male Spaghetti Supper, Doughnuts w/Dad, Reading w/Dad, Building Gingerbread Houses and Field Day. The agency is proud to announce that 140 males participated for the 2010-2011 school term.

The Head Start Program utilizes the "Creative Curriculum 4th Edition" as the foundation for teaching children. To enhance the Creative Curriculum 4th Edition for Preschool, supporting curricula's utilized by the program are the "Second Step Curriculum" and the "Consistency Management & Cooperative Discipline" (CMCD) Curriculum. These two curriculum "Second Step Curriculum" and "Consistency Management & Cooperative Discipline Curriculums", focuses on behavioral of children. These curriculums are designed to support teacher to help children manage impulse control as well as their social and emotional development.

The program provides children with developmentally appropriate activities that prepare them for kindergarten and teachers focuses on school readiness skills in a nurturing and supportive environment. To support each child's progress towards **school readiness**, Washington County NB & PW Club, Inc. Head Start/ Georgia Pre-K program implement classroom activities designed to ensure successful transition and continued learning in Kindergarten and beyond.

To ensure that Head Start children gain skills needed to succeed through 3rd grade, Congress has mandated that Head Start Programs adhere to the "**School Readiness Act**" and the "**Child Outcome Framework**". Head Start teachers assess our children twice a year using the assessment instrument, "**Work Sampler System**". The assessment tool is in alignment with our curriculum, "Creative Curriculum 5th Edition for Pre School" published by Teaching Strategies and "Work Sampler System is designed to gather data on each child's progress through each of the eleven (11) Domain. The (11) Domain areas of learning and development are:

- Physical Development and Health
- Social and Emotional Development
- Approaches to Learning
- Logic & Reasoning
- Language Development
- Literacy Knowledge & Skills
- Mathematics Knowledge & Skills
- Science Knowledge & Skills
- Creative Arts Expression
- Social Studies Knowledge & Skill
- English Language Development

Staff will also gather progress over twenty-seven (27) Domain Elements and numerous examples of specific indicators that relates to children individual skills, abilities, knowledge and behaviors. Data collected on children are shared with the child's parents during home visits, parent conferences and whenever the parent makes a request. Teachers schedule at a minimum, two (2) home visits and two (2) parent conferences during the year..

The Washington County NB & PW Club Inc., Head Start/Georgia Pre-K Program implemented the **CLASS** (Classroom Assessment Scoring System) to assess the quality and the interactions between children and teachers. This assessment system is used to observed classrooms in the following areas:

- Emotional Support how does the climate of a classroom appear, is it positive or negative, how teachers responds to a student’s concern and to what degree the teacher interact with students with placing emphasis on students interests, and points of view
- Classroom Organization includes a broad array of classroom processes related to the organization and management of students’ behavior, time and attention in the classroom. We look at behavior management as how effectively teachers monitor, prevent and redirect behavior; and productivity, how well the class runs with respect to routines and organize activities to maximum time spent in learning activities and how teachers facilitate activities and provide interesting materials and
- Instructional Learning Formats focuses on the ways in which teachers implement our curriculum’s to effectively support cognitive and language development. The focuses on instructional Learning Formats are Concept Development, how teachers uses instructional discussions and activities to promote thinking skills; Quality of Feedback, how teachers extend learning through student’s ideas, comments and work; and Language Modeling , how teachers facilitate and encourage student language.

The Program has in place certified CLASS (Classroom Assessment Scoring System) Assessors that received their certification through the Office of Head Start (OHS). Renewal are done annually.

Health Screenings on children were administered within the first 45 days of entrance into the program. Staff captured each child’s skills in motor, concept and language using the **Dial-3 Screening tool**. In addition to the screening in the area of motor, concepts and language development we also captured children hearing, and vision results from health care providers. Teachers developed Individual Education Plans (IEP) for each child using the information collected on the child. The local Board of Education developed Individual Education Plans for children with special needs once our teachers have gone through the RTI (Response to Intervention) process.

Percentage of children receiving health services 2010-2011 were as follows:

Medical Exams	100%
Dental Exams	100%
Disability Count*	10%
Nutritional Assessment	100%

*At least 10% of total number of enrollment opportunities is made available for children with disability.

To ensure children have a smooth transition from Head Start to the public school, transitional meetings are held with the local schools for children with special needs. All eligible children entering kindergarten visited classrooms at the public school to ease their transition from Head Start/Pre-k to Kindergarten.

Parents are given the opportunity to learn and participate in Program Governance. Through this process participants gain knowledge of how to become future leaders by serving on the agency’s Policy Council along with community representatives from each service area. The Council has a working relationship with the governing board in the process of shared decision making. The Policy Council has a total of nine members with a representation from each service area along with a community representative. The Council must consist of 51 % parent representation.

The Head Start Program has an established Health Advisory Committee of 40 members, which includes staff, parents, medical providers, professionals and other community volunteers. This committee is a team of dedicated individuals who partner with the agency to insure the physical and mental well being of students and to find ways to help families become interdependent. The program also has secured Memorandums of Agreements and letters

of support from Local Education Agencies, community organizations and other agencies. This ensures that the relationship among partners and families will endure after the initiators of the agreement are no longer involved.

The agency continues to seek resources that will enhance the quality of life for children and their families. The agency makes every effort to remove barriers and facilitate existing and future services to the families and children who so strongly deserve them.

Teachers Credentials

The Federal Department of Health and Human Services (DHHS) has mandated that all teachers have an associate degree in Early Childhood Education or related field by October 1, 2011, and by September 30, 2013, 50% of all teachers are mandated to have a bachelor's degree in Early Childhood Education or related field; as well as the Education Coordinator. The Executive Board of Directors has exceeded the requirements of this mandate by requiring all classroom teachers in our Head Start Program to possess a bachelor's degree in ECE or a related field by September 30, 2013. DHHS has also mandated that all teacher assistants have at least a Child Development Associate Credential (CDA); a state awarded diploma/certificate in Early Child Education; or enrolled in a child development associate credential program to be completed within 2 years from the date of hire.

The following table represents this agency's current teachers' credentials:

Credentials	Teachers (21)	Teacher Assistant (21)	Education Coordinator (1)
CDA/ECE DIPLOMA	2	17	
AA	12	2	1
BA	6		
MS	1		