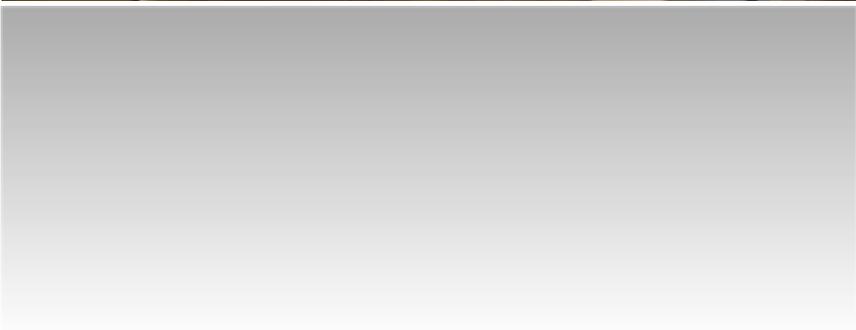




St. Mark's U.M.C. Head Start Center

2014 – 2015

Head Start Annual Report



Our Mission

St. Mark's Head Start Center's mission; is to always positively and comprehensively serve the education, health and social developmental needs of New York City's children and their families thereby maximizing logical thinking, creativity, independence, and ethical behavior.

Program Description

Since 1982 St. Mark's Head Start Center has operated in the Flatbush community. Over the years the program has expanded to include a second site in the Brownville section of Brooklyn. The two sites serve 244 children in 15 classrooms. Each classroom has a Head Teacher approved by the New York City Department of Health and Mental Hygiene, one Teacher Assistant and one Teacher Aide (in the Universal Pre-Kindergarten Classrooms only).

Children with Special Needs are included in all of the classrooms, where they participate in all activities. In addition, on each site at least one classroom is designated as inclusive, a setting where 50% of the children have IEPs.

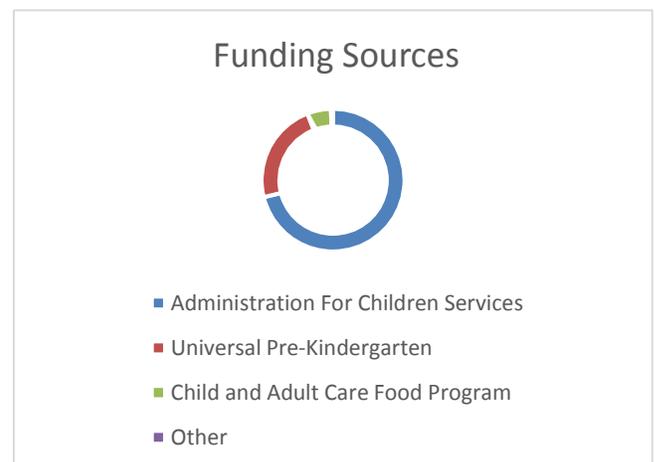
Annually the program completes a Self-Assessment, Program Information Report, updated Service Plans and a School Readiness assessment.

Funding and Budgets

Funding

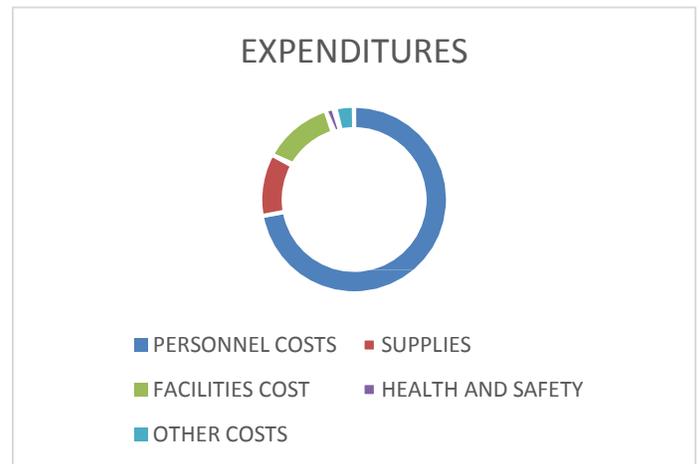
for year July 1, 2014 to June 30, 2015

Funding Sources	Amount
Administration For Children Services	3,036,238
Universal Pre-Kindergarten	980,381
Child and Adult Care Food Program	233,609
Other	16,885
Total Funding	4,267,113



Expenditures For July 1, 2014 to June 30, 2015

EXPENDITURES	
EXPENSE CATEGORY	AMOUNT
PERSONNEL COSTS	3,079,405
SUPPLIES	460,504
FACILITIES COST	516,205
HEALTH AND SAFETY	74,317
OTHER COSTS	136,682
GRAND TOTAL	4,267,113



Proposed Budget

For July 1, 2015 to June 30, 2016

Categories	Head start	UPK	CACFP	total budget
Personnel	\$ 2,382,379.00	\$ 641,921.00	\$ 31,446.00	\$ 3,055,746.00
Facility	\$ 350,744.00	\$ 196,773.00	\$ -	\$ 547,517.00
Supplies & Equipment	\$ 152,892.00	\$ 80,715.00	\$ -	\$ 233,607.00
Training	\$ 27,015.00	\$ 4,458.00	\$ -	\$ 31,473.00
Other Than Personnel Services (OTPS)	\$ 43,376.00	\$ 28,946.00	\$ 191,554.00	\$ 263,876.00
Grand total	\$ 2,956,406.00	\$ 952,813.00	\$ 223,000.00	\$ 4,132,219.00

Audits and Reviews

The December 2014 Environmental Health and Safety Federal Monitoring review revealed the following issues which have since been resolved:

- 1) **Deficiency:** Facilities, materials and equipment are not free of hazards that may cause harm to children, families or staff [1304.53(a)(10)(viii)] Toilet seat had a chip in the enamel.
Resolution: Toilet seat was replaced. To avoid any recurrence, staff completes daily health and safety checklists for each classroom.
- 2) **Concern:** Prescribed medications are not in original containers with original prescription labels. [1304.22(c)(1-4)] Asthma inhaler was not in the original box.
Resolution: Revised policy, Asthma inhalers are no longer accepted without the original packaging.

- 3) **Deficiency:** The classroom does not provide 35 square feet of usable indoor space per child. [1304.53(a)(5)] Classroom was too small for 14 children.
Resolution: Class size reduced to 13 children; funded enrollment reduced from 145 to 144 children.
- 4) **Immediate Deficiency:** CITED TWICE - The heating and cooling system is not designated to prevent injury to children and adults [1304.53(A)(10)(i)] Radiator cover was metal and too hot.
Resolution: All radiator covers throughout the center were replaced with wooden covers.

The most recent audit issued an unqualified opinion.

Eligibility and Enrollment

The total number of children and families served:	264	
The average monthly enrollment:	260 children	98%
Percentage of Eligible children served:		90%

Health and Dental Services

All children enrolled must have completed annual physical exam prior to entry. In addition, all children must have dental exams within the first 90 days of enrollment. Each child’s health is critical in their development and readiness to learn.

Percentage of enrolled children that had medical exams:	100%
Percentage of enrolled children that had dental exams:	100%
Percentage of children who required follow-up dental treatment	7%

Parent Involvement Activities

Parent involvement is an integral part of closing the achievement gap. Parents are encouraged to read to their child with free books distributed each month through partnerships with organizations.

Parents are made to feel welcome and many opportunities for involvement are provided. These include volunteering, participation in Parent Policy Committee and Program Governance, Health Advisory Committee, and School Readiness Committee.

Employees build partnerships with parents and help them to develop goals, encouraging them to participate in and attend center events. Parents attend field trips, home visits, parent teacher conferences, multiculturalism and food tasting, Mother’s day and Father’s day events, harvest festival and winter wonderland celebration to name a few.

Many workshops are offered to parents, including pedestrian safety, nutrition, transitioning to kindergarten, Early Childhood development, mental health, child abuse and maltreatment, domestic violence, asthma and allergy.

Parents are provided with a parents’ room to hold meetings, workshops and to socialize. In addition, computers are provided for parent use.

Preparing Children for Kindergarten

Curriculum

St. Mark's uses Creative Curriculum to establish a framework of child development. Teachers' continuous training, and parent involvement provide a high quality early childhood experiences. Creative Curriculum is a scientifically based and developmentally appropriate curriculum. It "offers teachers the guidance, support, and freedom to be creative and responsive to children" ⁱ Creative Curriculum encourages planning, child specific goals and on-going assessment.

School Readiness

St. Mark's School Readiness Plan outlines the necessary components to prepare children for kindergarten. This includes a School Readiness Team that sets and review school readiness goals.

School Readiness Team

A team of staff, parents, community partners and Board members make up the School Readiness team. At the beginning of the school year, the team meets to review and revise the goals. They meet each quarter to review the results of the latest assessments and evaluate what changes teaching staff may need to make in order to improve the results.

School Readiness Goals

1. *Cognition and General Knowledge:*

a) *Mathematics:*

Children will understand measure and concepts such as "longer/shorter" and "heavier/lighter".

Children will understand and intentionally manipulate quantities.

Children will describe and compare features of objects and shapes.

Children will demonstrate an awareness of spatial relationships, patterns, and sequences.

b) *Science:*

Children will demonstrate basic use of scientific method and basic conceptual knowledge of the natural and physical world.

Children will demonstrate the ability to think through problems and apply strategies for solving them.

c) *Social Studies:*

Children will demonstrate an understanding of one's relationship to the family and the community, roles in the family and community and will demonstrate respect for diversity.

2. *Physical Development and Health:*

Children will demonstrate an understanding of safe and healthy habits.

Children will demonstrate appropriate gross motor skills and fine motor skills in a variety of settings.

3. *Approaches to Learning:*

Children will cooperate with peers to extend play and solve problems.

Children will demonstrate persistence in play, activities, and problem solving.

Children will demonstrate curiosity, creativity, flexibility, and willingness to try new experiences.
Children will demonstrate use of music, movement, drama and visual art to express ideas and emotions.

4. *Social Emotional Development:*

Children will develop and maintain positive relationships with children and adults.
Children will demonstrate positive self-concept and self-efficacy.
Children will demonstrate self-regulation skills in response to needs, feelings and events.

5. *Language and Literacy:*

Children will understand and use an increasing complex and varied vocabulary.
Children will understand and respond to literacy and informational text.
Children will recognize the names and sounds with some letters.
Children will understand that language can be broken into words, syllables and smaller pieces of sound.
Children will express ideas and information through drawing, writing and dictating.
Children will engage in extended conversations with peers and adults.

For Dual Language learners:

Children will exhibit appropriate English skills necessary to understand language and use language effectively in various settings and various purposes.
Children will engage in English Language literacy activities including the use of literacy and informational books.

Child Outcomes Progress

Developmental, hearing and vision screenings are completed on each child within 45 days of enrollment. The results of the screening are used to develop an individualized plan for each child. In addition, child assessments checkpoints were completed by November, February and June. The outcomes are analyzed to determine if children are making progress towards the school readiness goals and to determine what modifications are necessary.

Head Start Act (2007)/ Public Law 110-134 "Improving Head Start for School Readiness Act of 2007"

Sec. 644 Administrative Requirements and Standards

(2) Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

A) The total amount of public and private funds received and the amount from each source

B) An explanation of budgetary expenditures and proposed budget for the fiscal year.

C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.

D) The results of the most recent review by the Secretary and the financial audit.

E) The Percentage of enrolled children that received medical and dental exams. F)

Information about parent involvement activities.

G) The agency's efforts to prepare children for Kindergarten.

H) Any other information required by the Secretary.