



CDSC Head Start Program

Annual Report
2009-2010



GENERAL INFORMATION

Program Name: Child Development Support Corporation Head Start

Program Address: 802-804 Kent Avenue, Brooklyn, NY 11205 (Site Location)
352-358 Classon Avenue, Brooklyn, NY 11238 (Grantee Office)

Phone Number: 718-222-8203

Fax Number: 718-222-8205

Head Start Director Name: Selena Lubell-Morris

Head Start Director Email: slubell @cdscnyc.org

Policy Council Chair: Joshua Colon

Executive Director: Marcia Rowe-Riddick

Executive Director's Email: mriddick@cdscnyc.org

Board Chair: Sandra Watson

Agency Web Site Address: www.cdscnyc.org/headstart.html

Agency Type: Private/Public Non-Profit

PROGRAM OVERVIEW

Head Start is a federally funded program designed to serve at-risk children and their families by implementing approaches and practices that are necessary to help young children grow up safe, healthy, and eager to learn. This is accomplished by utilizing a research-based curriculum, *The Creative Curriculum* that is consistent with the Head Start Performance Standards. CDSC offers this unique program to 53 children ages 2.9 - 5 years old and their families in a center-based format. The services are provided in three (3) classrooms with a full complement of six (6) Education staff, three (3) Family service staff and a Program Director. The program uses consultants to assist in the implementation of Head Start mandates. The Board of Directors and Policy Council along with the various committees ensure that the full Head Start requirements are provided and utilized comprehensively by all families.

CDSC Head Start is uniquely situated, in that its childcare program is the only Head Start program within a ten block walking distance in the locality that is open to all low-income eligible families. Presently the ethnic and racial composition of the CDSC Head Start is 85 percent Latino and 15 percent African-American. Diversity is an essential component at CDSC Head Start. To ensure that the education, health, nutrition and social services needs of the children and families met, CDSC Head Start teachers integrate each family's cultural background and children's interests in planning lessons and activities that are developmentally appropriate to extend children's learning. In addition, the classroom environment reflects the community, culture, language and ethnicity of the children and their families.

Free breakfast, lunch, and snack that meets Child and Adult Care Food Program (CACFP) requirements are provided daily.

CDSC Head Start also ensures that the needs of children with disabilities are met. Twelve (12) to twenty (20) percent of the eligible population is children with special needs.

We have a waiting list of 31 students.

HEAD START MISSION STATEMENT

The CDSC Head Start Program and Universal Pre-kindergarten are dedicated to providing and advocating for quality services through a holistic approach of developmentally appropriate, family-centered, and culturally relevant services to promote strong, healthy families.

SERVICE AREA

The CDSC Head Start Program and UPK provide services to the children and families in Community Board 3 of Brooklyn, NY.

CHILDREN AND FAMILIES SERVED

CDSC Head Start and UPK are funded to provide services to a total of 53 children and families. The average monthly enrollment percentage is 100%, which is the program's total population.

EFFORTS TO PREPARE CHILDREN FOR KINDERGARTEN

Efforts to prepare children for kindergarten begin as soon as the child is enrolled in our Head Start program. The center staff, along with the parents, reviews the child's health and nutrition history, as well as completes the required Diagnostic Screening within the first 45 days of enrollment. Our program encourages parent participation in the screening process.

Throughout the program year, our teaching staff implements the researched-based early childhood curriculum of *The Creative Curriculum*. This curriculum promotes school readiness in the areas of language and cognitive development, early reading and math skills, social emotional development, physical development and approaches to learning. The curriculum is based on scientifically valid research and it has standardized training procedures and curriculum materials to support implementation. The Creative Curriculum includes comprehensive, ongoing assessment with developmental and learning goals with measurable objectives.

Our program implements the Brigance Screening tool and on-going observations to identify developmental delays in the areas of social, behavioral, emotional, and cognitive skills of each child with 45 days upon entry into the program. At the end of each observation period, the teaching staff completes the assessment paperwork and writes a narrative report to share with the parents during home visits or parent conferences. The teaching staff, along with the parents, will develop a service plan for each child that will facilitate plans for individualization to support and encourage the development of skills that will prepare the child to enter Kindergarten.

To help ease the transition from Head Start to Kindergarten, we introduce classroom activities including field trips and dealing with kindergarten and the public school system to the children. Our Head Start has a collaboration agreement with the Department of Education. Coordinated efforts are made with feeder schools to provide on-going assistance to parents and children in the transition process. These efforts include inter-agency staff meetings, parent training sessions and site visits which are conducted regularly. We hold educational forums where personnel from the public school system are invited to speak about their school; listings of local feeder schools are provided to parents to visit. These meetings allow parents to be assigned to their zoned school prior to enrolling their children.

Once the child enters public school, the Disabilities Coordinator continues to do follow-up with parents and children for the next two years after the child's entry into the public school system to ensure a seamless delivery of special services to the children.

PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED MEDICAL AND DENTAL EXAMS

During the FY 2010 program year, 100% of the children enrolled in CDSC Head Start received medical and dental exams. The program assisted parents to identify medical homes for children without insurance.

PARENT INVOLVEMENT ACTIVITIES

- America Reads
- Grace Institute Job Readiness
- Health Fair Activities
- Policy Council Activities
- Parent Education and Training for Challenging Behaviors
- Cultural Events
- Pumpkin Farm Trip
- Parent Harvest Celebration
- Fatherhood Activities
- Parent-Teacher Conferences
- Home-to-school activities
- Parent Meetings
- Home Visits
- Nutrition Workshops
- Input into Individual Educational Service Plans
- Classroom Volunteers
- Lesson Plan Review & Activities
- Health Services Advisory Committee Participation
- Informal Clothing Exchange
- Parent Advocates

TOTAL PUBLIC AND PRIVATE FUNDS RECEIVED

The majority of funds received are awarded from the Administration For Children and Families and the Child and Adult Care Food Program (CACFP) as reimbursement for the cost of food used in Head Start. The chart below demonstrates the FY 2010 funding sources:

Source	Amount
Federal	\$675,901
CACFP	\$43,819
Local (Dept. of Ed.)	\$64,000

CHILD DEVELOPMENT SUPPORT CORPORATION		
HEAD START ACTUAL EXPENSES		
FOR YEAR FISCAL YEAR ENDING 6/30/10		
GROSS PAYROLL /SALARY		\$ 371,627.00
FRINGE		83,581.00
TRAVEL/PARENTS INVOLVEMENT/FIELD TRIPS		15,927.00
OCCUPANCY COST		113,712.00
SUPPLIES		38,253.00
EQUIPMENT RENTAL/MAINTENANCE		9,181.00
CONTRACTUAL		21,707.00
INSURANCE		8,842.00
TECHNICAL ASSISTANCE		13,070.00
SUBTOTAL		\$ 675,900
IN-KIND		216,586.00
TOTAL EXPENDITURES		\$ 892,486

FEDERAL REVIEW, AUDIT INDICATE EXCELLENCE

In June 2010, a federal review team congratulated the staff, parents, Policy Council, and Board of Directors on the agency's practices, procedures, and successes. The federal team issued a final report, determining the program to be in compliance with all Head Start Program Performance Standards and applicable laws, regulations, and policy requirements. Our annual fiscal audit also gave us a perfect "bill of health."

All of our documents are available for public inspection.

INDEPENDENT AUDIT REPORT

The Independent Audit Report completed by Allan S. Joseph, CPA for the year ending June 2010 did not contain any finding pertaining to the federal Head Start program.

SELF-ASSESSMENT

Self-assessment is done annually and any findings are corrected using a governance approved corrective action plan.

ACCOMPLISHMENTS

In addition to the successful Head Start Program, CDSC Head Start Program has also engaged in several other activities and accomplishments during FY 2010 as follows:

- Completion of all required visits and special provision for parents with difficulty, to meet home visit date and time were done prior to the start of school.
- Parent elected the new cycle of Parent and classroom leaders for positions in October.
- Training for all parent elected to the Policy Council was installed on November 15, 2009.
- Parents are being guided through the activities of conducting meetings and learning to develop agendas and write minutes at the classroom level.
- All staff has their education requirement for their positions.
- Staff members were trained to be able to administer medication for children with special health needs.
- Five (5) former Head Start parents are now part of the Head Start staff
- Received a grant from AARA to hire an art and music teacher.
- Have an ongoing collaboration with Long Island University College of Nursing to provide health checks for parents and students.
- Provide ongoing dental screening using City-wide dental van
- Provide ongoing vision screening using the Helen Keller vision screening program
- Brooklyn Hospital provides auditory screening