

Episcopal Children's Services

HEAD START/EARLY HEAD START ANNUAL REPORT 2009-2010

In accordance with the Head Start Act 644(a)(2), Episcopal Children's Services offers the following Head Start and Early Head Start information to the public.

- Total amount of public and private funds received and the amount from each source:**

	<u>Head Start</u>	<u>Early Head Start</u>
Voluntary pre-kindergarten funds from the State of Florida	\$ 280,768	\$ -
United Way of Northeast Florida	112,385	12,652
Contributed value of program centers	92,078	-
Volunteer hours	192,831	80,137
U.S. Department of Health and Human Services	<u>2,712,247</u>	<u>371,153</u>
Total Public and Private Funds	\$ 3,390,309	\$ 463,942

- Explanation of budgetary expenditures and proposed budget for the fiscal year**

Episcopal Children's Services, Inc.
Head Start and Early Head Start
Budget Projections and Narrative
2009 - 2010

	Funded by		
	Department of Health and Human Services		Other Sources
	Head Start	Early Head Start	Head Start and Early Head Start
a. PERSONNEL			
Salaries	\$ 1,786,955	\$ 255,681	\$ 187,558
b. FRINGE BENEFITS			
FICA @ 7.01% of Salaries	125,403	17,717	13,144
Worker's Compensation @ 0.78% of Salaries	13,873	1,991	1,477
Unemployment Compensation @ .49% of Salaries	8,742	1,254	931
Group Insurance (Health, Base Life, LT Disability) @ 8.38% of Salaries	149,442	21,443	15,916
403(b) Retirement Plan @ 3.66% of Salaries	65,171	9,351	6,941
Other Fringe (tuition, childcare discount, employee appreciation)	25,905	3,718	2,760
Total Fringe	388,536	55,474	41,169
c. TRAVEL			
Training and technical assistance related travel	11,154	2,979	225
Total Travel	11,154	2,979	225
d. EQUIPMENT			
Computer replacement	-	1,250	-

	Total Equipment	-	1,250	-
e. SUPPLIES				
	Program Supplies			-
	Office Supplies	2,042	1,070	12,500
	Child and Family Services (First Aid, Medical/Dental, Training)	901	7,515	34,941
	Food Services Supplies	800	100	-
	Other Supplies (small equipment <\$500)	6,449	355	2,900
	Total Supplies	10,192	9,040	50,341
f. CONTRACTUAL				
	Training and Technical Assistance	15,714	5,589	150
	Administrative Services, including audit	5,869	1,978	-
	Children's Food Expense	73,892	5,296	1,000
	Health and Disabilities Services	36,000	-	8,700
	Total Contractual	131,475	12,863	9,850
h. OTHER				
	Rent	119,735	3,849	12,166
	Utilities, Telephone, Cell Phones, Data Communication	75,804	12,409	13,100
	Insurance - Vehicle, child accident, liability & property	59,774	3,605	12,834
	Building Maintenance/Repair and Occupancy costs	12,793	1,508	46,712
	Local Travel - reimbursed at .445 per mile	37,231	3,513	700
	Parent Services-trainings, policy council	19,850	512	-
	Publications/Advertising/Printing	10,455	3,251	27,275
	Training or Staff Development	500	50	25
	Other Expenses	47,793	5,169	3,850
	Total Other	383,935	33,866	116,662
k. IN-KIND		-	-	365,046
	Total Program Costs	\$ 2,712,247	\$ 371,153	\$ 770,851

- **Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served**

2008-2009 Head Start information

Total number of children served: 478
Total number of families served: 416
Average monthly enrollment: 100%
Actual enrollment by type of eligibility:
Enrolled based of receipt of public assistance
1%

Early Head Start

49 children, 5 pregnant women
43
100%

0 %

Income eligible enrollment (0%-100% & 101%-130% of federal poverty guidelines)	100%
95%	
Over income enrollment	0%
5%	
Foster children	0%
0%	

- **Results of the most recent review by the Secretary and the financial audit**

The last triennial On-Site Monitoring Review of ECS Head Start and Early Head Start occurred from April 29 – May 4, 2007. No corrective action was required and the programs were 100% in compliance with all applicable Head Start Program Performance Standards, laws, regulations and policy requirements.

[Click here for the financial audit.](#)

- **Percentage of enrolled children who received medical and dental exams**

<u>2008-2009 Head Start</u>	<u>Early Head Start</u>
74% Received dental exams	6%
94% Received medical exams.	90%
11% Children determined to be eligible for special education and related services	

- **Information about parent involvement activities**

Parent involvement activities:

Each center provided a variety of parent involvement activities. All monthly parent meetings were held at all the Head Start centers. Centers offered workshops to parents on positive discipline, nutrition, child’s health, budgeting, and other topics of interest to parents. Clay, Baker, and Nassau Counties offered the Men Matter Male Involvement events to the children’s fathers, grandfathers, uncles or other significant male in their lives. Bradford and Union counties were able to offer this opportunity to men this year as well. The men enjoyed getting together to discuss the importance of male involvement and their experiences. Each group met 9 times throughout the school year and all groups had a male leader to help assist in these activities. The Fall and Spring Festivals continue to be popular events at all the centers. Many parents enjoyed accompanying children on many educational field trips throughout the year. Some of the places they went to were: Conner’s Amazing Acres, St. Augustine Alligator Farm, Mr. Al Concert, The Jacksonville Zoo, Diamond D Ranch, Pumpkin Patch, Butterfly Farm, Kids Campus, the library, fire stations, and many more! The centers celebrated the completion of yet another wonderful year with End of the Year celebrations.

- **Agency’s efforts to prepare children for Kindergarten**

Procedure (*Transition from Head Start to Kindergarten*):

1. Family Support Specialist will schedule a parent training to include appropriate school personnel to educate parents about rights and responsibilities as a parent of a child in public school.
2. Site coordinator and Family Support Specialist will schedule a time for children to visit the elementary school. Parents will be encouraged to attend with their child.
3. Classroom staff will show the “transition to kindergarten” video to children prior to leaving Head Start.
4. Classroom staff will discuss transition with parents at final parent-teacher conference.
5. Teachers will complete the Kindergarten Checklist and review with the parents.
6. The original shot record and physical will be given to the parent for kindergarten registration.
7. A copy of the shot record and physical will be kept in the child’s file.

8. Classroom portfolios will be sent home during the final week of school. Parents will deliver records to the appropriate personnel at the elementary school.
9. Transition packets will be given to all children on the last day of school and will include such things as: a summer reading list, parent information, a file folder game, summer activity ideas, etc.
10. Family Support Specialist and/or teaching staff will assist parents in communicating with school personnel about child's education.
11. Transition training will be provided to all staff.