



**Diversity is Our Mission**  
**Clayton County Community Services Inc.**  
**Head Start Program**

**2010/2011 Annual Report**

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Dear Community Partners,

Welcome to our second report. On December 12, 2007 the Improving Head Start for School Readiness Act was passed, and Head Start programs are mandated to annually publish a report to the community where they served.

The Clayton County Community Services Authority, Inc. Head Start Program was established in the summer of 1965 as a summer program with 60 children, and shortly afterwards became a 10 month center based program. Since her inception, the program has increased from an enrollment of 60 children to a current enrollment of 352 children. We are a center based program with 3 centers, namely – South Avenue with 209 children, West Street with 94 children, and Riverdale with 49 children.

#### MISSION STATEMENT

The Clayton County CSA, Inc. Head Start Program provides quality, comprehensive services to low income families with children ages three to five years old, including children with special needs. We empower families to become self sufficient in order to achieve their life goals: and we promote school readiness, family literacy, social competency and parental involvement

## Public and Private Funds received

FUNDING STREAMS	SOURCE	FUNDING
Head Start Federal	Public	\$2,446,322.00
Bright From the Start -State	Public	\$140,044.42
USDA	Public	\$255,661.00
In –Kind Contribution	Volunteers	\$ 795,748.00
Total Funding		\$3,637,775.42

Explanation of the budget expenditure and proposed budget for the fiscal year:

### **Head Start**

Clayton County CSA, Inc. Head Start’s proposed budget dollar amounts above reflect the program funding streams. The actual dollar amounts above represent the budget at the end of the grant year **(\$2,446,322.00)**. The stated budget for Head Start Federal includes itemized budget for **61** staff salaries regardless of the funding streams **\$1,232,342**, 38.83% fringe benefits **\$390,461**, contractual services which includes Health, Mental Health & Disabilities(\$16,200), Dental (\$3,199), service agreement- computer, fire systems, Xerox copier, exterminating, safety rugs, communication, drug free workplace, grease removal (\$26,178), and transportation services -\$30,150, totaling **\$75,727**. Also included in the budget are supplies- office (\$40,207), janitorial (\$18,714), classroom (\$69,003) totaling **\$127,924**.

Other expenditures are insurance -liability for the 3 centers that we operate(\$2,024) 352 children’s that we serve, general liability (\$9,333), vehicle insurance (\$4,553) space rentals for program’s operation – Clayton County EOA, South Avenue -\$37,501, 4919 West Street, Forest Park (\$48,000) &Thompson Professional Group for Riverdale First Baptist Church (\$37,200), Utilities for all centers (\$39,439), Telephones for all 3 centers (\$12,430), Parent Activity funds for educational activities (\$1,056), Parent services during monthly meetings(\$1,000), Monthly Male Engagement program(\$1,000) membership

dues (\$2,148), staff travel to conduct home visits & other local trips (\$2,938) and Repairs & Maintenance of buildings (\$8,000) , totaling **\$206,622**

The program strives to increase staff knowledge and professional development through quality trainings, hence our staff are provided with trainings based on individual needs throughout each financial year. The sum of **\$33,558** is allocated for Training & Technical Assistance.

The program over the years has proven to be fiscally sound, hence the sum of **\$321,518** is allocated for indirect cost to Clayton County Community Service Inc. (grantee) for the provision of fiscal and auditing services. These funds include salaries for the Executive Director, Comptroller, Fiscal Officer, General Ledger Accountant, Administrative Secretary and external Auditors.

#### **Program Improvement –**

Program was awarded **\$70,000** but spent **\$58,170** for repairs at the South Avenue Center. Repairs included tile installation on all the classrooms, hallways and offices, for health and safety, sidewalks were remodeled, installed new P/A systems, telephones in the center and administrative building, new windows in the Head Start Directors Office for ventilation, remodel Head start administration back offices, purchase computers to start computer lab, and replaced staff computer (17). The unspent amount of **\$11,830** was rolled over to the 2011 - 2012 fiscal year.

#### **In –Kind Services**

Program derives volunteer services from community partners, parents and others throughout the year. These services are provided through parent involvement, classroom literacy through Art's Clayton and Clayton County Public Libraries, medical services from Clayton County Board of Health & Clayton State University Nurses, Dental services from Zoom, Health Advisory Committee, trainings from Peach State Health Plan, Amerigroup, etc

**Bright From the Start**

The sum of **\$140,044.42** from Bright from the Start was allocated for 90% of 4 Pre- K staff salaries (\$84,237.09), fringe benefits (\$28,388.45), and cost allocated funds of \$27,418.88) on office supplies, classroom supplies, employees travel, rent, utilities, telephone and administrative cost.

**USDA**

Out of **\$255,661** received from United Department of Agriculture (USDA), \$44,556.16 was allocated to 3 nutrition staff salaries, \$19,258.00 for fringe benefits, \$20,512.06 for supplies, \$148,234.03 for the supply of nutritious food and snack for the children that we serve and \$23, 100.75 for administrative cost.

**The proposed budget for the fiscal year of 2011 / 2012**

Head Start Continuation	\$3,163,665.00
Bright from the Start for Pre-K	\$137,378.38
USDA	\$255,661.00
In-Kind Contribution	\$ 709,916.00
TOTAL FUNDS	<b><u>\$4,266,620.38</u></b>
In-Kind Contribution	<b><u>\$ 505,131.00</u></b>

**Enrollment information for 2010/2011 school year**

Total number of families served – 412

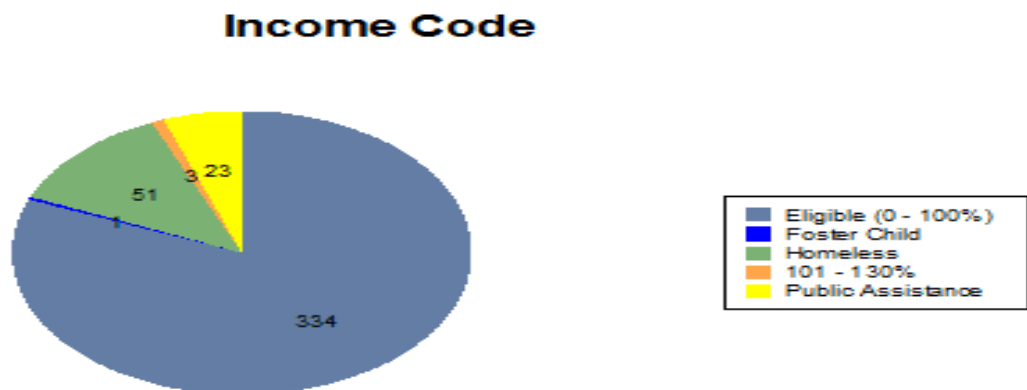
This number includes Head Start Pre-K blended services, and those that were enrolled and left the program before the school year end. Our enrollment dropped drastically based on Clayton County Public closing date that ended a week before ours and also based the Georgia Immigration laws for undocumented families.

Average monthly enrollment – 84%

This is the average monthly enrollment when school was in operation from August, 2010 -May 2011

Percentage of eligible children served – 99%

The graph below reflects number of eligible families served during the 2010/2011 school year.



Percentage of enrolled children that received medical and dental exams -

Medical  
**101.29%**

Dental  
**103.08%**

**Most Recent reviews / Audit reports:**

Our programs most recent review from Office of Head Start was in May 8-13, 2011 and we were in compliance in all of our services areas. Our review is conducted every three years and we our next review will be in 2014. Our program strength as identified on the official review report sent to us showed that Clayton County CSA Inc. Head Start program is proactive in establishing collaborations with community agencies to benefit children and families, hence the program has numerous health, dental, and lead partnerships to assist in providing Health and Dental Services to uninsured children, free follow –up services to overweight children and children with asthma, free hearing & vision training / certification for staff.

These community collaborators shared resources and trainings. The program also placed a heavy emphasis on parent involvement in their child’s health and encouraged family self sufficiency in this area. Due to partnerships, the program’s health service area promoted preventative measures, early detection, and treatment of child’s health issues, ensuring children had the highest level of health well being

Our annual report of July 2010 was in compliance with only technical assistance information from auditors. (See document attached)

### **Parent Involvement and Activities:**

Every center in our program has parent committees and all parents whose children are enrolled in Head Start are members. Meetings are held on a monthly basis. Parents conduct elections at each center and choose parents based on the formula of every 40 children to one parent to serve on the Policy Council. Alternates are also elected from every center, should a member be absent from the Policy Council meeting.

Parents are involved in all facets of the programs activities – from curriculum planning to making decisions on how to use parent activity funds, planning events, monthly meetings, and providing in-put on staff selection/hiring.



In addition to the above named activities, the program recognizes fatherhood and male involvement as a vital part of their child's growth and development; hence we have monthly meetings for our fathers/male participation. These meetings are always planned by them with speakers based on approved topics. The program has planned monthly sports activities geared towards our male family's interests.

Some of the activities previously planned were T-Ball Day, Kite Day, Soccer Day and Basketball Shoot out. .



Our program is highly diverse, hence annually we celebrate our diversity and our parents and the community plays an important role in initiating our International Day celebration. During the weeks leading up to the event, parents are excitedly assisting with decorating the classrooms to reflect the country that was chosen by their child's teacher. Parents learn along with their child about the culture of the different countries selected.

Parents are encouraged, on a daily basis, to volunteer in the classroom. A large emphasis is placed on them reading to their child to strengthen and build language and literacy skills in the child as well as themselves. Parents are asked to chaperone on field trips to provide extra safety precautions.

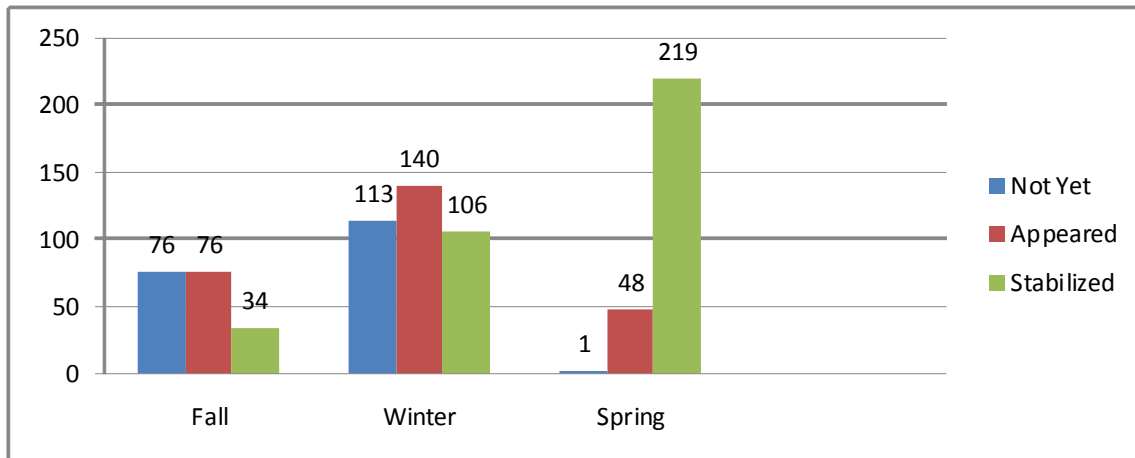
Annually, our parents complete a Parent Questionnaire which assists us in evaluating our program. Parents are made aware that they may volunteer in any capacity of the program within the guidelines of the center's Policies and Procedures and Program Performance Standards

**Child Outcome/Transition to Kindergarten:**

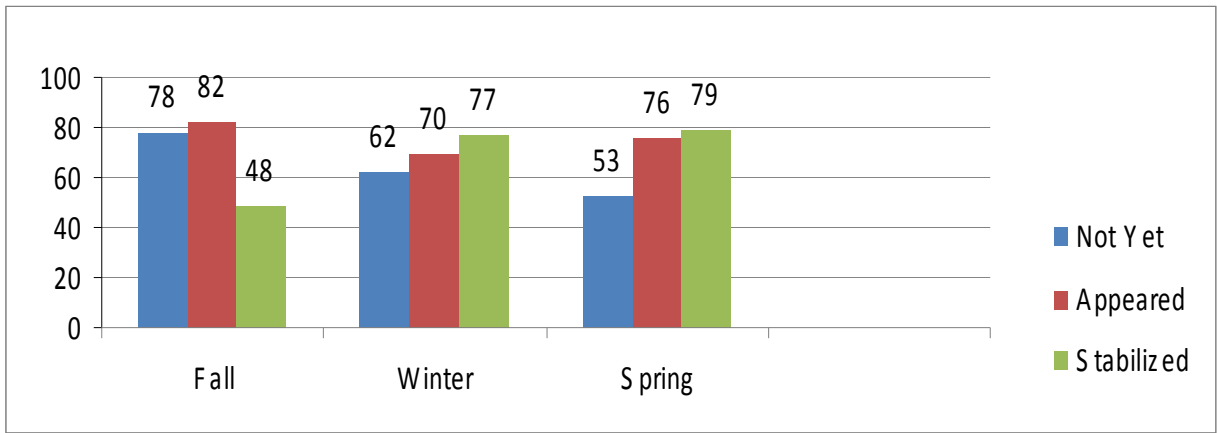
Our program uses Creative Curriculum Continuum to assess all of our children based on age. This assessment tool is linked to the Federal Framework to ensure that our children receive readiness skills that prepares them for Kindergarten. We assess children 3 times a year – November (fall), February – (winter), and May (spring). Teaching staff use the assessment for Parent Teacher Conferences, Home Visits, Individual child progress, and planning throughout the year.

Below are compiled data of our transitioning children’s progress for the 2010/2011 school year.

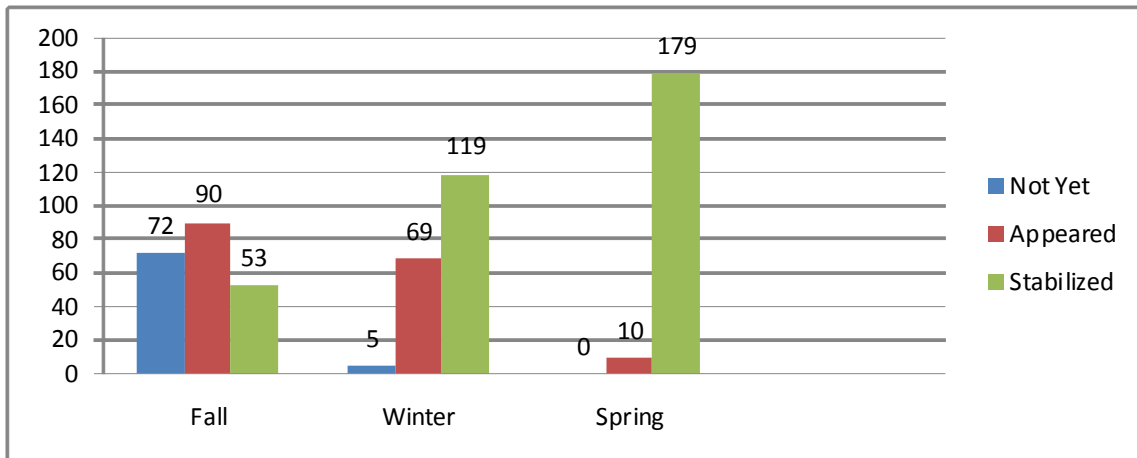
Math & Science (4 year olds)



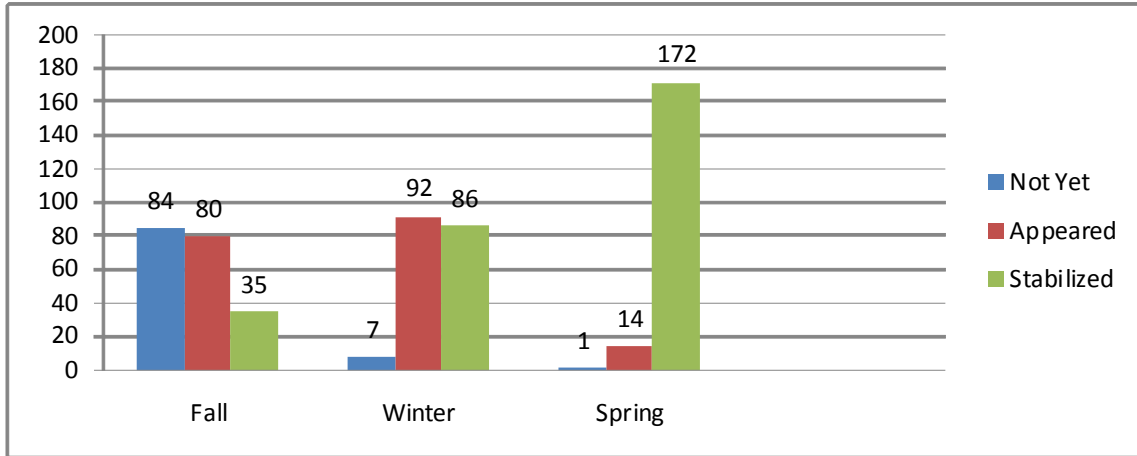
### Approach To Learning (4 Years old)



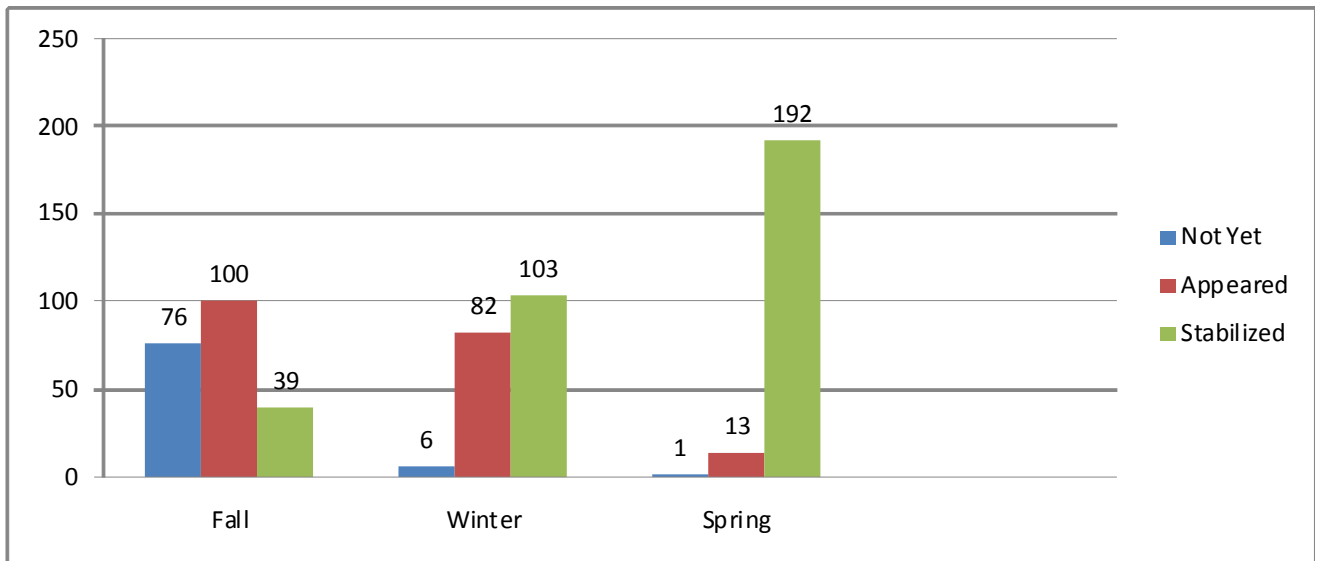
### CreativeArts (4 Yearolds)



Language Arts & Literacy  
(4 Year Olds)



Social Emotional, Physical Health & Development  
(4 Year Olds)



The above data shows the number of the four year old children who attempted, or mastered different readiness skills during each assessment period before transitioning to Kindergarten. Out of the 223 children that were enrolled in 2010/2011 school year, 215 were assessed, and those not assessed were either because of when the child entered or left the program or left the program before the assessment began. Although our children did not quite master the skills in the areas of Math & Science, Approach to Learning, and Language Art & Literacy Skills, there were very few children that left the program in a Not Met status in any of the areas.

Based on the above data, our program has taken steps to ensure that all required school readiness skills are master for Kindergarten by planning to provide teaching staff with quality training. We have also made plans to update our Creative Curriculum from the 4<sup>th</sup> Edition of The Developmental Continuum to the 5<sup>th</sup> Edition Teaching Strategies GOLD for the upcoming 2011/2012 school year. Our teaching staff continues to receive trainings based on their individual needs from reputable consultants from agencies such as Quality Assist, Clayton County Public School System, Georgia Technical Institute and Head Start & State approved conferences. The Program has assessed the classrooms and will provide more of the necessary materials to enhance quality learning.

## Transition to Kindergarten:



Prior to spring, our education personnel staff attended Pre-K Collaborative meetings monthly throughout the year where they were provided with useful information that helped our children and families to transition from Head Start to Kindergarten. To speed up the transitioning exercise, our program invited Clayton County Public School staff to our monthly parent meetings and also to conduct on-site registrations. Our teaching staff used the Kindergarten readiness skills template to prepare children for Kindergarten. Teaching staff also visited some schools as part of the transition plan to allow children and families to observe the kindergarten classrooms and ensure a smooth transition.

Children with disabilities went through the same plan but families attended end of the year IEP (Individualized Education Plan) meetings to discuss their transition process and plan. The on-site Speech Pathologist transferred files to each child's home school.