

Human Services, Inc. – Head Start Report to the Public 2012-2013

General Information:

The Human Services, Inc. – Head Start program operates 19 classrooms serving 332 pre-school age children at 7 centers in six counties located in south central Indiana. The counties include: Bartholomew – 56 children, Brown – 18 children, Decatur – 36 children, Jackson – 70 children, Johnson – 101 children, and Shelby – 51 children. Of those 19 classrooms, 16 operate 4 hours a day, 5 days a week for 160 days a year; 2 operate 4 hours a day, 5 days a week, for 180 days a year; and 1 operates 10 hours a day, 5 days a week for 220 days a year.

The Human Services, Inc. - Early Head Start program in Bartholomew County serves a total of 72 families: Center based services for 40 children 0 to 3 years of age 46 weeks a year, 5 days a week, 8/10 hours a day; Home based services for 16 children 0 to 3 years of age and 8 expectant mothers - -- weekly 90 minute home visits and socialization meetings every 2 weeks. The Early Head Start in Shelby County serves 8 children 0 to 3 years of age 46 weeks a year, 5 days a week, 8/10 hours a day.

The administrative offices for the program are located in Columbus, Indiana which is central to the counties served by Human Services, Inc.

Total Number of Children and Families Served:	Head Start	490 Children
	Early Head Start	23 Pregnant Women 105 Children

Average Attendance: 75%

Average Monthly Enrollment: Both Programs 100%

Percentage of Eligible Children Served: 10%

Percentage of Children that Received Medical Exams:	Head Start	100%
	Early Head Start	100%

Percentage of Children that Received Dental Exams: Both Programs 100%

Parent Involvement Activities:

Fatherhood Programming; Monthly Educational Meetings on topics including but not limited to budgeting, meal planning, adult education, mental health, abuse, first aid & CPR, transportation safety, literacy, and fitness; family goal planning; child educational goal setting; classroom celebrations; shared governance involvement through Policy Council; field trips; Parent/Child Nights; Early Head Start Socializations; Annual Safety Fair; involvement in committees including but not limited to Health Advisory, Disabilities/Mental Health Committee, and School Readiness Planning Committee

Readiness Preparation:

Head Start

The main goal of the Head Start program is preparing children for kindergarten.

The program uses the scientifically research based curriculum **Opening the World to Learning**. The curriculum has a strong emphasis on literacy. The program aligns itself with the Head Start Framework, local school expectations, and the Indiana Preschool Foundations. Large group, small group, and free exploration times are planned throughout the day to provide for teacher directed and child directed learning. A letter is focused on each week to encourage children to letter and sound recognition.

Children are assessed through observation and work sampling. Teachers then plan for each child according to their needs for improvement as demonstrated by the assessment information. Activities are used to provide learning opportunities and practice to master skills.

The program also provides information to children and families concerning what to expect when they transition to kindergarten and round-up dates for kindergarten.

Early Head Start

The main purpose of Early Head Start is ensuring that infants/toddlers are developing normally and receiving the needed medical care to address any health or developmental issues early. The program uses the scientifically research based **Creative Curriculum**. Children are allowed to explore their environments freely and activities are guided by the teaching staff.

Children are assessed through observation and work sampling. Teachers then plan for each child according to their needs for improvement as demonstrated by the assessment information. Activities are used to provide learning opportunities and practice to master skills.

The program also provides information to children and families concerning transitioning into other programs after leaving Early Head Start.

Both Head Start and Early Head Start have established school readiness goals that align with the Indiana Preschool Foundation Standards, local school systems, and the Head Start Readiness Framework. The action plan is attached to this report.

Financial Information

2012 EXPENSES:

Head Start/Early Head Start

PERSONNEL COSTS	TOTAL	PARENT SERVICES	
WAGES		TOTAL	\$15,565
TOTAL	\$2,140,156	TRAINING AND STAFF DEVELOPMEN	
TAXES/FRINGES		TOTAL	\$65,765
TOTAL	\$605,481	LIABILITY INSURANCE	
OUT OF TOWN TRAVEL		TOTAL	\$29,636
TOTAL	\$17,650	PRINTING & PUBLICATIONS	
EQUIPMENT		TOTAL	\$5,945
TOTAL	\$	OTHER	
SUPPLIES		TOTAL	\$34,942

TOTAL	\$91,100		
CONTRACTUAL			
TOTAL	\$27,938	GRAND TOTAL	\$3,457,977
OCCUPANCY COSTS			
TOTAL	\$282,579		
ACCOUNTING/LEGAL SERVICES			
TOTAL	\$17,318		
LOCAL TRAVEL			
TOTAL	\$123,902		

2013 Budget:

Head Start/Early Head Start

PERSONNEL COSTS	TOTAL	PARENT SERVICES	
WAGES		TOTAL	\$14,600
TOTAL	\$2,154,556	TRAINING AND STAFF DEVELOPMEN	
TAXES/FRINGES		TOTAL	\$37,131
TOTAL	\$654,905	LIABILITY INSURANCE	
OUT OF TOWN TRAVEL		TOTAL	\$25,513
TOTAL	\$17,677	PRINTING & PUBLICATIONS	
EQUIPMENT		TOTAL	\$6,100
TOTAL	\$11,500	OTHER	
SUPPLIES		TOTAL	\$29,855
TOTAL	\$153,348		
CONTRACTUAL			
TOTAL	\$6,157	GRAND TOTAL	\$3,539,311
OCCUPANCY COSTS			
TOTAL	\$255,180		
ACCOUNTING/LEGAL SERVICES			
TOTAL	\$18,829		
LOCAL TRAVEL			
TOTAL	\$153,960		

Financial Audit:

The last audit of Human Services, Inc. was completed in July 2014 for the 2013 year.

Results of 2011 Federal Review:

The program is in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The program will have the next Federal Monitoring Review in 2014.

School Readiness Plan of Correction

Goals	Action Steps	Timeline	Person/s Responsible
Increase skill mastery in the areas of phonological awareness and print concepts.	<ul style="list-style-type: none"> • Monitor assessment scores closely and work with teachers to identify skills to focus on for classroom planning • Provide individualized training and support to teachers and sites to address the assessment areas where the least amount of growth is occurring • Observe classroom instruction, physical environment, and interactions to work with teachers on skills that will encourage the practice of skills and mastery • Send activities home with families that also focus on these skills 	Begin November 2013 and then ongoing	Center Managers, Teaching Staff, CLASS Specialist, Education Specialist
Increase skill mastery in the areas of number relationships and operations.	<ul style="list-style-type: none"> • Monitor assessment scores closely and work with teachers to identify skills to focus on for classroom planning • Provide individualized training and support to teachers and sites to address the assessment areas where the least amount of growth is occurring • Observe classroom instruction, physical environment, and interactions to work with teachers on skills that will encourage the practice of skills and mastery • Send activities home with families that also focus on these skills 	Begin November 2013 and then ongoing	Center Managers, Teaching Staff, CLASS Specialist, Education Specialist
All sites progress in mastery overall at least 35% from the beginning to the end of the school year.	<ul style="list-style-type: none"> • Training and support for teaching staff throughout the year in both large and small groups • De-clutter the classroom environment to assist the children in focusing on activities in the classrooms • Regular communication and meetings between supervisors of teaching staff and the Education Specialist to discuss assessment results and next steps 	Begin November 2013 and then ongoing	Center Managers, Teaching Staff, Education Specialist
Increase language development in children enrolled with EHS.	<ul style="list-style-type: none"> • Train teachers in literacy and language development through PITC – WestEd • Increase the amount and variety of print available in the classroom • Increase the number of photos in the classroom to engage children in conversations and recognition of names of those in the photographs 	Begin November 2013 and then ongoing	Education Specialist, Lead Teachers, and remaining Teaching Staff, Family Support Workers