

Miami-Dade Community Action Agency Head Start/Early Head Start



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2009-
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Vision

Head Start's vision is to become the leader in early childhood programs. We will earn the public's trust through continuous improvements, team work, and the delivery of excellent services.

Mission

To develop the social competency of young children, promote school readiness, and to serve as a catalyst to empower families for growth and change.

Management Philosophy

Put children and families first, strive for excellence, project a professional image and attitude, and treat everyone with respect.

Messages

As Head Start celebrates 45 years of committed dedication to the community it is my distinct privilege and honor to address the Miami-Dade Community Action Agency (CAA) Board of Directors and the children and families we serve.

On behalf of the CAA Board of Directors, its dedicated members, Community Action Agency and the Head Start/Early Head Start Program, we are committed to the mission of the agency "To empower economically disadvantaged individuals, families and communities through advocacy, education, resource mobilization and service delivery."

The promise of a better tomorrow has prevailed as we look onward to a brighter future and the continued commitment of providing quality care through our Head Start/Early Head Start Program. Unity of the dedicated teachers, the parents and our honored partners ensures the continued Program of Excellence that is demonstrated throughout all of our Centers.

Sincerely,

Dr. William Zubkoff
CAA Board Chair

It has been a privilege and honor to serve as the Policy Council Chair for the 2009-2010 school term for the Miami-Dade CAA Head Start/EHS program. Leading the Council has allowed me to meet people from various backgrounds, learn about shared program governance and be an intricate player in the Head Start program.

I was introduced to the Head Start program four (4) years ago. My daughter was unable to speak. She was subsequently diagnosed with a speech impediment. As a parent I felt defenseless and did not know what to do. Through the help of the Head Start Program, my daughter is now a chatterbox and is excelling in school.

I am forever grateful for the Head Start program and what it has done for me and my family. It has given me the opportunity to serve my community and have an impact on the children and families served. The Miami-Dade CAA Head Start/Early Head Start Program continues to be a National Program of Excellence.

Patrick Rolle
2009-2010 Policy Council Chair

Enrollment

<u>Program</u>	<u>Funded Enrollment</u>	<u>Actual Enrollment (PIR)</u>
Head Start	6,210	7249
Head Start ARRA	100	108
Early Head Start	318	491
Early Head Start ARRA	128	132
Total	6,756	7,980

<u>Summary Average EOM Enrollment</u>	<u>Enrollment Percentage</u>
Head Start	100%
Head Start ARRA	88%
Early Head Start	100%
Early Head Start ARRA	74%

<u>End of the Month Enrollment (EOM)</u>	<u>Head Start Program</u>	<u>ARRA Head Start Program</u>	<u>Early Head Start Program</u>	<u>ARRA Early Head Start Program</u>
	<u>EOM Enrollment/ Percentage</u>	<u>EOM Enrollment/ Percentage</u>	<u>EOM Enrollment/ Percentage</u>	<u>EOM Enrollment/ Percentage</u>
August 2009	6,210/100%	N/A	318/100%	N/A
September 2009	6,210/100%	N/A	318/100%	N/A
October 2009	6,210/100%	N/A	318/100%	N/A
November 2009	6,210/100%	50/50%	318/100%	N/A
December 2009	6,210/100%	70/70%	318/100%	N/A
January 2010	6,210/100%	80/80%	318/100%	72/56%
February 2010	6,210/100%	100/100%	318/100%	79/62%
March 2010	6,210/100%	100/100%	318/100%	80/63%
April 2010	6,210/100%	100/100%	318/100%	99/77%
May 2010	6,210/100%	100/100%	318/100%	104/81%
June 2010	6,208/99.97%	100/100%	318/100%	104/81%
July 2010	N/A	N/A	318/100%	126/98%
Average	6,209.8/ 99.99 %	87.5/ 88 %	318/ 100 %	95/ 74 %

<u>Head Start Attendance</u>	<u>Aug. 2009</u>	<u>Sept 2009</u>	<u>Oct. 2009</u>	<u>Nov. 2009</u>	<u>Dec. 2009</u>	<u>Jan 2010</u>	<u>Feb. 2010</u>	<u>Mar. 2010</u>	<u>Apr. 2010</u>	<u>May 2010</u>	<u>June 2010</u>	<u>July 2010</u>
Average Attendance	5300	5445	5400	5484	5513	5341	5507	5466	5490	5493	4993	47
Attendance Percentage	85%	88%	87%	88%	88%	85%	87%	87%	87%	87%	79%	55%
<u>Early Head Start Attendance</u>												
Average Attendance	268	256	259	263	247	322	327	312	315	342	300	297
Attendance Percentage	86%	82%	83%	84%	79%	84%	85%	81%	82%	88%	77%	73%

Financial Report

Funding Streams

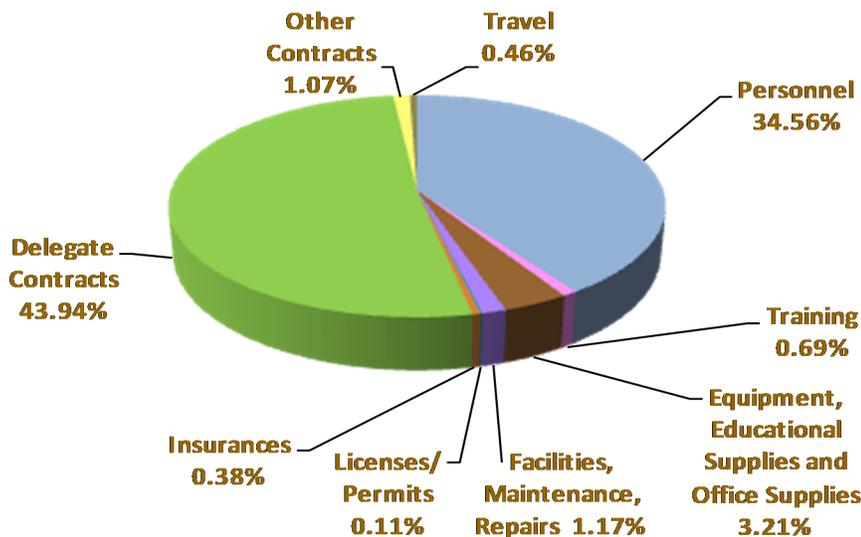
Sources:	School Year	School Year	School Year
	2009-10	2010-11	2011-12
	Actual	Adopted Budget	(Proposed)
County General Fund	2,116,181	847,833	5,605,000
Health and Human Services (Included ARRA) - Federal Funds	58,090,257	60,291,405	53,948,210
USDA - Federal Funds	1,785,796	1,844,000	1,745,000
Voluntary Prekindergarten (VPK) - State Funds	1,781,364	1,642,000	1,642,000
In-kind (Less In-Kind Cash from County General Funds and 70.0% of VPK)	12,406,383	14,225,018	7,882,053
TOTAL:	76,179,981	78,850,256	70,822,263

Financial Audit

The following findings were identified at the last financial review:

- The program did not account for each grant's revenues and expenditures properly which lead to several manual corrections through journal entries.
- The program did not document appropriate allocation of salary and related benefits charged to the program.
- The program did not have adequate procedures in place to ensure that grant funds are expended only for allowable cost/activities.
- Internal controls did not appear to be functioning effectively to ensure all required reports were timely filed.
- The internal control policies and procedures were not designed to ensure adequate grant monitoring procedures in accordance with the grant agreements.
- The department did not properly design procedures regarding employees working on multiple grants to reflect an after-the fact distribution of the actual activity of each employee.

The management has addressed these concerns through a corrective action plan.



Services to Families

- 21% of Head Start and Early Head Start employees were former parents.
- 55 Head Start and Early Head Start parents became employed during the program year.
- 111 homeless families were served during the program year; 46 of these families acquired permanent housing by the end of the program year.
- 1,695 families received Adult Education services.
- 1,184 families received Emergency/Crisis services.
- 2,194 families received Parenting Education.
- 889 families received Housing Assistance.



Health Services



Children completing professional dental exams

88.76%

Children with up-to-date immunizations or all possible immunizations to date

103.94%

Children up to date on a schedule of preventive and primary health care per the states EPSDT schedule

87.44%

Preparing Children for Kindergarten

During the 2009-2010 school year Miami-Dade County Community Action Agency Head Start program successfully prepared children for kindergarten through individualized activities that focused on the Head Start Child's Outcome Framework and the State's Voluntary Prekindergarten (VPK) Education Standards. School readiness goals were accomplished by using the High/Scope Preschool Curriculum. This curriculum model (or educational approach) provided key developmental indicators to children's learning, classroom environment, teacher-child interaction, and parent involvement. As a compliment to the curriculum, the program used the Galileo assessment tool to create a road map for ensuring that each child was school ready. By using Galileo, staff were able to determine the abilities and needs of each child and to plan for continued growth and development.

In order to support children in school readiness, the program relied heavily on their partnership with parents. Through home visits and parent-teacher conferences, teachers and parents discussed children's progress in the different areas of development (social-emotional, cognitive, and physical). Together they planned for activities that scaffold the skills children needed in order to be ready for school.

To further support the imminent transition to kindergarten, Head Start teachers and social services staff initiated discussions with children and parents about what to expect in kindergarten. Parents were provided with tips on how to best support and prepare their children for the transition. Transition visits to Miami-Dade County Public Schools (M-DCPS) kindergarten classrooms were coordinated with public school staff with the intent of providing parents and children with a real-life kindergarten experience. Among the activities planned: a touring of the building, participating in a kindergarten class, eating lunch in the cafeteria, and playing on the playground equipment. During the Parent Committee meetings each month families receives a transition Tips on preparing your child for elementary school.



Last Federal Review

Miami-Dade County CAA Head Start/Early Head Start Program's last federal review was conducted May 11- 16, 2008. Based on the information gathered from the federal review, our program was found to be in compliance in the following areas:

- Education and Childhood Development
- Child Health and Safety
- Nutritional Services
- Family and Community Services
- Transportation

Of the more than 1700 performance standards and regulations, only 19 standards required corrections in the areas of:

- Monitoring
- Physical Environment and Facilities
- Program Staffing Patterns
- Governing Body Responsibilities

Adherence to the above standards has been successfully addressed.

Miami-Dade Community Action Agency

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