



EARLY HEAD START ANNUAL REPORT

*Serving eligible families in Middletown, Cromwell,
Portland, Old Saybrook, Clinton & Westbrook*

**ACES MIDDLESEX COUNTY EARLY HEAD START PARTNERSHIP
300 COUNTRY CLUB ROAD
MIDDLETOWN, CT 06457**



aces
area cooperative educational services

**FISCAL YEAR
2013**

**JANUARY –
DECEMBER
2013**

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WHO WE ARE

OUR MISSION:

To ensure that the cornerstones of child development, family development, staff development, and community building are in place for Middlesex County's income eligible expectant families or families with infants and toddlers through age three.

OUR PURPOSE:

To utilize existing family and child services, and to expand their capacity to provide the comprehensive array of family and child supports unique to the Head Start experience.

OUR GOAL:

The goal of this program is to promote the development of 56 infants/toddlers and pregnant women, and enable parents to fulfill their roles as parents and move toward self-sufficiency.



The ACES Middlesex County Early Head Start Partnership services families in the towns of Middletown, Portland, Cromwell, Old Saybrook, Westbrook and Clinton.

POLICY COUNCIL:

Trisha Martin, *Policy Council Chairperson*

Yamilly De La Cruz, *Policy Council Vice-Chairperson*

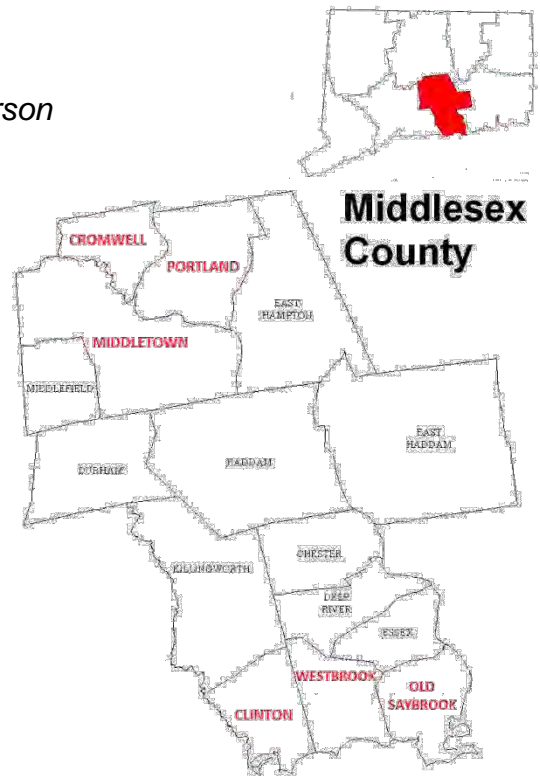
ACES GOVERNING BOARD

Alicia Clapp, *Chair*

Sue Cohen, *Vice-Chair/PC Representative*



The mission of ACES, a **leader** and **innovator** in education, is to **empower** our students, member districts, and other clients to meet educational and life challenges in the changing global environment by providing collaborative, customized, cost effective solutions to **meet** identified **needs of our educational community**.



FROM THE EARLY HEAD START DIRECTOR...



During the 2013 funding year, the ACES Middlesex County Early Head Start Partnership maintained full enrollment and exceeded the 10% mandate for enrolling children with disabilities (Part C eligible).

In April 2013, our program was impacted by the mass federal budget reduction mandated by legislative action commonly known as Sequestration. We were challenged to adjust our program design to accommodate the loss of \$43,000.00 in the remaining 9 months of the 2013 fiscal year. With input from our management team, Policy Council, and the ACES Governing Board, we devised a plan that gradually reduced our enrollment from the 70 slots originally funded to 56. This resulted in our discontinuing our combination option (classroom experience & home visitation) as of June 2013, and eliminating a home visitor position through attrition.

It was a difficult year for Head Start/Early Head Start across the state. ACES Middlesex County Early Head Start met with parents, community partners, and internal stakeholders to examine program data trends in order to plan for our 2014 program year application. Our assessment confirmed the need to offer a classroom experience for our older toddlers and to focus on parents interacting with their toddlers in a supportive group setting while having the opportunity to develop social support networks for learning. The development of our “You and Me Mondays” parent child group began in the fall of 2013. This new program activity incorporates the principles of three program models that have been the focus of our professional learning for 2013: The Circle of Security (secure attachment); Let’s Talk (Early Literacy) and PIWI (Parents Interacting with Infants). “You and Me Mondays” will begin in our 2014 funding year (January 2014). It will be located at the Adult Education classroom site in Middletown.

I want to thank the staff, parents, Policy Council members and ACES Governing Board liaison for their hard work and continuous commitment to program redesign efforts and continuous quality improvement. I would like to extend a special thank you to Sue Cohen, our Governing Board Liaison for the past two years. We will miss you! We are grateful for the opportunity to work together to maintain excellence in service to our families and community.

I hope you enjoy our 2013 Early Head Start (EHS) Annual Report.

Respectfully,

A handwritten signature in black ink that reads "Alice F. Torres". The signature is written in a cursive, flowing style.

Dr. Alice F. Torres, Ed. D, MSW
Director, Early Head Start

EXPENDITURES

The EHS budget is separated into 3 categories:

1. **OPERATIONS**, which are costs related to the day-to-day management of the program, including staff salaries and costs to support services to families
2. **TRAINING & TECHNICAL ASSISTANCE**, which are costs related to the training of EHS staff
3. **NON-FEDERAL SHARE**, which are in-kind donations or services received from third parties or contributed by the agency during the program period

This report reflects funded enrollment, funding sources and activities for ACES Middlesex County Early Head Start Partnership for the fiscal year January 1, 2013 through December 31, 2013 in accordance with Head Start Act 644(a)(2). In accordance with the Budget Control Act of 2011, a series of federal spending cuts, called sequestration, resulted in a 5% reduction of EHS funds for the remainder of the federal fiscal year. The revised EHS budget due to sequestration was approved in June 2013.

Total Federal Share: \$807,754

Total Non-Federal Share (In-Kind Contributions): \$228,952

The EHS program was reviewed as part of the ACES yearly audit by Buckley, Frame, Boudreau & Co. There were no finding specific to the EHS program. Audit report issued June 30, 2013.

LINE ITEM	ORIGINAL BUDGET	SEQ	TRANSFERS	REVISED	YTD EXPENDED
OPERATIONS					
PERSONNEL	211,637	-	12,468	224,105	224,105
FRINGE BENEFITS	46,130	-	7,887	54,017	54,017
TRAVEL-STAFF DEV/CONFERENCES	1,500	-	4,741	6,241	6,241
EQUIPMENT	-	-	3,850	3,850	3,850
SUPPLIES					
SUPPLIES - EDUCATION	500	-	3,829	4,329	4,329
SUPPLIES - HEALTH	1,000	-	647	1,647	1,647
SUPPLIES-FAM/COMM PARTNERSHIP	500	-	(28)	472	472
SUPPLIES-PARENT ACTIVITIES	2,300	-	3,695	5,995	5,995
SUPPLIES - OFFICE/CONSUMABLES	3,012	-	608	3,620	3,620
SUPPLIES - FOOD SERVICES	870	-	(4)	866	866
CONTRACTUAL					
CONTRACTUAL - DATA SUPPORT	6,750	-	2,505	9,255	9,255
CONTRACTUAL - CURRICULUM	9,000	-	3,090	12,090	12,090
CONTRACTUAL - MIDDLESEX HOSP	380,644	(30,306)	(24,919)	325,419	325,419
CONTRACTUAL - SHERWOOD	15,734	(9,900)	315	6,149	6,149
CONTRACTUAL - EVEN START	34,000	-	(9,021)	24,979	24,979
CONTRACTUAL - HEALTH/DIS	2,300	-	(1,220)	1,080	1,080
OTHER					
OTHER - COMMUNICATIONS	7,200	-	(3,182)	4,018	4,018
OTHER - POSTAGE	-	-	195	195	195
OTHER - ADVERTISING	164	-	1,443	1,607	1,607
OTHER - COPYING	1,500	-	424	1,924	1,924
OTHER - LOCAL TRAVEL	4,500	-	(117)	4,383	4,383
OTHER - CHILD SERVICES	5,000	-	(2,241)	2,759	2,759
OTHER - TECHNOLOGY	3,000	-	514	3,514	3,514
OTHER - FACILITY USAGE	1,200	-	3,350	4,550	4,550
OTHER - PARENT SERVICES	4,000	-	(2,680)	1,320	1,320
OTHER - PARENT CONFERENCES	1,000	-	(372)	628	628
OTHER - QUALITY ASSURANCE	16,000	-	(4,070)	11,930	11,930
OTHER - DUES/FEES	3,500	-	3,767	7,267	7,267
OPERATIONS TOTAL	762,941	(40,206)	5,472	728,207	728,207

TRAINING/TA					
SUPPLIES					
TRAINING - SUPPLIES MISC	573	-	266	839	839
TRAINING - SUPPLIES PAT	2,000	-	(1,044)	956	956
CONTRACTUAL					
TRAINING - REFLECTIVE PRACTICE	6,000	-	225	6,225	6,225
TRAINING-PROGRAM IMPROVEMENT	4,000	-	2,542	6,542	6,542
OTHER					
TRAINING - STAFF DEVELOPMENT	6,500	-	(1,003)	5,497	5,497
TRAINING/TA TOTAL	19,073	-	986	20,059	20,059
TOTAL INDIRECT TO ACES	69,521	(3,575)	(6,459)	59,487	59,487
TOTAL GRANT	851,535	(43,781)	-	807,754	807,754

NON-FEDERAL SHARE *(25% x 807,754 = \$201,939)*

LINE ITEM	BUDGETED	SEQ	REVISED	YTD
PERSONNEL	47,011		47,011	47,758
FRINGE BENEFITS	7,965		7,965	10,036
TRAVEL	-			
EQUIPMENT	-			
SUPPLIES	-			
CONTRACTUAL				
MIDDLESEX HOSPITAL FACILITY/OFFICE SPACE*	-			42,298
MIDDLETOWN ADULT ED. FACILITY*	-			23,062
INDEPENDENT CONTRACTORS	-			9,661
OTHER				
ACES PDSI FACILITY/OFFICE SPACE	150,908	(10,945)	139,963	69,403
HALL HOUSE-FACILITY/OFFICE SPACE**	-			15,600
MOODY SCHOOL	-			5,040
TECHNOLOGY	2,000		2,000	3,183
VOLUNTEERS	5,000		5,000	2,910
TOTAL NON-FEDERAL SHARE	212,884	(10,945)	201,939	228,952

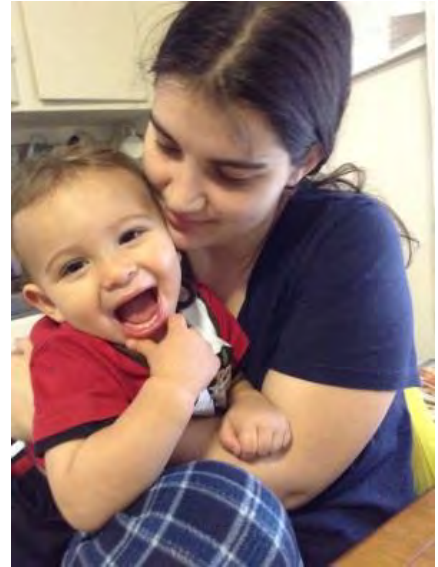
Total non-federal share exceeded required amount during grant funding period.

WHO WE SERVED

All demographic data based upon 2013 Program Information Report (PIR) unless otherwise noted.

PROGRAM OPTIONS:

- Home Visiting:
 - January-June 2013: 55 slots
 - July-December 2013: 52 slots
- Combination Program:
 - January-June 2013: 15 slots (for toddlers 24 months and older)
 - Phased out in June 2013
- Expectant Mothers:
 - January-June 2013: 5 slots
 - July-December 2013: 4 slots
- Full program enrollment was reduced from 70 to 56 due to sequestration cuts



SERVICE NUMBERS:

91 total children served

88 total families served

13 expectant mothers served

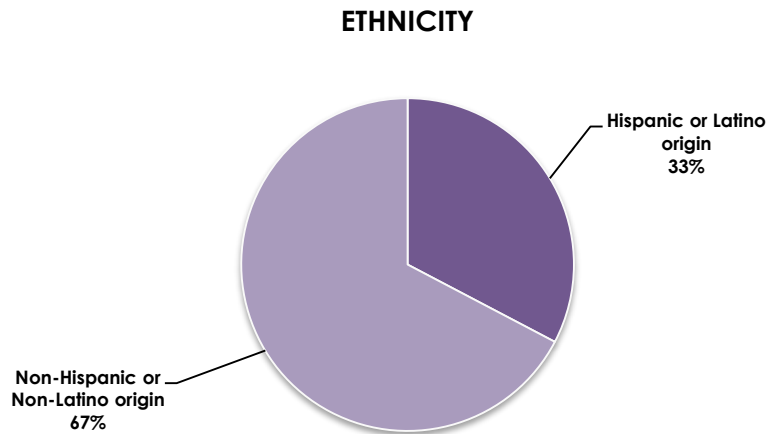
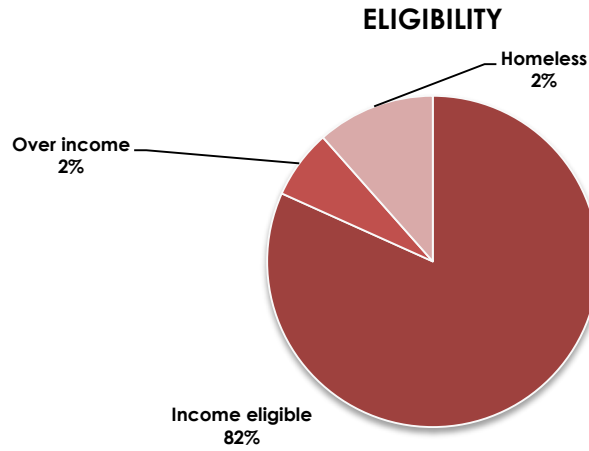
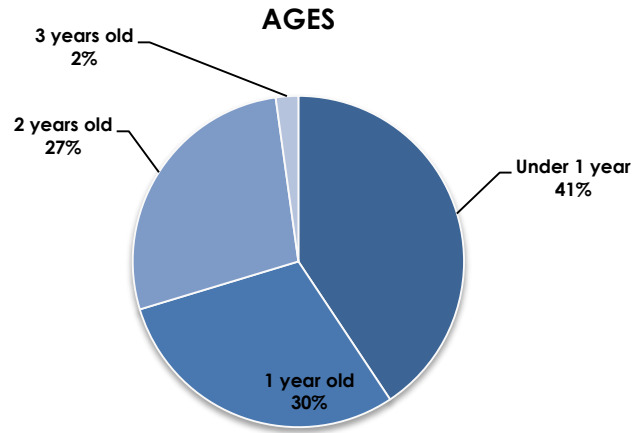
AVERAGE MONTHLY ENROLLMENT: 100%



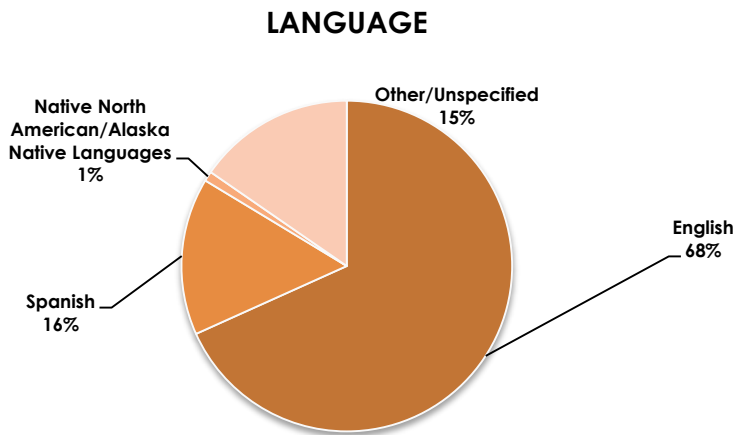
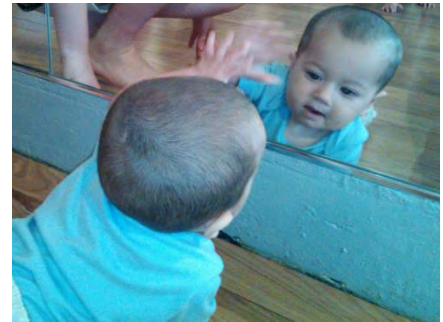
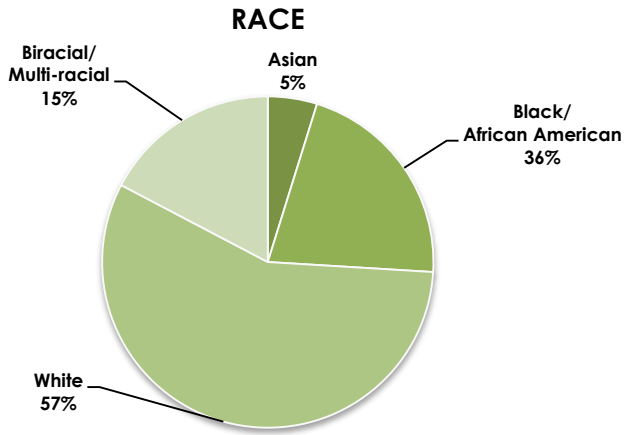
Percentage of eligible children served: 54%*

**Based on U.S. Census Bureau population estimates of persons under 5 years living in homes where income is beneath poverty level in Middletown, CT (the town of largest population in the catchment area)*

DEMOGRAPHICS



DEMOGRAPHICS



CHILD HEALTH OUTCOMES

EHS is not interested only in the children enrolled in the program, but in the entire family. We ensure that families have quality information on good health habits and offer workshops and in-service training. Our staff assists families in obtaining the most up to date physicals and vaccinations, and link families to dental services in the community.



96%
of enrolled children
were up to date on all
immunizations at the
end of enrollment year

95%
of enrolled children had
continuous accessible
dental care at the end
of enrollment year

HEALTH SERVICES ADVISORY COMMITTEE

EHS works closely with health agencies throughout the community to help each family gain access to ongoing medical services.

The HSAC is an advisory and advocacy body critical in meeting the health needs of Early Head Start children. It provides input to develop the EHS health services plan and evaluates how policies comply with Early Head Start Early Childhood Development and Health Services Program Performance Standards, and accepted public health practices.

The HSAC consists of representatives from Middlesex Hospital, the Opportunity Knocks Collaborative, Community Renewal Team (CRT) and Policy Council, as well as EHS staff.

Meeting topics included:

- Nutrition planning for home visitors
- Menu/meal planning for combination program sites
- Health and developmental screening reviews
- Health and safety policy development/implementation

CASE CONFERENCING

- All new families have a case conference within 90 days of first home visit.
- Subsequent case conferences are conducted on all families on a semiannual basis (every 6 months).
- The EHS Mental Health Professional may present a family in crisis at any time.
- Case conferences are attended by the EHS Mental Health Professional, EHS Partnership Manager, a mental health consultant, home visitors, EHS Managers and community classroom staff.



PREPARING CHILDREN FOR KINDERGARTEN

ACES Middlesex County Early Head Start Partnership developed six School Readiness Goals to align with the five essential developmental domains established by the Head Start Child Development and Early Learning Framework (HSCDELFF):

1. Social and Emotional Development
2. Language Development and Literacy
3. Approaches Toward Learning
4. Cognition and General Knowledge
5. Physical Well-Being and Motor Development

OUR SCHOOL READINESS GOALS ARE:

1. Our infants and toddlers will develop the ability to express and manage emotions in appropriate ways.
2. Our infants and toddlers will develop a sense of confidence and competence.
3. Our infants and toddlers will make associations and develop complex ways of figuring out how the world works.
4. Our infants and toddlers will communicate through gestures, sounds, and words.
5. Our infants and toddlers will be good communicators and eager to listen to stories.
6. Our infants and toddlers will master self-expression through movement.



These goals were identified and developed for the 2012 program year, and were continued for the 2013 program year as a result of (a) reviewing 2012 child assessment data (b) discussions with families and home visiting staff (c) reviewing available preschool expectations set by local programs and state curriculum frameworks and (d) reviewing Zero to Three School Readiness documents and Head Start National Resource Center information.

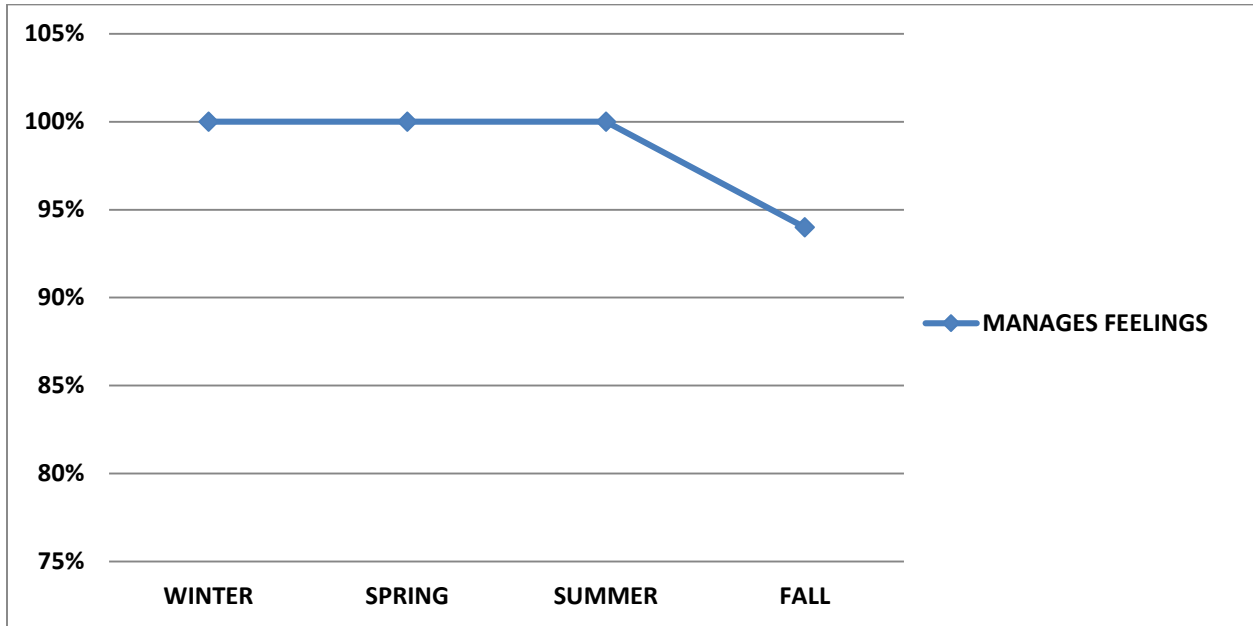
Observation data was collected by home visitors in the home and during socialization experiences, according to the objectives in the Teaching Strategies GOLD Assessment Tool (TS GOLD) for infants and toddlers that align with our School Readiness Goals. This is our third year using TS Gold across our program in the context of our home visiting option.

The data includes all infants and toddlers who were enrolled and assessed at any of the four checkpoints during the year (Jan. 31, 2013/Winter, May 31, 2013/Spring, Aug. 31, 2013/Summer, and Nov. 20, 2013/Fall). **Each checkpoint report stands alone and represents a different group of infants and toddlers. The percentage noted at each of four checkpoints represents the number of enrolled children who were observed to be “at or exceeding widely held expectations” for their age band for that indicator.** It is a snapshot; a point in time picture. As TS Gold is primarily structured for assessing infants and toddlers in a group setting (classroom) we chose indicators that could easily be observed in the home and socialization setting.

SOCIAL & EMOTIONAL DEVELOPMENT

SCHOOL READINESS GOAL #1

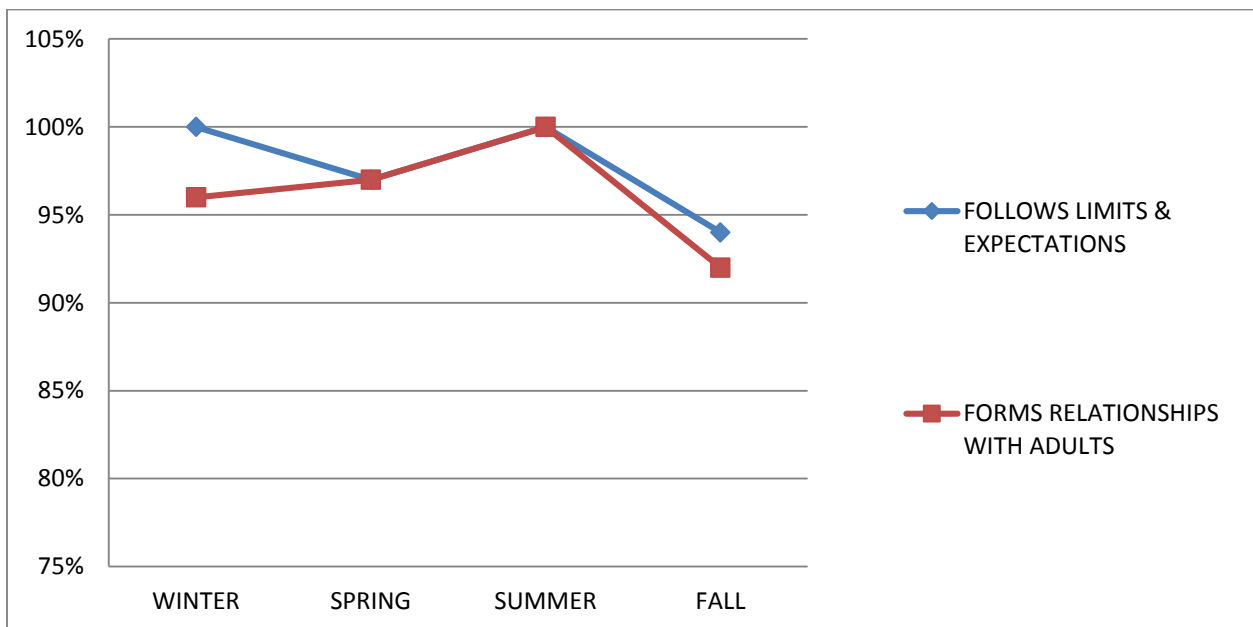
Our infants and toddlers will develop the ability to express and manage emotions in appropriate ways.



APPROACHES TOWARD LEARNING

SCHOOL READINESS GOAL #2

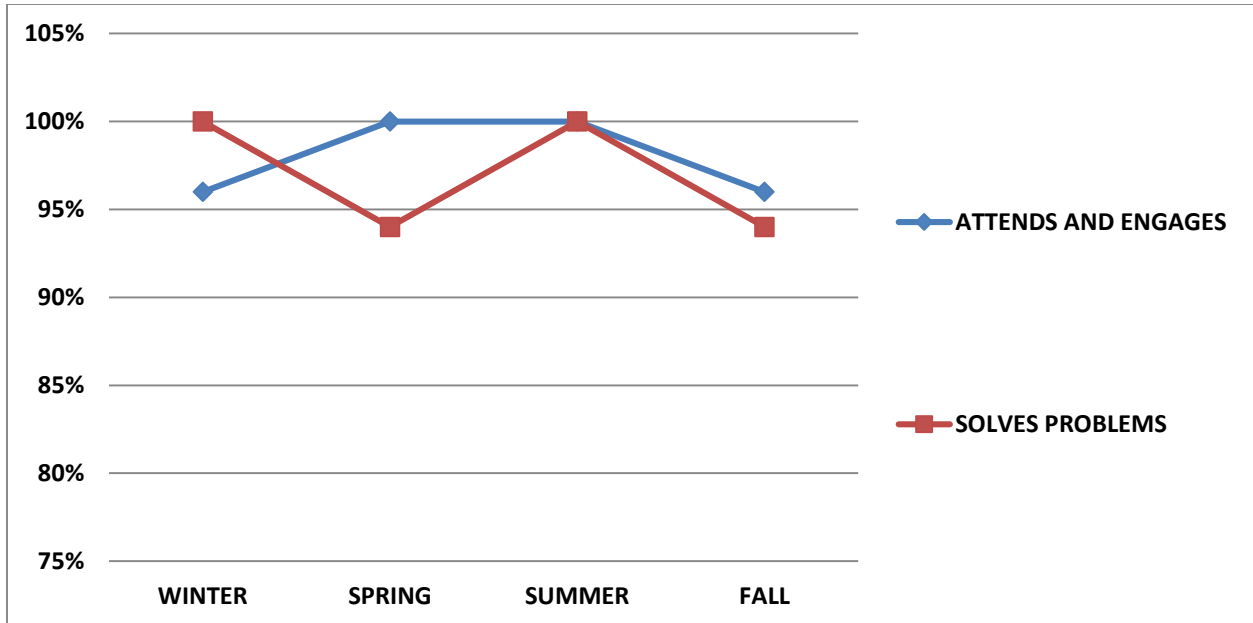
Our infants and toddlers will develop a sense of confidence and competence.



LANGUAGE & LITERACY DEVELOPMENT

SCHOOL READINESS GOAL #3

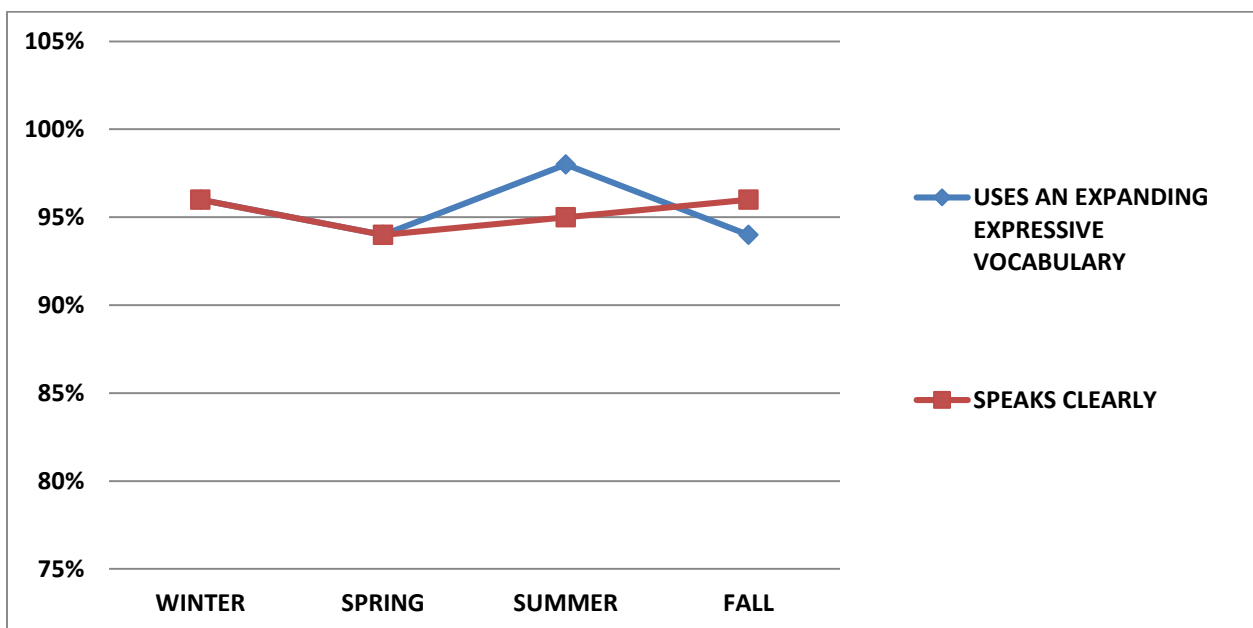
Our infants and toddlers will make associations and develop complex ways of figuring out how the world works.



LANGUAGE & LITERACY DEVELOPMENT

SCHOOL READINESS GOAL #4

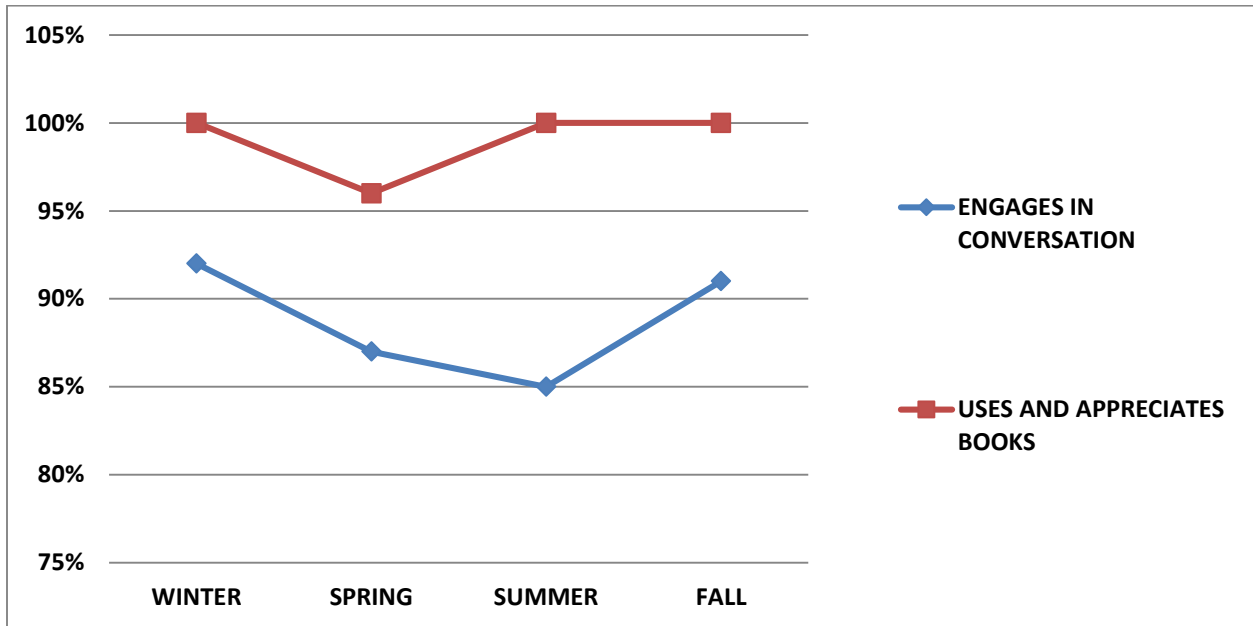
Our infants and toddlers will communicate through gestures, sounds, and words.



COGNITION & GENERAL KNOWLEDGE

SCHOOL READINESS GOAL #5

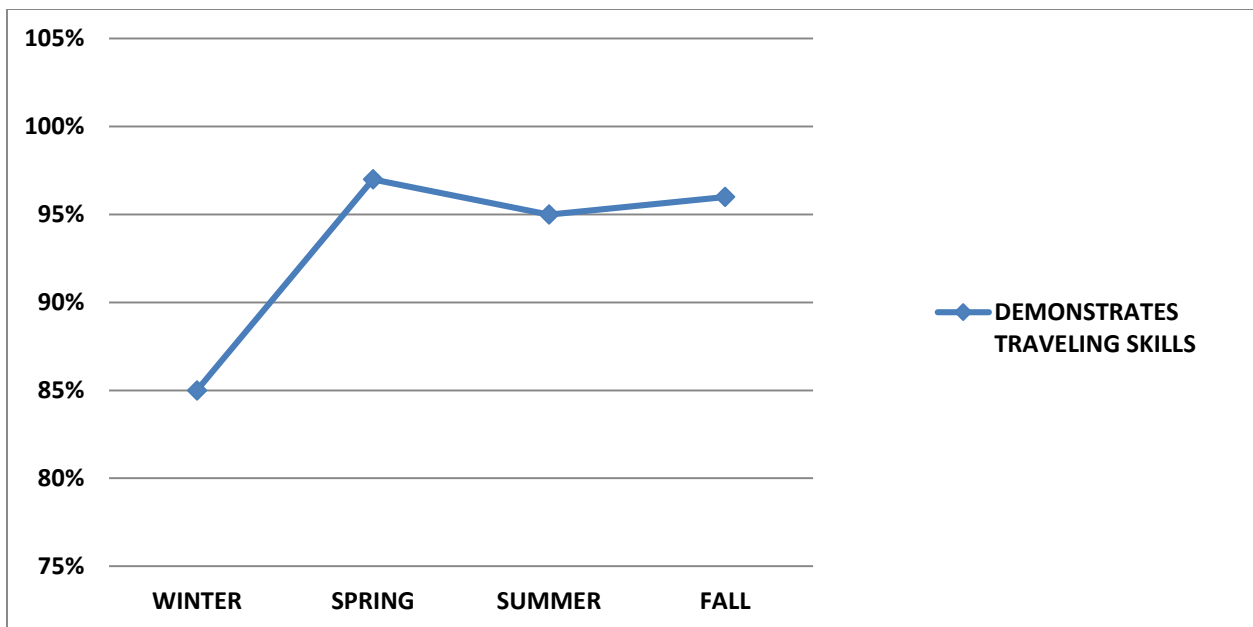
Our infants and toddlers will be good communicators and eager to listen to stories.



PHYSICAL WELL-BEING & MOTOR DEVELOPMENT

SCHOOL READINESS GOAL #6

Our infants and toddlers will master self-expression through movement.





There were several developmental trends during the 2013 program year that guided our program approach to increase our focus on attachment (forming relationships with adults) cognition (engaging in conversation) and language and literacy (attends and engages & solves problems). Staff developed strategies for parents and children to encourage intentional language use, conversation, use of books, and exploration of the local environment. The PIWI approach to engaging families has spread from home visiting curricula planning to You and Me Monday's group experiences and socializations.

We developed a supplemental assessment guide for our infants under 12 months informed by Parents as Teachers developmental expectations. For infants under 12 months we continued our infant massage group.

Fun Fridays continued as a summer experience in Middletown! Families participated in classroom activities and then strollers took to the streets to explore local venues for young children as well as community services.

PARENT INVOLVEMENT ACTIVITIES

- Policy Council members were elected from Early Head Start parents, as well as ACES Governing Board and community representatives
- Policy Council approved hiring, approved grant proposals, and met regularly
- Policy Council volunteer committees were formed and met in the areas of: Family Literacy; Community Assessment; Personnel; Community Classrooms; and Self-Assessment

PARENT COMMITTEE ALLIANCE

Parent Committee meetings were held regularly for Middletown and shoreline families.

- Middletown, CT
 - Held 6 meetings (5 at Russell Library, 1 at Middletown Adult Education)
 - Cumulative attendance: 25 parents (includes 4 fathers)
- Old Saybrook, CT
 - Held 7 meetings at St. Paul's Evangelical Lutheran Church
 - Cumulative attendance: 13 parents
- Portland, CT*
 - Held 2 meetings at Portland Library
 - Cumulative attendance: 3 parents

**discontinued June 2013 due to site constraints/overlap with Middletown location*

- Head Start Orientation and Governance training was provided to all interested parents and community members
- Parent Education topics included: Health and Wellness, Safety in the home and outdoors, Infant Massage, Promoting language acquisition, Family Goal setting, Child Development, Importance of music and movement, Dental Health, Healthy Nutrition, Reading to Children and reading children's cues.
- The Annual Family Fun Day was held August 5, 2013 - families engaged in games and movement activities, as well as health and safety presentations



PARENT INVOLVEMENT ACTIVITIES

SOCIALIZATION EXPERIENCES:

Socialization playgroups were held monthly at the Russell Library in Middletown for Middletown families, and at St. Paul's Lutheran Church in Old Saybrook for shoreline area families

A new socialization playgroup site was established in June 2012 at Portland Library in Portland, CT to further support greater Middletown area families

- Middletown, CT
 - Held 10 playgroups at Russell Library
 - 39 enrolled infants and toddlers participated
 - 6 fathers
 - 28 families

- Old Saybrook, CT
 - Held 10 playgroups at St. Paul's Evangelical Lutheran Church
 - 15 infants and toddlers participated
 - 1 father
 - 11 families

- Portland, CT*
 - Held 8 playgroups at the Portland Library
 - 19 infants and toddlers participated
 - 3 fathers
 - 14 families

**There was a 30% overlap of children between the Middletown and Portland sites*



COMMUNITY PARTNERSHIPS

COMBINATION PROGRAM OPTION

Community Classrooms at Middletown Adult Education Even Start and The Sherwood School

- Licensed and NAEYC Accredited classroom experience
- Highly credentialed infant/toddler classroom teachers BA/BS -2 hold an advanced degree
- Follows all relevant Head Start regulations and performance standards
- Provided approximately 48 hours of classroom experience for 11 toddlers from January-June 2013

COMMUNITY PARTNERS

<p>Cromwell Youth Services Bureau CT Birth to Three CT Dental Health Partnership CT Dept. of Children and Families Henry Carter Hull Library Injury Free Kids LEARN Young Children and Families Middlesex Central CT Chapter of the American Red Cross Middlesex Hospital Family Advocacy Program Middlesex United Way Middletown Adult Education</p>	<p>Middletown School Readiness Council Opportunity Knocks Collaborative Russell Library Shoreline Soup Kitchens and Pantries St. Paul Evangelical Lutheran Church St. Vincent de Paul Soup Kitchen The Community Renewal Team The Sherwood School The South Congregational Church, U.C.C. Wesleyan University Center for Community Partnerships Women, Infants & Children (WIC)</p>
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BIRTH TO THREE PARTNERS

<p>ABC Intervention American School for the Deaf Creative Interventions Easter Seals Rehabilitation Center of Greater Waterbury Jane Bisantz & Associates, LLC LEARN: Partners for Birth to Three Reachout, Inc. Rehabilitation Associates of CT, Inc. Sarah, Inc. - Kidsteps</p>

LOCAL EDUCATIONAL AGENCY PARTNERS

<p>Clinton Public Schools Middletown Public Schools Portland Public Schools Westbrook Public Schools</p>



Early Head Start Annual Report FY2013

