



Annual Report 2009-2010

4C Early Head Start Orange, Osceola, and Seminole Counties

Early Head Start Grantee:
Community Coordinated Care for Children (4C), Inc.
3500 West Colonial Drive
Orlando, Florida 32808

Program: 4C Early Head Start
Grantee: Community Coordinated Care for Children, Inc. (4C)
Address: 3500 West Colonial Drive, Orlando Florida 32808
Fiscal Year: December 1, 2009 to September 29, 2010
Counties served: Orange, Osceola, and Seminole

The *Improving Head Start for School Readiness Act* signed by the President in December 2007 states: *Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent.* The following italic headings are taken word for word from the Act:

The total amount of public and private funds received and the amount from each source:

Total Revenues for 2009-2010 \$1,153,977.67
US Department of Health & Human Services (HHS): \$1,065,232.07
HHS-Training & Technical Assistance: \$31,795.44
Local non-federal share: \$56,950.16

An explanation of budgetary expenditures and proposed budget for the fiscal year:

Total Expenditures for 2009-2010 \$1,153,977.67
Salaries: \$349,643.29
Benefits: \$66,354.44
Nutrition and food: \$1,917.15
Children's health: \$15,015.74
Classroom supplies: \$114,763.05
Misc. program expenses: \$1,692.87
General office expense: \$22,781.95
Professional Services: \$26,264.37
Insurance: \$831.38
Building and equipment expenses: \$155,070.12
Administrative travel: \$5,303.31
Education and training: \$31,801.91
Subcontractors: \$73,355.00
Fixed Assets Purchases: \$232,232.93
In-Kind: \$56,950.16

Note: Total expenditures for 2009-2010 are lower than the proposed 2010-2011 budget because the former was an abbreviated year. Also, many EHS sites did not open until mid 2010 and therefore there were fewer expenses.

Proposed budget for 2010-2011
US Department of Health & Human Services (HHS): \$3,241,900.00
HHS-Training & Technical Assistance: \$63,775.00
Local non-federal share: \$826,419.00
Total proposed budget 2010-2011: \$4,132,094.00

The total number of children and families served:

The funded enrollment of the EHS grant award is 248, which includes a number of pregnant mothers. The award was granted in December 2009. During the spring of 2010, contracts were drawn up with several private providers in the tri-county region to provide EHS services and facilities were sought where the grantee would operate direct EHS services. During the summer of 2010, EHS services began at the contracted sites and 174 children had been served during program year 2009-2010, which concluded September 29, 2010.

The average monthly enrollment as a percentage of funded enrollment:

70%

The results of the most recent review by the Secretary and the financial audit:

A federal review did not occur in program year 2009-2010, the first year that these services were initiated. A review is scheduled for February 6-9, 2011.

The agency audit for calendar 2009 had no findings.

The percentage of enrolled children that received medical and dental exams:

Medical exams: 85%

Dental exams: 80%

Information about parent involvement activities:

Parent Committees

Monthly Parent Committee meetings are conducted at each site. Various topics are discussed, such as training on Safety Awareness, Developmentally Appropriate Practices (DAP), Parenting Skills, Family Literacy, Required Immunizations, and Transitioning of Children to and from Early Head Start, Performance Standards and Parent Involvement in Education, Health, Nutrition, and Mental Health.

Policy Council

Activities and trainings that occur during the year at monthly Policy Council meetings include:

- A) Roles and Responsibilities of Officers and Representatives
- B) Parliamentary Procedure
- C) Selection of Officers for the new program year
- D) Interpretation of Monthly Financial Statements and Budget Amendments
- E) Curriculum and Assessment
- F) Program Governance
- G) ERSEA training and approval of Selection Criteria
- H) Self-Assessment procedure training (and then direct involvement)
- I) Review progress of and participate in the development of the annual Refunding Application
- J) Approve Refunding Application, T&TA Plan By-Laws, Policies & Procedures, Curriculum, Long/Short Term Goals, and the Program Improvement Plan (based on findings of the Self-Assessment)

To foster reciprocal sharing of information between Boards, a Governing Body (4C) Board Member attends Policy Council Board meetings, and the Policy Council Chair attends 4C Board meetings. Both have voting privileges on these Boards.

The Policy Council and the Governing Body receive monthly information in *The Head Start Headlines* that includes:

- A) Monthly Financial Statements, including credit card expenditures
- B) Monthly Program Information Summaries
- C) Program Enrollment Reports, including attendance reports for children whose care is partially subsidized by another public agency
- D) Monthly Reports of meals and snacks provided through the Child Care Food Program
- E) The Financial Audit
- F) The Annual Self-Assessment, including any findings related to the assessment
- G) The Communitywide Strategic Planning Assessment of the Head Start program, including any applicable updates
- H) Communication and Guidance from the Secretary
- I) Program Information Reports (PIR).

Parents have involvement on the Health Services Advisory Committee (HSAC), which now combines grantee (4C) HS, EHS parent representatives and parents enrolled with another regional EHS grantee, the Children's Home Society, which provides the home-based option in the counties of Orange, Osceola, and Seminole.

The agency's efforts to prepare children for kindergarten:

Early Head Start forms the critical foundation during the period birth to three which will positively influence each child's later learning habits. Key during this period is the development of trust in an adult caregiver and a strengthening sense of security.

Early Head Start teachers plan daily environments that are experience-based. Classrooms and playgrounds are designed to allow infants, toddlers, and twos to explore all the age-appropriate materials provided in their surroundings.

When children transition to the Head Start program at age three, the daily environment is more curriculum-based, and preparation for kindergarten becomes more intensified. The development of educational skills covered in the curriculum will have a much stronger footing thanks to the Early Head Start experience in their formative years.