HCCAO Head Start/ Early Head Start
Annual Report to the Public
2016-2017 Program Year

Highland County Community Action operates a publicly funded preschool/infant-toddler program that serves primarily low-income children. We enroll pregnant women, infants, and toddlers in our Early Head Start Program and 3-5-year old’s in our Head Start Program who meet eligibility guidelines. We reserve at least 10% of our enrollment for children with disabilities.

Our Head Start program operates in two separate facilities – Hillsboro and Greenfield. Part-day children attend 3 ½ hour classes 4 days a week, in either the morning or the afternoon. Full-day children attend 7-hour classes 4 days a week and every other Friday.

Our Early Head Start Program is made up of both center-based and home-based options. There is a toddler classroom in the Hillsboro Center for children 18 months-36 months. Our home base component consists of weekly home visits and bi-weekly socializations.

A) Fiscal Year 2017 Budgets
The HCCAO Head Start/ Early Head Start Program received $2,370,872 from a continuation grant through the Administration of Children and Families for the operation of the program for 2016-2017. Our nonfederal share (in-kind) was $592,718. We also received $40,745 for training and professional development. The budget is broken down into the following components:

- Personnel $1,141,986
- Fringe $456,794
- Travel $6,400
- Equipment $0
- Supplies $82,623
- Contractual $30,300
- Other $310,175
- Indirect Costs $301,849
The HCCAO Head Start Program received $476,753 from a duration of services supplemental grant through the Administration of Children and Families for the operation of the program for 2016-2017. Our nonfederal share (in-kind) was $119,188. The budget is broken down into the following components:

- Start-up $165,740
- Personnel $177,663
- Fringe $71,065
- Other $15,325
- Indirect Costs $46,960
The HCCAO Head Start/Early Head Start Program received $23,301 from a **Cost of Living Assistance (COLA) supplemental grant** through the Administration of Children and Families for the operation of the program for 2016-2017. Our nonfederal share (in-kind) was $5,826.

The budget is broken down into the following components:

- **Personnel**: $13,904
- **Fringe**: $5,603
- **Indirect Costs**: $3,794

The **Child and Adult Food Care Program (CACFP)** is a program that is run by the United States Department of Agriculture. Through this program, we are reimbursed a certain percentage for every meal (breakfast and lunch) and every snack that we serve to enrolled children. This year, we received a total of $105,128.46 in reimbursements.

Our Greenfield Head Start center qualifies to receive additional funding provided through the Ohio Department of Education. This funding source provides services for 10 children through the **Early Childhood Expansion** grant. At a rate of $4,000 per slot filled we received $40,000 during fiscal year 2017.
B) Services Provided – Head Start
- Funded Federal Enrollment – 171
- Total Number of Children Served – 200
- Average Monthly Enrollment - 100% from September – May

**Eligibility – Head Start**
- Income below 100% of poverty – 142 (71%)
- Receipt of Public Assistance such as TANF, SSI – 22 (11%)
- Foster Children – 15 (8%)
- Homeless Children – 1
- Over income – 20 (10%)
Services Provided – Early Head Start
Funded Federal Enrollment – 72
Total Number of Children Served – 138
Average Monthly Enrollment – 100%

Eligibility – Early Head Start
Income below 100% of poverty – 104 (75%)  
Receipt of Public Assistance – 16 (12%)  
Foster Children – 9 (7%)  
Status as Homeless – 2 (1%)  
Over income – 7 (5%)
C) Audits and Reviews
Our last annual agency financial audit was completed in April 2017 with no findings of material noncompliances.

Our program had its last Federal Review, conducted by the Administration of Children and Families, in March 2014. We were found to be in full compliance with all Federal Head Start/Early Head Start regulations.

D) Medical and Dental Exams
Children Receiving Medical Exams – Head Start – 200 (100%)
Children Receiving Dental Exams – Head Start – 200 (100%)

Children Receiving Medical Exams – Early Head Start – 124 (100%)
Children who are up-to-date on preventive oral care–Early Head Start– 61 (49%)

E) Parent Involvement Activities
Throughout the 2016-2017 program year, parents in our program had various opportunities to participate through:
- Policy Council and Governing Board
- Monthly Parent Committee Meetings
- Monthly Parent Classroom Activities, including “Faces with Fathers” and “Fathers Reading Every Day”
- Luncheons
- Family Fun Nights
- Parent/Teacher Conferences
  - Take Home Activities
  - Workshops and Trainings
  - Home Visits
  - Socializations (Early Head Start Home Base)
F) Kindergarten Preparation  
Head Start staff is committed to making the transition from Head Start to Kindergarten as successful as possible. In order to facilitate this transition, teachers use the Creative Curriculum in their classrooms. This curriculum aligns with the Ohio Early Learning and Development Standards, the Head Start Framework, the program’s school readiness goals, and our child assessment program, Teaching Strategies GOLD. This curriculum provides tools to allow teachers to individualize lessons to each child, insuring that each child is being appropriately challenged, which will in turn, allow each child to learn to his or her fullest potential.

We also maintain open communication and cooperation with parents, early intervention programs, and the local school districts. Children are taken on field trips to local kindergarten classrooms. Additionally, they are shown the video “Kindergarten, Here I Come” and practice kindergarten-like routines in the Head Start classroom. Parents and school districts are also invited to be involved in the decision making process around the program’s school readiness goals.

Parents are encouraged to be fully involved in the transition process between Head Start and Kindergarten. Teachers conduct two home visits a year, where a parent’s educational goals for a child can be made and assessed. Teachers also share information on an individual child’s progress through the year with parents in conferences and home visits. Parents are encouraged to attend the kindergarten field trips, and are provided with information pertaining to kindergarten registrations and orientations.