

A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

About Us

Head Start is a federally funded program for income eligible preschool children and their families. The program began in the summer of 1965 as part of President Lyndon B. Johnson's War on Poverty. Nationally, Head Start has served over 30 million children since 1965 and recently celebrated its 50th anniversary. Head Start is administered by the Administration of Children and Families (ACF) in the Department of Health and Human Services (HHS).

Adams County Children's Educational and Special Services (A.C.C.E.S.S., Inc) is the Head Start grantee in Adams County, PA, and has been since 1982. Adams County Head Start currently serves 216 children and their families each year, supporting the educational, mental, social, and emotional development of children 3-5 years. In addition to educational services, the program provides children and their families with health, nutrition, social, and other services.

ACHS recognizes that parents are their child's first and most important teachers and welcome parent involvement in all areas of the program.

Mission Statement

To provide an environment where income eligible children and their families are safe, enriched, and empowered. Opportunities will be provided to children and families to: build self-esteem, enhance strengths, stimulate creativity, and promote self-sufficiency.

Together we can shape the future.



Table of Contents

About Us	p.1
Mission Statement	p.1
Local Program Info.	p.2
Eligibility	p.2
Enrollment/Attendance	p.2
School Readiness	p.3
Parent Engagement	p.4
Health & Nutrition	p.5
Transportation	p.5
Budget/Expenditures	p.6
Review Results	p.6



A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

Local Program Information

The Adams County Head Start program is federally funded to serve 216 children and families.

Our program is entirely center-based with 12 classrooms in 9 sites throughout the county. Classrooms operate on a five hour day, 172 day school year (late August through mid-May.)

ACHS employees 58 staff persons, both part-time and full-time.

Classrooms are located in the following geographical areas in the county:

- Biglerville
- East Berlin
- Gettysburg
- Littlestown
- McSherrystown
- New Oxford
- Orrtanna
- York Springs

Eligibility

Eligibility requirements:

- Must be a resident of Adams County
- Families must have incomes below the federal poverty guidelines for Head Start (<https://aspe.hhs.gov/poverty-guidelines>)
- Children must be 3 or 4 before September 1st (children who turn 5 before September 1st are not eligible)

Also eligible:

- Children from homeless families
- Foster children
- Children with disabilities

Enrollment and Attendance

Enrollment

Adams County Head Start served 243 children and families throughout Adams County during the 2015-2016 program year. ACHS maintained 100% enrollment throughout the year.

Below is a breakdown of eligible children served:

Income below 100% of Federal Poverty Guideline	75%
Receipt of public assistance (TANF, SSI, etc)	36%
Status as a foster child	<1%
Status as homeless	<1%
Income between 100-130% of FPG	16%
Over Income (allowable up to 10%)	7%
Children with disabilities (10% required by OHS)	12%

Attendance

Head Start Program Performance Standards require programs to maintain at least 85% average monthly attendance. The average monthly attendance for ACHS was 83% for the 2015-2016 school year. Lack of transportation was the main issue in regards to attendance.

A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

School Readiness

Curriculum

Here at Adams County Head Start, we use the *Creative Curriculum for Preschool* as our preschool curriculum. The *Creative Curriculum for Preschool* uses exploration and discovery as a way of learning. It enables children to develop confidence, creativity, and lifelong critical thinking skills.

When you come in to one of our classrooms you will see children playing. Our classrooms are set up in many interest areas; blocks, dramatic play, art, science, math, computer, sand and water play, and library. Not only are they playing and having fun, they are learning many valuable skills including:

Physical Development- using large muscles while running, jumping, balancing, etc., as well as small muscles for drawing, cutting, and writing

Social and Emotional Development- playing with others, solving problems, recognizing and managing feelings and emotions, taking on responsibilities, learning self-help skills, taking turns, following rules

Cognitive Development- sorting and matching objects, counting, shapes, colors, problem solving, pretending

Language and Literacy Development- understanding and following directions, asking and answering questions, listening to stories, learning letters and sounds

Education Staff Qualifications

Each ACHS classroom is staffed with a Head Teacher and an Assistant Teacher. In the 2015-2016 school year 8 of 12 Head Teachers (67%) had a Bachelor' Degree in

Early Childhood Education or a related field. The remaining four (33%) held an Associate's Degree. Two of twelve Assistant Teachers (17%) held an Associate's Degree, 6 or 50% held a Child Development Associate (CDA), and 4 or 33% were working on their CDA.

Child Outcomes

All ACHS children are assessed 3 times per year using the Teaching Strategies GOL Developmental Assessment. The chart below shows developmental gains from Fall 2015 to Spring 2016.

Percentages show all children meeting or exceeding expectations for their age.

Domain	Fall 2015	Spring 2016
Social/Emotional	42%	80%
Gross Motor	44%	89%
Fine Motor	64%	91%
Language	36%	78%
Cognitive	44%	74%
Literacy	39%	88%
Mathematics	26%	80%



"My child received a great start for his entrance into Kindergarten. He met wonderful friends and had a positive experience". {ACHS parent}

A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

Parent, Family, & Community Engagement

Adams County Head Start recognizes that parents are the most important people in a child's life. Children benefit more from the Head Start experience when parents are involved within the program and share their talents and ideas. Many studies have shown that children do better in school when their parents are involved in their education.

ACHS encourages parents to become involved in their child's education and to participate in the Family Partnership Agreement process to help parents accomplish their goals. Parents have the opportunity to become involved in their Center Parent Committees, Policy Council, Health Services Advisory Committee, and serve as Classroom Substitutes and Volunteers.

In the 2015-2016 program year, ACHS welcomed volunteer assistance from over 500 individuals, 250 of which were Head Start parents. Parents and community members donated over 7,000 volunteer hours to ACHS.

Family Engagement Staff Qualifications

Adams County Head Start is fortunate to employ six Family Engagement Workers who assist families in setting and attaining goals and accessing community services. Each FEW has a caseload of about 36 families. Four of the six FEW's possessed a Bachelor's Degree, one held an Associate's Degree, and one held a family development related credential.

Family Services Received

A key component of the Head Start program is the provision of services to families. Below are services received during 2015-2016.

Type of Service	Number of Families	% of Families
Emergency/crisis intervention	65	27%
Housing Assistance	38	16%
Mental Health Services	10	4%
ESL training	16	7%
Adult Education	13	5%
Job Training	2	<1%
Child Abuse & Neglect Services	4	2%
Domestic Violence Services	1	<1%
Child Support Assistance	3	1%
Health Education	41	17%
Assistance to families of incarcerated individuals	2	<1%
Parenting Education	62	26%
Relationship/Marriage Education	2	<1%
Families receiving at least one of the services listed above	139	57%

"All staff who worked with my child and family were very helpful and caring. I absolutely love how well we were treated in and out of school". {ACHS parent}



A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

Health, Dental, and Nutrition

Health and Dental Services

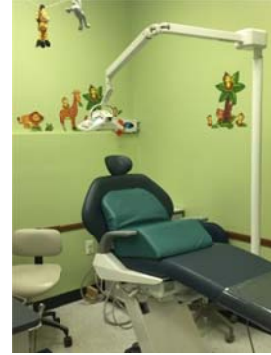
Health services are an important part of the Head Start program. Each family deserves the best health care services available. If children are not in good health they cannot grow to their full potential physically, mentally, or emotionally.

Head Start requires a physical exam, hemoglobin and lead level report, and immunizations for all children enrolling in the program. Early in the program year, Head Start conducts dental, vision, and hearing screens on each enrolled child. Referrals are made as needed.

It is also a goal of the program to make sure that each child has an established medical and dental home, as well as health insurance.

At the end of the enrollment period for 2015-2016 the following numbers were obtained:

Service	Number of children	Percentage of children
Children with health insurance	239	98%
Children with an established medical home	226	93%
Children with an established dental home	241	99%
Children who are up to date on preventive and primary health care	186	77%
Children up to date on immunizations	230	95%
Children who had a professional dental examination	226	93%



{Adams County Head Start Dental Center}

Nutrition Services

Children in the Adams County Head Start program receive one-third of their daily nutritional requirements in their Head Start classroom each day. ACHS participates in the Child and Adult Care Feeding Program (CACFP) and follows all guidelines set by the program. Children are served both breakfast and lunch each day from a varied and healthy menu. Children also have access to safe drinking water throughout the day.

Nutrition activities are planned and done in the classrooms on a weekly basis. Children eat family style meals where they practice skills such as table setting, serving themselves, cleaning up, and meal time conversation. Head Start children also participate in movement and gross motor activities from the “I Am Moving, I Am Learning” initiative.

Transportation

ACHS provided program run transportation for approximately 108 children during the 2015-2016 program year. Transportation was also provided for field trips and dental visits.

A.C.C.E.S.S., Inc./Adams County Head Start Annual Report ~ 2015-2016

Budget and Expenditures

Funding

Funding for Adams County Head Start is provided 100% by the United States Department of Health & Human Services, Administration for Children and Families. Funding for A.C.C.E.S.S., Inc./Adams County Head Start for the period July 2015 through June 2016 was \$1, 996, 945.

Head Start programs are also required to participate in the USDA federal reimbursement for nutritional services (CACFP). For the 2015-2016 program year, for meals, a total of \$142,400 was budgeted.

Non-Federal Share, or in-kind matching funds are required for all Head Start programs. The non-federal share required for 2015-2016 was \$499,236. This requirement was successfully met.

Financial Audit

Adams County Head Start is required to have a yearly single audit by an independent auditing firm, per OMB Circular A-133. The CPA firm of Smith, Elliott Kearns & Company, LLC completed the required single audit for the period of July 1, 2015 to June 30, 2016. The audit indicated no material weaknesses, no deficiencies, no non-compliances, and no questioned or disallowed costs.

2015-2016 Budget

INCOME		
	Federal Fund Revenue	\$1,996,945
	CACFP Food Reimbursement	\$142,400
	TOTAL INCOME	\$2,139,345
	Non-Federal Share (Local Match)	\$499,236
EXPENSES		
◆	Salaries	\$1,061,382
◆	Fringe	\$346,653
○	Travel	\$17,920
○	Supplies	\$200,187
★	Equipment	\$7,600
★	Contractual	\$114,560
○	Transportation Expense	\$33,500
■	Training (PA 20)	\$25,123
○	Space, Telephone & Utilities	\$241,303
○	Maintenance	\$20,500
○	Postage	\$2,800
★	Parent Activities	\$4,200
○	Advertising	\$2,500
■	Subscription / Dues	\$9,500
○	Expense - Dental, Medical,	\$8,000
○	Mental Health & Misc.	\$14,582
○	Insurance	\$29,035
	TOTAL EXPENSES	\$2,139,345

◆	Salaries and Benefits 65.8%
○	Operating Expenses 26.7%
■	Training and Resources 1.6%
★	Miscellaneous Expenses 5.9%

Results of the Most Recent Federal Review

Adams County Head Start had its last federal review in April 2013. The review team found ACHS to be in full compliance with all Head Start Program Performance Standards, laws, regulations, and policy requirements.