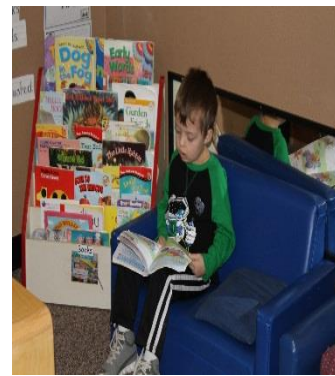




# Making a Difference

Breckinridge-Grayson Programs, Inc.

Summary Annual Report 2015



# Our Mission

Our tax-exempt mission is:

“We at Breckinridge-Grayson Programs, Inc. will empower ourselves with knowledge, bend with the winds of change, exemplify love and respect, join hands with our community, advocate for families, to best serve every child entrusted to our care and guidance.”



Serving families since 1965

Breckinridge-Grayson Programs, Inc. would like to take this opportunity to express our gratitude and thankfulness for all the support and encouragement the community has shown our program throughout our 50+ years of service to families and children. Community partnerships have been a great asset to our program and we look forward to strengthening these partnerships over our next 50 years.

# What We Do

Breckinridge-Grayson Programs, Inc. (the Agency) was incorporated in 1975 in the state of Kentucky as a nonprofit, limited purpose corporation. Breckinridge-Grayson Programs, Inc. is the local grantee for the Head Start and Early Head Start programs. Funds are awarded by the Department of Health and Human Services, Administration for Children and Families to serve children and families in the counties of Breckinridge and Grayson.

Head Start was enacted in 1965 as a federal program to assist with the needs of 4 and 5 year old children in poverty situations. In 1995, the Early Head Start program was established to serve children from birth to three years of age. The programs now provides services to children and families to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services.

The Agency provides comprehensive child development services to children and families, including children with significant disabilities, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Parents are engaged in their children's learning. Parents are assisted and encouraged in making progress toward their own educational, literacy and employment goals. Significant emphasis is placed on the involvement of parents in the administration of the programs.



# History of Head Start

As part of Lyndon B. Johnson's War on Poverty in 1965, Head Start was designed to provide preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs in preparation of entry into school. In the summers of 1965 and 1966, the Office of Economic Opportunity launched an eight-week Project Head Start. As part of the initial project, Cleo Lowrey and other community members were successful to establish the local Head Start program to serve children in Grayson and Breckinridge Counties. Mrs. Lowrey served as the Director of Breckinridge-Grayson Programs, Inc.

In 1994, our local program was awarded funds to purchase and renovate the facility (previously the Leitchfield High School) located at 201 East Walnut Street. In September of 1995, under the Clinton administration, the first Early Head Start grants were given. Breckinridge-Grayson Programs was a recipient of the first wave of Early Head Start funds. In October of 1998, Head Start was reauthorized to expand to full-day and full-year services. Also at that time, Cathy Darst, who had been with the program since 1971, became the Director upon the retirement of Mrs. Lowrey. Mrs. Darst served as Director until January 2014, leading the program to a level of excellence which has been recognized on state, regional and national levels. In January 2014, Valeria Hayes-Hicks (formerly the program's Fiscal Administrator since 1998) was hired as Director. The program continues to excel under Mrs. Hicks leadership.

Head Start was reauthorized in 2007 under the George W. Bush administration with several provisions to strengthen Head Start quality. These include alignment of Head Start school readiness goals with state early learning standards, higher qualifications for the Head Start teaching workforce, State Advisory Councils on Early Care and Education in every state, and increased program monitoring, including a review of child outcomes and annual financial audits. Breckinridge-Grayson Programs has excelled in reaching these higher standards.

In 2009, under the Obama Administration, the American Reinvestment and Recovery Act added more than 64,000 slots for Early Head Start and Head Start programs across the nation. Locally, 64 Early Head Start slots were added.

Head Start has served more than 30 million children since 1965, growing from an eight-week demonstration project to include full day/year services and many program options. Currently, Head Start is administered by the Administration for Children and Families (ACF) in the Department of Health and Human Services. Head Start serves over a million children and their families each year in urban and rural areas in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories, including American Indian, Alaskan Native and Migrant/Seasonal communities. Locally, our program has served over 7,000 children and families in



the communities of Breckinridge and Grayson Counties. We have received over \$45,625,665 in federal funding, with most of the funding infused back into the local economies of both counties.

A key tenet of the program established that it be culturally responsive to the communities served, and that the communities have an investment in its success through the contribution of volunteer hours and other donations, including cash contributions, as nonfederal share. Our current requirement for non-federal share is \$619,466. Any individuals interested in assisting us with our non-federal share requirement should inquire at 201 East Walnut Street in Leitchfield, KY or call 270-259-4054.



*Leitchfield, Kentucky*



*Hardinsburg, Kentucky*

# Agency Facts

## Locations:

Breckinridge-Grayson Programs, Inc.  
Head Start and Early Head Start  
201 East Walnut Street  
Leitchfield, Kentucky 42754

Breckinridge County Early Head Start  
228 Tules Creek Road  
Hardinsburg, Kentucky 40413

## Employment:

- 59 Fulltime staff
- 10 Part time staff
- Temporary and seasonal positions for bus monitors/drivers and substitutes.

## Operating Schedule:

The Agency's standard operating day for the Leitchfield locations is from 7:00 a.m. to 4:00 p.m. The Hardinsburg site operates from 7:00 a.m. to 3:00 p.m. Head Start and Early Head Start programs serve children in a variety of options room options from part day classrooms to full day/full year classrooms as well as home base.

## Quality Rating:

We are a star rated program with the state of Kentucky's Quality Rating System for childcare programs.

# Preparing Children For Kindergarten

- **Language Development**

- Can demonstrate the ability to listen, understand and use a complex and varied vocabulary and can participate in stories, songs and poems.

- **Literacy**

- Can discriminate, identify and match sounds in words, hears and demonstrates phonological awareness, has book knowledge and appreciation, can tell stories, engages in reading activities, prints names, letters and numbers, has good concept of a word as a unit of print and words put together can tell a story, early writing is understood as communication, can draw pictures to tell a story and uses a variety of writing tools.

- **Mathematics**

- Understands the concept of numbers, can rote and object count, identifies basic shapes, repeat patterns, measures and matches.

- **Science**

- Can observe and discuss differences and comparisons of objects, can collect, predict outcomes, especially in the natural world of materials.

- **Creative Skills**

- Music, art, movement and dramatic play are expressed in a variety of experiences.

- **Social Emotional Development**

- Understands self-concept, has self-control, is cooperative, social relationships have progressed in caring for self and others.

- **Approaches to Learning**

- Children have learned to make independent choices, use imagination and inventiveness, can engage and be persistent in task, and can reason and solve tasks or problems.

- **Physical Health and Development**

- Shows strength and control in using tools for writing and creating, eye-hand skills are increased to build with blocks, complete puzzles and use scissors, gross motor abilities reflect balance, control and ability to participate in moderate to vigorous activities, self-help and personal care needs are met.

- **Transition Services**

- Involve and support the parents before, during and after the transition to kindergarten so they gain increased confidence in their child's ability to succeed in a new setting and enhance their own ability to effectively influence education, care and service delivery.
- Involve and support the parents before, during and after the transition to Head Start/Preschool so they gain increased confidence in their child's ability to succeed in a new setting and enhance their own ability to effectively influence education, care and service delivery.

- **Transition Activities**

- Obtain parental consent to begin transition into a new setting.
- Children will have activities planned in the dining room to prepare for dining in elementary school.
- Plan experiences for children that provide continuity between settings such as home learning ideas and use familiar routines.
- Children will take a field trip to their new school. While there, children will visit the kindergarten classrooms, lunchroom, library, gym, music and all offices.



- Children will take home educational materials from the school along with a transition booklet that includes pictures of elementary school staff where they will be attending.
- Parents will receive tips and advice on appropriately effective talking to their child's teacher, or other school personnel regarding concerns, wants and needs.
- Families of children with disabilities are invited to participate in a Transition ARC meeting at their new school.

- **Curriculum**

- Creative Curriculum for Preschool is a comprehensive curriculum with a clear organizational structure and particular focus on routines and experiences.
- Teaching Strategies Gold is an on-going assessment tool used to help measure children's developmental progress.
- Teaching Strategies Gold allows for parents to access their children's assessment data and communicate with teachers.
- Conscious Discipline and Flip It
- Portage Guide Birth to Six (Curriculum Home Based)
- TOP Assessment (Tool for Observation and Planning)
- CLASS (Classroom Assessment Scoring and Planning)
- HOVRS (Home visitor Rating Scale) measures quality of interactions in the home based setting.
- Partners for a Healthy Baby (prenatal curriculum)

# Parent Engagement Activities

- Breckinridge-Grayson has a strong partnership with families, offering a variety of parent engagement opportunities including:
- Volunteer Job Training Programs:
  - Bus Monitors
  - Classroom Subs and Assistants
- Clerical Skills:
  - Resume Writing
  - Application Completion
  - Dressing for Success
  - Interviewing Skills
- Parent-Teacher Conferences
- Parent-Committee Meetings
- Variety of Parent Training opportunities:
  - Child Development & Observation Skills
  - Smoke Free Homes Campaign
  - Healthy Lifestyle opportunities
  - Weigh Management
  - Healthy Food Choices
  - Pedestrian Safety
  - Parent and Child Time



*Budget Training*

Nutrition  
 Budgeting  
 Community Resources  
 Discipline  
 Home Safety  
 Creative/Dramatic Play

Father/Male Involvement  
 Bullying  
 Healthy Marriages  
 Physical Activity  
 Red Touch, Green Touch  
 Creative Arts Activities



*Dad/Male Volunteer Day*



*Budget Training*



*Mommy Make-Over Day*

# *Head Start Services Provided*

June 1, 2014 to May 31, 2015

- Funded enrollment-142
- Total children served-159
- Total families served-149
- Average monthly enrollment-142 (100% of funded enrollment)
- 83% of children served were income eligible-under 100% poverty
- 2% of children served were eligible due to receipt of public assistance
- 1% of children served were eligible due to being foster children
- 1% of children served were eligible due to being homeless
- 4% of children were eligible at the 101-130% poverty
- 9% of children served were over income at 130% or higher poverty
- 99% of children received medical exams
- 99% of children received dental exams
- Creative Curriculum for Preschool is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences
- Brigance Screener is a developmental screener
- Teaching Strategies Gold is an on-going assessment tool used to help measure children's developmental progress.
- Portage Guide Birth to Six Curriculum (Home Based Option)

# *Early Head Start Services Provided*

June 1, 2014 to May 31, 2015

- Funded enrollment 139
- Total children served-206 Pre-Natal 9
- Total families served- 155
- Average monthly enrollment- 139 (100% of funded enrollment)
- 89% of children served were income eligible-under 100% poverty
- 2% of children served were eligible due to receipt of public assistance
- 1% of children served were eligible due to being foster children
- 0% of children served were eligible due to being homeless
- 5% of children served were eligible at the 101-130% poverty
- 3% of children served were over income at 130% or higher poverty
- 99% of children received medical exams
- 100% of children are up to date on dental exams
- Creative Curriculum for Infant and Toddlers is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences
- Brigance is a developmental screener
- Teaching Strategies Gold is an on-going assessment tool used to help measure children's developmental progress
- Portage Guide Birth to Six Curriculum (Home Based Option)
- Partners for a Healthy Baby Curriculum (Pre-Natal)

# Child and Adult Food Care Program (CAFCP)

## Program Facts:

- Providing nutritious meals to children is a fundamental Head Start Service.
- All meals are nutritionally balanced in accordance with USDA guidelines.
- Menus are approved by a registered dietician.
- The Agency is reimbursed by USDA for the costs of food.
- All classrooms participate in hands on nutrition activities at least twice per month.
- Head Start/Early Head Start serves meals that are high in nutrients and low in sugars and salts.



## Customer Impact:

- Each day, children receive nutritious meals and snacks which are provided through the USDA's CAFCP.
- An estimated 1,495 breakfasts, 1,568 lunches, and 1,689 snacks are prepared for children per month.
- All Head Start and Early Head Start children are served through the CAFCP program at no cost to children and families.



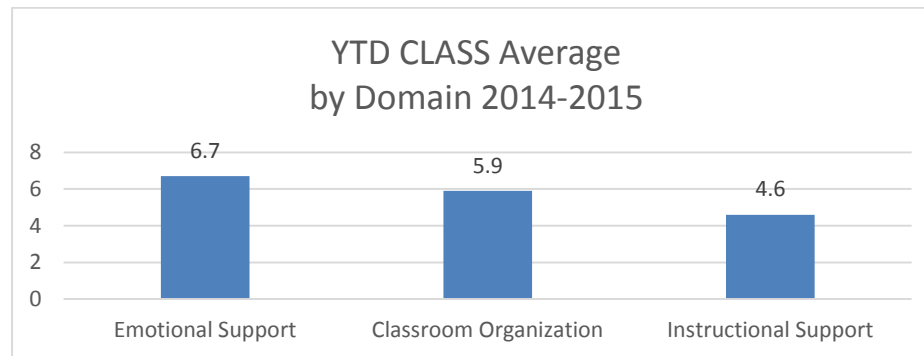
# Class Data

## 2014-2015 School Year

### Class Data (School Year 2014-2015)

Breckinridge-Grayson Programs has been preparing low-income children for school success since 1965. Agency staff and educators remain committed to providing the highest quality services to low income families so that their children can regardless of circumstances at birth, has an equal chance to succeed in school and life.

Classroom Assessment Scoring System (CLASS) is a critical tool used to measure the quality of adult-child interactions in all classrooms. High CLASS scores directly correlate to higher child outcomes. The CLASS scores include all Head Start classrooms with future plans of implementing CLASS for infant and toddler classrooms. Currently the program has seven staff members that at Class Rater Reliable.



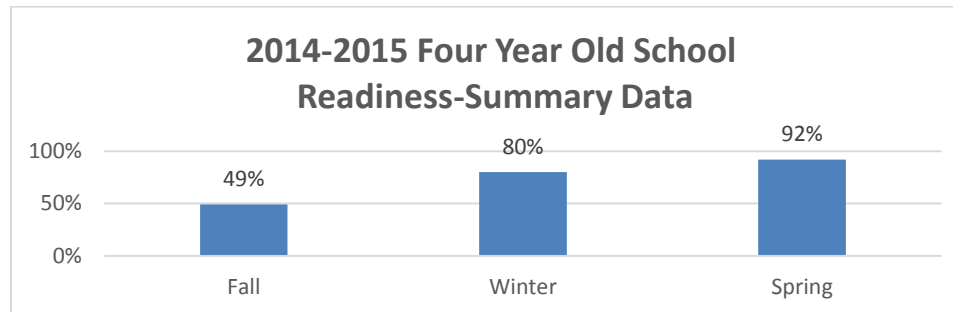
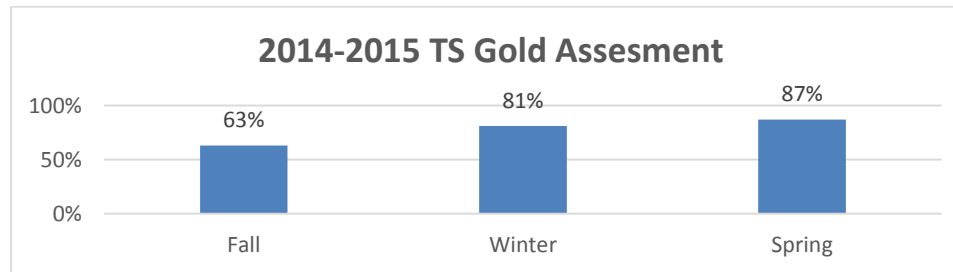


# School Readiness Data

## 2014-2015 School Year

### School Readiness Reports (School Year 2014-2015)

The progress toward all goals may vary somewhat from year to year. However, it is the expectation that levels of average achievement (regardless of classroom makeup) can be calculated. In the data from the ending checkpoint for data analysis for program year 2014-2015, 92% of all school readiness goals were achieved by four year olds going to Kindergarten. This number includes all 4 year old children going to Kindergarten for both home and center-based classrooms. This number also includes all children, including any that may have a diagnosed disability and I.E.P.



# Board of Directors

## Member

Barbara Carden  
Carolyn Thomason  
Gail Alexander  
Linda Day  
Kent Geary  
Mary Hunt  
Kristen Mattingly  
David Vickery

## Title

Board Chairperson  
Vice-Chairperson  
Former Parent  
Special Education Teacher  
Business Owner  
Retired Early Head Start Teacher  
Policy Council Chairperson  
Licensed Attorney/Board Consultant

# Policy Council

## Parent Representatives:

Kristen Mattingly-Chairperson  
Samantha Ford  
Alisha Caswell  
Trelyn Kaufman-Gibson  
Belinda Basham  
Dana Morrison  
Regina Bolin  
Community Representatives:

## Community Representatives:

Dan Satterfield  
Barbara Carden

# Agency Contacts

Valeria Hayes-Hicks, Executive Director

[valeria.hicks@breckgrayson.com](mailto:valeria.hicks@breckgrayson.com)

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Vivian Decker, Human Resource/Systems Manager

[vivian.decker@breckgrayson.com](mailto:vivian.decker@breckgrayson.com)

Gail Edwards, Early Childhood Manager

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Marketta Haycraft, Family Services Manager

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Jennifer Faulkner, Nutrition Supervisor

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Karen Zink, Transportation/Project Support Supervisor

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Robert Curtis, Maintenance Supervisor

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Lisa Payton, Administrative Assistant

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Sarah Castleman, Health and Mental Health Coordinator/Family Service Provider

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Deanna Pearl, Breckinridge County Site Supervisor

[deanna.pearl@breckgrayson.com](mailto:deanna.pearl@breckgrayson.com)

# June 1, 2014 to May 31, 2015

## *Audited, Revenue and Expenditure Statement*

Revenue	
Office of Head Start-Program Year 6//1/2014 to 5/31/2015	\$ 2,477,865
USDA Revenue	103,705
Other Revenue	<u>650,137</u>
Total Revenue	<u>\$ 3,231,707</u>
Expenses	
Personnel	1,695,000
Fringe	239,865
Travel	2,251
Supplies	40,844
Contractual services	4,626
Occupancy	193,520
Transportation	55,784
Nutrition	105,203
Child Consulting Services	4,169
Parent services	4,950
Training and Staff Development	51,106
Other	<u>925,113</u>
Total Expenses	<u>\$ 3,322,431</u>

# June 1, 2014 to May 2015

## Current Fiscal Year Budget (2015-2016)

Fiscal Year June 1, 2014 to May 31, 2015	<u>Total Budget</u>
Revenue	
Office of Head Start	
Program Year June 1, 2014 to May 31, 2015	\$ 2,477,865
USDA Reimbursement	91,213
Community Coordinated Childcare	0
Other Revenue	250
Non-Federal Share Revenue - Grantee contributions	619,466
Total Revenue	<u>\$ 3,188,794</u>
Expenses	
Personnel	\$ 1,580,384
Fringe Benefits	437,907
Travel	3,066
Capitalized Equipment	0
Supplies	62,046
Contractual	21,378
Occupancy	136,793
Transportation	132,127
Nutrition	91,213
Child Consulting Services	5,725
Parent Services	8,835
Training & Staff Development	51,374
Other Expenses	38,230
Non-Federal Share Expenses - Grantee contributions	619,466
Total Expenses	<u>\$ 3,188,544</u>

# *Annual Audit Report*

## **Annual Audit Report**

-The annual audit report for the year ending May 31, 2015 was presented to the Board of Directors at the November 2015 meeting. The report did not contain any findings.

# *Federal Review Report*

## **Federal Review Report**

--The most recent review report conducted by the Office of Head Start (OHS) in February 2015 was issued on March 2015. The report stated our Head Start and Early Head Start Programs were in compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements





ADMINISTRATION FOR

## CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | [ehc@hhs.gov](mailto:ehc@hhs.gov)

**To: Board Chairperson**

*Ms. Barbara Carden*

*Board Chairperson*

*Breckinridge-Grayson Programs, Inc.*

*201 E Walnut St.*

*Leitchfield, KY 42754-1572*

**From: Responsible HHS Official**

*Ms. Ann Linehan*

*Acting Director, Office of Head Start*

*Ross W. Davis* *3/2/15*  
Date

This letter serves as formal notice that from 2/3/2015 to 2/5/2015, Breckinridge-Grayson Programs, Inc. successfully passed the Head Start Key Indicators-Compliant (HSKI-C) Review Event and thus qualified for differential monitoring based on the results of the monitoring review.

Therefore, Breckinridge-Grayson Programs, Inc. will be scheduled to receive two additional reviews: Environmental Health and Safety and CLASS for Head Start grantees or Comprehensive Services/School Readiness for EHS grantees during the remaining course of the 5-year grant monitoring process.

Please be aware, a Monitoring Review Event could be scheduled at any time during the remaining course of the 5-year grant-monitoring process in the event a potential compliance issue is identified.

Please contact your ACF Regional Office with any questions or concerns.

**Distribution of the Head Start Review Report**

Copies of this report will be distributed to the following recipients:

Mr. Jeffrey Fredericks, Regional Program Manager

Ms. Michelle Williams, Policy Council Chairperson

Mrs. Valeria Hayes-Hicks, CEO/Executive Director/Head Start Director

**Overview Information**

Review Type: *HSKI*

Organization: *Breckinridge-Grayson Programs, Inc.*

Program Type: *Head Start and Early Head Start*

Field Lead: *Ms. Julie Quaid*

Funded Enrollment HS: *158*

Funded Enrollment EHS: *131*

— END OF REPORT —

HSKI-C

# In-Kind

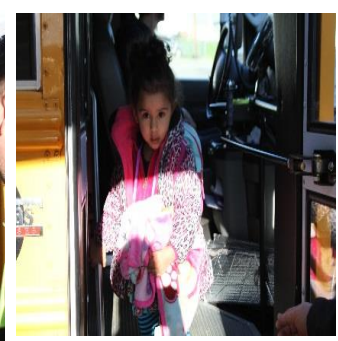
As a condition of our federal grant, Breckinridge-Grayson Programs is required to match federal dollars received with local contributions, in a 4 (federal) to 1(local) ratio. This match is called non-federal share. These contributions may be cash donations or in-kind donations. In-kind can consist of supplies we may need for our classroom or facility, but in-kind can also be volunteer hours. We have some wonderful volunteers in our facility each and every day; however, we are always in need of more. If you would be interested in visiting our wonderful facility to learn more about our program, and potentially become a volunteer, we would be more than happy to talk with you. Our phone number is 270-259-4054.

## Volunteers Busy Helping





# *Life In Head Start*





## *Breckinridge-Grayson Staff*



*Breckinridge County  
Early Head Start  
228 Tules Creek Road  
Hardinsburg, Kentucky 40413  
270-756-0560  
270-756-0114 fax*

*Breckinridge-Grayson Programs, Inc.  
Head Start and Early Head Start  
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270-259-4055 fax*