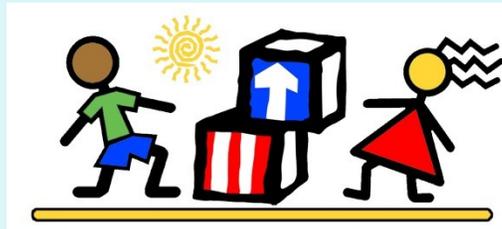


SMTCCAC, Inc. Head Start

# 2011 Annual



# Community Report

### **PURPOSE**

Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

**F**or the Southern Maryland region, Head Start is administered by Southern Maryland Tri-County Community Action Committee, Inc (SMTCCAC, Inc.). It is a program designed to benefit children aged three to five years old. We are funded to serve 593 children in the counties of Calvert, Charles, and St. Mary's.

### **SMTCCAC Head Start Mission Statement**

SMTCCAC Head Start develops life long skills for children and families by providing education, health, and community referral services while respecting and nurturing individual needs.

## Head Start Locations

<p><b>CHARLES COUNTY</b>          Barnhart Head Start Center          4800 Lancaster Circle          Waldorf, Maryland 20603          (301) 645-9053</p> <p>Brawners Head Start Center          6655 Weaver Street          Indian Head, Maryland 20640          (301) 375-6157</p> <p>Eva Turner Head Start Center          1000 Bannister Circle          Waldorf, Maryland 20602          (301) 645-9720</p> <p>FB Gwynn Head Start Center          5998 Radio Station Road          La Plata, Maryland 20646          (301) 609-7289</p> <p>Lifelong Learning Center          Head Start Center          12300 Vivian Adams Drive          Waldorf, Maryland 20602          (301) 753-1774  <b>(301) 302-8308</b></p> <p>Waldorf Head Start Center          3074 Crain Highway          Waldorf, Maryland 20601          (301) 645-5341  <b>(240) 216-5523</b></p>	<p><b>SMTCCAC, Inc. Head Start offers 12 locations throughout Charles, St. Mary's, and Calvert Counties. Most centers are located within the public schools, community centers, and or housing centers.</b></p>		
	<div style="display: flex; align-items: center;">  <div> <p><b>Administrative Office</b>              Luther Stuckey Building              8371 Old Leonardtown Road              Hughesville, MD 20637              (301) 274-4474 ext. 221</p> </div> </div>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="735 618 1354 1438"> <p><b>ST. MARY'S COUNTY</b>              Holland Forrest Head Start Center              41950 Satchel Paige Way              Hollywood, Maryland 20636              (301) 475-0120</p> <p>Hunting Creek Head Start Center              46925 Crocus Street              Lexington Park, Maryland 20653              (301) 866-9646</p> <p>Jarboe Head Start Center              21161 Lexwood Drive              Lexington Park, Maryland 20653              (301) 866-6597 ~ (301) 866-6595</p> </td> <td data-bbox="1354 618 1959 1438"> <p><b>CALVERT COUNTY</b>              Huntingtown Head Start Center              3720 Solomons Island Road              Huntingtown, Maryland 20639              (410) 535-0024</p> <p>Patuxent Elementary Head Start Center              35 Appeal Lane              Lusby, Maryland 20657              (410) 394-0200</p> <p>Yardley Hills Head Start Center              700 Yardley Drive              Prince Frederick, Maryland 20678              (410) 414-2198</p> </td> </tr> </table>	<p><b>ST. MARY'S COUNTY</b>              Holland Forrest Head Start Center              41950 Satchel Paige Way              Hollywood, Maryland 20636              (301) 475-0120</p> <p>Hunting Creek Head Start Center              46925 Crocus Street              Lexington Park, Maryland 20653              (301) 866-9646</p> <p>Jarboe Head Start Center              21161 Lexwood Drive              Lexington Park, Maryland 20653              (301) 866-6597 ~ (301) 866-6595</p>	<p><b>CALVERT COUNTY</b>              Huntingtown Head Start Center              3720 Solomons Island Road              Huntingtown, Maryland 20639              (410) 535-0024</p> <p>Patuxent Elementary Head Start Center              35 Appeal Lane              Lusby, Maryland 20657              (410) 394-0200</p> <p>Yardley Hills Head Start Center              700 Yardley Drive              Prince Frederick, Maryland 20678              (410) 414-2198</p>
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# Policy Council



Parents were elected from each Head Start center to serve as representatives on Policy Council in September and October 2010. Twenty-one parents attended during the year. In addition, 5 community representatives (former parents and area agency representatives) were elected in October and participated throughout the year.



Traveled to Annapolis, MD on March 21, 2011, to visit with legislators. Discussed the benefits of Head Start for children and families and advocated for continuing State supplemental funding.

The work of the Council included:

- Revision and approval of by-laws
- Review and approval of program policies
- Review and approval of 12 component work plans
- Participation on hiring committees and approval of over 30 regular staff and substitutes
- Input, review, and approval of Head Start refunding grant application including program design and budget
- Approval of the State supplemental grant for Head Start



Enjoyed friendly competition at the AMF Bowling Alley in Waldorf, MD after a Policy Council meeting in June 2011.



# Parent Involvement

Involving parents in the Head Start program is an important aspect of the Performance Standards and in providing an excellent program.

Key Components are

1. Creating a partnership with parents to empower them to set and achieve family goals by
  - a. Building relationships with parents as early as possible after enrollment,
  - b. Helping families work toward their goals,
  - c. Linking families to/or providing necessary services,
  - d. Making community services more responsive to family needs,
  - e. Encouraging parents to apply for staff positions, and
  - f. Encouraging fathers to take an active role in their child's development.
  
2. Making programs open to parents at any time by
  - a. Providing opportunities to volunteer,
  - b. Assisting parents organize center parent committee, and
  - c. Involving parents in the development of program curriculum.
  
3. Supporting parents as primary teacher for their children by
  - a. Involving parents in determining the educational goals for their children,
  - b. Providing parents with opportunities to enhance their parenting skills,
  - c. Helping parents become active partners in accessing health care for their children, and
  - d. Assisting parents transition their children into public school systems.
  
4. Involving parents in program decision-making and governance.



## Head Start Components



### EDUCATION

The goal of this program is to ensure that children leave Head Start with increased abilities and experiences that have prepared them to be successful students on all levels and ready for Kindergarten. The Creative Curriculum was used as the basis for a developmentally appropriate early childhood education program. An individualized learning program was developed for each child.

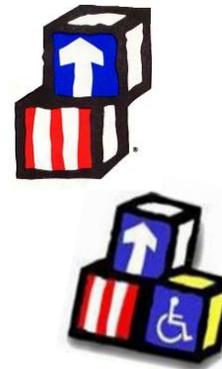


### MENTAL HEALTH DISABILITIES / SPECIAL NEEDS

Regardless of the disability or special need of any child, all children learn better when grouped in a classroom with their typically developing peers. At least 10 percent of Head Starts funded enrollment was set aside for children with diagnosed disabilities. These children participated in the full range of classroom activities as well as having their individual needs met.

### HEALTHY MEALS

The program ensured that the children at each center received a healthy breakfast, lunch, and/or snack. The meals were served family style to encourage the development of social and language skills. The menu included a wide variety of foods with emphasis on fresh fruits & vegetables, whole grains, and limited sugar, salt, and fats. Menus were reviewed by a registered dietician.



### HEALTH AND SAFETY

Children were screened within 45 days to identify and address vision and hearing problems early so that they do not interfere with a child's learning and development. Program staff assisted families in providing comprehensive health care for their child. Children were taught basic health practices, such as hand washing and tooth brushing.



### TRANSPORTATION

Transportation was provided for 266 children. Transportation is in accordance with state and Federal requirements. A bus monitor was on each route to ensure the safety and extend the learning of the children.

# St. Mary's Centers



Holland Forrest Head Start  
41950 Satchel Paige Way  
Hollywood, Maryland 20636



Hunting Creek Head Start Center  
46925 Crocus Street  
Lexington Park, Maryland 20653

Jarboe Head Start Center  
21161 Lexwood Drive  
Lexington Park, Maryland 20653



# Charles County Centers



Brawners Head Start Center  
6655 Weaver Street  
Indian Head, Maryland 20640



Barnhart Head Start Center  
4800 Lancaster Circle  
Waldorf, Maryland 20603



Eva Turner Head Start Center  
1000 Bannister Circle  
Waldorf, Maryland 20602

FB Gwynn Head Start Center  
5998 Radio Station Road  
La Plata, Maryland 20646



Lifelong Learning Center ~ Head Start Center  
12300 Vivian Adams Drive  
Waldorf, Maryland 20602

Waldorf Head Start Center  
3074 Crain Highway  
Waldorf, Maryland 20601



# CALVERT COUNTY CENTERS



Patuxent Elementary Head Start Center  
35 Appeal Lane  
Lusby, Maryland 20657



Huntingtown Head Start Center  
3720 Solomons Island Road  
Huntingtown, Maryland 20639



Yardley Hills Head Start Center  
700 Yardley Drive  
Prince Frederick, Maryland 20678

# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 No Children at Head Start Centers	10
11	12	13	14	15	16	17
18	19	20	21 Policy Council	22 No Children at Head Start Centers	23 No Children at Head Start Centers	24
25	26 HOLIDAY	27	28 No Children at Head Start Centers	29 No Children at Head Start Centers	30 No Children at Head Start Centers	31

# Staffing

## Staffing

There were 2 staff in each classroom - Teacher and Teacher Assistant

The qualifications of the Teachers were as follows:

Master's	1
Bachelor's	13
Associate's	7
CDA	5

33 Teachers and Teacher Assistants are credentialed through the Maryland State Department of Education.

- 7 at Level 1
- 1 at Level 2
- 17 at Level 3
- 2 at Level 4
- 5 at Level 5
- 1 at Level 6

As levels increase, there is increasing requirements for training experience and education.

12 Teachers and Teacher Assistants completed the MMSR (Maryland Model for School Readiness) training.



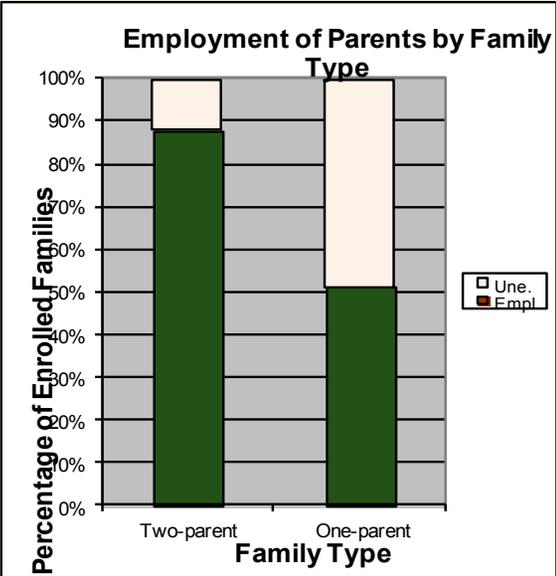
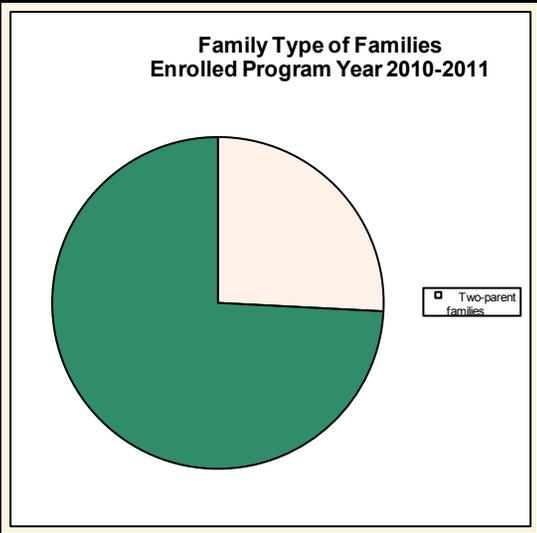
# January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3	4	5	6 Education/Disability Advisory Board Mtg	7
8	9	10	11	12	13	14
15	16 HOLIDAY	17	18 Policy Council	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Families

There were a total of 647 families in the program

Family Type			
Two-parent families	167	25.8%	
One-parent families	480	74.2%	
Education			
Bachelors or higher	6	0.9%	
Associates or vocational	42	6.5%	
High school or GED	510	78.8%	
Less than high school	29	4.5%	
Employment			
Two-parent			
Both employed	46	27.5%	
One employed	101	60.5%	
Both unemployed	20	12.0%	
One-parent			
Employed	245	51.0%	
Unemployed	235	49.0%	



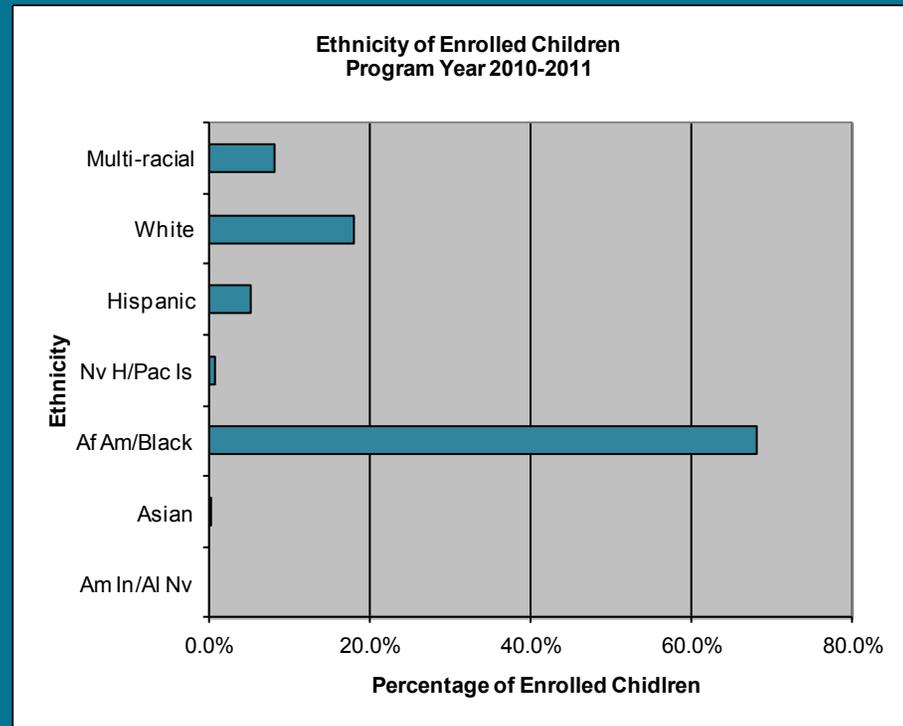
# February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 No Children at Head Start Centers	4
5	6	7	8	9	10	11
12	13	14 No Children at Head Start Centers	15 Policy Council	16	17	18
19	20 HOLIDAY	21	22 Health & Safety Advisory Committee	23	24	25
26	27	28	29			

# Children and Families

A total of 660 children were served during the year.

Ethnicity	Percentage
Am In/Al Nv	0.5%
Asian	0.2%
Af Am/Black	68.2%
Nv H/Pac Is	0.8%
Hispanic	5.0%
White	17.9%
Multi-racial	8.0%
	100.00%



At end of school year		%		
Number with health insurance	655	99.2%		
Ongoing source medical care	655	99.2%	% needing follow-up care that received it	98.5%
Ongoing source dental care	617	93.5%	% needing follow-up care that received it	99.0%
Number up-to-date immunizations	583	88.3%		

# March 2012

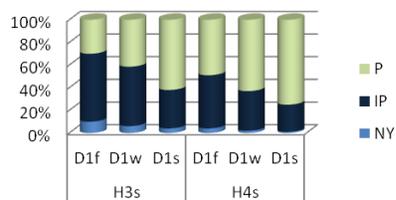
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 No Children at Head Start Centers	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Policy Council	22	23	24
25	26	27	28	29	30	31

# Child Outcomes

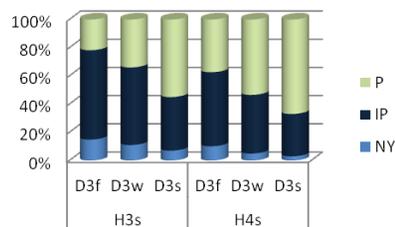
The Head Start children are assessed using the Work Sampling method 3 times each year to plan classroom activities to maximize the development of the children in the areas of social/emotional (D1), approaches to learning (D2), language (D3), literacy (D4), mathematics (D5), science (D6), creative arts (D7), and physical health and development (D8).

For the 2010-2011 program year, the comparison of Fall, Winter, Spring Assessment Results are shown in selected domains in the following graphs:

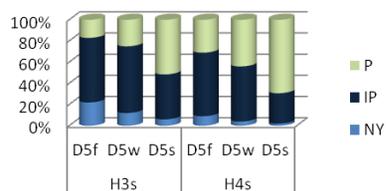
### Social/Emotional Growth



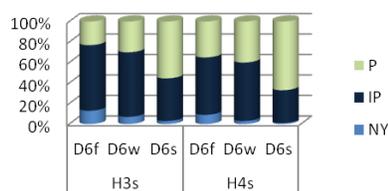
### Language Growth



### Growth in Mathematical Thinking



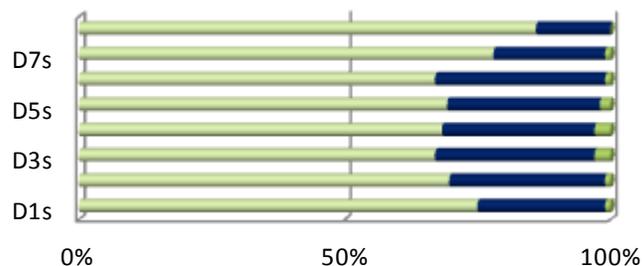
### Growth in Scientific Thinking



On the graph, NY means Not Yet, IP means In Process, and P means Proficient. As can be seen, both the 3-year olds (H3s) and the 4-year olds (H4s) as a group made progress, increasing in proficiency, throughout the year in each domain.

The results of the spring assessment for the four-year old children in all domains are shown below:

### Spring Assessment of Four-Year Old Children



	D1s	D2s	D3s	D4s	D5s	D6s	D7s	D8s
P	75%	69%	67%	69%	70%	67%	78%	86%
IP	24%	29%	30%	29%	29%	32%	21%	14%
NY	1%	1%	3%	3%	2%	1%	1%	0%

The overall results show that about 70% of the children were assessed to be proficient in all domains. The domains with the lowest proficiency scores were language and science both at 67%, followed by approaches to learning and literacy both at 69%.

# April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 No Children at Head Start Centers	3 No Children at Head Start Centers	4 No Children at Head Start Centers	5 No Children at Head Start Centers	6 HOLIDAY	7
8	9 No Children at Head Start Centers	10	11	12	13	14
15	16	17	18 Policy Council	19	20 Education/Disability Advisory Board Mtg	21
22	23	24	25	26	27	28
29	30					

# Classroom Outcomes

Information about children and families is for the program year of September 2010 through June 2011.

The SMTCCAC, Inc. Head Start is funded to serve 593 children and their families.

The program is expected to provide 32 weeks of service.

The program had 36 classes at 12 centers.

157 children were in full-day classes (10 classrooms)

6 hours a day

5 days a week

421 children were in part-day classes (13 double-sessions classrooms)

3.5 hours a day

4 days a week

14 children in a half-day class

4 hours a day

5 days a week



Percent served of income eligible children	39%
Average monthly enrollment	573
Overall program attendance	72%
Percentage with disabilities	10%

Children to transition to kindergarten

267

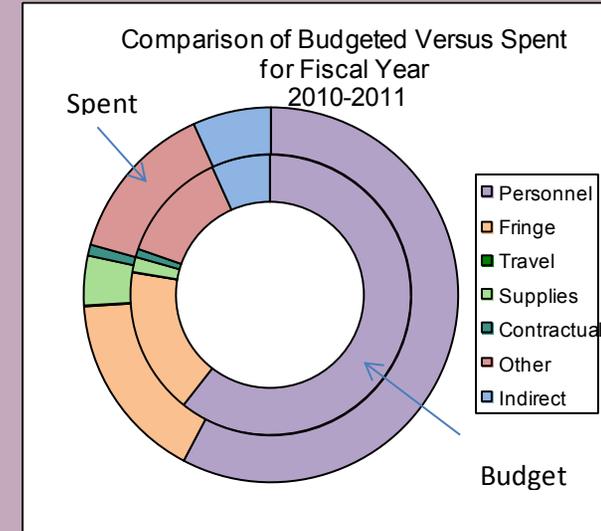
# May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Policy Council	17	18 No Children at Head Start Centers	19
20	21	22	23	24 Health & Safety Advisory Committee	25	26
27	28 HOLIDAY	29	30	31		

# BUDGET

The program budget below is for April 1, 2010 through March 31, 2011.

Categories	Budgeted	Spent	Non-Federal Match	Explanation
Personnel	\$2,650,564	\$2,524,452	\$67,281	Parent volunteers
Fringe	743,139	713,135	0	
Travel	2,350	3,583	0	
Supplies	76,300	187,231	4,380	Classroom
Contractual	41,800	41,663	37,572	Community volunteers
Other	564,806	608,895	984,745	Space, bus storage
Indirect	<u>295,643</u>	<u>295,643</u>	<u>0</u>	
TOTAL	\$4,374,602	\$4,374,602	\$1,093,978	Needs to be 20% of total budget.



**Community volunteers include:**

- Public School speech therapists,
- PNC bank personnel,
- County librarians,
- volunteer firemen,
- Charles Co. Health Dept.,
- Harley David Owners Assn.,
- AmeriCorps volunteers,
- Artists-in-Residence.

**Space in-kind include:**

- The Charles County Public School System,
- St. Mary's Housing Authority,
- Calvert Co. Public School System.

The projected budget for April 1, 2011 through March 31, 2012 is below.

Categories	Budgeted	Explanation
Personnel	\$2,651,626	
Fringe	783,298	
Travel	2,050	
Supplies	76,625	Office, classroom, medical
Contractual	36,800	Health, mental health
Other	550,746	Insurance, facilities, transportation
Indirect	<u>292,617</u>	
	\$4,393,762	

# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 Last Day of Class	9
10	11	12	13	14	15	16
17	18	19	20 Policy Council	21	22	23
24	25	26	27	28	29	30

# Audit and Reviews

## Head Start Federal Re-Review July 2011 and November 2011

*Report with findings yet to be received.*

### FINDINGS REMAINING

### STATUS

#### Deficiencies:

No clear comprehensive monitoring system in writing.

In revision

#### Noncompliance:

Family Partnership Agreements lacked sufficient and timely follow-up.

Staff were retrained on the process 8/2/11.

FPAs were reviewed for completeness and timeliness by 10/31/11.

## 2010 SMTCCAC Audit Findings

### FINDINGS

### STATUS

Income information in the Organization's database did not always agree with the documentation on file.

A new income verification process was implemented to ensure income in the database was locked in and agreed with the documentation on file

Less than 10% of the number of children actually enrolled in the program were children with diagnosed disabilities.

The 10% was reached for program year 2010-2011.

# July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 HOLIDAY	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Policy Council	19	20	21
22	23	24	25	26	27	28
29	30	31				



Southern Maryland Tri-County  
Community Action Committee, Inc.

PEOPLE HELPING PEOPLE

*Mission Statement:*

To provide services for eligible citizens that alleviate the causes and conditions of poverty,  
promote upward mobility, and enrich the quality of life.