

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

Monthly Report for the month of October 2022

Submitted to the School Board

From Nancy Haupt, Director of Pre-K Programs

PROGRAM DESIGN AND MANAGEMENT (PDM)

On October 14th, the Policy/School Advisory Council members engaged in Continuation Grant Writing and Training/Technical Assistance (T/TA) Plan training. The council discussed the need for a Transportation Waiver for the next grant period and discussed the 2022-23 Program Self-Assessment. Also, each service area specialist gave a report on their respective area.

The Head Start/Early Head Start Program is funded by a 5 Year Grant. However, the program must submit a Non-Competing Continuation Grant each year. We have two more years before a new Baseline 5 Year Grant will have to be written and submitted to the Office of Head Start. In May of 2022, staff from the district office and our community partners assisted with our Annual Program Self-Assessment. The program uses the self-assessment in the grant writing process. This ensures that goals set in the 5-year grant are being looked at closely, gains are being made or challenges as to why sufficient gains are not being made are notated. Information gathered from the self-assessment also helps in deciding how the funds allocated for training and technical assistance can be efficiently and effectively used for staff training and development.

Each year, the program requests a Transportation Waiver for the applicable grant funding period for the bus monitor requirement as mandated by Head Start Program Performance Standard 1303.72(a)(4). The Santa Rosa County School District's contracted transportation provider, Student Transportation of America provides bus transportation as in-kind to the Program for an estimated 20% of the total Head Start student population to and from school each day. This service is provided to Head Start students at our other designated sites who live outside of a two-mile radius, but within a specified school zone. Usually, there is no more than 2 to 5 students on a bus at any time. To have a monitor on each bus that a Head Start student rides, would be too costly for the program.

The next Policy/School Advisory Council meeting will be held on November 4th. At this meeting, the Director will request approval of the Continuation Grant for fiscal year 2023-24, the T/TA Plan, and the Transportation Waiver.

Fiscal Report

- 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 (HS)
 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 (EHS)
 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**
Head Start 89%
Early Head Start 90%
- **Enrollment**
Both Head Start (220) and Early Head Start (40) were fully enrolled with a total of 260 students.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES (ECDHS)

Education/Assessment

- Teachers completed their data input into Galileo for the 1st observational period of the school year and planned for Parent/Teacher Conferences for early November.
- The Pumpkin Patch Day at TRJ was a huge success. Over two days, Head Start, Early Head Start and Blended ESE/VPK students throughout the district (from 9 schools and 29 classes) enjoyed their Pumpkin Patch Day at TRJ. Students enjoyed going on a hayride, taking class pumpkin patch pictures, choosing their pumpkin from the patch, listening to stories around the “campfire” with Krista Mitchell, doing creative activities while in the STEAM outdoor classroom, and many other fun activities. Each student also received a bag of popcorn and cotton candy to take home.
- TR Jackson held its Annual Storybook Character Parade on October 28th. The Storybook Character Parade was a wonderful day for the students. Children and staff dressed up as storybook characters and a variety of books were represented. A great big “**Thank You**” to the Milton High School Band for being in our pre-k parade and the Milton Police Department for blocking off the street for the parade. It was very exciting to see all the parents who line the streets to see their children in the parade.
- On October 31st, the 4-year-old classes from T. R. Jackson were excited to take a field trip to the Dillon Center. The students who were dressed-up in their storybook character costumes were welcomed by the Dillon Center staff for a Boo Bash Trick-or-Treat Day. The children went up and down the decorated hallways of the Dillon Center as they received treats from staff who were dressed up in some amazing costumes. “**Thank You**” to ALL the Dillon Center staff who made this time for our students’ fun, exciting, and very special.

HEALTH AND SAFETY

- All 6 Head Start Centers follow their **School-Site Safety Reporting** requirements and are in compliance.
- TR Jackson (TRJ) had a **Flu Mist Clinic** for our students for October 21st. Thirty-one of our students with parent permission participated in receiving the Flu Mist.
- TRJ conducted the October **Fire Drill** on August 18th, and the alternate south route was used.
- The TRJ monthly **Threat Assessment Meeting** was held on October 25th.
- Mrs. Hart and Mr. Gracey attended, virtually, the monthly **School Health Advisory Council** meeting on October 27th.
- The Program continues 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 the Registered Nurse for any new students entering the program with nutritional and/or health issues.
- **National School Lunch Week** was celebrated October 10th - October 14th. The theme this year was “**Peace, Love, and School Lunch.**” Parents were invited to join us for lunch on Friday, October 14th. We had approximately 250 parents who participated.

- Lunch and Breakfast Recap and Reconciliation Totals for October:

T.R. Jackson Pre-K	Total # Free/Reduced	Total # Paid	GRAND TOTAL
BREAKFAST	(Free) 3,320 (Red) 38	48	3,406
LUNCH	(Free) 3,311 (Red) 39	38	3,388
GRAND TOTAL			6,794

Dental

- The Escambia County Community Clinic Mobile Dental Bus will begin providing **Dental Services** to our students starting on Tuesday, November 1st. They will begin with our 2-year-old Early Head Start students. We are more than excited about this new partnership.

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

	October 2022	YEARLY TOTALS
TOTAL MEDICATIONS ADMINISTERED	8	11
Minor Injuries	35	44
Major Injuries	0	0
TOTAL FIRST AID ADMINISTERED	35	44
Physical Complaints	70	155
Intentional Injuries	0	0
Chronic Conditions	0	1
Head Lice & Scabies (screening only)	8	27
Head Lice & Scabies (positives only)	7	17
Other	83	354
Medication Intake	6	25
TOTAL PARAPROFESSIONAL VISITS	217	677
Dispositions		
Returned to Class	161	535
Sent Home	50	117
Medication Intake (to the clinic)	6	25
Emergency Response (911)	0	0
TOTAL DISPOSITIONS	211	658

The AED is checked and documented weekly by our Registered Nurse

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

- **PFCE Framework Outcomes Make-Up Conferences**
Thirteen families attended our make-up conferences, bringing us closer to 100% participation. Next month we will report on the goals written by families as we identify ways to serve individuals and groups of families. We have already identified substance abuse as a hot topic for our families and have begun planning a parent training to address the concerns.
- **Little School House Lending Libraries**
Thanks to a volunteer our lending libraries are repaired and fully operational. Chris Wyatt, our advocate for parent engagement has taken on this project. She sorts through dozens of donated books each month and refills the libraries at least weekly. Our families are very appreciative of this project. We are constantly looking for new and gently used donations of pre-k appropriate books.
- **Chamber of Commerce Non-Profit Round Table**
The ERSEA and PFCE specialists attended the chamber's bi-monthly round table for non-profits. The Kid's House presented a training on motivating staff positively. We also developed new community contacts for serving our families.
- **Shoes and Jackets**
The first cold days of the year happened this past month. We provided 12 pairs of shoes and 8 jackets to students in need this month. We are grateful to our community partnerships that continue to supply us with shoes and jackets to provide to our children.

Guidance/Social and Emotional Health and Disabilities

- The guidance department conducted individual & whole group guidance lessons on Kindness/Helpfulness.
- On Wellness Wednesday, healthy snakes and motivational email went out to teachers and staff as a reminder of the importance of self-care.
- The Parent Training: Reducing the chaos in the home was on “Encouragement”
- The counselors attended their Professional Learning Community at District office.
- Mrs. Freeman, one of the program counselors was certified in Crisis Prevention Intervention.
- Mrs. Freeman attended a Conscious Discipline Training in Orlando, Florida.
- The guidance department participated in the interagency meeting with local agencies.
- Counselors discuss and address students’ concerns in the weekly MTSS meetings.
- School Counselors are an active part of the Crisis Team monthly meetings.
- School Counselors attended ESE IEP eligibility meetings.
- The Counselors did classroom observations and provided teachers with feedback that included interventions.
- The program counselors were involved in Parent/teacher/admin. conferences.
- The school counselors are on call to help with classroom behavior management.