

Early Head Start

Annual Report for Program Year 2010

July 1, 2010 – June 30, 2011

Discovering and Learning Every Day

Family Services, Inc., continued to provide comprehensive Early Head Start services in the northern half of Montgomery County, Maryland, in Program Year 2010. Opportunities from the EHS Expansion funding received in 2009 resulted in extending our service area to Olney, Derwood and Rockville.

Our Teen Parent Program supports high school students who are pregnant or parenting young children. Along with Gaithersburg and Watkins Mills, Rockville and Clarksburg High Schools now refer families to the program. We also offer an educational & career mentoring program for eight weeks each summer that helps teens explore career and educational opportunities.

In September 2010, Family Services, Inc. was one of only 128 national Head Start programs to receive an ARRA grant for a Mentor Coach program. This 17-month project is providing guidance, coaching and training to teachers and home-visiting Family Support Workers at other EHS programs in the state, including the Lourie Center EHS and Associated Catholic Charities.

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

- Weekly home visits by trained staff to 119 families
- Center-based services for 28 children
- 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 the EHS Policy Council
- Activities and socialization with other program families
- Transportation assistance for program activities

Program Enrollment

- Total number of pregnant women and children served: **283**
- Average monthly enrollment of base program: **75 (100%)**
- Enrollment of expansion program at end of year: **72 (100%)**
- Percentage of eligible children served: **Less than 5%***

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

Healthcare Access Outcomes

- 98% of enrolled children received medical exams
- 98% of enrolled children received dental exams
- 100% of pregnant women received postpartum exams



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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. Policy Council members for this year included 19 Parent Representatives and 3 Community Representatives.

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. Staff and families received training in the Social Emotional Foundations for Early Learning approach to child development and behavior management. They learned activities to assist children with expressing their emotions, read books to help them identify emotions, and made puppets to help children better express themselves. EHS staff engaged the community with 'Tucker the Turtle' family literacy activities at the second annual City of Gaithersburg Book Festival.

Staff assist parents as they transition into Head Start or other child care settings when a child turns three years old. Written transition plans include activities that assist parents understand what to expect in a new environment, how to adjust to another preschool program and changes in routine, school readiness, and a visit to the new setting. Services also include support to parents of children with diagnosed disabilities as they enroll in new programs. Through our partnership with the Head Start and the Prekindergarten division at Montgomery County Public Schools, parents learn about educational services available once they age out of EHS.

On-Going Monitoring

Final results from the most recent on-site triennial Monitoring Review, held in May 2010, found no deficiencies in the areas of health, disabilities services, eligibility, transportation or community partnerships. We were alerted to difficulties in the area of program reporting to the Board of Directors and the valuation of in-kind space contributions. Findings from the subsequent re-review in January 2011 showed resolution of the reporting items, but required a Quality Improvement Plan for the in-kind valuations. A re-review of this area of deficiency is expected in December 2011. The A-133 financial audit for PY11 has not yet been completed.

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Financial Report

July 1, 2010 – June 30, 2011

Public and Private Funds Received

Grant – Federal (HHS ACF)	\$1,874,312
Grant – City and local	\$ 10,000
Grant – State (MSDE)	\$ 16,659
Other foundation support (MCCF, PNC, First Potomac)	\$ 21,500
In-Kind Support	\$ 169,561
Total Funding	<u>\$2,092,032</u>

Program Expenses

Personnel (salaries, benefits, taxes)	\$1,429,736
Supplies	\$ 88,452
Contractual	\$ 43,935
Other (occupancy, mileage, parent services)	\$ 183,672
Training and Technical Assistance	\$ 58,891
In Kind Support	\$ 169,561

Sub-total	\$1,974,247
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Indirect costs (allowable)	\$ 230,456
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Actual administrative costs	\$ 334,082
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Excess / Deficit on federal award	-\$103,626
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