

Santa Rosa County School District Head Start/Early Head Start/Voluntary Pre-Kindergarten Programs

Monthly Report for October 2020
Submitted to the School Board
From Mrs. Dawn Alt, Director of Pre-K Programs

PROGRAM DESIGN AND MANAGEMENT (PDM)

The Policy/School Advisory Council met on October 9th and October 22nd. Council members engaged in training on parliamentary procedures, the Continuation Grant and Training/Technical Assistance (TTA). The Program Self-Assessment Action Plan was discussed along with the Head Start Program Performance Standard 1303.72(a)(4) that requires there be at least one monitor on a bus that transports Head Start children. Each service area specialist gave a report on their respective area.

On October 20, notification was received that the program will have a Focus Area One (FA1) monitoring review this program year. Additional information regarding the review, including the assigned Review Lead and review dates, will be received approximately 45 days prior to the review.

The Office of Head Start (OHS) will begin virtual monitoring of grantees in November 2020. Mrs. Alt can expect a planning call with their assigned review lead to discuss the virtual schedule. It will include conversations on:

- Program Design and Management.
- Education and Child Development.
- Health Program Services.
- Family and Community Engagement.
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).
- Fiscal Infrastructure.

During the FA1 review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)/ Disabilities

- Enrollment
Early Head Start – 100%
Head Start – 90%

Fiscal Report

- The 2021-2022 Continuation Grant Synopsis will be submitted for approval at the November 9, 2020 Policy/School Advisory Council Meeting and the November 17, 2020 School Board Meeting. The Head Start/Early Head Start program is working on the Non-Competing Continuation Grant for March 1, 2021-February 28, 2022 budget period. Guidance on the requirements for submission of the Head Start/Early Head Start Grant application was received on 9/23/2020. The approved annual funding amount for the enrollment of 220 Head Start students and 40 Early Head Start students is for the total amount of \$2,824,705.00. This amount reflects the Head Start/Early Head Start Federal Funded Program Operations and Training/Technical Assistance. The application for the Head Start/Early Head Start Continuation Grant is due 12/01/2020 and must be submitted via the Head Start Enterprise System (HSES).
- The 1st Semi-Annual SF 425 Federal Financial Report was completed by Lynn Green (Accounting Analyst) for our Project/Grant Period of 3/1/2020 – 02/28/2021. The Reporting Period End Date was on 08/31/2020. The report was sent to Mrs. Alt for review/signature on 10/19/2020. Then it was submitted back to Lynn Green to send to Region IV Office of Head Start.
- The following six (6) schools in Santa Rosa County receive Head Start/Early Head Start funds for Pre-K:

Bagdad Elementary School
Central School
East Milton Elementary School

Jay Elementary School
T.R. Jackson Pre-K Center
West Navarre Primary School

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES

Education/Assessment

- Teachers began their monthly data input into Galileo for the school year 2020-21 for each individual student. This data allows the teachers to plan for the students the skills that they are developmentally ready to learn.
- Our team of Qualified CLASS (Classroom Scoring System) Raters are currently conducting CLASS observations in our Pre-k classrooms and will continue in the month of November until all classrooms have been observed. CLASS Observations were developed to assess quality in preschool classrooms and is required by Head Start Program Performance Standard 1304.16 Use of CLASS: Pre-K instrument in the Designation Renewal System.
- On October 27th, the **TRJ Pumpkin Day** was a huge success with the children and teachers. Activities included a Hay Ride, Pumpkin Patch (each child & teacher chose a pumpkin), and Camp Fire story telling by Krista Mitchell and Pam Busbee (SRCSD staff).
- Teachers and staff are continuing to conduct VPK assessments and Dial-4 screeners on new students as they continue entering the program.

Environmental Health and Safety/ Nutrition/ Dental

- All 6 Head Start Centers are in compliance with their **School-Site Safety Reporting**.
- Providing COVID 19 disinfecting supplies to our teachers and classrooms continues to be a major priority for our Service Area.
- We had a **Flu Shot Clinic** for our staff on October 7th. Four vaccinations were offered. They were Flu, Tetanus, Shingles, and Pneumonia.
- We offered **Flu Mist** to our students on Friday, October 9th. The students that received the vaccine had signed parent permission.
- We completed our **Vision and Hearing screenings** on TR Jackson students on October 14th and 15th. Vision and Hearing screenings were completed at our 5 other district Head Start sites on October 20 (Bagdad & East Milton), October 21 (Jay & Central), and October 22 (West Navarre Primary)
- Our monthly **Fire Drill** was conducted on October 21st.

Nutrition

- We recently met with the Florida Extension Office to plan this year's calendar of activities. Due to COVID 19, many of our trainings and workshops have been cancelled for this school year. We will continue our monthly Nutrition Lessons with our 3 and 4-year-old students since these lessons are an important part of our nutrition curriculum.
- Lunch and Breakfast Recap and Reconciliation Totals for October:

<i>T.R. Jackson Pre-K</i>	<i>Total # Free/Reduced</i>	<i>Total # Paid</i>	<i>GRAND TOTAL</i>
BREAKFAST	(Free) (Red)	0	
LUNCH	(Free) (Red)	0	
GRAND TOTAL			3,448

Dental

- Our dental provider is Pro-Med Pediatric Dental Clinic. They ended their contract with the Health Department on Friday, October 23rd. **All Head Start and Early Head Start classes completed their dental trips on October 21st.** Due to the tight timeframe in getting these trips completed our students received an exam and a cleaning only (if cooperative). We will begin completing student's treatment plans as soon as there is a new dental provider on board at the health department. Parents have been provided a letter and a copy of their child's dental treatment plan. Parents do have the option to take their child to another dental provider to get their child's dental treatment plan completed.

- School (TRJ) Clinic Totals: Registered Nurse – Holly Ledbetter

	OCTOBER	YEARLY TOTALS
TOTAL MEDICATIONS ADMINISTERED	35	51
Minor Injuries	15	31
Major Injuries	1	1
TOTAL FIRST AID ADMINISTERED	16	32
Physical Complaints	55	100
Intentional Injuries	0	0
Chronic Conditions	0	0
Head Lice & Scabies (screening only)	23	29
Head Lice & Scabies (positives only)	16	20
Other	207	234
Medication Intake	10	25
TOTAL PARAPROFESSIONAL VISITS	362	491
Dispositions		
Returned to Class	307	391
Sent Home	45	75
Medication Intake (to the clinic)	10	25
Emergency Response (911)	0	0
TOTAL DISPOSITIONS	362	491

The AED is checked and documented weekly by our Registered Nurse