



# Southern Seven Health Department Early/Head Start Annual Report 2010/2011 Southern

## Policy Council Members

### Alexander County

- Monique Thomas
- Whitney Brown
- Samuel Sands
- LaKeisha Johnson
- Marilyn Hartwell

### Hardin County

- Shirley Muckley

### Johnson County

- Karen Boner
- Ellen Phalin
- Kristin Dunn
- John Mighell
- Greg Frehner

### Massac County

- Lindsey Duncan
- Aaron Dalla

### Pope County

### Pulaski

- Teresa Patrick
- Candice Wood
- Jamie Elsner
- Tamara Clausen
- Kris Fasnacht

### Union

- Joseph Nagel

### EHS Home Based

- Jamie Hoffman

### Board of Health

### Cross Over Member

- Sharon Burris, PhD

## Funded Enrollment

Early Head Start 62      Head Start 550  
Early Head Start ARRA 8

### To The Citizens of Southern Illinois:

Southern Seven Health Department has been the grantee since 1993 for the federal award from the Department of Health and Human Services to operate the Early / Head Start program in the Southern Seven counties of Illinois which includes Alexander, Hardin, Johnson, Massac, Pope, Pulaski, and Union. Each year, continuation grants have been funded to provide comprehensive preschool program to children and families.

Early Head Start provides services to infants and toddlers in Alexander and Pulaski counties. This option is available through center based and Home Based care in these two counties.

The program operates under and is evaluated on approximately 2000 Performance Standards (CFR 1304, 1306, 1308, 1310) and administrative requirements (Section 644 of the

Head Start Act) as indicated in the following categories:

- Education & Early Childhood Development
- Child Health & Development
- Child Health & Safety
- Child Nutrition
- Child Mental Health
- Children with Special Needs
- Family Partnerships
- Community Partnerships
- Program Governance
- Record Keeping & Reporting
- Finance
- Internal Controls
- Self Assessment
- Planning, Communication

- Facilities, Materials & Equip.
- Early / Head start is a great asset to the communities served as well as to the children and families who benefit daily from the quality programs that are offered.

I am proud to provide this snapshot of Southern Seven Health Department's Early / Head Start comprehensive program for children and families.

Sincerely,

Angie Messmer

Early Childhood Administrator

### Administration

Nancy Holt—Executive Director

Angie Messmer—Early Childhood Administrator

Debbie Musgraves—Fiscal Officer

Diana Jeffords— Human Resources Administrator

## Southern Seven Health Department Board of Health

Dr. Gene Zinn	Board President	Lucinda Spivey	Ken Kerley
Terry Heisner, DC	Vice Pres.	Sharon Edwards	Lynn Hanle
Tommy Mathis	Secretary	Phil Stewart	Cindy Flamm
Bruce Jeffress	Treasurer	Sharon Burris, PhD	Dr. Kathy Swafford
Mike Caldwell		Carolyn Kindle	Dale Russell
Sharon Hileman		Billy Hillebrand	
Larry Stewart		Carl Henson	
Gregory Atkinson		Kevin Stalions	
Sherry L. Barnard		Tim Wallace	

# Head Start Locations, Demographics, and Staffing

\* Numbers of students reflect a cumulative total for the school year

<b>Anna Head Start</b> Union County  116 Students 21 Employees	<b>Brookport Head Start</b> Massac County  22 Students 4 Employees	<b>Cairo Head Start</b> Alexander County  96 Students 20 Employees
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<b>Egyptian Head Start</b> Alexander County  21 Students 4 Employees	<b>Goreville Head Start</b> Johnson County  25 Students 5 Employees	<b>Hardin Head Start</b> Hardin County  22 Students 5 Employees
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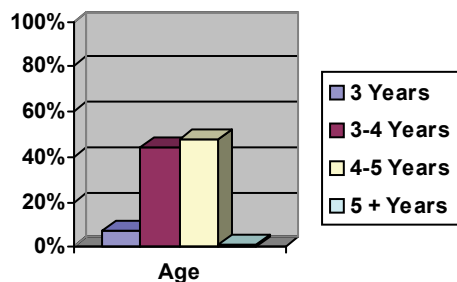
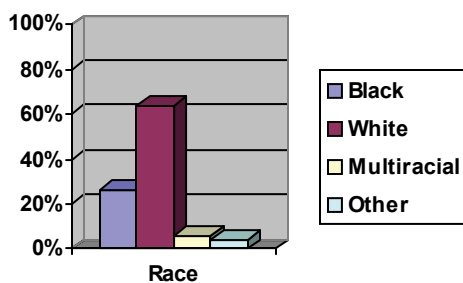
<b>Jonesboro Head Start</b> Union County  24 Students 3 Employees	<b>Metropolis Head Start</b> Massac County  133 Students 31 Employees	<b>Mounds Head Start</b> Pulaski County  71 Students 11 Employees
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<b>Pope Head Start</b> Pope County  18 Students 5 Employees	<b>Rustic Campus</b> Pulaski County  41 Students 8 Employees	<b>Vienna Head Start</b> Johnson County  45 Students 12 Employees
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The Mission of  
 Southern Seven Health  
 Department  
 is to promote a safe  
 and healthy environment  
 by providing preventive health  
 care,  
 family support services,  
 and child development  
 programs



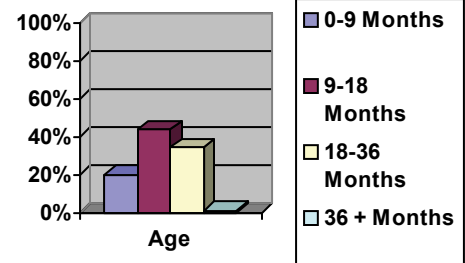
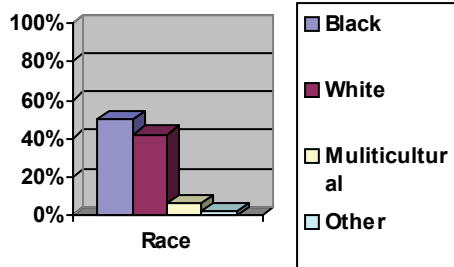
## Head Start



## Early Head Start Locations, Demographics, and Staffing

\* Numbers of Students reflect a cumulative total for the school year

Cairo Early Head Start Alexander County 22 Students 11 ARRA Expansion 6 Employees	Mounds Early Head Start Pulaski County 28 Students 6 Employees	Rustic Campus Early Head Start Pulaski County 41 Students 7 Employees	Home Based Early Head Start All Seven Counties 7 Students 1 Employee
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## Program Information

The Performance Standards requires all Early / Head Start programs to meet specific standards:

- Required to meet funded enrollment at all times
- Required to meet 20% of grants funds through In-Kind match
- Required to serve 10% of enrollment - children with Special Needs
- Assure 90 % eligible children are served

Total Number of Staff  
Early / Head Start  
168

Average monthly Enrollment  
100%

Eligible Children served  
Head Start 93%  
Early Head Start 95%

Number of Children Served  
Head Start 634  
Early Head Start 109

Percentage of Children served with Special Needs  
Head Start 10%  
Early Head Start 11%

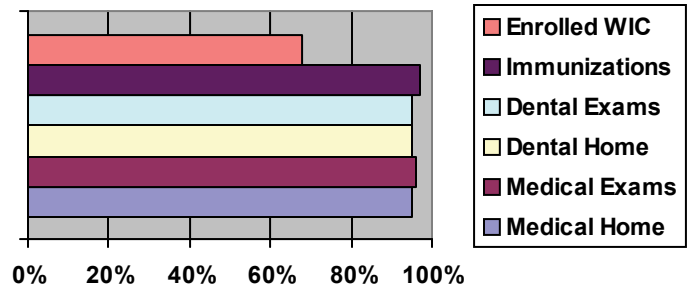
Number of Families Served  
Head Start 586  
Early Head Start 89

The Total Number of Volunteers who provided services for the children and families  
1280

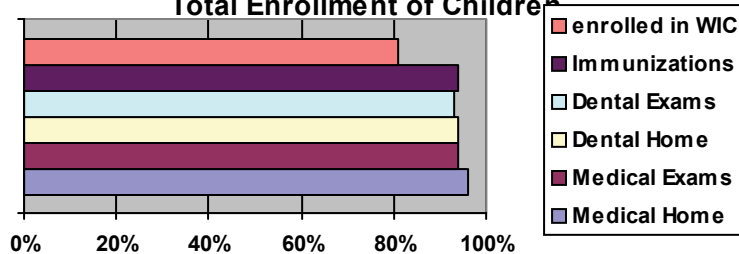
## Health Information

The Performance Standards requires all Early / Head Start programs to provide comprehensive Health care services. This includes working with each family to assure they receive certain medical needs for their children. All children receive Medical Assessments as part of the program to determine if follow up care is needed. Children receive a hearing and vision screening as well as dental services.

Head Start Health Services - Based on Total Enrollment of Children



Early Head Start Health Services - Based on Total Enrollment of Children



## Health Goals

- Establish a Medical and Dental Home
- Complete all physical and dental examinations and follow up
- All children up to date with immunizations

## Educational Goals & Objectives

- Children will develop a holistic mastery of skills that will enable them to attain academic success.
- Children will be physically, socially, and emotionally prepared to learn.
- Early and Head Start Staff will develop early partnerships with parents that will allow parents to participate as an active member in their child's education.
- Staff are qualified, productive and professional.

## Curriculum & Assessment Tools Used by the Early / Head Start Program

- Creative Curriculum
- Creative Curriculum Developmental Continuum Ongoing Assessment
- Denver II
- Dial 3 Development Assessment
- Esi. R / Esi.K Developmental Assessment
- Ages & Stages Questionnaire: Social / Emotional
- Second Step— Violence Prevention
- I AM Moving I AM Learning Physical Development Curriculum
- Color Me Healthy—Nutrition Curriculum
- Food Groupie—Nutrition Curriculum



## Child Outcomes — Assessment

## Head Start

Head Start programs are required by the Office of Head Start and the Performance Standards to track and monitor Child Outcomes to assure program effectiveness. This is accomplished by Southern Seven Early / Head Start through the use of the Creative Curriculum Continuum. Ongoing assessments are conducted by each child's teacher. There are three reporting periods in which the data is analyzed and aggregated: Fall, Winter and Spring. The Creative Curriculum Continuum categorizes the outcomes in stages that include:

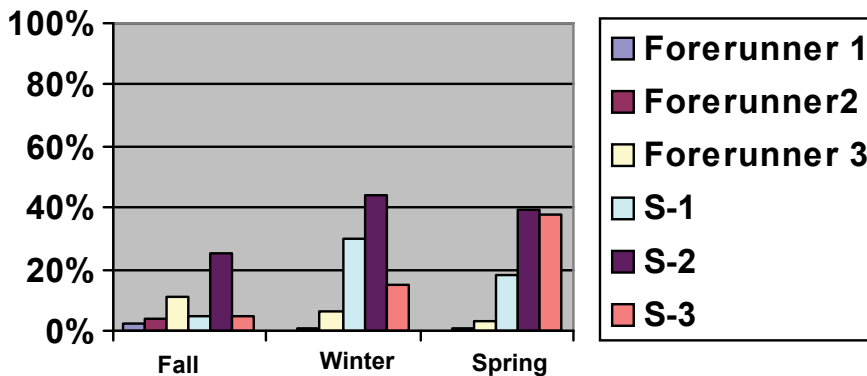
- Forerunner 1
- Forerunner 2
- Forerunner 3
- Stage 1
- Stage 2
- Stage 3

This terminology starts at the basic skill set at Forerunner 1 and ends with the more advanced skill set with Stage 3. The graph below provides data that demonstrates children's progress throughout the school year. It provides a comparison as to the

effectiveness of classroom instruction. In the Fall you will see that most children are in Stage 1 or Stage 2. In the Spring you will see that most of the children have moved to the last two categories Stage 2 and Stage 3. The biggest gains are in the Stage 3 which is the most advanced skill set.



### Child Outcomes - Fall to Spring Comparisons



Children transitioning to Kindergarten  
52% of enrollment  
286 children

### School Readiness

The main educational goal for children enrolled in Head Start is to be academically prepared and ready to learn as they enter Kindergarten. To accomplish this task, a holistic approach to learning is incorporated into daily lesson plans and planning. Assessments and screenings are used to determine individual needs of children and these needs are met through one on one and group instruction. Thirteen specific Kindergarten Readiness goals are in place for all children enrolled in the program and were developed using the Head Start Outcomes Framework and the Early Learning standards. School Readiness incorporates the child, family, classroom and future school and assures academic success.

## Child Outcomes—Assessment

## Early Head Start

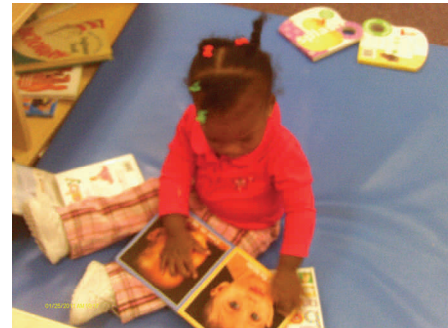
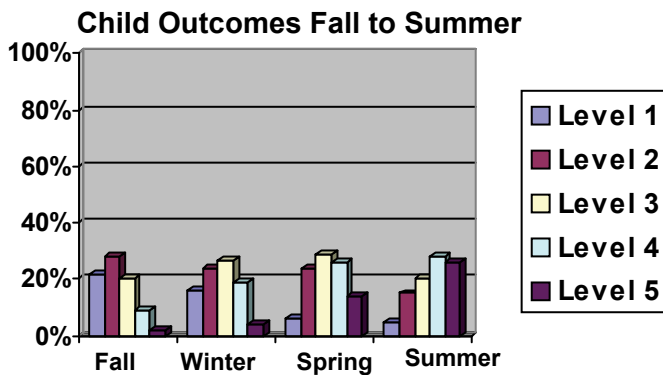


The Early Head Start program uses the Creative Curriculum for Infants and Toddlers and Two's for Observation and Planning and to track and monitor individual child outcomes. The information is gathered by each child's teacher at four intervals during the calendar year. To remain consistent with outcomes monitoring for the program, data is gathered and analyzed to monitor effectiveness of the Early Head Start classroom instruction. The Creative Curriculum for Infant, Toddlers and Two's has five levels of monitoring indicators that measure individual child progress. Cumulative data provides an overall progress measure of the program.

The developmental milestones that infants and toddlers make from one month to the next is very significant. Consistent monitoring of their progress allows the teachers to effectively plan activities that will meet each child's needs. The graphs demonstrate that children make significant gains from the Fall to the Spring.

A separate graph demonstrates the progress made in the Early Head Start classroom that was awarded under the ARRA funds. Information from this classroom is kept separate for reporting purposes, however programming for the children and families is consistent with all the other classrooms and program.

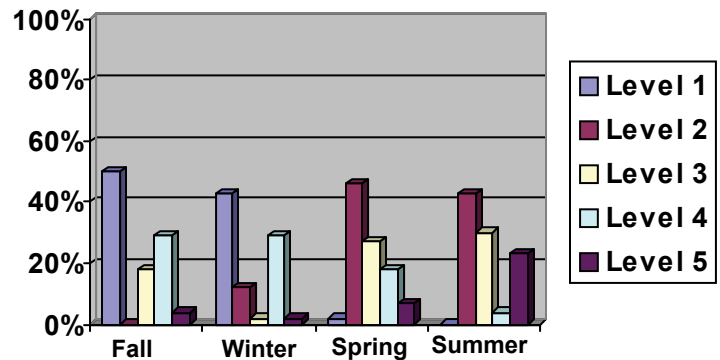
### Early Head Start Outcomes



### Early Head Start Outcomes—Expansion



### Child Outcomes Fall to Summer



## Nutrition

One of the highlights of each child's day is the meals they receive at school. At Southern Seven, the meals are homemade, nutritious and served family style. Each meal children receive meets 2/3 of the daily nutritional requirements for vitamins and minerals. Children sit at the table with their teacher and are able to serve their own food and have meaningful conversations with each other while they eat. Meals are reimbursed through USDA.

Children also have special classroom lessons involving cooking activities, choosing healthy snacks and the importance of exercise. Daily physical activities are provided for children to run, jump and develop skills and habits for maintaining a healthy lifestyle.

### Number of Meals Served for the School Year

Breakfast - 50,185

Lunch - 130,314

Snack - 28,305

## Special Needs / Mental Health

Children with Special Needs are involved with regular classroom and center activities. Individual plans are developed that assure all needs are met and that teaching staff are prepared to deliver quality services to the child and the family. The Special Needs / Mental Health Specialist works with the three Special Education Cooperatives in our counties to help develop IEP's and assure smooth transition from Head Start to Kindergarten. Close relationships with Child and Family Connections assures that infants and toddlers with IFSP's are served and that all needs are met accordingly.



## Transportation

Most children ride to school on a bus. Some parents choose to bring their children to school. Safety is the first priority for all children. Most bus routes are kept to around an hour. Each child is secure in a "car seat" type system. The drivers are thoroughly trained and no child is ever left alone at any time. Parents have the opportunity to ride the bus with their children and volunteer in the classroom. Southern Seven contracts for bus services with Raines Bus Lines in Hardin County, B & S Bus Service in Massac, Illinois Central in Pulaski and coordinates services with Pope and Egyptian School Districts. We operate our own buses in the other counties that we serve.



## Community Garden Project

Southern Seven expanded its Community Garden project this past year by offering an additional garden plot at the Johnson County Early Learning Center in Vienna, IL. Individual garden plots were made available for families in the community to grow their own nutritious fruits and vegetables. Garden tools, seeds and plants were made available to families at no cost. A second garden is located on the campus of Shawnee Community College and is managed by the staff and children at the Rustic Campus Head Start center. The garden is utilized by staff and children as an outdoor interactive classroom where the children are fully engaged in all phases of gardening. This project has great potential to have a life long positive impact on our children and families. The goal is to achieve sustainability in the garden project by partnering with other community agencies and with the vocational agriculture department on the campus of Shawnee Community College

# Family and Community

## Family Support

The services that Early / Head Start provides is far more than just a classroom setting. The whole FAMILY is our concern. Each FAMILY is important and we strive to meet the needs on an individual basis. Parent meetings are held monthly, officers are elected and events are planned that are both fun and educational. The support for the Family or individuals is provided in the good times and during those difficult times as well. Educational opportunities are provided to give parents the "edge" when it comes to nutrition, parenting skills, job training and support. Parent Coordinators are located at each site to assist parents with their needs.



## Parent Involvement Opportunities

Parent Community Meetings  
 Parent Orientation  
 Family Fun Nights  
 Reading is Fundamental Reading Program  
 Parent / Teacher Conferences  
 Home Visits  
 Health Advisory Meetings  
 Parent Talks  
 Education / Special Needs Committee  
 Policy Council Meetings  
 Field Trips  
 Family Partnership Agreements  
 Male Involvement  
 Community Involvement Events

## Memorandums of Understanding, Interagency and Joint Cooperative Agreements

Head Start's comprehensive approach to services is achieved through partnering with local agencies and public schools. The following is a list of organizations and agencies have agreements and / or memorandums of understanding with our program.

### SCHOOL DISTRICTS

- Anna
- Buncombe
- Cairo
- Century
- Cobden
- Cypress
- Egyptian
- Goreville
- Hardin
- Jonesboro
- Joppa
- Lick Creek
- Massac
- Meridian
- New Simpson Hill
- Pope
- Shawnee
- Vienna

### COMMUNITY / OTHER

- Child and Family Connections #24
- CHESI
- Bethany Village
- Cairo Women's Shelter
- Dental Safari
- Miles of Smiles
- Cobden Dental
- Rural Health
- WIC
- Prairie Farms
- Lewis Bakeries
- Repperts
- Supply Solutions
- Gordon Foods
- B&S Bus Service, Raines Bus Lines, Illinois Central Bus
- Local Businesses

## Training Opportunities

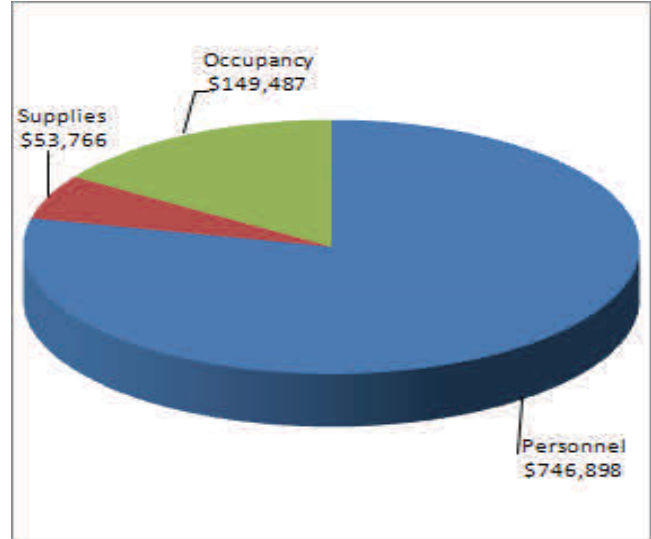
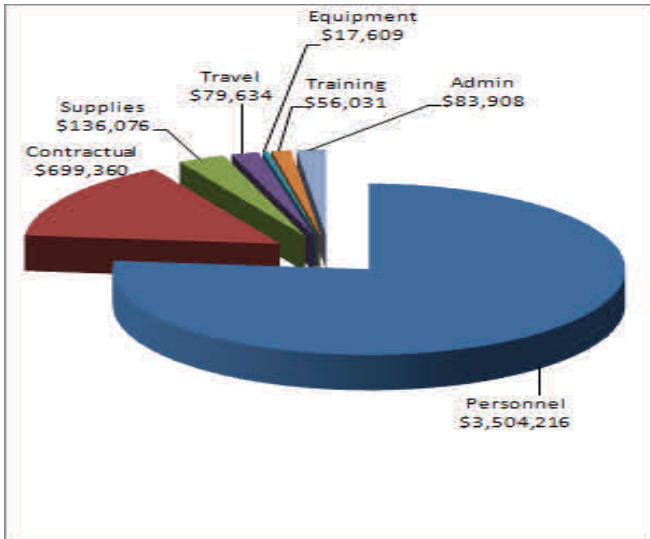
University of Illinois Extension Nutrition / Cooking  
 Bus Safety  
 Interview Training  
 First Aid / CPR  
 Heart Health  
 Literacy  
 Financial Literacy / Money Management  
 Mental Health  
 Transition to Kindergarten  
 Family Fun Nights



### SPECIAL EDU COOPERATIVES

- JAMP Special Education
- Tri- County Special Education
- Wabash Ohio Valley Special Educa-

Fiscal Information—FY2011



\$4,576,834

\$950,151

**Total \$5,526,985**

**Average Salaries**

Administrators.....	\$59,541 (12 Month)
Teacher’s Aides.....	\$11,167 ( 9 Month)
Teachers.....	\$15,479 ( 9 Month)
Directors/Specialists.....	\$39,478 (12 Month)

**Audit**

Beussink, Hey, Roe, & Stroder, L.L.C. conducted the annual financial audit for the year ending June 30, 2011 in September, 2011. Southern Seven Health Department strives to remain in compliance with the requirements described in the U.S. Office of Management Budget (OMB) Circular A-133.



## Triennial Federal Review

All Early/ Head Start programs are required by the Office of Head Start to have a Federal Review every three years. The review team is made up of people from all over the United States with various backgrounds. The last review for Southern Seven Early / Head Start was December 2009. Southern Seven Early / Head Start was found to be in compliance with the Early / Head Start Performance Standards in all areas except the background checks. Southern Seven conducts a pre-employment background check in addition to a DCFS background check. Employees were allowed to begin work with the pre-employment check under the condition they were not left alone with children until the fingerprints were returned to Southern Seven and had been cleared and verified. However, this practice was not approved by the review team and therefore, all employees must complete a DCFS background check and the results must be received by Southern Seven before an offer of employment can be made to the prospective candidate. This process takes between 4—8 weeks to complete.

