

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

Monthly Report for the months of January and February 2021

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 January 8th and February 12th.
- In January, the Environmental Health and Safety (EnvHS) Specialist conducted a training on Health, Nutrition, Dental and Safety and the council received a brief report from each service area.
- In February, the council engaged in Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training. The training was about how children get into the Head Start (HS)/Early Head Start (EHS) Program. The Selection Priority Criteria for 2021-2022 was discussed and approved by the council. Service Area Brief were also given.
- The Office of Head Start Focus Area One Monitoring Review took place February 1st - 5th. The Director and Service Area Specialists met with Ms. Shadie Hall, the Review Lead, through conference calls each day. Every single team that was interviewed did such a great job. We are so proud of what they were all able to tell Ms. Hall. She seemed very impressed with what the Head Start/Early Head Start Program is all about in Santa Rosa County. Every department knew any and everything that she asked - plus more. We are proud of the Program and truly appreciate our District, School Board, Policy Council, and everyone who makes up this amazing team of people who assist and inspire our pre-k children and their families to succeed.

We will not have the results of the Review for about 4 to 6 weeks. We are very eager to find out what the results are and if she came up with something, we will take care of business because that is what we do.

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

- Attendance

Attendance information reported to the Office of Head Start was as follows:

January

Early Head Start – 89%

Head Start – 90%

February

Early Head Start – 90%

Head Start – 89%

- Enrollment

Early Head Start is currently at full funded enrollment. The ERSEA Service Area continues working toward Head Start's full funded enrollment of 220.

January

Early Head Start – 40

Head Start – 211

February

Early Head Start – 40

Head Start – 211

Fiscal

- The T. R. Jackson Pre-K Center Internal Funds Fiscal (spot) Audit was completed in person by Carr, Riggs and Ingram on January 26th with no findings.
- The Head Start Program 2021-2022 Continuation Grant Notice of Award was approved on February 25th and awarded on March 4th. The budget of \$2,824,705.00 is for the Federal Funded Program Head Start and Early Head Start Operations and Training/Technical Assistance which reflects the enrollment of 220 Head Start students and 40 Early Head Start students. The new budget period is from March 1, 2021- February 28, 2022.
- The following six schools in Santa Rosa County receive Head Start/Early Head Start funds for Pre-K:
 1. Bagdad Elementary School (HS)
 2. Central School (HS)
 3. East Milton Elementary School (HS)
 4. Jay Elementary School (HS)
 5. T.R. Jackson Pre-K Center (EHS/HS)
 6. West Navarre Primary School (HS)

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES

Education and Assessment

January

- The Education Service Area prepared and presented its 1st observational period School Readiness Team Meeting on Jan 14th. The School Readiness Team members analyzed data to give strategies that will assist teachers and students to be able to master the skills that are developmentally appropriate and meet our School Readiness Goals.
- Celebrate Literacy Week was celebrated during the week of January 25th - January 29th. The children enjoyed dressing up, listening to guest readers (especially our DADs and Papa Reader), and wearing their pajamas to go on a “Bear Hunt”. Every child received a book to take home for their home library.

February

- The teachers completed the Galileo data input for the 2nd observational period. This data is used to give parents individualized information about their child’s progress and to allow teachers to plan learning activities for children.
- The ***Special Events Team*** met on February 10th to plan activities for the “Read Across America” events scheduled for March 1st -5th, 2021 and ***Steam Day*** activities. A decision was made for each age level to provide a video of a developmentally age appropriate STEAM activity.
- The Head Start Policy/School Advisory Council met on February 12th. An Education Service Area update/brief was given to the Council.

Environmental Health and Safety

- 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.
- Masks (face coverings) are readily available to our staff and parents and we continue to encourage everyone to wear one.
- Our T.R. Jackson (TRJ) Threat Assessment Team had their monthly meeting on January 14th and February 11th.
- **Fire Drills** were conducted on January 20th and February 23rd. We used the regular primary route for both drills.
- The School Health Advisory Council met on January 20th and February 17th. Mr. Gracey brought back some great information from the meeting.
- A school wide Lockdown Drill was conducted on January 27th.
- Mr. Gracey and Mrs. Hart participated in a webinar on “Caring for Children and Staff During the COVID Pandemic” on January 28th and a webinar on “Emergency Preparedness” on February 17th.
- “Pour and Play” material was added to our two 3 and 4 year old playgrounds. This soft material was poured under the high play equipment and slides to make the playgrounds safer for our students. New mulch is also being added to all playgrounds.
- Sandy Peloke finished up our Vision and Hearing Screenings on all new students that have enrolled or those students that were absent during the first screenings at TRJ and our five other Head start sites.

Nutrition

- Lunch and Breakfast Recap and Reconciliation Totals for TRJ – January/February 2021**

T.R. Jackson Pre-K	Total # Free(F)/Reduced(R)	Total # Full Paid	GRAND TOTAL
BREAKFAST			
JANUARY	(F) 0 (R) 0	0	
FEBRUARY	(F) 0 (R) 0	0	
GRAND TOTAL			3,235
LUNCH			
JANUARY	(F) 0 (R) 0	0	
FEBRUARY	(F) 0 (R) 0	0	
GRAND TOTAL			3,227

Dental

- We are happy to report that a new dental provider is now able to serve our pre-k students at the Santa Rosa County Health Department Dental Clinic. The new dental provider is “Aidan and Associates LLC”. The Primary dentist is Aidan Attkisson who was one of the former dentists with Pro-Med Dental Clinic.
- With the recent approval of our new Dental Services Contract with Aidan and Associates, we are now scheduling in our new students and those students needing treatment. We are also contacting parents of the children that have not provided documentation of their child receiving dental services.

School (TRJ) Clinic Totals by Holly Ledbetter, Registered Nurse

	JANUARY	FEBRUARY	YEARLY TOTALS
TOTAL MEDICATIONS ADMINISTERED	24	18	130
Minor Injuries	24	17	104
Major Injuries	0	0	2
TOTAL FIRST AID ADMINISTERED	24	17	106
Physical Complaints	34	28	227
Intentional Injuries	0	0	0
Chronic Conditions	0	0	0
Head Lice & Scabies (screening only)	12	11	75
Head Lice & Scabies (positives only)	12	8	51
Other	83	177	544
Medication Intake		1	34
TOTAL PARAPROFESSIONAL VISITS	193	260	1167
Dispositions			
Returned to Class	163	234	965
Sent Home	26	25	166
Medication Intake (to the clinic)	4	1	34
Emergency Response (911)	0	0	2
TOTAL DISPOSITIONS	193	260	1167

(The AED is checked and documented weekly by our Registered Nurse)

PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE) / MENTAL HEALTH

Family Development Credential

Head Start Performance Standard 1302.91(7) establishes that, “family services staff must at a minimum have a credential or certification in social work, human services, family services, counseling or a related field.” Seven more of our staff have completed the National Family Development Credential from the University of Connecticut; Patricia Freeman, Jetta (Keetsa) McKeithen, Wendy McNeil, Betty Montgomery, Sarah Summerlin, Kelly Sweeny and Chris Wyatt. All of our credentialed staff have completed 80 seat hours of instruction, a portfolio covering the ten chapters of the curriculum, and passed the final exam on their first attempt. Though our program currently has three Family Service Advocate positions, we now have nine staff meeting the minimum requirements established by Head Start to fill those positions. Most of all, their knowledge will be used to better serve our families.

Shoes and Jackets

During the colder months many of our children do not have adequate shoes and jackets. Thanks to our community partners we are able to supply our children with shoes, socks, underwear and jackets. The Florida Department of Transportation office in Milton has continued its clothing drive and continues to provide us with lightly worn clothes to provide to our children and families each month.

Winter Family Service Conferences

Our advocates spent the month following up with families related to their family goal plans. They also prepared for Winter Family Conferences that will take place in the month of March. Though COVID has restricted in person meetings, we continue to see higher levels of family engagement in the family partnership process this year.