

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

Monthly Report for the months of August and September 2021

Submitted to the School Board

From Mrs. Dawn Alt, Director of Pre-K Programs

PROGRAM DESIGN AND MANAGEMENT (PDM)

On September 9, the program received a letter from Dr. Bernadine Futrell, the Director of the Office of Head Start. She shared an important announcement from the Biden administration introducing a new requirement for Head Start programs. All Head Start employees must be vaccinated against COVID-19 by January 2022. We have sought more guidance from Sherice Horton, our Region IV Program Specialist in this matter; however, she has not provided any additional information at this time.

The 2021-2022 Policy Council/School Advisory Council had its first meeting on September 10th. Brittani Pate was elected as the Council Chair. At the meeting, the council discussed the approval of the 2021-22 School Improvement Plan and received reports from each Service Area Specialist.

Fiscal

- The Head Start/Early Head Start Program was notified in a Notice of Award on 8/13/2021 that the Early Head Start program's locally-designed option was approved and waived for the requirement 45 C.F.R. 1302.21 ©(1)(i) to provide a minimum of 1,380 annual hours of planned class operations per year for center-based services. A waiver of this requirement is approved for 40 EHS students through February 28, 2025.
- The Head Start/Early Head Start Carryover Request Application was re-submitted via Head Start Enterprise Systems (HSES) on 8/20/2021. The unobligated carryover amount had to be edited per Office of Head Start (OHS) from \$146,174.00 to \$108,056.00. These funds are being requested to be used for Head Start/Early Head Start supplies & staff trainings. We are still waiting on approval and Notice of Award of the Carryover Request.
- The Head Start/Early Head Start Program received the Annual Funding Guidance Letter on 8/24/2021 from OHS for the application for funding for the upcoming budget period 3/1/2022 - 2/28/2023. The application must be prepared in accordance with the Head Start Grant Application Instructions with Guidance Version 3 and submitted by December 1, 2021 into HSES. The Continuation Grant will be for the total funding amount of \$2,858,717. This amount is for Head Start/Early Head Start Program Operations and Training/Technical Assistance which reflects the enrollment of 220 Head Start students and 40 Early Head Start students.
- The Head Start/Early Head Start Program received the Notice of Award on 9/8/2021 for the Cost-of-Living Adjustment (COLA) supplemental grant funds. The COLA will help support FY 2021-2022 funding levels to increase staff salaries, fringe benefits, and offset higher operating costs. The Head Start program amount is \$24,440.00 and the Early Head Start program amount is \$9,572.00 for total funding of \$34,012.00. The COLA supplement budget period is from 3/1/2021 – 2/28/2022.
- The following six (6) schools in Santa Rosa County receive Head Start (HS)/Early Head Start (EHS) 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)

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

- Enrollment
Head Start and Early Head Start are at full funded enrollment.
 - ✓ Early Head Start – 40
 - ✓ Head Start – 220
- Eligibility and Recruitment
- For children who are eligible, the ERSEA office continues to accept applications for the Early Head Start/Head Start Program.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES (ECDHS)

Education

- In September, teachers began their 2021-22 Galileo data input for School Readiness Goals. The data allows teachers to plan and implement developmentally appropriate and ready to learn skills for the students.
- Plans for October's Pumpkin Patch and Storybook Character parade were discussed. The Special Events Team members are finalizing the activities these events.
- Heggerty Phonological and Phonemic Awareness training for Head Start staff of 3 and 4 year old students was held on September 21st with Marjorie Bottari as the literacy specialist presenter. This training was very beneficial to the staff.
- Both the Education Specialist and Curriculum Coach attended the Child Plus online training from Sept 27th to Sept 29th.

Environmental Health and Safety/Nutrition & Dental

Health and Safety

- All 6 Head Start Centers are in compliance with their **School-Site Safety Reporting**.
- Three **fire drills** were conducted during August and September. We conducted 2 fire drills in August. The first fire drill was conducted on August 13th and the 2nd fire drill on August 20th. In September, we conducted our 3rd fire drill on September 24th.
- The annual **Hood and Fire Extinguisher inspection** was on August 19th.
- The **Comprehensive Safety Inspection** was on Tuesday, August 17th. We are now working on correcting any deficiencies found during the inspection. Workorders were submitted for deficiencies we could not correct "in-house."
- The monthly **Threat Assessment Team meeting** was on Thursday, September 9th.
- **Flu Shots** and other vaccinations were offered to the staff on Monday, September 13th. We had approximately 25 staff and family members participate.
- **Vision and Hearing Screenings** were conducted on all Early Head Start and Head Start students from Monday, September 13th to Friday, September 24th.
- We have a **CPR/AED/FIRST AID Certification class** scheduled for Thursday, October 7th.
- **School (TRJ) Clinic Totals by Registered Nurse – Holly Ledbetter**

	AUGUST	SEPTEMBER	YEARLY TOTALS
TOTAL MEDICATIONS ADMINISTERED	0	16	16
Minor Injuries	14	36	50
Major Injuries	0	0	0
TOTAL FIRST AID ADMINISTERED	1	15	50
Physical Complaints	28	36	64
Intentional Injuries	0	0	0
Chronic Conditions	0	0	0
Head Lice & Scabies (screening only)	1	10	11
Head Lice & Scabies (positives only)	0	11	11
Other	47	183	230
Medication Intake	10	8	18
TOTAL PARAPROFESSIONAL VISITS	106	341	447
Dispositions			
Returned to Class	70	289	359
Sent Home	26	44	70
Medication Intake (to the clinic)	10	8	18
Emergency Response (911)	0	0	0
TOTAL DISPOSITIONS	106	341	447

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 will be 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: **August and September 2021**

<i>T.R. Jackson Pre-K</i>	<i>Total # Free/Reduced</i>	<i>Total # Paid</i>	<i>GRAND TOTAL</i>
BREAKFAST			
AUGUST	(Free) All (Red) 0	0	FREE
SEPTEMBER	(Free) All (Red) 0	0	FREE
LUNCH			
AUGUST	(Free) All (Red) 0	0	FREE
SEPTEMBER	(Free) All (Red) 0	0	FREE
GRAND TOTAL			3,768 FREE

Dental

We will use the dental clinic located at the Santa Rosa County Health Department. Our dental provider is Aidan & Associates Dental Clinic. All Head Start and Early Head Start classes have been scheduled and dental trips began on Tuesday, September 14th and will run through October 22nd.

PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE) / MENTAL HEALTH / DISABILITIES

The Parent, Family and Community Engagement (PFCE) Service Area has a variety of responsibilities in the Head Start and Early Head Start Programs. This year in addition to family assignments, each family advocate has been assigned to a specific area of the program: Family Partnerships, Community Partnerships, and Male Engagement. This delegation of responsibility is already showing growth in our ability to serve families more effectively.

- We provided 8 children with shoes donated by various individuals and organizations.
- Twelve families received food bags provided by Food Raising Friends.
- Over 95% of our families participated in conferences with their assigned family advocate to complete a survey based on the Head Start PFCE Outcomes Framework which helps identify family strengths and needs. Families are also encouraged to write measurable and attainable goals that we will assist them with throughout the school year.
- We encouraged families to participate in Dads Take Your Child to School with an emphasis on male engagement, called Dad Rocks. Children painted rocks with their dad or other male figure in their life and returned them to school to become part of our WE ROCK rock garden. We took pictures of 94 children with their families and have 148 rocks in our garden. (see photo below)
- PFCE staff participated in three trainings.
 - Child Plus data entry review (program/school based).
 - Head Start Region IV PFCE Training: *Put Me in Coach*
 - Child Plus Scramble event.



WE ROCK Rock Garden

Guidance/Social and Emotional Health and Disabilities

- The guidance department is focusing on helping students manage emotions/feelings. Small group and whole group lessons will be tailored towards helping students become aware of their emotions and, ways to successfully manage emotions when they need to.
- Resources were provided to some parents on developing a routine and schedule and helping with transitions.
- Weekly Self-Care information is distributed to teachers and staff as a reminder of the importance of self-care especially during these tough times.
- “Caught ya” Capturing kids Hearts email has gone out.
- Parent training on the 7 Powers for Conscious Adults is currently in the works and expected to start soon.
- School Counselors have been very active in classrooms and around the school helping students transition to school.
- Counselors are a part of weekly MTSS meetings.
- Created a potty-training pamphlet to inform and encourage parents in the potty training process