

**Head Start/Early Head Start Hillsborough/Rockingham County  
Annual Report 2014-2015  
Southern New Hampshire Services**

**M**ission: The objective of the program is to provide high-quality services that meet the varied needs of families. This includes families that are in need of home-based or part day services as well as families requiring extended child care services to support the transition from welfare to a working environment.



## PROGRAM OVERVIEW

Southern NH Services, Inc. (SNHS) Child Development Program provides Head Start and Early Head Start services in Hillsborough and Rockingham Counties, NH. The program has both rural and urban sites and provides several program options including part-day Head Start, Head Start with wrap around childcare, center-based Early Head Start and home-based Early Head Start. SNHS provides services to 478 Head Start and 102 Early Head Start children and families. We estimate that we are serving approximately 13% of the income eligible children and families in our service area. Our average monthly enrollment is 100%.



- Part Day Head Start Program Model: This program model provides preschool experiences for children 3 to 5 years of age. It is designed to involve the whole family in a multifaceted approach to literacy and the child's developmental needs. In addition to individual classroom education activities, each child's medical, dental, nutritional, emotional, and social needs are addressed. Typically, the program hours are 8:30 to 12:30 and they are located in Manchester, Nashua and the towns of Greenville, Derry, Portsmouth, Seacoast, and Hillsboro.
- Early Head Start Program Model: Early Head Start serves children 0-3 year's old and pregnant women. Early Head Start provides services to infants, toddlers, and pregnant women as well as their families. Early Head Start tracks children's health and well child checks and completes



screenings to insure a healthy start for children. There is a home-based option that provides ongoing support to pregnant women, infants and toddlers and their families. Early Head Start centers are located in Manchester and Nashua.



- Head Start with wrap

around child care Model: This program model provides wrap around child care options to working parents. The program has three centers that provide full day services to Head Start eligible families. Each Center offers State Scholarship assistance for low-income families. Typically, the program hours are 6:30 am to 5:30 pm and they are located in Nashua, Manchester, and the town of Hillsboro. The programs consist of dedicated professionals with backgrounds in early childhood education, health, mental health, family services, and nutrition. The staff strives to deliver a comprehensive and high quality program designed to foster healthy development in low-income children.

**RESULTS OF THE FEDERAL REVIEW**

On 4/2012, the administration for Children and Families conducted a monitoring review of the Head Start and Early Head Start program. The program was found to be in compliance of all Head Start performance standards.

**Enrollment 2014-2015**

*Total Current Funded*

*Enrollment: 581 Children*

*Early Head Start Enrollment:*

**102**

*Head Start Enrollment: 478*

***The Percentage of enrolled children that received medical and dental exams***

- *At the end of the enrollment year (2013-2014) 100% of children were up-to-date with immunizations or all possible immunizations*
- *At the end of the enrollment year (2013-2014) 86.6% of children had a dental home*

**REVIEW EVENT SCHEDULE FOR SOUTHERN NEW HAMPSHIRE SERVICES, INC**

FY 2015	Head Start Key Indicator-Compliant (HSKI-C)
FY 2016	Environmental Health & Safety CLASS
FY 2017	Evaluation & Determination

## **BUDGET BREAKDOWN**

### Head Start/Early Head Start Budget Breakdown 2013-2014 (Most recently concluded fiscal year)

<b>Basic Head Start</b>		<b>Basic Early Head Start</b>	
<b>Head Start Federal Revenue:</b>	<b>\$4,093,557</b>	<b>Early Head Start Revenue:</b>	<b>\$1,218,232</b>
Salary and Wages	\$2,225,797	Salary and Wages	\$636,632
Fringe Benefits	\$929,335	Fringe Benefits	\$234,193
Other Equipment	\$13,139	Other Equipment	\$1,757
Office Supplies	\$38,231	Office Supplies	\$7,948
Child and Family Service Supplies	\$55,732	Child and Family Service Supplies	\$13,270
Food Services Supplies	\$7,910	Food Services Supplies	\$512
Other Supplies	\$139,321	Other Supplies	\$10,871
Total Contractual	\$6,549	Total Contractual	\$4,171
Usage Allowance	\$103,900	Usage Allowance	\$48,938
Utilities	\$87,380	Utilities	\$67,263
Building and Child Liability Insurance	\$15,433	Building and Child Liability Insurance	\$3,635
Building Maintenance	\$112,499	Building Maintenance	\$36,453
Staff Travel	\$42,571	Staff Travel	\$7,030
Nutrition Services	\$1,044	Nutrition Services	\$1,297
Parent Services	\$9,187	Parent Services	\$1,123
Advertising/Printing	\$6,448	Advertising/Printing	\$1,486
Other	\$17,191	Other	\$5,630
Indirect Costs	\$338,748	Indirect Costs	\$98,609
Training and Technical Assistance	\$49,849	Training and Technical Assistance	\$30,474

### Head Start/Early Head Start Budget Breakdown *Proposed Budget for 2014-2015*

<b>Basic Head Start</b>		<b>Basic Early Head Start</b>	
<b>Head Start Federal Revenue:</b>	<b>\$4,373,965</b>	<b>Head Start Federal Revenue:</b>	<b>\$1,300,550</b>
<b>Nonfederal Share:</b>	<b>\$1,093,491</b>	<b>Nonfederal Share:</b>	<b>\$325,138</b>
<b><u>Expenditures</u></b>		<b><u>Expenditures</u></b>	
<b>Personnel:</b>	<b>\$2,379,903</b>	<b>Personnel:</b>	<b>\$695,047</b>
<b>Fringe:</b>	<b>\$1,049,530</b>	<b>Fringe:</b>	<b>\$254,442</b>
<b>Equipment:</b>	<b>\$7,750</b>	<b>Equipment:</b>	<b>\$2,500</b>
<b>Supplies:</b>	<b>\$118,500</b>	<b>Supplies:</b>	<b>\$26,450</b>
<b>Contractual:</b>	<b>\$5,500</b>	<b>Contractual:</b>	<b>\$3,000</b>
<b>Other:</b>	<b>\$390,148</b>	<b>Other:</b>	<b>\$177,128</b>
<b>Indirect:</b>	<b>\$372,167</b>	<b>Indirect:</b>	<b>\$110,660</b>
<b>Training and Technical Assistance:</b>	<b>\$50,466</b>	<b>Training and Technical Assistance:</b>	<b>\$31,323</b>

### **2014-2015 PROJECTED AMOUNT OF PUBLIC AND PRIVATE FUNDS**

- United Way: \$48,000
- New Hampshire Child Care Scholarship: \$988,000
- Parent Tuition: \$299,000
- USDA: \$330,000



**School Readiness:** The goals and objectives developed for the five-year grant period address major areas of the Head Start Program Performance Standards including Program Design and Management, Early Childhood Development, Health and Nutrition, and Family and Community Partnerships. School readiness goals associated with each of these areas have been developed. SNHS provides a comprehensive approach to services with the philosophy that school readiness for the whole

child crosses all content areas. The provision of quality services to children and families are directly related to the quality of the systems and strategies developed to meet community needs.

**FIVE YEAR PROGRAM GOALS AND OBJECTIVES:**

**Program Design and Management**

**School Readiness Goal:** Ensure the implementation of management systems which sustain high quality services for children and families.

**Program Goals:**

- Support human resource systems that create an effective organizational culture
- Develop and implement strategies to support a comprehensive planning process.
- Promote effective systems of communication to ensure shared governance and staff input in program design and management
- Ensure quality education services for children by increasing staff understanding of emergent approach to curriculum & implementation of instructional supports.

**Early Childhood Development**

**School Readiness Goals:**

- Children will increase their ability to manage their behavior and to maintain healthy relationships with others.
- Promote school readiness skills, knowledge and attitudes necessary for success in school and for later learning and life.

**Health & Nutrition**

**School Readiness Goal:** Promote overall child health to support ability to learn.

**Program Goals:**

- Promote achievement and maintenance of a healthy body weight for children in the child development program.
- Meet the oral health needs of Head Start participants through a variety of strategies that address community gaps in dental services.
- Implement a multi-faceted approach for maintaining the health status of participants through a regular schedule of health care.

**Family & Community Partnerships**

**School Readiness Goal:** Provide experiences and education for parents to support their role as their child's first and most important teacher.

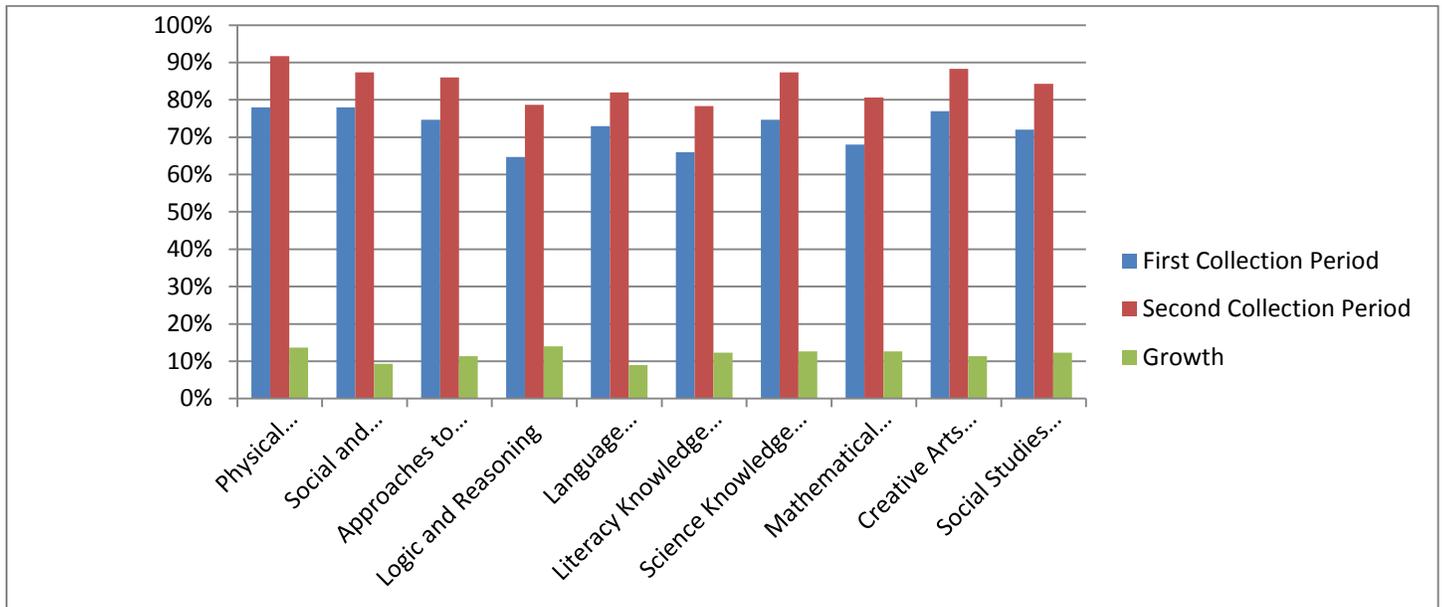
**Program Goals:**

- Prepare Head Start and Early Head Start families for transitions Birth to Six.
- Expand opportunities for parents to be involved in program planning and parent-identified advocacy opportunities.

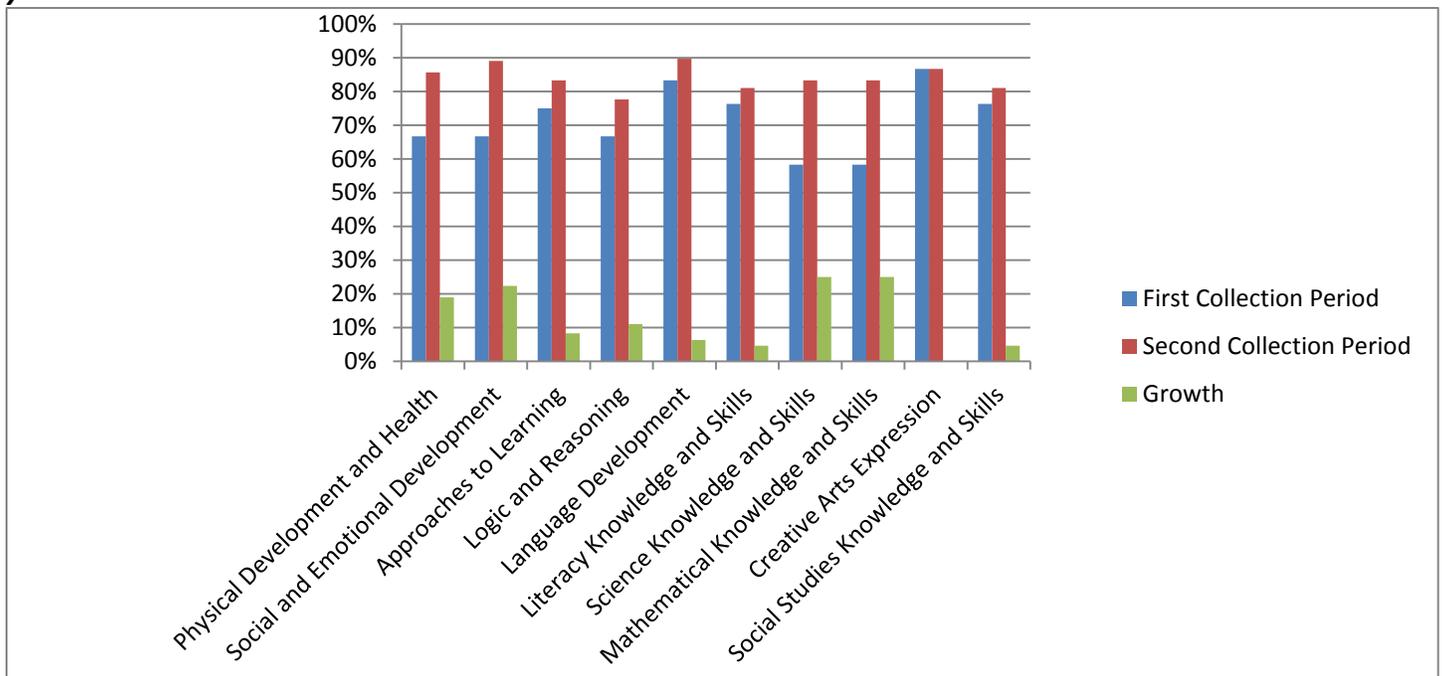
## **OUTCOMES REPORT – SOUTHERN NH HEAD START 2013-2014 OUTCOMES REPORT**

Child Outcomes data is collected through multiple sources including staff observations, analysis of children’s work, parent report, and direct assessment. Data is compiled into portfolios, developmental checklists and individualization forms and is then analyzed to direct instruction for each individual child in the classrooms. This information is carried into the home through the home-school connection process

***The following information outlines the performance results by measure for Head Start Work Sampling for 3 year old children***



***The following information outlines the performance results by Measure for Head Start Work Sampling for 4 year old children.***



## **Head Start to Public School Transition**

Transition into Kindergarten is supported by the classroom curriculum, family information given at family meetings, as well as through providing transition bags containing school supplies and books to each child who will be attending kindergarten. Transition activities are planned at individual sites to support the needs of the children and families and include classroom visits from school personnel, parent meetings with school personnel, assistance with registration, and communication with kindergarten teachers.

## **Information about Family Engagement**

SNHS has many opportunities for families to be actively engaged in initiatives to support school readiness. As the comprehensive grant outlines, the program supports activities including family volunteer days, helping hands opportunities, mascot bags, lending materials associated with physical development in the Good Guys Trunks, lending libraries, read-a-thons and much more.

The chart below highlights additions to the program-wide activities related to family engagement outcomes. The ***Literacy through Scrapbooking*** initiative supports families in creating family scrapbooks. **Participants learn how to preserve family memories by creating a scrapbook while promoting literacy through storytelling.** Parents who participate in the ***Recycle for Recreation*** join other parents in an interactive, hands-on workshop to create fun homemade toys and props that promote physical activity for your children with recycled materials. ***The Talk It Up*** initiative, developed internally, promotes language development by providing parents with information about the importance of ‘conversations’ with their children. Tips and activities are distributed monthly and cover topics such as using open-ended questions and adding new or unfamiliar words. The materials also give information about conversation starters during different times of the day such as at story time, bedtime, dinnertime, or in the car and give conversation strategies for sharing family stories. Moving forward the program plans to expand the ***Talk It Up*** initiative in to Early Head Start and to continue to promote the implementation of the initiative through ongoing staff support.

	Well-Being	Parent-Ch Rel	Lifelong Educators	Family Learners	Transitions	Connections Peers/Comm	Advocates Leaders
<b>Literacy Through Scrapbooking</b>		X	X	X		X	
<b>Recycle for Recreation</b>	X	X	X	X		X	
<b>Talk It Up</b>		X	X	X			

## **Community Support**

- Number of persons providing volunteer services to the program for 2013-2014 was reported as being 978 individuals in the Early Head Start and Head Start program

SNHS Head Start and Early Head Start are engaged as project partners with a ***Project Launch*** pilot project focused on the city of Manchester. This collaboration grant is enhancing the delivery of services for children and families facing behavioral challenges that impact school readiness. The goal of the project is *to improve the child services system at the State, Tribal and community levels, including improved coordination and collaboration across agencies serving young children and families.* The resulting enhanced service delivery system will include;

- increased access to developmental assessments,
- increased availability of mental health consultation in primary and early childhood settings,
- integration of behavioral health services to support children and families, expanded use of prevention and wellness-promotion practices, and
- A workforce with increased understanding of healthy development.

It is expected that these enhancements will result in ‘more children reaching developmental milestones on schedule and entering school ready to learn’. The five local agencies participating in the project are building relationships to improve collaborative practices. SNHS Head Start is providing an enhancement to the social emotional content through a coaching model in two Head Start classrooms and on-site behavioral support. SNHS Early Head Start, in conjunction with a local partner, is providing an enhancement to the home based services designed to increase the focus on social-emotional well-being.

### **Total Cumulative Enrollment (2013-2014)**

Actual number of children and pregnant women served by the program throughout the entire program year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive services cumulatively throughout the program year than indicated by the funded enrollment numbers.

Cumulative	<i># of participants</i>
Early Head Start	159
Head Start	531

### **Additional Information**

- Total cumulative enrollment for Head Start: 531
- Total cumulative enrollment for Early Head Start
- SNHS Head Start/Early Head Start employees 159 individuals
- Manchester Early Head Start and Rose Byrne Head Start are accredited by the National Association for the Education of Young Children (NAEYC)
- All part day Head Start centers are designated licensed plus centers by the state of New Hampshire licensing bureau
- All of our home visitors and family service workers have Associates or higher degrees
- 38% of preschool classroom teachers have a BA in ECE
- 18% of preschool classroom teacher have a BA in related field
- 34% of preschool classroom teachers have an AA in ECE
- 100% of center-based classes serving preschool children have a least one teacher with an advanced/baccalaureate/associate degree in ECE or related field
- 16% of infant toddler classroom teachers have BA in ECE
- 11% of infant/toddler staff have a BA in related major to ECE with experience teaching infants and/or toddlers
- 50% of infant and toddler classroom teachers have an AA in ECE
- 22% of infant and toddler classroom teachers have a Child Development Associate (CDA)

