

# HEAD START ANNUAL REPORT 2012



Northwest New Jersey Community Action Partnership

# NORWESCAP Head Start/Early Head Start

*Supporting children and families in Northwest New Jersey*  
2011-2012 Fact Sheet



Program	Budget Source Funding Amount	Outcomes
<b>Early Head Start</b>	<b>Dept. of Health and Human Services \$2,177,048</b>	<b>*235 infants and toddlers and 20 pregnant women were served in home-based or combination programs</b>
		<b>Average monthly enrollment was 100% of funded enrollment</b>
		<b>99% of enrolled children were income or categorically eligible</b>
		<b>100% of enrolled infants and toddlers received a medical exam</b>
<b>Head Start</b>	<b>Dept. of Agriculture \$9,121</b>	<b>92% of enrolled infants and toddlers received a dental exam</b>
		<b>Provided 1651 breakfasts, 1662 lunches, and 2625 snacks</b>
		<b>**337 preschoolers were served in home-based or center-based programs</b>
<b>Head Start</b>	<b>Dept. of Health and Human Services \$3,215,684</b>	<b>Average monthly enrollment was 100% of funded enrollment</b>
		<b>91% of enrolled children were income or categorically eligible</b>
		<b>100% of enrolled preschoolers received a medical exam</b>
		<b>92% of enrolled preschoolers received a dental exam</b>
<b>Head Start</b>	<b>Dept. of Agriculture \$173,869</b>	<b>Provided 32,805 breakfasts, 39,760 lunches, and 20,065 snacks to Head Start enrolled preschoolers</b>
	<b>N.J. Dept. of Education \$493,557</b>	<b>Supplemental funds for Pre-K services for Head Start enrolled preschoolers, in collaboration with the Phillipsburg School District.</b>

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Early Head Start expenditures for the 2011 - 2012 program year provided high quality home visiting and classroom experiences for infants and toddlers. In addition, home visiting services were provided to pregnant women. Head Start expenditures provided both home-based and center-based services for children 3 – 5 years old. The largest portion of the budget was allocated to salaries and fringe benefits in order to attract and retain the highly qualified staff necessary to meet the needs of children and families. Funds were also allocated to purchase supplies, to ensure safe and appropriate learning environments, to support the health and wellness of enrolled children and families, to provide safe school bus transportation for children, to ensure fiscal integrity through a thorough financial audit, to provide services to children with disabilities, and to support family and community engagement.

#### EARLY HEAD START

<u>BUDGET:</u>	<u>2011-2012</u>	<u>2012 - 2013</u>
Salary	\$1,428,397	\$1,465,884
Fringe	418,338	431,282
Supplies	16,850	27,725
Other	343,364	297,958
Training	<u>79,644</u>	<u>55,571</u>
<b>TOTALS:</b>	<b>\$2,286,593</b>	<b>\$2,278,410</b>

#### HEAD START

<u>BUDGET:</u>	<u>2011 - 2012</u>	<u>2012 - 2013</u>
Salary/Personnel	\$2,436,848	\$2,559,954
Fringe	800,780	882,523
Supplies	35,210	40,524
Other	406,509	415,009
Training	<u>29,894</u>	<u>30,077</u>
<b>TOTALS:</b>	<b>\$3,709,241</b>	<b>\$3,928,087</b>



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The 2012- 2013 budget includes funding through the Phillipsburg School District for an additional preschool class at our Roseberry Street site. Enrollment in our preschool home-base option will be reduced. These changes reflect the needs in the community as determined through the analysis of data gathered for our annual Community Assessment.

The most recent on-site monitoring review was conducted 11/27/11 through 12/02/11 by the Administration for Children and Families. The review identified eight findings of non-compliance, all of which have been corrected. Four findings were in the area of fiscal management – the length of time checks are allowed to remain outstanding, the valuation of property for use as non-federal share, and the language in the Purchasing Procedures. The others related to dental follow-up for a child, developmental screenings that were not completed within 45 days of enrollment, a lack of documentation of parent involvement in transition planning for toddlers moving into Head Start, and the efficiency of record-keeping.

There were no deficiencies identified.

The most recent financial audit had no findings.

Families play a critical role in Head Start and Early Head Start. NORWESCAP Head Start and Early Head Start has an established Policy Council through which parents participate in making decisions about their Head Start program. The Policy Council plays an active role in developing program policies, making decisions with regard to the hiring and terminating of staff, developing the budget, and determining program priorities. A Parent Association Committee (PAC) is established at each center and is made up of all of the parents of currently enrolled children. Parents are surveyed for the types of activities or workshops in which they would like to be involved as a PAC. Parents develop leadership skills and experience as they take on the planning and development of these activities and services. Special events such as those listed below were planned by parents and staff:

- Book Fairs
- Dental Hygiene Presentation
- Educational Workshops
- Parent and child arts and craft activities
- Parent and child picnics
- Guest speakers at Parent Meetings with parent selected topics such as Child Assault Prevention, Domestic Violence, and Lead Awareness
- Parenting Classes
- Dr. Dad and 24/7 Dad in collaboration with the Family Success Center in Warren County
- Ice Cream Socials
- Shop Till You Drop Days (free rummage sales)
- Music for Learning
- Annual Parent Recognition Events to honor parents' accomplishments



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Family workers and education staff encourage and invite parents to volunteer in the classroom, in the kitchen, in the office, or to work on special activities. Families volunteered over 40,000 hours in the 2011- 2012 school year.

The education curriculum is reviewed with families on a regular basis to ensure that parents are involved in assessing the curriculum's effectiveness in meeting the needs and development of each child enrolled in the program. It is the philosophy of NORWESCAP Head Start that parents are the primary educators of their children. Head Start administrative and center staff recruit parents to become active members of the program and the community.

The curriculum process prepares children for kindergarten. After an initial assessment, using the Early Screening Inventory, preschool teachers and home visitors individualize their lesson plans by setting goals to meet the needs of each child. For children transitioning to kindergarten this includes skills in the areas of physical health and development; social and emotional development; approaches to learning; logic and reasoning; language development; literacy; mathematics; science; creative arts expression; social studies; and English language development for dual language learners. Throughout the year the goals and accomplishments are updated and reviewed with each child's parents.

Infants and toddlers individualized developmental plans are based on the results of Ages and Stages Questionnaire screening and the Creative Curriculum Developmental Continuum. Infants and toddlers are being prepared for success in school by thoughtfully planned activities that develop confidence, curiosity, intentionality, self-control, relatedness, capacity to communicate, and cooperativeness.

\*Approximately 14.6% of eligible children in Hunterdon, Sussex, Warren Counties and Morris County catchment area

\*\*Approximately 46.4% of eligible children in Hunterdon

