

## Santa Rosa County School District Pre-Kindergarten Programs

### **Monthly Report for the months of August & September 2017**

**Submitted to the School Board**

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

#### **PROGRAM DESIGN AND MANAGEMENT (PDM)**

- The Policy Council/School Advisory Council had its first meeting of the year on September 15. Daven Perry was elected as the 2017-18 Chair of the council. At the meeting, the council was trained on Parliamentary Procedures, reviewed the bylaws, discussed the School Improvement Plan, the Continuation Grant and became familiar with the District's Vision and Mission Statement. The council also receive a report from each Service Area Specialist.
- On September 18, the management team attended an Office of Head Start FY18 Aligned Monitoring 2.0 Kick-off webcast. It was very informative. The Santa Rosa County School District Head Start/Early Head Start Program has gone through most of its monitoring reviews; however, we may have a CLASS (Classroom Assessment Scoring System) and/or School Readiness review this school year.

#### **Fiscal**

- The Head Start program received Notice of Award for the COLA Grant and the remaining funding for the 2017-2018 grant period.
- Guidance on the requirements for submission of the Head Start Continuation Grant application has been received. Head Start program is working on the Continuation Grant for period March 2018 through February 2019. The Transportation Waiver, Continuation Grant and T/TA plan which is a section of the grant will be submitted for approval at the October Policy Council meeting and the November School Board Meeting.
- The playground equipment has been installed at Central School and the playground mulch will be added soon for completion.
- The following seven schools in Santa Rosa County receive Head Start funds for Pre-K:

Bagdad Elementary School	Jay Elementary School
Berryhill Elementary School	T. R. Jackson Pre-K Center
Central School	West Navarre Primary School
East Milton Elementary School	

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

- **Attendance**

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

<b><u>August</u></b>	<b><u>September</u></b>
Early Head Start – 89%	Early Head Start – 88%
Head Start – 87%	Head Start – 90%
VPK – 92%	VPK – 93%

- **Disabilities**

The Early Head Start/Head Start Program has a total of 42 students (15%) that have a current IFSP or IEP.

#### **EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES**

##### **Education**

- It has been a very busy beginning of the year. All new employees received training on the Revised Head Start Performance Standards as they pertained to the education service area. They also received training on administering screeners, the Classroom Assessment Scoring System Observation, and using the Galileo assessment tool for assessing students' readiness skills.

- All students were screened within 45 days of entering the program. All four-year-old students were assessed with the Voluntary Pre-Kindergarten (VPK) assessment within 30 days of the first day of school. The VPK assessment measures print knowledge, phonological awareness, oral language/vocabulary, and mathematics. The VPK assessment will be administered again in May to measure the progress students have made during the school year. The baseline data below shows the percentage of students that are below expectations in the following areas:
  - Print knowledge – 85%
  - Phonological Awareness – 69%
  - Oral Language/Vocabulary – 41%
  - Mathematics – 87%
- Santa Rosa District School's Head Start and Early Head Start Program is implementing a STEAM Lab this year. The STEAM Lab provides students the opportunity to experiment, explore, and discover using a variety of materials that promote critical thinking and problem-solving skills.

## **Environmental Health and Safety**

- All 7 Head Start Centers are in compliance with their School-Site Safety Reporting.
- On July 26<sup>th</sup>, Mrs. Alt and Mr. Gracey met with a team comprised of Law Enforcement, Emergency Management, and select School Board personnel to go over the T. R. Jackson Pre-K Center's Emergency Management Plan. The plan received their approval without any major changes.
- Two Fire Drills were conducted during the first two weeks of school on August 18<sup>th</sup> & 24<sup>th</sup>. We conducted our September Fire Drill on September the 19<sup>th</sup>.
- A Lockdown Drill was conducted on Friday, September the 15<sup>th</sup>. We also conducted a Severe Weather Drill and a Shelter-in-Place Drill on September the 28<sup>th</sup>.
- The Comprehensive Safety Inspection took place on Monday, August 28<sup>th</sup>. Overall we had a very good report. We are now working on correcting any deficiencies found during the inspection. Work Orders were submitted for those deficiencies that we could not correct "in-house."
- We had a Car Seat "Check Point" Safety Day on September the 27<sup>th</sup>.
- The Flu Shot Clinic for staff and faculty was held on Wednesday, September the 19<sup>th</sup>.
- All of our new Employees had their physicals and TB screening on Wednesday, September the 13<sup>th</sup>.
- We had a CPR/AED/FIRST AID Certification class on Tuesday, September the 19<sup>th</sup>. We had 12 staff members recertify. That gives us a total of 52 Head Start/Early Head Start personnel certified in CPR/AED/FIRST AID!!

## **Nutrition**

- We recently met with the Florida Extension Office to plan this year's calendar of activities. Here is a brief summary of activities planned:
  - Monthly Nutrition Lessons – to be scheduled
  - September 27 – Car Seat "Check Point" Safety Day
  - October 4 - "Shopping Matters" Workshop for Head Start Parents
  - October 9 – 13 National School Lunch Week
  - October 31 – Storybook Parade
  - November 14 – Canning Workshop for our staff
  - December 13 – "Make It & Take It" Workshop for Parents
  - February 26 – March 2 – National School Breakfast Week

- Lunch and Breakfast Recap and Reconciliation Totals – Aug & Sept, 2017**

<b>T.R. Jackson Pre-K</b>	<b>Total # Free/Reduced</b>	<b>Total # Paid</b>	<b>GRAND TOTAL</b>
<b>BREAKFAST</b>			
AUGUST 2017	(F) 2,298 (R) 21	78	2,397
SEPTEMBER 2017	(F) 3,017 (R) 34	99	3,150
<b>LUNCH</b>			
AUGUST 2017	(F) 2279 (R) 22	73	2,374
SEPTEMBER 2017	(F) 3,078 (R) 33	102	3,213
<b>GRAND TOTAL</b>			<b>11,134</b>

#### Dental

- All dental forms have been revised to comply with Pro-Med Dental requirements. We have also finalized the contract to have them as our primary dental provider for the 2017-2018 school year. We will use the dental clinic located at the Santa Rosa County Health Department and the other Health Department dental clinic located in Midway. All of our Head Start and Early Head Start classes have been scheduled and our dental trips began on September 21<sup>st</sup>.
- School (TRJ) Clinic Totals**

	<b>AUGUST 2017</b>	<b>SEPTEMBER 2017</b>	<b>YEARLY TOTALS</b>
<b>TOTAL MEDICATIONS ADMINISTERED</b>	<b>22</b>	<b>39</b>	<b>61</b>
Minor Injuries	16	24	40
Major Injuries	0	0	0
<b>TOTAL FIRST AID ADMINISTERED</b>	<b>16</b>	<b>24</b>	<b>40</b>
Physical Complaints	54	77	131
Intentional Injuries	0	0	0
Chronic Conditions	0	0	0
Head Lice & Scabies (screening only)	11	13	24
Head Lice & Scabies (positives only)	13	10	23
Other	2	3	5
Medication Intake	10	6	16
<b>TOTAL PARAPROFESSIONAL VISITS</b>	<b>128</b>	<b>172</b>	<b>300</b>
<b>Dispositions</b>			
Returned to Class	78	113	191
Sent Home	40	53	93
Medication Intake (to the clinic)	10	6	16
Emergency Response (911)	0	0	0
<b>TOTAL DISPOSITIONS</b>	<b>128</b>	<b>172</b>	<b>300</b>

#### **PARENT, FAMILY AND COMMUNITY ENGAGEMENT (PFCE)**

- One Hundred Seventy families served by our Head Start Programs completed a PFCE Framework Outcomes Intake Survey the second week of school. The PFCE Framework outlines seven domains that work together to support family school readiness. The Office of Head Start requires all programs to identify the greatest needs of individual and groups of families so we might develop a process to engage those family's to give effort toward meeting goals, and to measure the effect of family progress on their child's school readiness.

- The percentages below represent families identified as at risk or in crisis in that particular area.
  - 49% (84 families) at least one adult is looking for work or looking to change jobs.  
11% (18 families) no adults in the household are working.
  - 34% (58 families) face difficulty purchasing hygiene products.
  - 11% (19 families) are behind on at least one housing/utility bill.
  - 29% (49 families) would like assistance improving their housing conditions.  
This includes 11 families that were identified as not having a stable place to live or are behind on their current rent/mortgage facing potential eviction.
  - 18% (31 families) expressed concern about their child's speech/language development.
  - 11% (19 families) have at least one adult that has not completed high school.  
5% (8 families) have at least one adult currently attending a post high school institution.
  - In addition, sixty-seven (67) families expressed an interest in receiving assistance with Thanksgiving, and seventy-three (73) for Christmas.
- Last year's update to the Head Start Performance Standards brought a significant change in requirements for family workers. Performance Standard 1302.91(e)(7) states, "Family services staff qualification requirements. A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field." The Student and Family Services Specialist attended a training in June of 2017, to be certified as a teacher for the National Family Development Credential (NFDC) through the University of Connecticut's Center for the Study of Culture, Health, and Human Development. Our family advocates will meet this requirement by the end of this school year through the completion of 80 seat hours, 10 portfolio advisement hours, passing a final examination, and having their portfolio approved by the NFDC staff.
- Significant changes were also made in relation to the organization of the Parent Committee (1301.4). In the past, programs had very little engagement in the work of the committee, but now, "Requirements of parent committees. *Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community...*" This significant change now allows us to structure the Parent Committee to help our program meet program goals with targeted responsibilities. Our first two meetings have been extremely productive.

### **Mental Health Services Report**

- We have contracted again this year with Licensed School Psychologist, Gail Patterson, to provide Mental Health observations, consultations, limited counseling, and professional development for our students, staff, and their families.
- Gail has visited all of our classrooms to complete an annual mental health observation of the classroom environment and student/teacher interactions. She has consulted with teachers about their classroom management plans and made recommendations related to early behavioral concerns in some of the classes.
- She will be continuing a monthly gathering for adult caregivers of pre-k children, Family Connection on the fourth Wednesday of each month. She will also lead professional development with Head Start staff, Building Blocks, that will address various topics related to personal and professional mental wellness, particularly related to addressing the needs of students in our care with a focus on Conscious Discipline.