



# L.B.J. & C. Head Start Annual Report 2017-2018



Information in this report is designed to fulfill requirements of Head Start federal law related to reports to the general public.

L.B.J. & C. Head Start  
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## Executive Summary

This report provides an analysis and evaluation of the 2017-2018 programmatic and fiscal information from the most recently concluded fiscal year. The Annual Report is a compilation of: (1) the total amount of public and private funds received and the amount of each source; (2) an explanation of budgetary expenditures and proposed budget for the fiscal year; (3) the total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served; (4) the results of the most recent review by the Secretary and the financial audit; (5) the percentage of enrolled children that received medical and dental exams; (6) information about parent involvement activities; (7) the agency's efforts to prepare children for kindergarten; and (8) any other information required by the Secretary. It will also include a summary of the Program's most recent community assessment, as described in 1302.11(b), consistent with privacy protections in subpart C of part 1303.



On behalf of the Head Start staff, we hope you will take this information as a beginning to get familiar with our program.

School Readiness is a strong focus of the Head Start Program. We partner with the family and community to help children and families to achieve this goal. We believe you will find it to be exciting when you realize you are a part of the highest quality childcare program in the Upper Cumberland. As our motto states, "...it takes a village to raise a child..."

Please get to know us and join the team of giving children and their families many opportunities to improve their lifestyle.

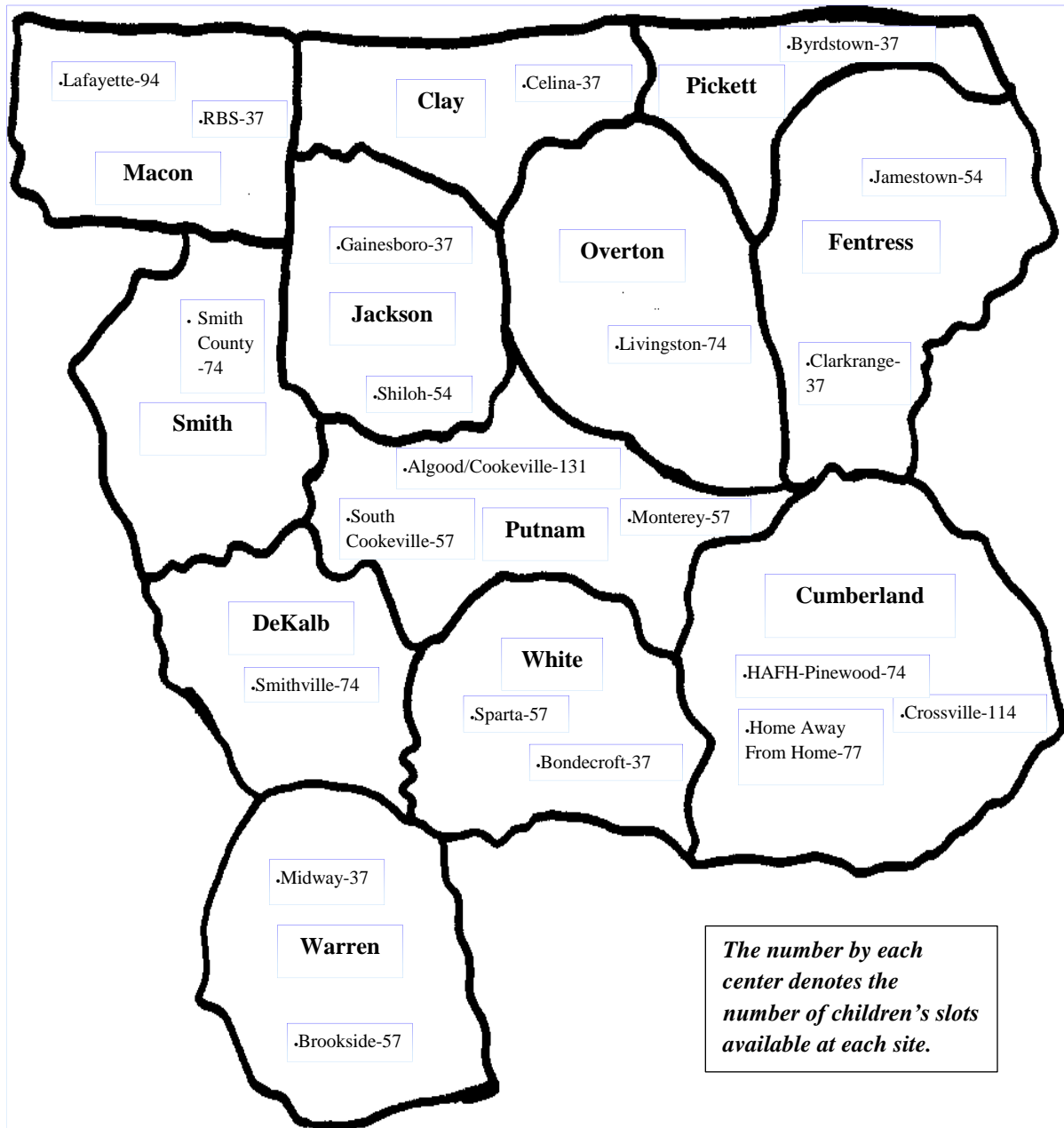
Have a great year,

A handwritten signature in black ink that reads "Dorothy Pippin".

Dorothy Pippin  
Head Start Director



*L.B.J.& C. Head Start serves the following twelve counties in Middle Tennessee:*



## Head Start by the Numbers

A complete copy of the 2017-2018 Program Information Report is available upon request.

1,307	Number of children funded
1,307	Average monthly enrollment
1,533	Number of children served during year
94%	Percentage of eligible children served
140	Number of teaching staff
70	Number of classrooms
99%	Percentage of children who received medical or dental exams
11%	Percentage of children served who had a disability
100%	Percentage of children with disability who received special services
3,883	Number of volunteers
1,375	Number of families served
60%	Percentage of single-parent families
40%	Percentage of single-parent families in which the parent is not working
16%	Percentage of two-parent families in which neither parent is working
6%	Percentage of families without a high school education
100%	Percentage of families who received some type of family service
162	Number of homeless children served

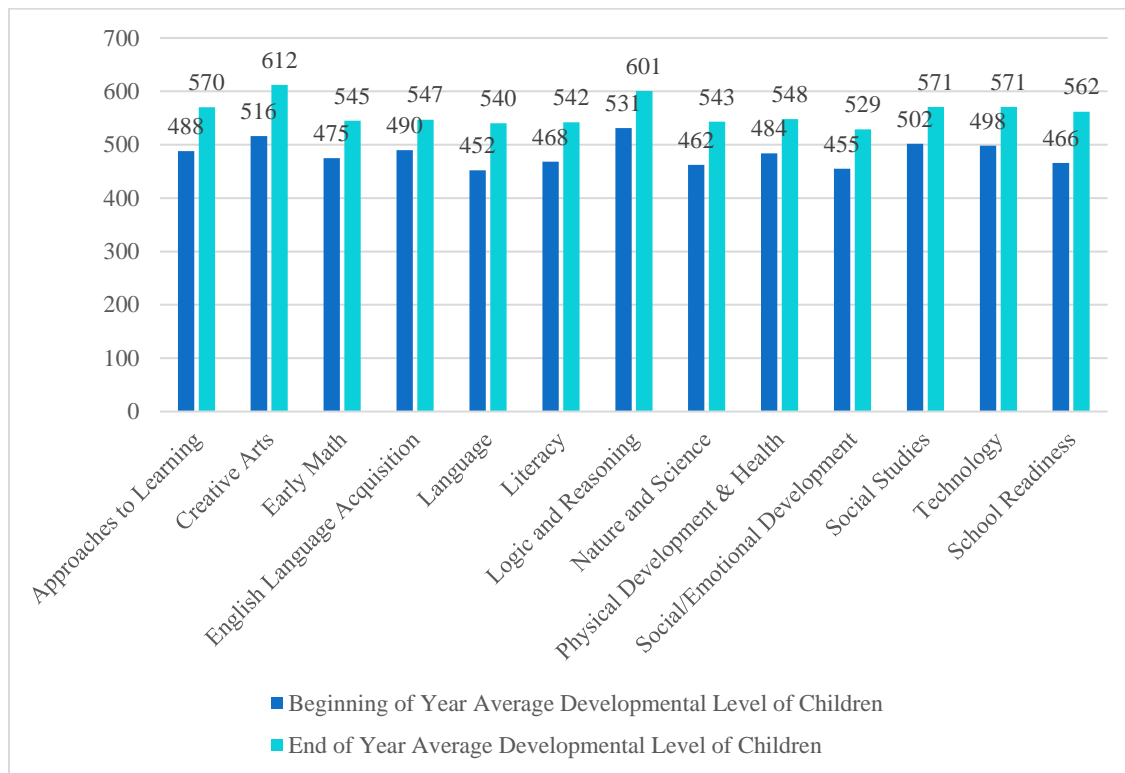


### ***Typical Parent Involvement Activities***

- Parent meetings - topics include health, nutrition, parenting, money management, etc.
- Traveling Book Bag
- Father/Male Role Read
- Father/Male Role Meals
- Family Meals
- Volunteer in Center or Classroom
- Family Fun Day
- Open House
- Parent and Child Time (PACT)
- Healthy Marriage Events

## School Readiness

### A Year of Progress-Child Outcomes/School Readiness



Only children with observations in all periods are included.

## L.B.J.& C. Head Start School Readiness Goals

### Approaches to Learning Goals:

1. Children will increase their listening skills.
2. Children will display their creativity through art
3. Children will utilize dramatic roles to portray stories.
4. Children will make discoveries and initiate learning on their own.
5. Children will develop a sense of wonder: a willingness to participate, persistence in their efforts and the ability to connect past learning to new situations.

### Social and Emotional Development Goals:

1. Children will recognize their own feelings and manage them appropriately.
2. Children will follow classroom rules, directions and routines.
3. Children will be able to adjust to new situations.
4. Children will exhibit appropriate emotional behaviors.
5. Children will demonstrate self-awareness, direction and independence.
6. Children will establish and demonstrate positive relationship with peers and adults.

### Language and Literacy Goals:

1. Children will have knowledge of the alphabet.



### **L.B.J.& C. Head Start School Readiness Goals (continued...)**

2. Children will explore the world of reading.
3. Children will acquire new words to enhance their conversational vocabulary.
4. Children will understand following directions
5. Children will inquire as well as respond to questions.
6. Children will have an understanding of story composition (beginning, middle, end, cover, publisher, author, etc.)
7. Children will write letters and words.
8. DLL children will have opportunities to engage in English reading.
9. DLL children will have opportunities to express themselves in English.

#### **Cognition Goals:**

1. Children will demonstrate the use of math in everyday routines to count, compare, relate, pattern, and problem solve.
2. Children will demonstrate the ability to recognize, understand, and analyze a problem and draw on knowledge or experience to seek solutions to a problem.
3. Children will demonstrate the ability to observe and collect information and use it to ask questions, predict, and explain, and draw conclusions.
4. Children will demonstrate the understanding of one's relationship to the family and community, roles in the family and community, and respect for diversity.
5. Children will demonstrate increased competency in Technology.

#### **Perceptual, Motor, and Physical Development Goals:**

1. Children will become self-sufficient in their personal needs.
2. Children will develop early health habits to support physical wellbeing, use of their bodies, muscle control, and appropriate nutrition, exercise, hygiene and safety practices
3. Children will demonstrate large motor skills.
4. Children will demonstrate fine motor skills.

### **L.B.J.& C. Head Start Community Assessment Summary**

#### **Summary of Findings**

The information gathered, analyzed, and aggregated for the 2018-2019 Community Assessment Update was used to frame a report that defines the number of Head Start eligible children living in the service area, what are the greatest needs for the families and community, and what the program can do to meet those needs.

#### **Identified Needs**

##### **• Head Start Eligible Population**

Using child population and percentages of poverty, there are several children age's three to five who may be eligible for Head Start services living in our services area. These are also identified services needed for these children within our service.

- ❖ Need for Quality Head Start Services
- ❖ There are 2,174 Head Start eligible children, with 1,307 are being served by Head Start



- ❖ Continued School Readiness Assistance to Children and Families
- ❖ Continued quality Disability Services
- ❖ Continued preventive dental services & dental treatment providers
- ❖ Continued Nutrition services to combat Obesity
- ❖ Continued quality Mental Health Services to Children and Families

*(Refer to Charts 1.1 through 1.1; Charts 2.2-2.5; and Section V of 2018-2019 Community Assessment Update)*

#### • **Family and Community Needs**

Based on analysis of family surveys, review of reports and service referrals provided to families, the following are some of the most critical needs for families in the service area:

- ❖ Healthy marriage & fatherhood involvement education and supports
- ❖ Assistance for families raising children other than their own
- ❖ Assistance for homeless children and families
- ❖ Job training/employment opportunities
- ❖ Education assistance for adults
- ❖ Education Head Start families on the devastating effects of child abuse and neglect
- ❖ Education and assistance to Head Start children and families on the dangers of substance abuse

*(Refer to Charts 1.9-2.1 and 2.6-4.1 of 2018-2019 Community Assessment Update)*

## **Determinations**

### **Program Options**

The Program will continue to link families to existing childcare centers on an as-needed basis. The Program has an established partnership with a childcare center in Cumberland County and will continue this joint venture. The Program will explore other available services and as funding is made available will provide additional services.

The Program has chosen the Standard Head Start - Full Day Program Option to provide services as based on the Community Assessment findings. The Program will:

1. Operate 62 classrooms in 19 centers in twelve counties for 1,156 children.
2. Operate child preschool classrooms five days per week.
3. Operate classrooms for 8 hours or longer each day based on working parents and parents in school's needs.
4. Operate for a total of 160 days per year.
5. Operate for a total of 32 weeks per year.

The Program has chosen the Standard Head Start – Full Day, Full Year Program Option with our partner child care centers in Cumberland County as based on the Community Assessment findings. The Program will:

1. Operate seven (8) classrooms in our partner childcare centers in Cumberland County for 151 children.





2. Operate child preschool classrooms five days per week.
3. Operate classrooms a maximum of fourteen hours per day.
4. Operate for a maximum of 250 days per year.
5. Operate a total of 12 months per year.

### **Determine the recruitment area of the program**

The Community Assessment looks at data that determines the recruitment area of the program. As shown by the Community Assessment, our twelve county service area is rural and our employment rate and per capita income is lower than the state average; therefore, recruitment efforts are designed to reach the neediest families throughout the twelve county geographical area. No specific targeting of areas for recruitment will be used. The entire county receives recruitment efforts.

### **Determine the locations of centers**

The Community Assessment looks at the geographical area and population of our service area. Based on this information and the availability of adequate facilities, centers are normally located in the county seat of the county in a central location to reach higher numbers of low-income children. Additional center(s) are located in the next highest area of low-income population that will also maximize the county's access of Head Start services.

### **Set the criteria that define the types of children and families that will be given priority for recruitment and selection**

By analyzing data collected by the Community Assessment and/or criteria set down by the federal government, the Program's Policy Council determines the best criteria to serve the neediest of the needy in our program area. The Policy Council approves an Eligibility Priority Points system prior to the application being processed through the system.

### **Determine the program's philosophy and long-range and short-range program objectives**

#### ***Philosophy***

*L.B.J. & C. Head Start believes that all children and their families share certain needs and can benefit from a comprehensive child development program. High quality services will enable children to achieve school readiness and success in life. We will succeed with involvement and commitment on the part of everyone: parents, employees, concerned citizens, local education agencies, and organizations in the community.*

*The 2018-2019 Community Assessment Update contains the program's long-range and short-range objectives.*



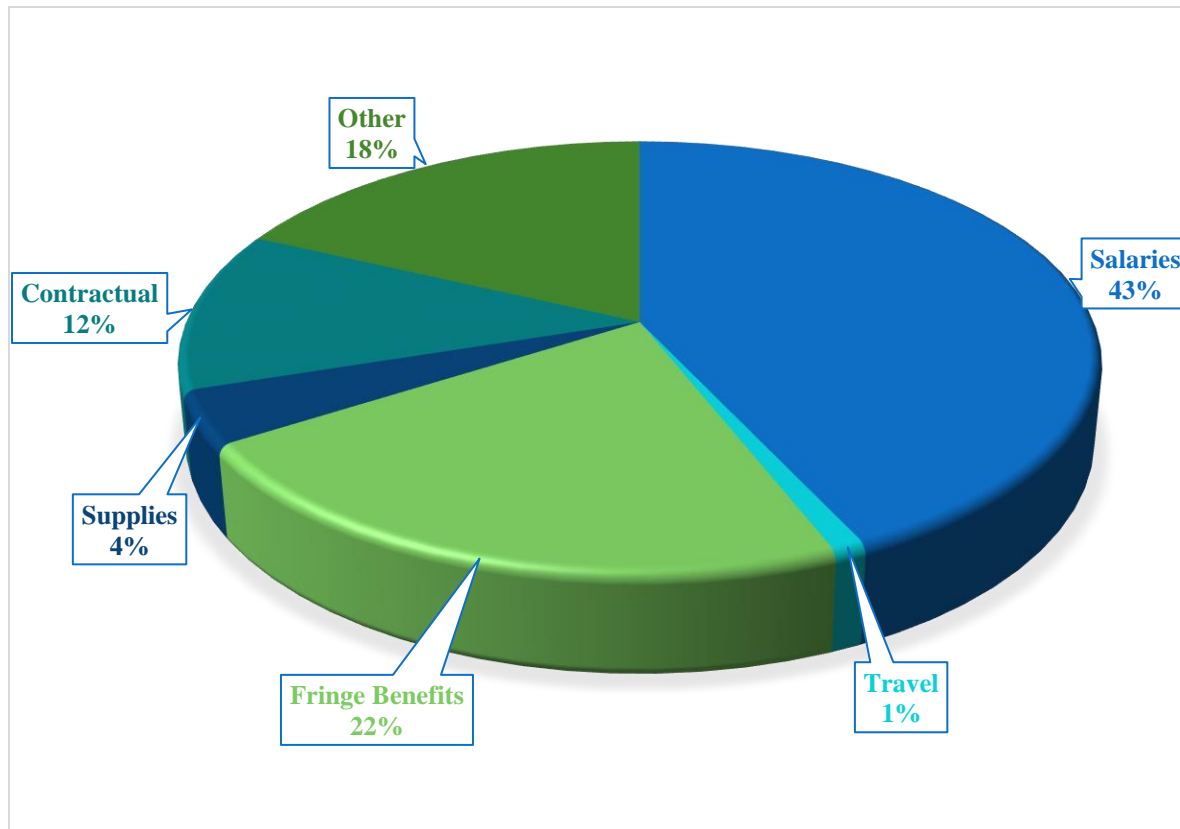


## Audit Report

Our annual fiscal audit resulted in no findings. There were no findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards. There were no findings related to Federal Awards.

All of our documents are available for public inspection.

## Where the Money Comes From – And Where It Goes



**Fiscal Year-May 1, 2017 – April 30, 2018**

Head Start is operated by L.B.J.& C. Development Corporation. In addition to the regular federal grant of \$9,321,384 for Head Start, L.B.J.& C also received:

- \$876,345 from Child and Adult Care Food Program (CACFP) as reimbursement for the cost of food used in Head Start;
- \$2,335,887 in local matching funds from people who donate time, materials, and services (sometimes leases on the building space we use), which funds are required in order to receive the main Head Start grant;
- \$10,094 from United Way donations, United Fund donations, Kohl's, Wal-Mart, and other donations made in support of the Head Start Program.

This totals to \$12,543,710 from Head Start grant and additional funds.

The proposed budget for fiscal year 2017-2018 is \$9,321,384 in federal funds.

## Federal Review

In March 2017, the Administration for Children and Families (ACF) conducted a CLASS Review event. The federal team issued a final report determining the program to have met the requirement for passing CLASS.

## L.B.J.& C. Head Start

**...provides, quite simply, the very best preschool experience children in our area can have.**

L.B.J.& C. Head Start is named for the original four county seats – Livingston, Byrdstown, Jamestown, and Cookeville. It has been in existence since 1965. The United States Department of Health and Human Services Administration for Children and Families, Office of Head Start is our source of funding with 20% matching share coming from the local community through volunteer hours of service, materials used in the program, and/or monetary donations made to the program. Our mission is to partner with the family and community to help children and families prepare for school.

L.B.J.& C. Head Start serves 1,307 low-income 3- & 4-year old children in the middle Tennessee counties (12) of Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Warren, and White. We serve at least 10% disability children. Head Start is open 5 days a week. The Community Assessment identifies our low-income children and families to have special needs requiring our planned hours of operation per day to be 7:00 a.m. until 3:00 p.m. Head Start will provide reasonable assistance by extending hours to children and families with special needs or to those parents that are employed or in job training with no caregiver present in the home. The children receiving these services will have records that show how each child meets the criteria stated above.

Head Start is raising the expectations for the children we serve by increasing the quality and quantity of school readiness skills. Although many factors influence children's ability to succeed in school and later in life, among the most important are learning to read and write.

Beyond the traditional and fundamental value of reading and writing, rapid advances in communications and computer technology have created profound changes in the ways we use reading and writing to share information, communicate events and ideas, and conduct business - changes that have also affected the way children learn and how we teach. We, in Head Start, have an obligation to enhance the school readiness skills of all children to help prepare them to succeed in school and later in life.

Parent's participation is not required as a condition of their child's enrollment. Participation is voluntary. However, Head Start needs Parental Input into all aspects of the Head Start Program. L.B.J.& C. Head Start plays a key role in all communities that we are located in. Head Start depends on the community for support, guidance, resources, and advocacy. The community depends on Head Start for improving the quality of our society by giving children a foundation to succeed in life and providing needed services to families.







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