

**Wayne County Action Program, Inc.**

**Head Start/Early Head Start**

# **Annual Report**

**2018-2019**

Approved by **Board of Directors**  
**August 6, 2020**

Approved by **Policy Council**  
**August 13, 2020**

## A Message from the Director

I am very grateful to the dedicated staff, parents, and volunteers for supporting their continued support and dedication to the Head Start/Early Head Start program. Each member of the program commits daily to engaging, educating, and supporting the children and the families we serve. We would not have the quality program we do without each of them and the services they provide to the overall community.

Our program has many services designed to promote early childhood development education, employment opportunities, family support, nutrition, health, mental health, and special services.

On behalf of the Wayne County Action Program, Inc. Board of Directors and the Head Start Policy Council, we are committed to the mission of the agency “Coordinating resources to inspire and empower people to achieve their full potential” through advocacy, education, resource mobilization and service delivery.

The promise of a better tomorrow is upon us as we look onward to a brighter future and continued commitment of providing quality care and services to the children and families that we serve.

We continue to seek out available grants and opportunities and community support to enhance and extend services to children and families.

This annual report is our opportunity to share with the community the many successes we have experienced over the past year. Visit our web page at [www.waynecap.org](http://www.waynecap.org) and feel free to contact me at (315) 333-4155.

Regards,

Stacey DeGroff, Head Start/Early Head Start Director

## Who We Are

**Wayne County Action Program, Inc. – Head Start is a federally funded preschool program that provides comprehensive services to children and their families. We provide education, health, nutrition, disabilities, and mental health services. Family Service staff works in partnership with families to connect them to services and their community. Head Start provides children with activities that help them grow mentally, socially, emotionally, and physically. We welcome parent engagement in all Head Start functions throughout the year.**

## Philosophy

**It is the mission of Wayne County Action Program, Inc. to coordinate resources to inspire and empower people to achieve their full potential. As a subsidiary, we believe it is important to provide a comprehensive program to children and their families. Parents are the child's primary educator, their participation and involvement are highly encouraged, and we support them in this role. We develop and facilitate partnerships with parents, the community, and school districts in all service areas of the program.**

**In Head Start we recognize that many factors contribute to a child's growth and development. Our goals are to provide:**

- **A physical foundation where children's health, nutrition, and medical needs are met, a safe and healthy environment is provided, and activities include the development and coordination of large and small muscles.**
- **A cognitive foundation with research-based developmentally appropriate curriculum where children develop a love of learning and where opportunities are provided to develop each child's individual abilities, needs, creativity and interests.**
- **A social and emotional foundation for children to develop a positive sense of self, to feel valued, and to develop social skills and problem-solving techniques.**

**The Head Start/Early Head Start program in Wayne County has six centers throughout Wayne County. The information below shows center locations, program options, and the number of children served in each center.**

**Head Start Administrative Office**  
**30 Church Street**  
**Lyons, New York 14489**  
**(315) 333-4155**

|  |  |
|--|--|
| <p> <u><b>Sodus Center Location I</b></u><br/> <b>7192 Ridge Road East</b><br/> <b>Sodus, New York 14551</b><br/> <b>(315) 483-6789</b> </p> <p> <u><b>Sodus Center Location II</b></u><br/> <b>6264 Rt. 88</b><br/> <b>Sodus, New York 14551</b><br/> <b>(315) 483-5282</b> </p> <p> <b>33 – HS Center Children</b><br/> <b>8 – EHS Center Children</b><br/> <b>20 - EHS Home Base</b> </p> | <p> <u><b>Newark Center</b></u><br/> <b>301 Stuart Ave.</b><br/> <b>Newark, New York 14513</b><br/> <b>(315) 331-8172</b> </p> <p> <b>29 – HS Center Split Session</b><br/> <b>18 – HS/UPK Children</b><br/> <b>17- HS Extended Day</b><br/> <b>17 - Head Start</b><br/> <b>16 – EHS Extended Day</b><br/> <b>16 – EHS Center Children</b><br/> <b>20 – EHS Home Base</b> </p> |
| <p> <u><b>Palmyra Center</b></u><br/> <b>120 East Main Street</b><br/> <b>Palmyra, New York 14522</b><br/> <b>(315) 597-0279</b> </p> <p> <b>18 – HS Children</b><br/> <b>10 – EHS Home Base</b> </p>  | <p> <u><b>Clyde Center</b></u><br/> <b>214 East DeZeng Street</b><br/> <b>Clyde, New York 14433</b><br/> <b>(315) 923-4782</b> </p> <p> <b>35 – HS Center Children</b><br/> <b>10 – EHS Home Base</b> </p>   |
| <p> <u><b>Huron Center</b></u><br/> <b>11359 Ridge Road</b><br/> <b>Wolcott, New York 14590</b><br/> <b>(315) 594-6122</b> </p> <p> <b>35 – HS Center Children</b><br/> <b>20 – EHS Home Base</b> </p>   |  |
| <p> <u><b>Lyons Center</b></u><br/> <b>6 Clyde Road</b><br/> <b>Lyons, New York 14489</b><br/> <b>(315) 946-5388</b> </p> <p> <u><b>Lyons Center Location II</b></u><br/> <b>98 Williams Street</b><br/> <b>Lyons, New York 14489</b><br/> <b>(315)946-2200</b> </p> <p> <b>35 – HS Children</b><br/> <b>8 – EHS Center Children</b><br/> <b>10 – EHS Home Base</b> </p>                     |  |

## Policy Council

Policy Council is a formal structure of shared governance which Head Start parents participate in policy making and other decisions about the program. The Policy Council is comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51% of the Policy Council members must be current Head Start parents.

### 2019 Policy Council Parent Members

**Christian Johnson** - Council Representative on WCAP Board

**Lisa Graf** - Chairperson

**Vacant** – Secretary

**Christian Johnson** – Co-Chairperson

### Parent Representatives on Policy Council:

**Sarah Greene**

**Jeanette Kent**

### Community Members

**Lisa Graf** – Chairperson/ Wayne County Department of Social Services

**Traci Carr** – CASH, Inc.



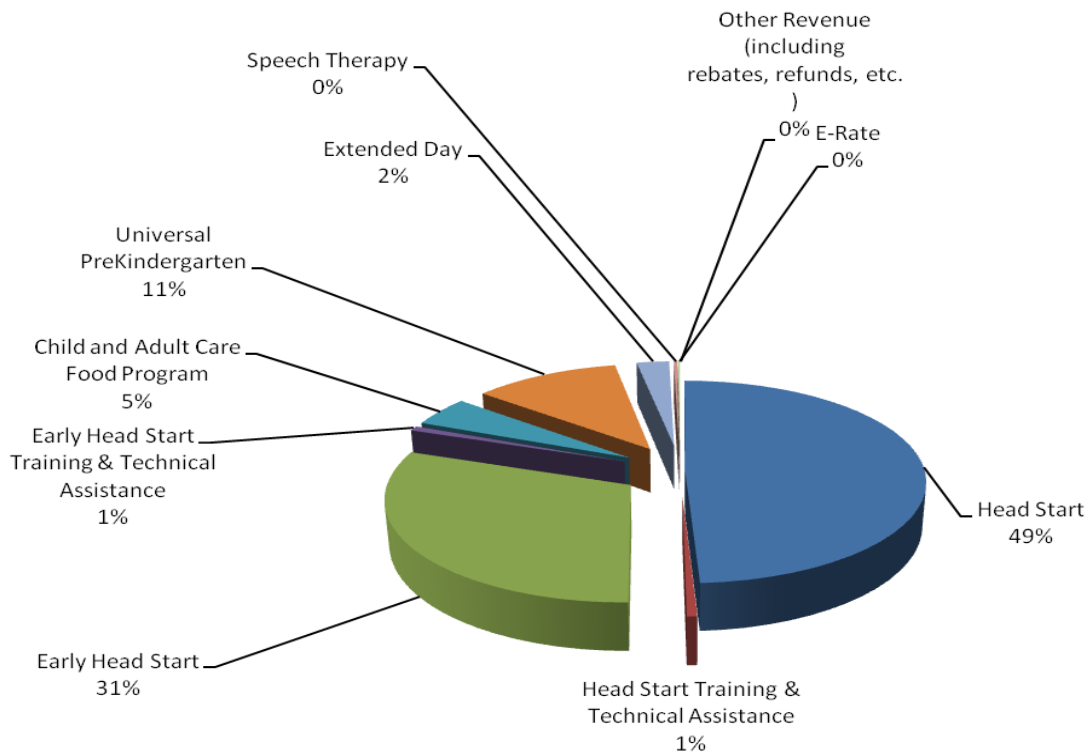
Wayne County Action Program  
*Helping People. Changing Lives.*

# 2019 Head Start Annual Report

## 2019 Funding

### Funds Received

|  |           |                  |
|--|-----------|------------------|
| Head Start                                       | \$        | 2,304,859        |
| Head Start Training & Technical Assistance       | \$        | 28,521           |
| Early Head Start                                 | \$        | 1,434,312        |
| Early Head Start Training & Technical Assistance | \$        | 34,869           |
| Child and Adult Care Food Program                | \$        | 220,774          |
| Universal PreKindergarten                        | \$        | 529,378          |
| Extended Day                                     | \$        | 116,907          |
| Speech Therapy                                   | \$        | 12,132           |
| E-Rate   | \$        | 7,585            |
| Other Revenue (including rebates, refunds, etc.) | \$        | -                |
| <b>Total</b>                                     | <b>\$</b> | <b>4,689,337</b> |

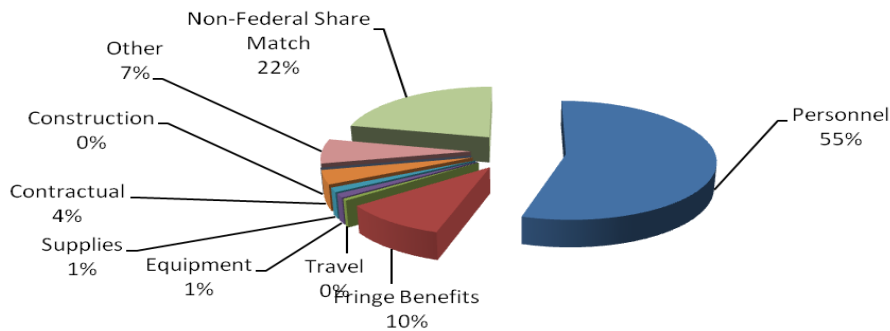




# 2019 Head Start Annual Report

## 2019 Grant Budget

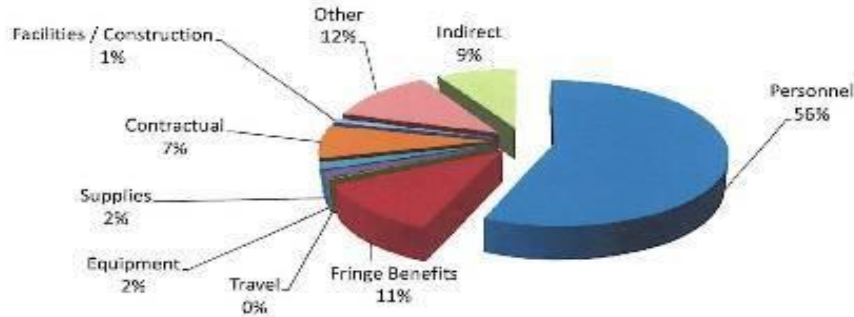
|                                | Head Start<br>PA22<br>1/1/2019-<br>12/31/2019 | Head Start<br>Training &<br>Technical<br>Assistance<br>PA20<br>1/1/2019-<br>12/31/2019 | Early Head<br>Start<br>PA25<br>1/1/2019-<br>12/31/2019 | Early Head<br>Start<br>Training &<br>Technical<br>Assistance<br>PA11<br>1/1/2019-<br>12/31/2019 |
|--------------------------------|---|--|--|---|
| <b>Direct Costs</b>            |   |  |  |   |
| Personnel                      | \$1,386,600                                   |  | \$1,027,611  |   |
| Fringe Benefits                | \$ 255,604                                    |  | \$ 190,530   |   |
| Travel                         |   | \$ 11,060  |  | \$ 13,529   |
| Equipment                      | \$ 50,000                                     |  |  |   |
| Supplies                       | \$ 22,940                                     |  | \$ 32,061  |   |
| Contractual                    | \$ 160,385                                    |  | \$ 9,855   |   |
| Construction                   |   |  |  |   |
| Other                          | \$ 177,785                                    | \$ 14,275  | \$ 85,502  | \$ 16,833   |
| <b>Total Direct Costs</b>      | <b>\$2,053,314</b>                            | <b>\$ 25,335</b>   | <b>\$1,345,559</b>                                     | <b>\$ 30,362</b>  |
| <b>Indirect Costs</b>          | <b>\$ 204,900</b>                             | <b>\$ 2,609</b>  | <b>\$ 137,356</b>                                      | <b>\$ 3,126</b>   |
| <b>Total Approved Budget</b>   | <b>\$2,258,214</b>                            | <b>\$ 27,944</b>   | <b>\$1,482,915</b>                                     | <b>\$ 33,488</b>  |
| <b>Non-Federal Share Match</b> | <b>\$ 564,554</b>                             | <b>\$ 6,986</b>  | <b>\$ 370,729</b>                                      | <b>\$ 8,372</b>   |





## 2019 Head Start Annual Report January 1, 2019-December 31, 2019 Expenditures

|                           | Head Start<br>G024122 | Head Start<br>Training &<br>Technical<br>Assistance<br>G024120 | Early Head Start<br>G024125 | Early Head<br>Start Training &<br>Technical<br>Assistance<br>G024123 | Child and Adult<br>Care Food<br>Program<br>1158 | LPK               | Fee Day           | Other<br>Speech |
|---------------------------|-----------------------|--|-----------------------------|--|---|-------------------|-------------------|-----------------|
| <b>Direct Costs</b>       |                       |  |                             |  |   |                   |                   |                 |
| Personnel                 | \$ 1,281,808          | \$ -   | \$ 940,855                  | \$ -   | \$ 35,471                                       | \$ 271,885        | \$ 108,611        | \$ 5,280        |
| Fringe Benefits           | \$ 265,260            | \$ -   | \$ 193,140                  | \$ -   | \$ 5,722  | \$ 54,094         | \$ 17,027         | \$ 820          |
| Travel                    | \$ 1,732              | \$ 3,568   | \$ 689                      | \$ 3,432   | \$ -  | \$ -              | \$ -              | \$ -            |
| Equipment                 | \$ 50,584             | \$ -   | \$ -                        | \$ -   | \$ -  | \$ 23,400         | \$ -              | \$ -            |
| Supplies                  | \$ 25,265             | \$ -   | \$ 42,672                   | \$ -   | \$ -  | \$ 2,843          | \$ -              | \$ -            |
| Contractual               | \$ 234,265            | \$ -   | \$ 7,659                    | \$ -   | \$ 455  | \$ 1,020          | \$ 329            | \$ -            |
| Facilities / Construction | \$ -                  | \$ -   | \$ -                        | \$ -   | \$ -  | \$ -              | \$ -              | \$ -            |
| Other                     | \$ 234,103            | \$ 19,820  | \$ 116,941                  | \$ 28,180  | \$ 150,181                                      | \$ 8,612          | \$ 505            | \$ 11           |
| <b>Total Direct Costs</b> | <b>\$ 2,096,105</b>   | <b>\$ 19,820</b>   | <b>\$ 1,301,980</b>         | <b>\$ 31,612</b>   | <b>\$ 196,090</b>                               | <b>\$ 361,805</b> | <b>\$ 126,522</b> | <b>\$ 5,730</b> |
| <b>Indirect Costs</b>     | <b>\$ 208,754</b>     | <b>\$ 2,663</b>  | <b>\$ 131,332</b>           | <b>\$ 1,756</b>  | <b>\$ 20,088</b>                                | <b>\$ 35,110</b>  | <b>\$ 11,002</b>  | <b>\$ 590</b>   |
| <b>Total Expenses</b>     | <b>\$ 2,304,859</b>   | <b>\$ 22,483</b>   | <b>\$ 1,434,312</b>         | <b>\$ 33,368</b>   | <b>\$ 216,178</b>                               | <b>\$ 397,915</b> | <b>\$ 137,524</b> | <b>\$ 6,320</b> |





Head Start/Early Head Start Enrollment Statistics

**Funded Enrollment: Head Start: 250      Early Head Start: 138**

**Actual Children Served: Head Start: 265      Early Head Start: 175**

During the 2018 - 2019 program year, our monthly enrollment was 96% in Head Start and 100% in Early Head Start.

Medical and Dental Exam Statistics

Our program is dedicated to ensuring that all children have health insurance along with a medical and dental home. Children enrolled in the program must have an up to date physical, up to date immunization record and dental exam before entering. Early Head Start children are required to have a physical and immunization record only, with a dental exam being encouraged at age one and then annually.

**Health Services:**

*Health Insurance:*

|  | Early Head Start # at enrollment | Early Head Start # end of the year | +/- Dif. | Head Start # at enrollment | Head Start # end of the year | +/- Dif |
|--|----------------------------------|------------------------------------|----------|----------------------------|------------------------------|---------|
| Number of children with Health Insurance | 166                              | 166                                | 0        | 265                        | 265                          | 0       |
| Medicaid/CHP                             | 161                              | 160                                | -1       | 257                        | 257                          | 0       |
| State Only Funded                        | 0                                | 0                                  | 0        | 0                          | 0                            | 0       |
| Private Health Insurance                 | 3                                | 4                                  | +1       | 5                          | 5                            | 0       |
| Other Insurance                          | 2                                | 2                                  | 0        | 3                          | 3                            | 0       |
| No Health Insurance                      | 0                                | 0                                  | 0        | 0                          | 0                            | 0       |

100% children enrolled in Head Start & Early Head Start had a completed physical and immunization record.

Wayne CAP Early Head Start Programs had 166 children enrolled in the Program, Head Start had 265 children. Both programs had obtained health insurance carriers at enrollment and at the end of the program year. Early Head Start had 161 children enrolled in Medicaid, only decreasing by one at years end. Head Start had 257 children enrolled in Medicaid at the start and end of the program. Neither group had any state only funded insurance. At enrollment Early Head start had 3 private health insurance families and increased this number by 1 by the end of the program year. Head Start had 5 private health insurance families at enrollment and maintained the same amount at the years end. Early Head Start had 2 families as other insurance at enrollment and at the year end. Head start had 3 families in the other insurance category at enrollment and at the years end. Neither Early Head Start or Head Start had any children who were enrolled with no Health Insurance.

*Pregnant Woman*

|   | Early Head Start # at enrollment | Early Head Start # end of the year | +/- Dif. |
|---|----------------------------------|------------------------------------|----------|
| <b>Pregnant Woman with at least 1 type of Insurance</b> | <b>9</b>                         | <b>9</b>                           | <b>0</b> |
| <b>Medicaid</b>   | <b>9</b>                         | <b>9</b>                           | <b>0</b> |
| <b>Publicly Funded Insurance</b>                        | <b>0</b>                         | <b>0</b>                           | <b>0</b> |
| <b>Private Health Insurance</b>                         | <b>0</b>                         | <b>0</b>                           | <b>0</b> |
| <b>Other Health Insurance</b>                           | <b>0</b>                         | <b>0</b>                           | <b>0</b> |

Wayne CAP Early Head Start enrolled 9 pregnant women at enrollment and sustained 9 at the end of the year.

*Medical Home – Children*

|  | Early Head Start # at enrollment | Early Head Start # end of the year | +/- Dif.  | Head Start # at enrollment | Head Start # end of the year | +/- Dif   |
|--|----------------------------------|------------------------------------|-----------|----------------------------|------------------------------|-----------|
| <b>Continuous, accessible health care</b>      | <b>161</b>                       | <b>166</b>                         | <b>+5</b> | <b>263</b>                 | <b>265</b>                   | <b>+2</b> |
| <b>Medical Services through Indian Health</b>  | <b>0</b>                         | <b>0</b>                           | <b>0</b>  | <b>0</b>                   | <b>0</b>                     | <b>0</b>  |
| <b>Medical Services through Migrant Health</b> | <b>0</b>                         | <b>0</b>                           | <b>0</b>  | <b>0</b>                   | <b>0</b>                     | <b>0</b>  |

Wayne CAP Early Head Start had 161 children at enrollment who were had accessible and continuous Health Care, and 166 by the end of the enrollment year. Head Start had 263 children at enrollment with continuous health care and increased to 265 by the end of the

enrollment year. There were no Early Head Start or Head Start children who had received medical services through Indian Health or Migrant Health either at enrollment or by the end of the year.

*Medical Services*

|   | Early Head Start # at enrollment | Early Head Start # end of the year | +/- Dif. | Head Start # at enrollment | Head Start # end of the year | +/- Dif |
|---|----------------------------------|------------------------------------|----------|----------------------------|------------------------------|---------|
| Up to date, on schedule for preventive care   | 161                              | 166                                | +5       | 263                        | 265                          | +2      |
| Chronic Medical Treatment since last reported | 0                                | 10                                 | +10      | 0                          | 29                           | +29     |
| Received/ Receiving Medical Care              | 0                                | 10                                 | +10      | 0                          | 29                           | +29     |

Wayne Cap Early Head Start had 161 children at enrollment which were up to date and on schedule for their preventive care. The number was increased by 5 at the end of enrollment, bringing the total to 166 children who were up to date in their preventive care. Head Start had 263 children at enrollment who were on target for preventive care and increased by 2 bringing the total to 265 Head Start children by the end of year. There were 10 Early Head Start and 29 Head Start children who had chronic medical treatment. The same number 10 and 29 respectfully also fell into the category of having received or are receiving medical care.

Number of children who have received medical treatments for the following conditions since last PIR was reported.

| Condition            | Early Head Start | Head Start |
|----------------------|------------------|------------|
| Anemia               | 0                | 0          |
| Asthma               | 4                | 14         |
| Hearing Difficulties | 0                | 1          |
| Vision Problems      | 2                | 18         |
| High Lead Levels     | 1                | 0          |
| Diabetes             | 0                | 0          |

The medical break down looking at the following medical treatments was: Neither Early Head Start of Head Start had any cases of anemia. There were 4 medical treatments of asthma in Early Head start and 14 treatments in Head Start. There were no reported cases of hearing difficulties in the Early Head Start children, and 1 in the Head Start program. Vision issues for the 2018- 2019 year were reported as 2 in Early Head Start and 18 in

**Head Start. One Early Head Start child received treatment for high lead levels, and there no cases in Head Start. Neither Early Head Start or Head Start had any cases of diabetes.**

***Immunization Services***

|  | <b>Early Head Start # at Enrollment</b> | <b>Early Head Start # at the end of Enrollment Year</b> | <b>Head Start # at Enrollment</b> | <b>Head Start # at the end of Enrollment Year</b> |
|--|---|---|-----------------------------------|---|
| <b>Children Up to date</b>                           | <b>162</b>                              | <b>162</b>  | <b>264</b>                        | <b>264</b>  |
| <b>Not received immunization appropriate for age</b> | <b>0</b>                                | <b>0</b>  | <b>0</b>                          | <b>0</b>  |
| <b>Number of exceptions</b>                          | <b>3</b>                                | <b>0</b>  | <b>1</b>                          | <b>0</b>  |

**Wayne Cap Early Head Start provided the following services to 9 pregnant women during the 2018- 2019 enrollment: prenatal health, postpartum health, prenatal education and fetal development, and information of the benefits of breast feeding. There was no pregnant woman who obtained services for mental health interventions and follow up, substance abuse prevention, or treatment.**

| <b>Trimester of pregnancy in which enrolled</b> | <b># of pregnant woman</b> |
|---|----------------------------|
| <b>1<sup>st</sup></b>                           | <b>7</b>                   |
| <b>2<sup>nd</sup></b>                           | <b>1</b>                   |
| <b>3<sup>rd</sup></b>                           | <b>1</b>                   |
| <b>High risks</b>                               | <b>0</b>                   |

**Wayne Cap Early Head Start enrolled 7 pregnant women into the program during their first trimester of the pregnancy. One was enrolled during the second and third trimester.**

**Dental**

***Dental Home***

|   | <b>Early Head Start # at enrollment</b> | <b>Early Head Start # end of the year</b> | <b>+/- Dif.</b> | <b>Head Start # at enrollment</b> | <b>Head Start # end of the year</b> | <b>+/- Dif</b> |
|---|---|---|-----------------|-----------------------------------|-------------------------------------|----------------|
| <b>Continuous, accessible dental care</b> | <b>161</b>                              | <b>166</b>                                | <b>+5</b>       | <b>230</b>                        | <b>265</b>                          | <b>+35</b>     |

**Wayne Cap Early Head Start enrolled 161 children who had continuous access to dental care “dental home”. By the end of the enrollment year the number increased to 166 children. Head Start enrolled 230 children who had a dental home, by the end of the enrollment year, the number had also increased to 265 children.**

***Preventive Dental Services***

|  | <b># of children in Early Head Start at the end of the enrollment year</b> | <b># of children in Head Start at the end of the enrollment year</b> |
|--|--|--|
| <b>Up to date on preventive services</b> | <b>166</b>   | <b>241</b>   |

**During the 2018 – 2019 enrollment year, Wayne Cap Early Head Start enrolled 166 children and Head Start enrolled 241 children who were up to date on preventive dental services.**

***Pregnant Woman Dental Services***

|  |          |
|--|----------|
| <b>Number of pregnant woman served/dental examinations</b> | <b>2</b> |
|--|----------|

**Wayne Cap Early Head Start also served 2 pregnant woman who received dental examinations/services during the 2018- 2019 enrollment year.**

***Preschool Dental Services***

|   |   |
|---|---|
| <b>Number of children with Medicaid/CHP Who have completed a professional dental exam</b> | <b>241</b>  |
| <b>Number of children diagnosed as needing treatments since last PIR</b>                  | <b>30</b>   |
| <b>Number of children who have received or are receiving</b>                              | <b>24</b>   |
| <b>Reason why children who needed dental treatment did not receive it</b>                 | <b>Children left the program before their appointment date.</b> |

**241 children who had Medicaid had completed a professional dental exam during the 2018 – 2019 enrollment year. Wayne Cap Early Head Start and Head Start had 30 children who were diagnosed as needing treatment. 24 of the children received or were receiving treatment during the enrollment year. There was one child in the program who did not receive the needed dental treatment, they had withdrawn from the program before the appointment date.**

**100% of children in Head Start had a dental exam completed.**

**Parent Involvement Activities**

**WCAP- Head Start/Early Head Start believes that parents are the most important teachers in their children’s lives. Parental Engagement is the cornerstone of the Head Start**

Program. Parents are encouraged to participate in the program by volunteering in the classroom, going on field trips, contributing to lesson plans, attending Parent Center Committees, serving on the Policy Council and Advisory Committees, and attending parent education programs. There is a **strong** focus on father participation in both the Family Service and Education service areas. During the **2018-2019** program year, **115** of the **265** children in Head Start and **149** of the **175** Early Head Start children had their fathers participate in the program.

Family Service staff works with families to develop a Family Partnership Plan. This plan helps families to develop family goals as well as identify needed family services. Family Service staff and families work together throughout the year to reach goals and get the needed services. During **2018-2019** program year, the Family Strengths and Priorities Assessment was used. This is a family directed assessment that helps to identify areas of strengths as well as establish working goals with the family. The emphasis is to demonstrate the importance of family's role in their child's overall development.

The total number of families served was **265** in Head Start and **175** in Early Head Start. Of those **265** Head Start families and **175** Early Head Start families received at least one type of service by direct service or referral. These services include:

- Emergency/crisis intervention (food, clothing, shelter)
- Housing assistance (subsidies, utilities, repairs)
- Mental Health Services
- English as a Second Language
- Job Training
- Adult education (GED, college)
- Substance Abuse Prevention and Treatment
- Child abuse and neglect services
- Domestic violence services
- Child support assistance
- Health Education
- Assistance to Families of Incarcerated Individuals
- Parenting Education
- Relationship/Marriage Education
- Asset building services (financial education, opening savings/checking accounts, etc.)
- **Transportation Services**
- **Advocating for services with Families of Children with a Disability**

### School Readiness

WCAP- Head Start/Early Head Start promotes school readiness for children by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth in physical development and health, social and emotional development, approaches to learning, language and literacy development, and cognitive development. In Head Start, learning experiences are driven by the High Scope Curriculum and Engage NY

ELA and Math Curriculums for four-year old’s going to kindergarten. In Early Head Start the Creative Curriculum is used. For screening purposes, the ASQ – 3 tools are used for both Head Start and Early Head Start. Throughout the year child assessments are made in Head Start using the High/Scope Child Observation Report (COR) and Early Head Start using the Early Learning Accomplishment Profile (E-LAP).

Our **2018–2019** Annual Child Outcomes Report shows growth in all areas of development. The best scores for Head Start children in COR categories were **for physical health and development and social-emotional development.** The best scores for **literacy and language development were in expressive language.** Outcomes for Early Head Start showed the best scores were in **cognitive development, self-help skills, and fine motor development.**

Our School Readiness Plan is a living document that has involved staff, school districts, parents, and community members. We have created Children’s Readiness Goals in each of the domains named above as well as goals for family engagement.

We have a active School Readiness Advisory Committee and invite all school districts, staff, community members, and parents. We discuss the many partnerships and collaborations we have with districts and community organizations, and transition activities or family engagement activity ideas.

We have a written Transition Plan that guides education staff to make every effort to prepare children for their transition to kindergarten. Currently we have seven written transition agreements with public schools. Each year, education staff works with public schools to organize transition activities for children who will enter kindergarten in the fall of that school year. Many of these activities take place during the last three months of the school year. The transition activities include inviting district staff to observe in the Head Start classrooms, or to make a presentation to Head Start parents about kindergarten screening, registration, curriculum, and to answer any questions parents might have. In addition, Head Start teachers visit public schools to observe kindergarten classrooms. Head Start children make visits to their public school to experience physical education, art, music, and lunch time activities. In Head Start classrooms serving Head Start/Universal Pre-Kindergarten children, we demonstrate how our curriculum objectives and assessment tool align with the Common Core Standards.

**Qualifications of Head Start/Early Head Start Education Staff**

| Education                               | Teachers                           | Teacher Assistants and /or Teacher Aides |
|---|------------------------------------|--|
| Total Number of Education Staff         | 14 HS teachers and 12 EHS teachers | 30 HS aides and 4 EHS aides              |
| Associates degree in Early Childhood    | 7 HS teachers and 6 EHS teachers   | 0  |
| Baccalaureate degree in Early Childhood | 8 HS teachers and 1 EHS teacher    | 0  |
| Graduate degree                         | 6 HS teachers and 1 EHS teacher    | 0  |

|  |                |                             |
|--|----------------|-----------------------------|
| Child Development Associates (CDA) Infant/Toddlers   | 3 EHS teachers | 1                           |
| Child Development Associates Preschool               | 0              | 14 teacher assistants/aides |
| CDA & enrolled in Early Childhood Education programs | 0              | 0                           |
| Enrolled in CDA training preschool or infant/toddler | --             | 16 aides                    |

### Disabilities/Mental Health

During 2018-2019, Head Start served 61 children with a disability. Of those, 36 returned or enrolled as a classified Preschooler with a Disability (PSWD). The other 25 children were identified through early developmental screenings, formal/informal observation, and parent/teacher concern. Early Head Start served 29 children with a disability. Of those, 11 children entered or returned to the program already classified. The other 18 children were identified through early developmental screenings, formal/informal observation, and parent/teacher concern. Head Start/Early Head Start was able to help identify such a large number of children due to the quality of our teaching staff and the relationships we build with our families. Our staff has an understanding of the challenges during the evaluation and Individual Education Plan and Individual Family Service Plan processes. Staff works closely with the family to educate them and advocate for the child.

Our program provided a Mental Health Consultant for enrolled children and their families through a contract with Wayne ARC – Roosevelt Children’s Center. Each month, the Mental Health Consultant observed in classrooms, and provided valuable strategies for classroom staff in dealing with difficult behaviors, classroom management strategies and team building techniques. In many instances we were able to make modifications to class environments and structures to teach children social-emotional skills. Head Start provided individualized mental health services to 14 (8 enrolled in Head Start and 6 enrolled in Early Head Start) children through consultation and /or individual behavioral consultation referrals.

### Audits and Reviews

In April 2020, the fiscal year 2019 SF-425 Final Financial Status Report was completed and submitted electronically by the agency’s Chief Financial Officer. Wayne County Action Program, Inc. is required to have a Uniform Grant Guidance audit performed annually by a Certified Public Accountant. The audit was performed in April 2020. The most recent completed Uniform Grant Guidance audit was for the period ending 2019.