



Annual Report 2010-2011

4C Head Start Osceola and Seminole Counties

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

Program: 4C Head Start

Grantee: Community Coordinated Care for Children, Inc. (4C)

Address: 3500 West Colonial Drive, Orlando Florida 32808

Fiscal Year: August 1, 2010 to July 31, 2011

Florida Counties served: 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 2010-2011: \$4,776,002

US Department of Health & Human Services (HHS): \$ 3,650,675

HHS-Training & Technical Assistance: \$45,744

Osceola Board of County Commissioners: \$133,000

VPK (state-funded pre-kindergarten program): \$396,142

City of Kissimmee: \$8,000

Other cash donations: \$ 2,491

Non-cash In-Kind donations: \$ 539,950

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

Total Budgetary Expenditures for 2010-2011: \$4,776,002

Training and Technical Assistance: \$45,744

Salaries: \$2,500,515

Benefits: \$833,130

Travel: \$4,731

Equipment: \$16,328

Supplies: \$96,213

Contractual: \$132,650

Other: \$606,741

In-Kind: \$539,950

Proposed budget for HS / EHS 2011-2012: \$6,979,373

Note: Beginning in fiscal year 2011-2012, the Head Start (HS) grant and the Early Head Start (EHS) grant will be combined into one grant.

US Department of Health & Human Services: \$5,496,287

HHS-Training & Technical Assistance: \$87,211

VPK State Funding: \$421,255

Osceola Board of County Commissioners: \$133,000

City of Kissimmee: \$8,000

Other cash donations: \$1,500

Non-cash In-Kind donations: \$832,120

Funded Enrollment: 526

183 children in Osceola County
343 children in Seminole County

Total number of children served during the program year: 613

203 children in Osceola County
410 children in Seminole County

The average monthly enrollment as a percentage of funded enrollment:

August	466 – (89% due to delay in opening Hamilton classrooms)
September	526 – (100%)
October	526 – (100%)
November	526 – (100%)
December	526 – (100%)
January	526 – (100%)
February	526 – (100%)
March	526 – (100%)
April	526 – (100%)
May	521 – (99%)
June	519 – (98.6%)

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

Most recent review by the Secretary

A Head Start triennial review was conducted in April 2009. There were two non-compliances: The program did not have the required 10% enrollment of children with disabilities, and referrals of children with disabilities needed to be made to the Local Education Agencies (LEAs) in a timelier manner. The program was given 120 days from the receipt of the Letter of Understanding to make corrective action. A response was submitted to Region IV in Atlanta prior to the November 13, 2009 due date.

Financial Audit

The most recent financial audit, conducted by McGladrey and Pullen in December 2010, determined no findings.

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

Medical exams: 100%
Dental exams: 85%

Information about parent involvement activities:

Parent Committees

Monthly Parent Committee meetings are conducted at each site. Various topics are discussed each month. They are as follows:

- A) August - In-kind and the importance of volunteering, Pedestrian Safety, attendance and arrival/dismissal procedures, Family Partnership Agreements, and home visits

- B) September - Training on the roles and responsibilities of parent representatives at Policy Council and parent committee meetings and the selection of parents that will represent their site at Policy Council meetings
- C) October - Head Start Awareness Month with extra-curricular activities at all sites
- D) November/December - Training on Policies and Procedures
- E) January - Update immunizations, physicals, and dental treatment
- F) February - Update emergency contact information
- G) March - Re-enrollment packets distributed
- H) April - Transition activities
- I) May - End of the year activities and VPK surveys

In addition, monthly Parent Committee meetings provide training on the Creative Curriculum, Safety Awareness, Developmentally Appropriate Practices (DAP), Parenting Skills, Family Literacy, Required Immunizations, and Transitioning of Children to and from 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).

Parent volunteer hours in classrooms

September	3,620.50	hours
October	3,749.25	hours
November	4,411.25	hours
December	3,742.75	hours
January	2,823.35	hours
February	3,218.60	hours
March	3,897.00	hours
April	4,304.25	hours
May	5,629.75	hours
June	5,782.50	hours
Total	41,229.20	hours

Themed activities

There are weekly themes at all ten sites and a weekly *Home Connection* is sent to the parents to reinforce activities that are being done in the classroom. In-kind hours are generated from these activities, and it also gets the parents involved in their child's education. Parents are also involved throughout the year in the development of classroom lesson plans and on the Health Services Advisory Committee.

The agency's efforts to prepare children for kindergarten:

The program uses research-based *Creative Curriculum* with a thematic approach. A web-based assessment system creativecurriculum.net is used to track the progress of children in the eight domains of Language Development, Literacy, Mathematics, Science, Creative Arts, Social and Emotional Development, Approaches to Learning, and Physical Health and Development.

Skill level progress of the children that would be entering kindergarten in fall 2011 was measured using baseline scores established in fall 2010 and comparing these with the final assessment scores in spring 2011. These measurements indicated that 86% of the children were ready for kindergarten.

Achieving 100% using outcome statistics is difficult because of the transitory nature of the children and families served. As seen above, the funded enrollment is 526, but 613 children were served during the year. This means that 87 children left the program between August 2010 and June 2011 and were replaced with new children. This fluctuation affects the accuracy of the pre/post assessment and the resulting kindergarten readiness percentage.