

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

Monthly Report for the months of August and September 2022

Submitted to the School Board

From Nancy Haupt, Director of Pre-K Programs

PROGRAM DESIGN AND MANAGEMENT (PDM)

The first council meeting of the school year was held on September 9th. The Policy Council for the Head Start & Early Head Start Program was combined with the T. R. Jackson Pre-K Center's School Advisory Council. According to Head Start Program Performance Standard (HSPPS 1301.3), there must be a Policy Council in place. The Policy Council is comprised of one representative from each Head Start (HS) and Early Head Start (EHS) class at T. R. Jackson (TRJ) and a representative from 5 other Head Start classes at school site within the school district.

The Policy Council works cohesively with key management staff to review, approve or disapprove program policies and procedures, as well as funding applications. The Policy Council also engages in strategic planning for the program, participates in the program's annual self-assessment and serves as a link to the Parent Committees, Grantee (School Board) and delegate agency governing bodies, public and private organizations, and the community we serve.

Brittani Pate was re-elected as the Council Chair for the 2022-23 school year. The council, Mrs. Haupt - the Director of Pre-K Programs, and the management team did introductions. The council was trained on parliamentary procedures. They also discussed and approved of the 2022-23 School Improvement Plan.

Fiscal

- The following six (6) schools in Santa Rosa County receive Head Start/Early Head Start grant funds for Pre-K:
 1. Bagdad Elementary School – Head Start
 2. Central School – Head Start
 3. East Milton Elementary School – Head Start
 4. Jay Elementary School – Head Start
 5. T.R. Jackson Pre-K Center – Head Start and Early Head Start
 6. West Navarre Primary School – Head Start
- On September 6, 2022, the Head Start program received the annual funding guidance letter for the upcoming budget period application that will need to be submitted by December 1, 2022. The approved annual funding amount for the Continuation Grant # 04CH011424 budget period 03/01/2023 – 02/28/2024 is for the enrollment of 220 Head Start students and 40 Early Head Start students for the total amount of \$2,937,685.00. The total amount reflects the Head Start/Early Head Start Federal Funded Program Operations and Training/Technical Assistance. The HS/EHS breakdown is as follows: Head Start Program Operations will receive \$2,085,361.00, Head Start Training & Technical Assistance will receive \$25,108.00, Early Head Start Program Operations will receive \$815,416.00 and Early Head Start Training and Technical Assistance will receive \$11,800.00.
- On September 17, 2022, the Head Start program received the Cost-of-Living Adjustment (COLA) & the Quality Improvement (QI) Grant Supplement Notice of Award to cover staff salaries/benefits. Total received is \$78,968.00 for both HS/EHS programs combined. This is for the current grant period 3/1/22-2/28/23. The HS/EHS breakdown is as follows: The HS program project 49022 received \$57,681.00 and the EHS program project 40722 received \$21,287.00.

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

- Attendance

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

August

Head Start – 91%

Early Head Start – 91%

September

Head Start – 88%

Early Head Start – 88%

- Enrollment

The Head Start and Early Head Start Programs are currently at full funded enrollment.

August

Head Start – 220

Early Head Start – 40

September

Head Start – 220

Early Head Start – 40

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES (ECDHS)

Environmental Health and Safety/Nutrition & Dental

Health and Safety

- All 6 Head Start Centers follow their **School-Site Safety Reporting** requirements and are in compliance.
- The Annual **Comprehensive Safety Inspection** for T. R. Jackson (TRJ) Pre-K Center took place on August 22nd.
- The **Bus Safety Training** for TRJ students was held on September 2nd.
- TRJ experienced a real **LOCKDOWN** on September the 8th. The teachers and staff did a wonderful job during this unexpected Lockdown. The SRO, Deputy Todd Reaves was well prepared to keep everyone safe!
- The **Flu Shot Clinic** for the TRJ staff was held on September 12th. Twenty-three of our staff participated.
- A **CPR/AED workshop** for all pre-k staff was held on September 13th. Twenty-five of our staff attended.
- TRJ has scheduled 40 students for the **Flu Mist Clinic** that will take place on October 21st.
- **Fire Drills** for TRJ were conducted on August 17th & 19th and September 22nd.
- The monthly **Threat Assessment** meetings were held on August 18th and September 15th.
- Mrs. Hart and Mr. Gracey attended, virtually, the monthly **School Health Advisory Council** meetings on August 25th and September 22nd.
- **Vision, Hearing, Height & Weight Screenings** were conducted on 100% of our Early Head Start, Head Start, and ESE students from September 12th through September 28th.
- We had a **Parent Car Seat Check** on September 29th.
- We continue to use **ChildPlus** to monitor and communicate with parents regarding any student that has a **physical and/or immunization** that is about to expire or has expired.

Nutrition

- **Nutrition and/or Health Care Plans** were written by our Registered Nurse for any new students entering the program with nutritional and/or health issues.
- **National School Lunch Week** is October 10th - October 14th. The theme this year is **“Peace, Love, and School Lunch.”** Parents are invited to join us for lunch on Friday, October 14th. Dress up activities are planned throughout the week.

- Lunch and Breakfast Recap and Reconciliation Totals: **August and September 2022**

<i>T.R. Jackson Pre-K</i>	<i>Total # Free/Reduced</i>	<i>Total # Paid</i>	<i>GRAND TOTAL</i>
BREAKFAST			
AUGUST	(Free) 2321 (Red) 13	37	2371
SEPTEMBER	(Free) 3372 (Red) 26	48	3446
LUNCH			
AUGUST	(Free) 2342 (Red) 12	41	2395
SEPTEMBER	(Free) 3351 (Red) 51	51	3428
GRAND TOTAL			11,640

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

	August 2022	September 2022	YEARLY TOTALS
TOTAL MEDICATIONS ADMINISTERED	0	11	11
Minor Injuries	14	30	44
Major Injuries	0	0	0
TOTAL FIRST AID ADMINISTERED	14	30	44
Physical Complaints	24	61	85
Intentional Injuries	0	0	0
Chronic Conditions	0	1	1
Head Lice & Scabies (screening only)	13	6	19
Head Lice & Scabies (positives only)	5	5	10
Procedure/Skill/Other	44	227	271
Medication Intake	13	6	19
TOTAL PARAPROFESSIONAL VISITS	113	347	460
DISPOSITIONS			
Returned to Class	79	295	374
Sent Home	21	46	67
Medication Intake (to the clinic)	13	6	19
Emergency Response (911)	0	0	0
TOTAL DISPOSITIONS	113	347	460

Dental

- We are in the process of finalizing the Memorandum of Agreement with Escambia County Community Clinic to provide **Dental Services** for our students. We are very excited about this new partnership.

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

- **PFCE Framework Outcomes Conferences**
Family advocates held conferences with parents of Early Head Start and Head Start Students. They used the PFCE Framework Outcomes Family Survey to identify family strengths and needs. Resources were provided to families identified with needs that could be met through community partnerships. In addition, parents were encouraged to write goals related to a variety of areas including; education, vocation, housing, finances, literacy, community engagement, child development, etc. We are currently aggregating data to identify effective approaches to assisting individual families and groups of families in meeting common needs.
- **Family Education Focus**
The Office of Head Start encourages programs to engage families in education related to the use of tobacco, alcohol, and drugs. We are currently engaging with community partners to provide resources to families to evaluate their use of substances and ways to recover from their misuse.

- **New Community Partnerships**

Local organizations have reached out to our program to identify ways they can serve our school and families. We are currently working with one group to provide hygiene kits for our families and another that has asked specifically to serve the needs of our staff.

- **Men ROCK Annual Event**

The Office of Head Start asks programs to actively engage men in the developmental and academic life of children. We sent rocks, paints, and paint brushes home with children and asked the men in their lives (dads, granddads, uncles, others) to paint the rock for our Rock Garden on the TRJ campus. Children were accompanied to school on Friday, September 30th to deliver their rocks. Over 150 rocks have been added to our growing garden.

- **Shoe and Jacket Closet**

Thanks to several financial gifts we have been able to maintain a fully stocked closet of shoes and jackets for children in need. We were able to restock our shoe, sock and underwear supply for the new school year

Guidance/Social and Emotional Health and Disabilities

- The guidance department conducted individual & whole group guidance lessons on *Managing Feelings and Emotions*.
- The counselors have given mental health resources to some parents.
- “Wellness Wednesday” was kicked-off with healthy snacks and motivational emails to staff.
- The first Parent Training Day of the year was on *Reducing the Chaos in the Home: Composure*.
- The counselors engage in weekly MTSS meetings to discuss and address student concerns.
- The school counselors are an active part of the Crisis Team which holds meetings monthly.
- The school counselors attended ESE IEP eligibility meetings.
- Classroom observations were conducted by the counselors and feedback that included intervention was provided to teachers.
- Allison Hand from Early Steps came out and went over the referral process with Early Head Start teachers and assistants.
- The counselors are actively involved in parent/teacher/administrative conferences.
- Child Abuse/Neglect Training was conducted for all staff.
- School counselors are on call to help with classroom behavior management.