

Early Head Start

Annual Report for Program Year 2009

July 1, 2009 – June 30, 2010



The Year of the Expansion

Family Services was delighted to receive notice in November 2009 that we were a recipient of American Recovery and Reinvestment Act funding for Early Head Start (EHS) Expansion. As a result, the program almost doubled in size and hired 19 new staff members to serve an additional 72 families.

The Discovery Station Child Development Center was substantially renovated and reopened in May 2010 with four classrooms and a spacious new indoor play area and playground. Discovery Station now serves 28 children year round, with special focus on the needs of parenting teens.

The Early Head Start program at Family Services, Inc. offers:

- Weekly home visits by trained staff to 119 families
- Child development and school readiness activities
- Prenatal education and support for pregnant women
- Family support and referrals for community resources such as food, clothing, health care, housing, childcare and employment
- Resources for children with special needs
- Monthly parent meetings and leadership opportunities on Policy Council
- Activities and socialization with other program families
- Transportation assistance for program activities

The Discovery Station Child Development Center offers:

- A capacity of 28 children, 12 infants and 16 toddlers
- A nurturing environment for child from birth to age three
- Priority to parenting teens at Gaithersburg and Watkins Mill High Schools

Program Enrollment

Total number of children and families served: **218**

Average monthly enrollment of base program: **75 (100%)**

Enrollment of expansion program at end of year: **62 (86%)**

Percentage of eligible children served: **Less than 5%***

*in Montgomery County in 2005 12,883 children under age six lived in families with incomes less than 200% of the Federal Poverty Line.

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Parent Involvement Activities

In partnership with staff and community representatives, parents share governance of the program and are elected members of the EHS Policy Council. This body is responsible for overall program planning, policies and procedures, funding applications, staff hiring recommendations, fiscal oversight, and service delivery. This year, 16 officers were elected to the Policy Council: 1 Community Rep, 1 Board member, and 14 parents.

Additional opportunities for parent involvement this year included:

- ❖ Family orientations
- ❖ Parent Training workshops
- ❖ Fatherhood activities
- ❖ Parent-Teacher conferences
- ❖ Homework backpack activities
- ❖ Parent meetings
- ❖ Home visits
- ❖ Input into Individualized Child Development Plans (ICDPs)
- ❖ Health Services Advisory Committee participation

Preparing Children for Kindergarten

The FSI Early Head Start philosophy is that parents are their child's first and most important teacher. Through our partnership with the Head Start and the Prekindergarten division at Montgomery County Public Schools, parents learn about educational services available after transitioning out of the FSI Early Head Start program.

Staff assist parents as they transition into Head Start or other child care settings. A written transition plan is developed six months prior to each child's third birthday. The plan includes activities to assist parents in understanding what to expect in a new environment and how to transition to another preschool program. Activities may include parent education on school readiness, how to help their child adapt to changes in routine, and a visit to the new setting.

Services also include support to parents of children with diagnosed disabilities as they enroll in new services.

Services to the Community

Percentage of enrolled children who received medical exams: **100%**

Percentage of enrolled children who received dental exams: **79%**

On-Going Monitoring

Final results from the most recent on-site triennial Monitoring Review, held in May 2010, are pending.

There were no material findings as a result of the most recent financial audit.

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Financial Report

July 1, 2009 – June 30, 2010

Public and Private Funds Received

Grant – Federal (HHS ACF)	\$1,459,450
Grant – City and local	\$ 8,000
Grant – State (MSDE)	\$ 36,383
Other foundation support (MCCF)	\$ 5,600
In Kind Support	\$ 165,893
Total Funding	<u>\$1,675,326</u>

Program Expenses

Personnel (salaries, benefits, taxes)	\$ 833,286
Supplies and Equipment	\$ 12,390
Program Improvement – playground	\$ 80,440
Discovery Station Center Expansion	\$ 148,000
Contractual	\$ 62,882
Other (occupancy, mileage, parent services)	\$ 108,054
Training and Technical Assistance	\$ 23,734
In Kind Support	\$ 165,893

Sub-total	\$1,434,679
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Indirect costs (allowable)	\$ 106,396
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Actual administrative costs	\$ 201,392
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Excess / Deficit on federal award	-\$94,996
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