

Breckinridge-Grayson Programs, Inc.

Head Start and Early Head Start for Breckinridge
and Grayson Counties, Kentucky



June 1, 2011 to May 31, 2012

Summary Annual Report

Published: May 2013


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 289 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.



Agency Facts



Employment

- 68 full-time staff
- 6 part-time staff
- Temporary and seasonal positions for bus monitors/drivers and substitutes.

Operating Schedule

- The Agency's standard operating day is from 7:00 am to 4:00 pm. Head Start and Early Head Start programs serve children in a variety of options from part day classrooms to Full Day/Full Year classrooms as well as home based.

Accreditation

The Agency is accredited by the National Association for the Education of Young Children (NAEYC). We also have received a 4 out of 4 STARS rating from the Kentucky Division of Childcare Licensing.

Locations

- ▶ Breckinridge-Grayson Programs, Inc.
Head Start and Early Head Start
201 East Walnut Street
Leitchfield, KY 42754
- ▶ Breckinridge County Early Head Start
228 Tules Creek Road
Hardinsburg, KY 40143
- ▶ Grayson County Early Child Development Center
Grayson County High School
252 Schoolhouse Road
Leitchfield, KY 42754

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

Preparing children for kindergarten



(Continued)

- **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.

- **Transition Activities**

- Obtain parental consent to begin transition in to 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, share curriculum, 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 and effectively 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.



Preparing children for kindergarten



(Continued)

▶ Curriculum

- ▶ Creative Curriculum for Preschool is a comprehensive curriculum with a clear organizational structure and a 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
- ▶ Portage Guide Birth to Six (Curriculum Home Based)
- ▶ TOP Assessment (Tool for Observation and Planning)
- ▶ CLASS (Classroom Assessment Scoring System) measures quality of adult-child interactions in the classroom
- ▶ HOVRS (Home Visitor Rating Scale) measures quality of interactions in a home based setting



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
 - Time & Attendance Records
 - ▶ On Site ABE/GED and Family Literacy Classes
 - ▶ Quarterly Parent-Teacher Conferences
 - ▶ Quarterly Parent Committee Meetings
 - ▶ Variety of Parent Training opportunities:

CPR & First Aid Certification

Nutrition

Budgeting

Community Resources

Discipline

Home Safety

Disaster Preparedness

Pedestrian Safety

Creative Art Activities

Parenting Classes

Healthy Marriages

Bullying

Child Development & Observation Skills

Smoke Free Homes Campaign

Healthy Lifestyle Opportunities

Weight Management

Walking Program

Healthy Food Choices

Physical Activity (MVPA)

Creative/Dramatic Play


Parent and Child Time (PACT)

Father Involvement

Head Start Services Provided



June 1, 2011 to May 31, 2012

- ▶ Funded enrollment – 158
 - ▶ Total children served - 183
 - ▶ Total families served - 173
 - ▶ Average monthly enrollment – 158
 - ▶ 100% of funded enrollment
 - ▶ 81% of children served were income eligible-under 100% poverty
 - ▶ 4% of children served were eligible due to receipt of public assistance
 - ▶ 3% of children served were eligible due to being foster children
 - ▶ 1% of children served were eligible due to being homeless
 - ▶ 2% of children were eligible at the 101-130% poverty
 - ▶ 9% of children served were over income at 130% or higher poverty
 - ▶ 98% of children received medical exams
 - ▶ 98% of children received dental exams
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Early Head Start Services Provided



June 1, 2011 to May 31, 2012

- ▶ Funded enrollment 131
- ▶ Total children served – 185 Pre-Natal 17
- ▶ Total families served – 166
- ▶ Average monthly enrollment – 131
 - ▶ 100% of funded enrollment
- ▶ 87% of children served were income eligible-under 100% poverty
- ▶ 3% of children served were eligible due to receipt of public assistance
- ▶ 2% of children served were eligible due to being foster children
- ▶ 1% of children served were eligible due to being homeless
- ▶ 5% of children served were eligible at the 101-130% poverty
- ▶ 2% of children served were over income at 1305 or higher poverty
- ▶ 95% of children received medical exams
- ▶ 97% children up to date on dental services
- ▶ Creative Curriculum for Infant and Toddlers is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences
- ▶ 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 foods that are high in nutrients and low in sugar and salt.

Customer Impact

- Each day, children receive nutritious meals and snacks which are provided through the USDA's CAFCP.
- An estimated 2,175 breakfasts, 2,244 lunches, and 2,398 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.

Childcare Services



Program Facts

- ▶ Sources of Funding:
 - ▶ Childcare Subsidies
 - ▶ 15 children presently served
 - ▶ Head Start and Early Head Start Grants

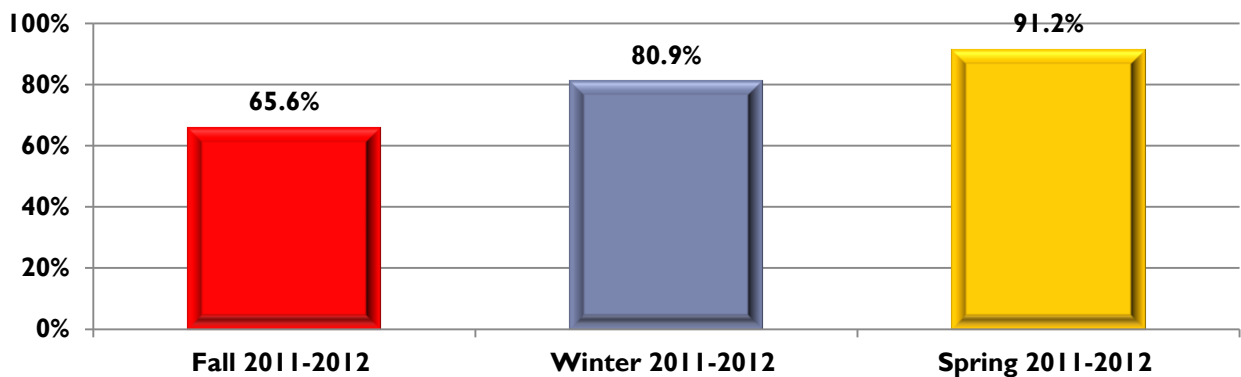
Customer Impact

- ▶ Childcare services are provided to 39 Head Start and Early Head Start eligible children
- ▶ Children do not have to transition before or after the Head Start day (8:30 am – 1:30 pm)
- ▶ As much as feasibly possible, parents are served according to their work schedules

School Readiness Data 2011-2012 School Year

School Readiness Reports (School Year 2011– 2012)

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, regardless of circumstance at birth, has an equal chance to succeed in school and life.



School Readiness

The progress toward all goals may vary somewhat from year to year. However, it is the expectation that over the five year term of the current plan, levels of average achievement (regardless of classroom makeup) can be calculated. In the data from the ending checkpoint for data analysis for program year 2011-2012 over 90% of all school readiness goals were achieved by four year olds going to Kindergarten. This number includes all children for all program options including home and center-based classrooms. This number also includes all children, including any that may have a diagnosed disability and I.E.P



Breckinridge-Grayson firmly believes and supports that parents are a child's first and most important teacher. Each school year the agency holds events that encourage parents, grandparents and extended family members to join in their child's education by spending the day with them in the classroom. Parent-Teacher conferences ensure that both educators and parents are working together to prepare their children for school and future success.

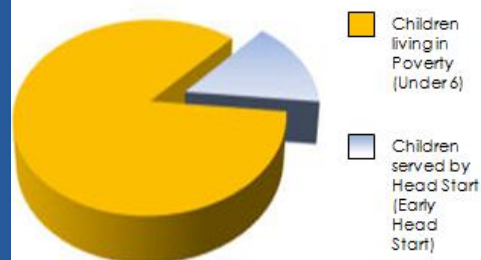
School Readiness Data 2011-2012 School Year

Filling a Critical Need – More action is needed

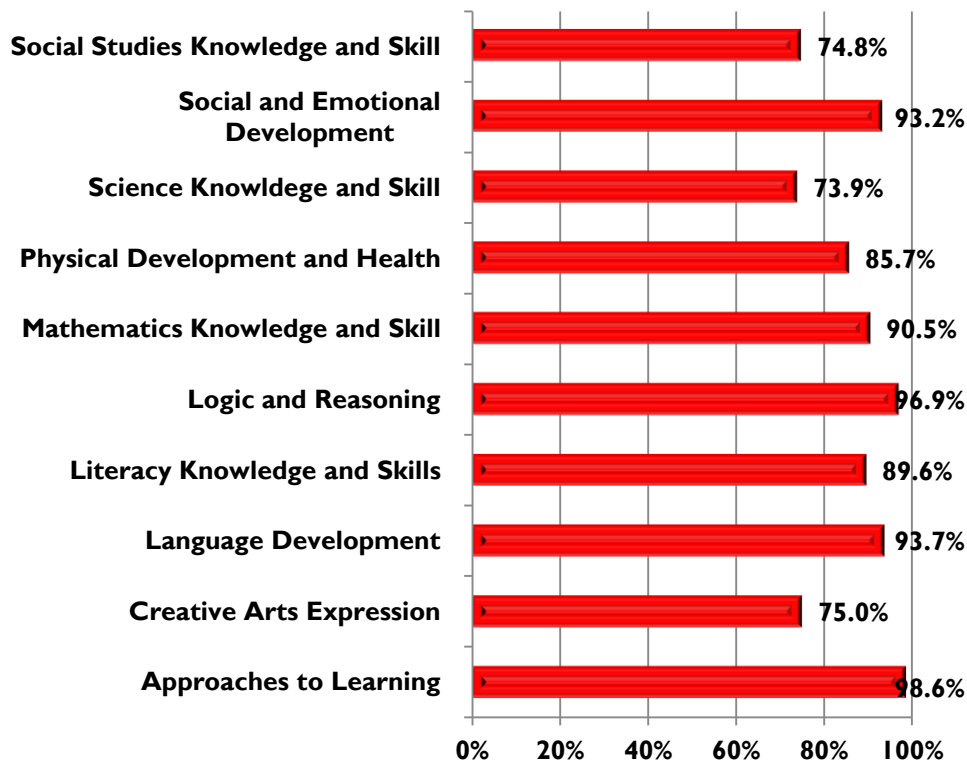
In Kentucky nearly 92,000 children under the age of six live in poverty. Head Start (and Early Head Start) serves about 16,000 children annually. This represents only 17% of the overall children that are living in poverty. Head Start simply lacks the funds to reach all children in need.

Source: Kentucky Now! 2009 State Data Factbook

Children Served By Head Start (Kentucky)



Progress by Framework Domain Ending Cycle Of School Year(Teaching Strategies Gold Data SY(2011-2012))



The Head Start Child Development and Early Learning Framework

Breckinridge-Grayson Programs utilized the Office Of Head Start's framework to evaluate children on their road to school readiness. In this effort the agency looks at 11 different domains:

- Literacy Knowledge & Skills
- Mathematics Knowledge & Skills
- Science Knowledge & Skills
- Creative Arts Expression
- Social Studies Knowledge & Skills
- Physical Development & Health
- Social & Emotional Development
- Approaches to Learning
- Logic & Reasoning
- Language Development
- English Language Development

Agency Contacts



- Cathy Darst, Executive Director
cathy.darst@windstream.net
 - Valeria Hayes-Hicks, Fiscal Administrator
valeria.hicks@breckgrayson.com
 - Vivian Decker, Human Resources/Systems Manager
vivian.decker@breckgrayson.com
 - Gail Edwards, Early Childhood Manager
gail.edwards@breckgrayson.com
 - LaShawn Cole-Hack, Parent, Family and Community Engagement Manager
lashawn.hack@breckgrayson.com
 - Lacey Roof, Disabilities/Mental Health Coordinator
lacey.raley@breckgrayson.com
 - Roberta Payne, Quality Analysis Manager
roberta.payne@breckgrayson.com
 - Hollye Pence, Home Based Services Manager
hollye.pence@breckgrayson.com
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Board of Directors



- ▶ **Barbara Carden, Board Chairperson**
 - Audit/Finance Committee
 - Breckinridge County Representative

- ▶ **Carolyn Thomason, Vice-Chairperson**

- ▶ **Gail Alexander, Secretary**

- ▶ **Linda Day, Board Member**

- ▶ **Kent Geary, Board Member**

- ▶ **Robert Kaercher, Board Member**

- ▶ **Stephanie Peterson, Member and Policy Council Chairperson**



Policy Council



Parent Representatives

Stephanie Peterson, Chairperson

Krista McDowell

Mellonee Tilford

Keri Hayes

Courtney Lindsey

Rebecca Taul

Julie Clemons

Community Representatives

Mary Hunt

Beverly Hinton





June 1, 2011 to May 31, 2012

Audited & Expenditure Statement

Fiscal Year Ending May 31, 2012	Total Budget	Total Actual Received/Expended
Revenue		
Office of Head Start		
Program Year June 1, 2011 to May 31, 2012	\$2,251,714	\$ 2,251,714
American Recovery and Reinvestment Act		
Program Year September 30, 2011 to September 29, 2012	\$ 191,156	\$ 191,156
Total American Recovery and Reinvestment Act	\$ 191,156	\$ 191,156
Other Revenue (Reimbursements)		
USDA Reimbursement	\$ 118,830	\$ 118,830
Community Coordinated Childcare	\$ 45,000	\$ 51,004
Total Other Revenue (Reimbursements)	\$ 163,830	\$ 169,834
Other Revenue	\$ 10,653	\$ 30,239
Non-Federal Share Revenue - Grantee contribution	\$ 377,167	\$ 377,167
Total Revenue	\$2,994,520	\$ 3,020,110
Expenses		
Personnel	\$1,696,314	\$ 1,685,971
Fringe Benefits	\$ 288,361	\$ 283,020
Capitalized Equipment		
Supplies	\$ 92,833	\$ 84,152
Contractual	\$ 7,958	\$ 7,875
Occupancy	\$ 210,232	\$ 209,767
Transportation	\$ 80,310	\$ 80,185
Nutrition	\$ 119,700	\$ 119,771
Child Consulting Services	\$ 9,933	\$ 10,018
Parent Services	\$ 5,664	\$ 4,976
Training & Staff Development	\$ 62,340	\$ 62,355
Other Expenses	\$ 43,708	\$ 188,976
Non-Federal Share Expenses - Grantee contribution	\$ 377,167	\$ 377,167
Total Expenses	\$2,994,520	\$ 3,114,233
Total Revenue over Expenses	\$-	\$ (94,123)



June 1, 2011 to May 31, 2012

Current Fiscal Year Budget (2012-2013)

Fiscal Year June 1, 2012 to May 31, 2013	Total Budget
Revenue	
Office of Head Start	
Program Year June 1, 2012 to May 31, 2013	\$ 2,449,726
Other Revenue (Reimbursements)	
USDA Reimbursement	\$ 117,000
Community Coordinated Childcare	\$ 40,000
Total Other Revenue (Reimbursements)	\$ 157,000
Other Revenue	\$ 250
Non-Federal Share Revenue - Grantee contributions	\$ 432,225
Total Revenue	\$ 3,039,201
Expenses	
Personnel	\$ 1,683,043
Fringe Benefits	\$ 345,105
Travel	\$ 3,300
Capitalized Equipment	\$-
Supplies	\$ 80,807
Contractual	\$ 16,520
Occupancy	\$ 115,474
Transportation	\$ 81,385
Nutrition	\$ 119,350
Child Consulting Services	\$ 6,975
Parent Services	\$ 11,632
Training & Staff Development	\$ 51,374
Other Expenses	\$ 100,011
Non-Federal Share Expenses - Grantee contributions	\$ 424,225
Total Expenses	\$ 3,039,201



Annual Audit Report Triennial Review Report

▶ Annual Audit Report

- ▶ The annual audit report for the year ending May 31, 2012 was presented to the Board of Directors at the February 2013 meeting. The report did not contain any findings.

▶ Triennial Review Report

The most recent triennial review report conducted by the Office of Head Start (OHS) in March 2012 was issued on May 17, 2012. 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. The report identified program strengths in :

- ▶ Efforts to address the issue of obesity
 - ▶ Collecting and analyzing data
 - ▶ School Readiness
 - ▶ Staff Credentials
 - ▶ Approach to Mental Health services
 - ▶ Implementation of the Classroom Assessment Scoring System(CLASS)
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