

**Region 9 Head Start/EHS Annual Report**  
**143 El Paso Rd. Suite 1**  
**Ruidoso, NM 88345**  
**April 16, 2018**

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**Funds Received**

Head Start FY 2018:

Head Start Program Operations - \$902,964  
Head Start Training and Technical Assistance - \$16,175  
Total for Head Start 2018 - \$919,139

Early Head Start - CCP FY 2017:

Early Head Start Program Operations - \$751,857  
Early Head Start Training and Technical Assistance - \$18,281  
Total for Early Head Start - \$770,138

**Budgetary Expenditures and Proposed Budgets**

Early Head Start and Head Start funds must be used towards classroom, instruction, personnel, administrative costs, parent and family activities, and any other allowable cost under the Head Start Act, and Part 75 of Uniform Guidance. 8% of the funds from both programs must be allocated to Region 9 Education Cooperative because they hold our grants. Indirect costs pay for fiscal services, accounts payable, accounts receivable, payroll, personnel contracts, service contracts, and fringe benefits.

Program operation funds must be used for personnel, fringe, supplies, contractual services, and other services related to operating on a daily basis. Training and Technical Assistance funds must be used for professional development, trainings, travel related professional development, and any supplies or services needed for staff and parent trainings.

Non-federal share is calculated at 25% of the total funds received for each grant. Non-federal share must be met through donations, space, rent, volunteer time (parent or professional), etc.

The Head Start budget and grant application was submitted in September 2017 for the current grant period. The Early Head Start-CCP budget and grant application is due May 1, 2018 and is for the grant period of 8/1/18 to 7/31/19. The Early Head Start proposal below is the budget proposal for the next project period.

*Head Start Budget Proposal FY18*

<b>Expenditure</b>	<b>Amount</b>
Personnel and Fringe	\$709,552
Supplies	\$22,660
Contractual	\$65,550
Other	\$37,118
Indirect Costs	\$68,084
<b>Total Operational</b>	<b>\$902,964</b>

<b>T/TA Expenditure</b>	<b>Amount</b>
Contractual	\$300
Travel	\$4,292
Supplies	\$675
Other	\$10,908
<b>Total Training and Technical Assistance</b>	<b>\$16,175</b>

*Early Head Start Budget Proposal FY18*

<b>Expenditure</b>	<b>Amount</b>
Personnel and Fringe	\$172,522
Supplies	\$11,995
Contractual	\$6,900
Other*	\$503,393
Indirect Costs	\$57,047
<b>Total Operational</b>	<b>\$751,857</b>

\*Other - the expenditure amount is very large because the child care partner (The Green Child) receives funds for teacher salaries, subsidies, utilities, and supplies.

<b>T/TA Expenditure</b>	<b>Amount</b>
Contractual	\$400
Travel	\$7,081
Supplies	\$200
Other	\$10,600
<b>Total Training and Technical Assistance</b>	<b>\$18,281</b>

**Children and Families Served, Enrollment, and Eligible Children**

*Head Start*

The funded enrollment for the Head Start program is 115 children. Head Start children are enrolled based on need and income. Head Start provides services in Lincoln County, NM only including Capitan, Ruidoso, and Hondo. The average monthly

enrollment is 115. We have maintained full enrollment every month since October 2017. We have served 100% of eligible children based on the eligibility point criteria and income documentation.

*Early Head Start*

The funded enrollment for the Early Head Start program is 44 children. Early Head Start children are enrolled based on need and income. Early Head Start provides services in partnership with The Green Child daycare center in Ruidoso, NM. The average monthly enrollment is 44. We have maintained full enrollment every month since August 2017. We have served 100% of eligible children based on the eligibility point criteria and income documentation.

**Results of Most Recent Review by the Office of Head Start**

*Head Start*

In 2016 Head Start was reviewed on 3 separate occasions for comprehensive services/school readiness, CLASS, and a monitoring review. In February 2016 the comprehensive services/school readiness review concluded that based on the information gathered, no area of noncompliance was found during the course of the review.

In March 2016 an onsite CLASS review was conducted. Observation scores concluded that no further action is required. The CLASS scores generated are below.

Emotional Support = 6.39	Classroom Organization = 6.27	Instructional Support = 2.47
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On 9/28/16 the Office of Head Start conducted a monitoring review of the program to determine if previously identified findings had been corrected. Based on the information gathered during the review, they closed the previously identified findings and no corrective action was required at that time. The previously identified finding was "Safe Learning Environments". There was an incident of a child left unattended, but the actions and policies put into place corrected the finding.

*Early Head Start*

From January 31-February 1, 2017 a program performance review was conducted to determine how the Region IX Education Cooperative and its partners are working together to plan and provide high-quality services. The report was not to determine findings or areas of non-compliance. The report was to provide information to the grantees so they would be able to work with their EHS-CCP partners to address challenges and build on successes to ensure achievement of high quality service delivery.

**Enrolled Children who Received Medical and Dental Exams**

The Head Start and Early Head Start programs are required to submit their PIR (Program Information Report) to the Office of Head Start every year in August. The information submitted is for the previous program year. The following table shows the percentage of enrolled children that received medical and dental exams for the 2016 - 2017 program years.

<b>Program</b>	<b>Medical Exams %</b>	<b>Dental Exams %</b>
Head Start	98%	85%
Early Head Start	100%	77%

### **Parent Involvement Activities**

Head Start and Early Head Start provide parent involvement activities together in order to increase attendance, and so parents who have children in both programs can attend. Head Start also does parent/family engagement during the school day that Early Head Start can not attend due to their children being in daycare all day.

This program year a parent involvement committee was established by our Parent, Family, and Community Engagement coordinator. She invited parents, policy council members, and teachers to serve on the committee. The committee has put together multiple activities. A literacy night was offered to both program parents with free books, food, and a short training on the Ready Rosie parenting curriculum used by Head Start and EHS.

Every year Head Start facilitates a “Little Olympics” event where children learn different physical activities. We also facilitate a “Art Gala Night” where each classroom has their children interpret a famous piece of artwork. All the artwork is displayed in the hallways and we have a night where families can attend to see their art and do fun art activities together in the cafeteria. All the children and their families dress up, and we provide food.

Father/male involvement activities offered are a fishing day in the spring, and free tree cutting permits so that fathers or male figures can spend time with the children cutting down their Christmas tree.

Parent trainings are also a requirement of Head Start. Both programs have offered an active shooter and gun safety training for parents, pedestrian safety, and positive discipline strategies. At the beginning of every year we provide a survey to parents to get input on their training interests or needs.

### **Preparing Children for Kindergarten and School Readiness**

School readiness is a huge part of what Head Start and Early Head Start focus on. Infants and toddlers can learn to be “school ready” simply by learning social-emotional skills. Infants require affection and constant attention to make a connection with a caregiver. EHS teachers are required to obtain a certain number of professional

development hours, and eventually receive their Child Development Certificate. The coursework offered for a CDC focuses on the basic fundamentals of social emotional connections, and how to increase language in the birth to three age group. Language is also an integral part of teaching infants and toddlers. Teachers are required to constantly talk to the children about what they are doing, what they will do next, and about the world around them.

Head Start focuses on the areas of our *Head Start Early Learning Outcomes Framework* which includes approaches to learning, language and literacy, math cognition, science cognition, communication, social emotional, and physical development. Head Start uses this framework and the Teaching Strategies GOLD assessment tool to help develop individual goals for children based on their level. Teachers individualize on lesson plans to accommodate those children who need to meet the standards, or for children who need to be challenged who have already exceeded the standard.

Both programs conduct three school readiness goals committee meetings a year. The coordinating staff generate data from Teaching Strategies GOLD to guide the development of goals. The goals are aligned to the New Mexico Early Learning Guidelines, TS GOLD, and the Head Start Framework. The Head Start school readiness goals are also aligned to the common core standards Kindergarten uses to assess their children.