

ANNUAL REPORT

**Head Start
Early Head Start
2015-2017**



**FAMILY and CHILDREN'S SERVICES
Coastal Community Action, Inc.
303 McQueen Avenue
Newport, NC 28570**



APPROVALS: Policy Council: 03/15/2018 Board: 03/28/2018

Head Start/Early Head Start Child Development Centers

All Head Start/Early Head Start Child Development Centers operated at Coastal Community Action, Inc. are Five-Star licensed centers located in Carteret, Craven and Pamlico Counties, providing services to children zero-to-five-years-old.

Beaufort Child Development Center
201 Professional Park Drive
Beaufort, NC

Duffyfield Child Development Center (currently serves Head Start Children only)
1200 Myrtle Avenue
New Bern, NC

FR Danyus Child Development Center
622 West Street
New Bern, NC

Godette Child Development Center
125 Old Godette School Road
Havelock, NC

Newport Child Development Center (currently serves Head Start Children only)
5601 Highway 70 East
Newport, NC

Pamlico Child Development Center
11313 NC Highway 55 East
Grantsboro, NC

Craven County Family Literacy/Craven County Public Schools:

James W. Smith Elementary School
150 Koonce Town RD
Cove City, NC

Vanceboro Farm Life
2000 Farm Life Avenue
Vanceboro, NC



ENROLLMENT: NUMBER OF CHILDREN SERVED

Program Year 2015-2016 Funded Enrollment

617 Head Start Children 689 Total Served
 142 Early Head Start Children 176 Total Served

Administration for Children and Families Office of Head Start	Head Start 3-5 years-old	Early Head Start 0-3 year-olds	TOTAL
FUNDED \$6,255,450	617	142	759
ACTUAL \$6,255,450	689*	176	865

Services at Remote Sites

CCA Head Start services are offered to children at two remote sites in Craven County through a partnership with Craven County Family Literacy (CCFL).

Public School Site/Location	Head Start/NC Pre-K 4-year-olds
James W. Smith, Cove City	36
Vanceboro Farm Life, Vanceboro	36
Total	72

***Total number of 4-year-olds funded to participate in dual enrollment for Head Start and NC Pre-K early education services for kindergarten readiness: 298 included 689 actual total**

Home-Based Services

Home-based services are provided for Head Start/Early Head Start children in Carteret, Craven, Jones, and Pamlico Counties. Children experience classroom learning through Socializations at the Duffyfield Child Development Center in New Bern twice per month. Parents also attend Socializations with their children.

Home-Based Option	Head Start 4-5 year-olds	Early Head Start 0-3 year-olds	Total
All four counties	12	54	66



Program Year 2016-2017

Funded Enrollment

617 Head Start Children

689 Total Served

142 Early Head Start Children

176 Total Served

Administration for Children and Families Office of Head Start	Head Start 3-5 years-old	Early Head Start 0-3 year-olds	TOTAL
FUNDED \$6,368,048	617	142	759
ACTUAL \$6,368,048	701*	177	878

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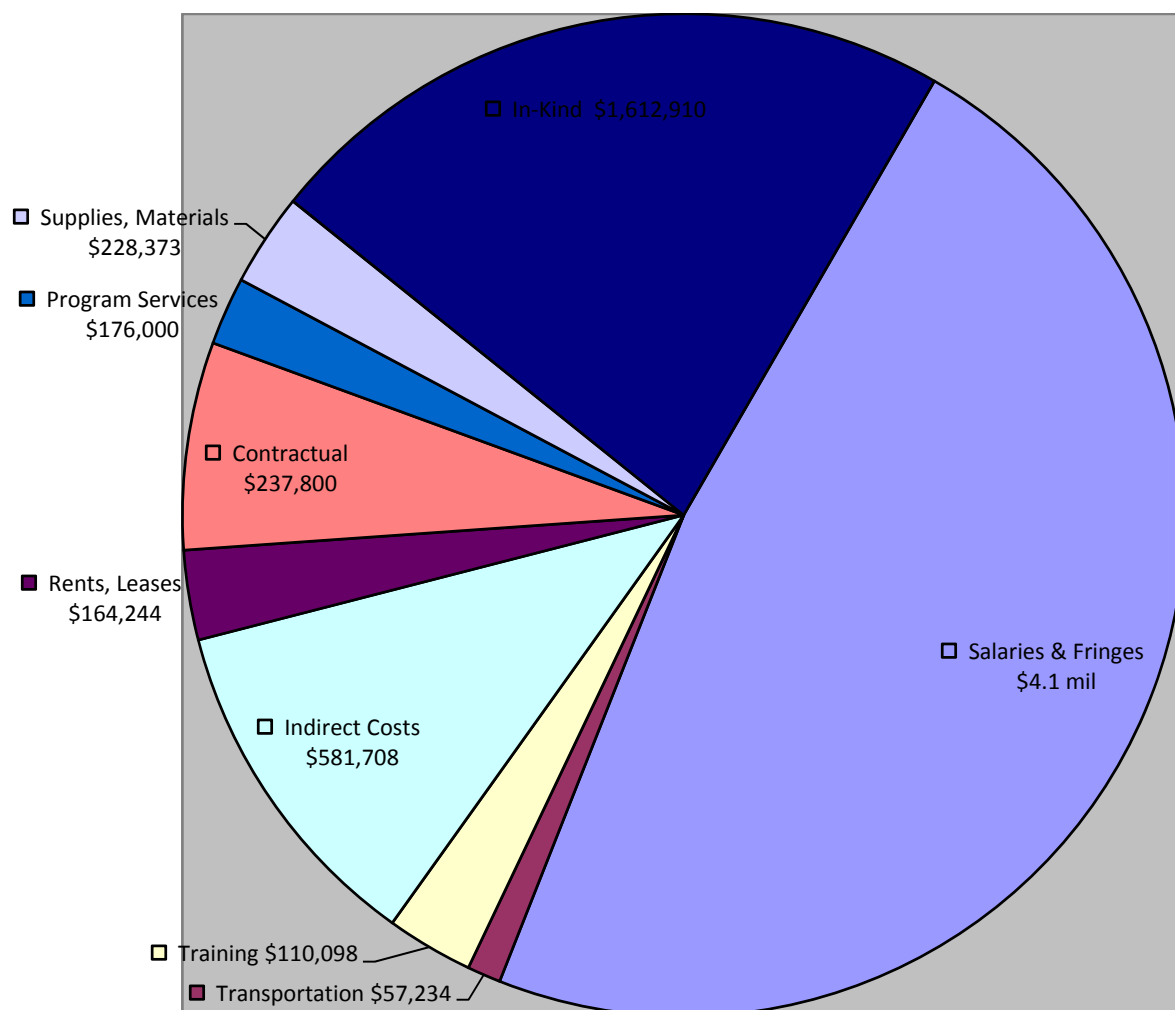
Home-Based Option	Head Start 4-5 year-olds	Early Head Start 0-3 year-olds	Total
All four counties	11	54	65

ATTENDANCE: *An average of approximately 83%-85% of children attended HS/EHS each month during the period 2015-2017. Data were captured in monthly director's report, and provided to the Board and Policy Council as required.*

Funding Resources

OFFICE OF HEAD START GRANT AWARD 2015-2016	
Head Start	\$4,521,432
Early Head Start	\$1,734,018
Training/Technical Assistance	\$96,347
Non-Federal Share	\$1,658,130

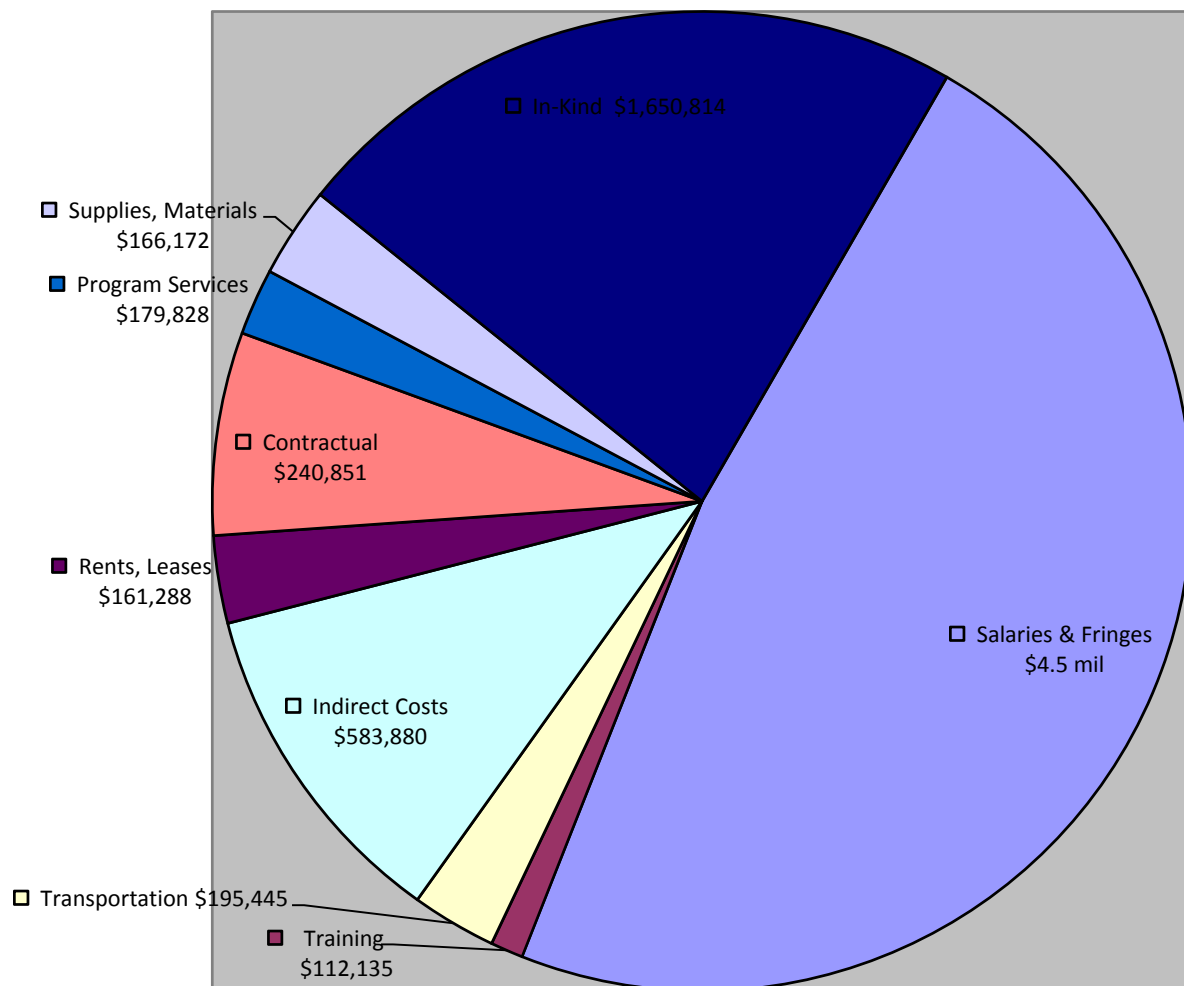
OTHER RESOURCES	
USDA-Child and Adult Care Food Program	\$363,343
Craven County Smart Start	\$69,120
NC Pre-K Sub-Contracts	\$520,000
Community Services Block Grant	\$430,876
Bright Futures Grant (dental education)	\$5,000
Head Start-Work First Collaboration	\$45,000



Funding Resources

OFFICE OF HEAD START GRANT AWARD 2016-2017	
Head Start	\$4,602,818
Early Head Start	\$1,765,230
Supplemental Grant (2 new buses)	\$138,858
Training/Technical Assistance	\$96,347
Non-Federal Share	\$1,650,814

OTHER RESOURCES	
USDA-Child and Adult Care Food Program	\$395,000
Craven County Smart Start	\$69,120
NC Pre-K Sub-Contracts	\$450,000
Community Services Block Grant	\$387,876



HEAD START PLEDGE

I believe every child can succeed,

I believe my work in head start helps children and families succeed,

I believe every vulnerable child should be served by head start.

I pledge to work together with the families I serve, my community partners, and my colleagues

I pledge to work together to ensure this nation honors its commitment to vulnerable children

I pledge to be part of the untiring voice that will not be quiet until every vulnerable child is served by Head Start.

SCHOOL READINESS

Our approach to School Readiness aligns with the latest Head Start Early Learning Outcomes Framework (HSEOLF, 2015), Parent, Family, and Community Engagement Outcomes and NCDCDEE state standards for early childhood education. The School Readiness Team is comprised of staff, parents, Board and Policy Council members, and community partners in early childhood education and family services. The team meets four times per year to evaluate progression of our School Readiness goals.

During the beginning of each program year, parents attend Parent Orientation, to become familiar with the staff and the center where their child/ren will attend. Parents receive an introductory overview of Head Start/Early Head Start procedures and agency policies related to their child's classroom, educational growth and development, attendance, health, nutrition, safe environment practices, family services and other topics. Such efforts are made to engage parents and affirm that we are in partnership with them to help their children to become prepared for kindergarten.

Teachers conduct home visits to develop and strengthen relationships with parents and children. Parents are encouraged to be involved by volunteering in their child/ren's classroom.

All Head Start/NC Pre-K children transitioning to public schools attend a field trip visit to their school. Children and their parents meet teachers in kindergarten classrooms, and are afforded the opportunity to participate in group activities to prepare them for expectations of going into the next level of education. Essentially, Head Start prepares children for lifelong academic success.



School Readiness Goals

- 1
Healthy Interactions
Children will engage in healthy relationships and interactions with adults and peers.
- 2
Healthy Emotions and Behaviors
Children will display a healthy range of emotional expression and learn positive alternatives to aggressive or isolating behavior.
- 3
Receptive Language
Children will comprehend increasingly complex and varied vocabulary.
- 4
Expressive Language
Children will use language to express ideas and needs, engage in conversation and communication with others.
- 5
Reasoning and Understanding
Children will observe and collect information and use it to ask questions, predict, explain and draw conclusions to gain a better understanding of information and activities.
- 6
Healthy Habits
Children will understand and practice healthy and safe habits.
- 7
Interest and Attention
Children will show an interest in varied topics and activities, a desire to learn, creativeness, and independence in learning.

Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)

ELIGIBILITY

PROGRAM	HEAD START		EARLY HEAD START	
PROGRAM YEAR	2015-2016	2016-2017	2015-2016	2016-2017
100% below poverty	549	540	142	137
Public Assistance	31	39	17	12
Foster Care	11	05	02	06
Homeless	35	53	11	16
Over Income	63	64	04	6

RECRUITMENT

Strategies for recruiting eligible children for Head Start and Early Head Start are planned annually. The Recruitment Planning Committee meets monthly to evaluate activities implemented for recruiting families, and to enlist new ideas. Collaborative efforts with local education agencies (LEAs), faith-based, civic and community organizations, county Departments of Social Services, Smart Start partnerships, and parent committee events have proven to be the best avenues for identifying our target population. Emphases are placed on children in foster care, with special needs and/or homeless. Promotional activities include media advertisements, distribution of print materials about Head Start/Early Head Start, speaking engagements and training workshops for potential families for enrollment. Recruitment plans are presented monthly to governing bodies and management staff.

SELECTION CRITERIA

Criteria for selection is based on a scale for determining the neediest of needy children for both center-based and home-based options. Points are awarded to families to ensure fair opportunities and to avoid discriminatory practices during the evaluation of applications.

2015-2017	<u>Criteria</u>	<u>Points</u>
	• At or below Poverty Guidelines	85
	• Above Poverty, NC Pre-K Collaboration	70
	• Over Income, transitioning from EHS/ or child w/ disability.	70
	• Over Income.....	00
	• Family receives TANF/Work First	85
	• Family receives SSI	85
	• Enrolling child is a foster child	85
	• Family is homeless as defined by McKinney-Vento Act.....	100

HEALTH AND NUTRITION

Reports for Children With:	Head Start		Early Head Start	
	2015-2016	2016-2017	2015-2016	2016-2017
Health Insurance	680	687	173	174
Medicaid or State CHIP	594	630	159	164
Private Health Insurance	43	21	05	03
Other Health Insurance	43	36	09	07
No Health Insurance	09	14	03	03
Medical Home	679	686	176	166
Dental Home	627	643	152	100

Child Health Screenings

Children Receiving Screenings	Head Start		Early Head Start	
	2015-2016	2016-2017	2015-2016	2016-2017
Developmental	684	601	157	129
Hearing	667	674		
Vision	673	673		
Dental	620	641		

Child Health Outcomes

Children with Chronic Health Problems Reported and Received Services	Head Start		Early Head Start	
	2015-2016	2016-2017	2015-2016	2016-2017
Asthma	51	47	03	08
Anemia	03	04	01	01
Hearing Difficulties	04	01	02	02
Vision Difficulties	12	19	0	0
Obese Weight*	127	118	0	0
Overweight*	102	84	0	0
Underweight*	58	436	0	0
High Lead Content	02	05	0	0
Juvenile Diabetes	0	0	0	0

*Early Head Start children not measured for over, under, or obese weights for health outcomes.

Nutritious Meals and Healthy Snacks

For the program year 2015-2016 and 2016-2017, an average of 8,000 nutritious meals and healthy snacks were provided each month to children enrolled in our Head Start, NC Pre-K, and Early Head Start program. This includes breakfast, lunch and at least one snack per day, provided through USDA funding for the Child and Adult Care Food Program (CACFP). Meal planning and menus are developed by the nutrition manager, who also, is a licensed dietician. Menus are provided for review by governing bodies on a monthly basis. Menus are posted at each center for parents to review in languages representative of families in the program. The nutrition manager also provides training and support to parents for healthy meal planning, developing skills in budgeting and assistance with making better food choices.



DISABILITIES AND MENTAL HEALTH

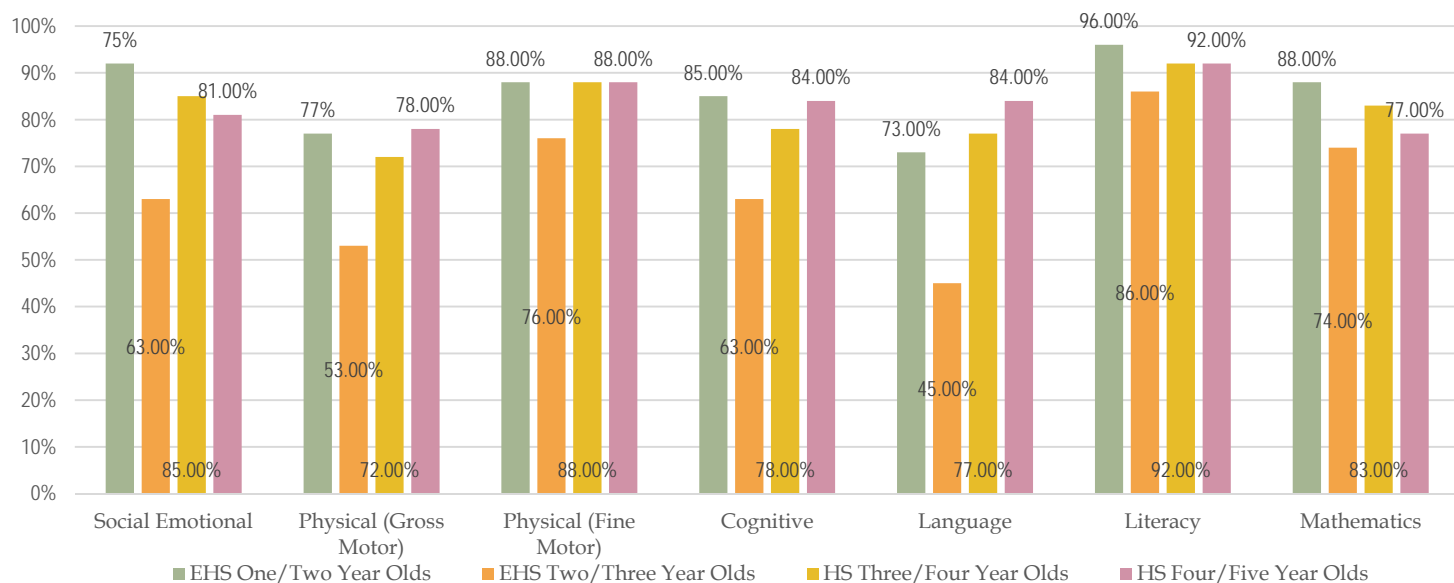
Children Receiving Services for Disabilities and Mental Health	Head Start		Early Head Start	
	2015-2016	2016-2017	2015-2016	2016-2017
Behavior/Mental Health	29	47	07	13
Mental Health Assessment	29	46	01	01
Outside Mental Health Referrals	02	05	0	01
Early Intervention/ Individualized Family Service Plan (IFSP) or Individual Education Program (IEP)	65	77	15	28
Follow-up required from developmental, sensory and behavioral screenings	26	17	05	09
Health Impairment (IDEA: Individuals with Disabilities Act)	0	0		
Emotional Disturbance	0	0		
Speech or Language Impairments	32	35		
Intellectual Disabilities	0	0		
Hearing Impairment/Including Deafness	02	01		
Orthopedic Impairment	0	0		
Visual Impairment/Including Blindness	0	01		
Specific Learning Disability	0	0		
Autism	01	04		
Traumatic Brain Injury	0	0		
Non-categorical/Developmental Delay	30	36		
Multiple Disabilities (excluding deafness and blindness)	0	0		



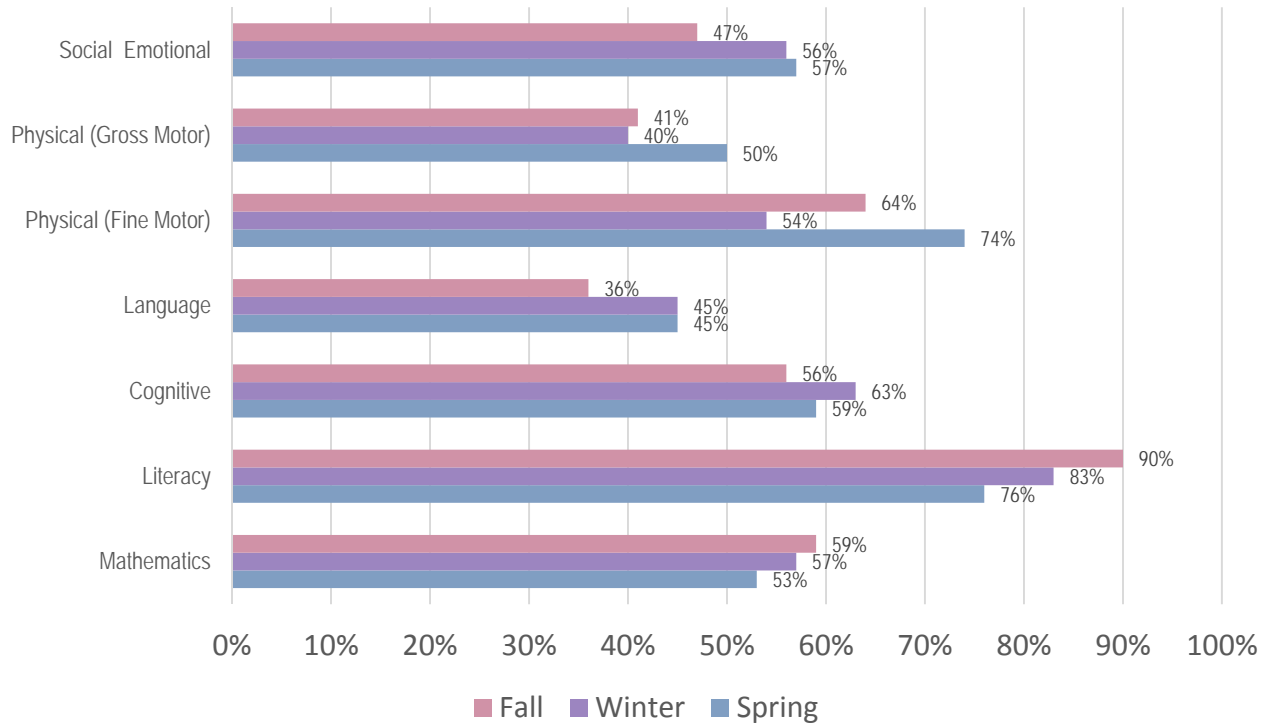
CHILD OUTCOMES

Percentages highlight the number of children meeting or exceeding age-appropriate developmental expectations for kindergarten readiness. Teachers track progress using Teaching Strategies Gold.

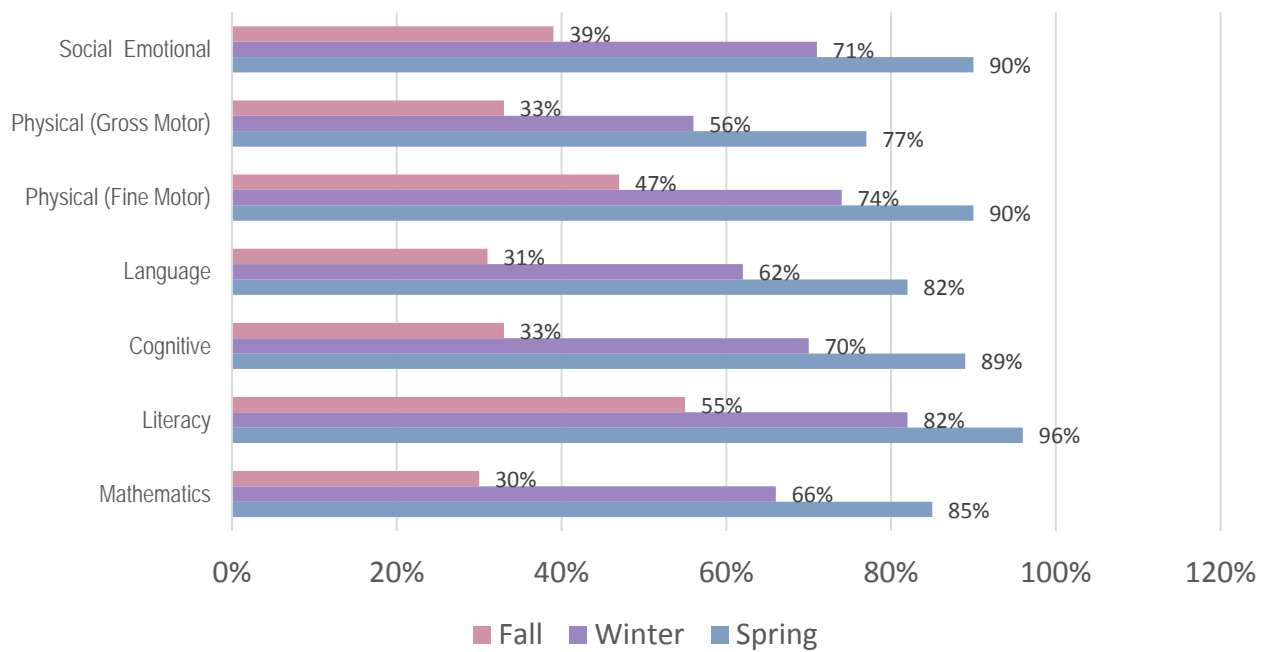
HEAD START and EARLY HEAD START 2015-2016



Early Head Start 2016-2017



Head Start Children 2016-2017

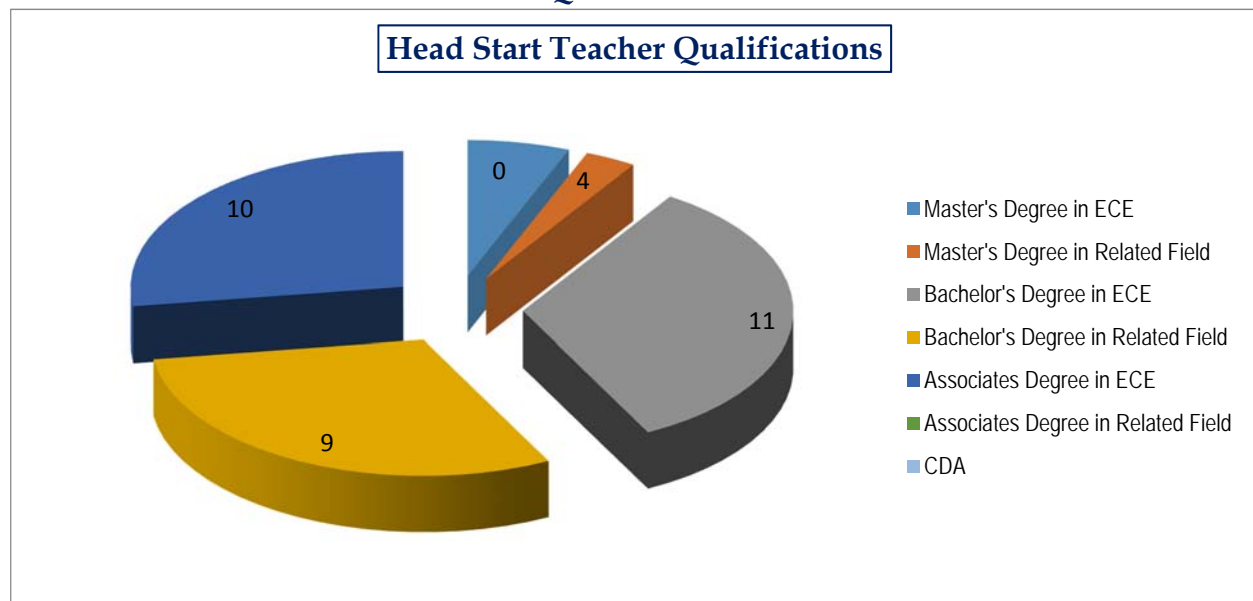


CURRICULUM

Lesson plans are developed using *Creative Curriculum*. Some of the strategies used by our education team include maintaining safe, nurturing environments, activities integrated for promoting positive behaviors, consistency in the approach to stimulating children's physical and social/emotional development and self-regulation in group learning settings. Provisions are made for children with special needs, to ensure inclusion at every level. The education and child development services manager and specialists conduct classroom observations and monitoring to assess classroom staff. Monitoring is designed to ensure teachers are diligent in

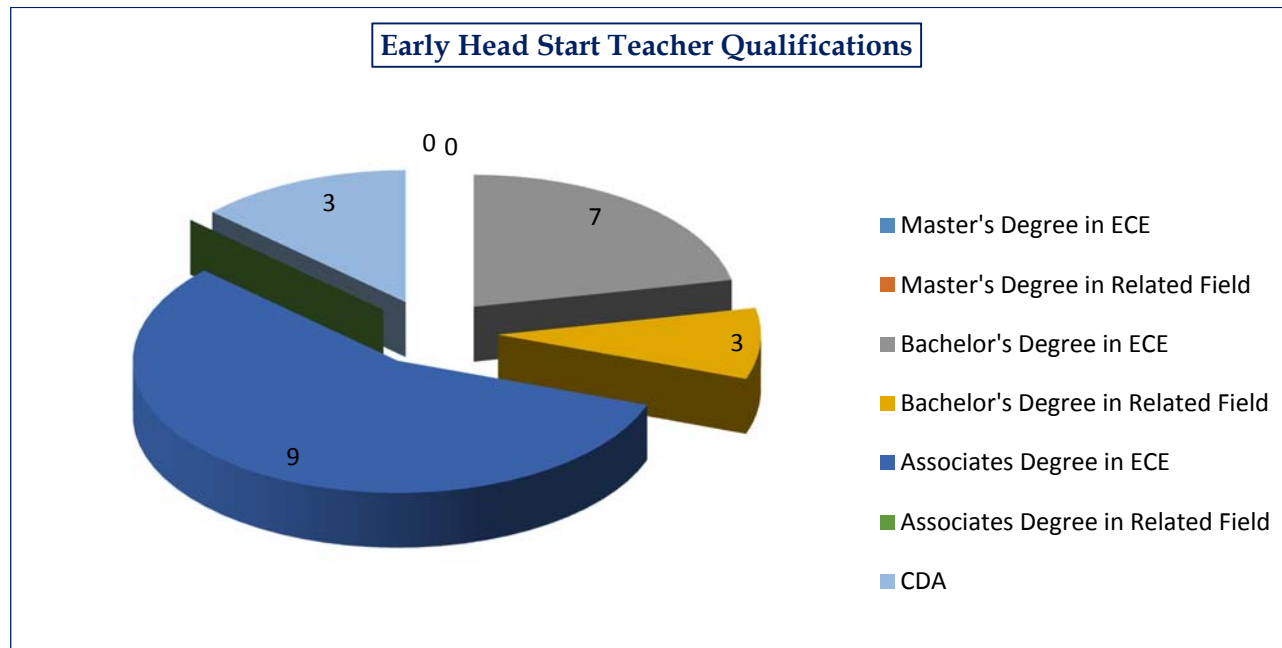
- fostering independence, self-confidence, and skills to achieve autonomy in each child
- establishing methods for ease of transition between activities
- encouraging play and active exploration to support development of gross motor skills
- engaging children in the development of physical skills, recognition of letters and symbols that support emerging literacy and numeracy identification
- leading children in learning verbal and nonverbal methods of communication
- providing opportunities for creativity music, arts and movement

STAFF QUALIFICATIONS



Head Start Teacher Assistant Education:

Advanced Degree in ECE	0
Advanced Degree in any field, with coursework/related equivalent to ECE	2
Bachelor's Degree in ECE	3
Bachelor's Degree in any field, with coursework related/equivalent to ECE	6
Associates Degree in ECE	20
Associates Degree in any field, with coursework related/equivalent to ECE	4
Child Development Associate (CDA) Credential	4
Credential for infants/toddlers, preschool, etc. that exceeds CDA requirements	1



PARENT ENGAGEMENT ACTIVITIES

Parent engagement activities are planned and implemented by the Parent, Family and Community Engagement (PFCE) team to ensure parents are aware of the resources offered by the Family and Children's Services Program (FCSP). All parents meet with a family development specialist, or their child's teacher, to establish a *Family Partnership Agreement*. Services are provided to Head Start and Early Head Start families in alignment with the needs of the community. The PFCE team helps parents with developing decision-making and leadership skills. The Head Start Program Performance Standards require that all Head Start programs involve parents in program planning, policies, and operations of the Head Start program serving their children. The Head Start Policy Council is the primary vehicle for involving parents in decision-making concerning their role as a shared governing body adjacent to the Board of Directors. Each of our child development centers benefits from family-centered activities coordinated by parent committees. Training events, parent activities, and parent-child celebrations are planned by parents collaboratively with center managers and PFCE staff. The PFCE team provides an average of 18 workshops annually for parents to gain skills in employment readiness, money management, positive parenting, housing options, home ownership preparation, and how to effectively communicate with teaching staff.

Male Involvement Initiatives

In 2016 and 2017, the "Bring Daddy to School" activity was widely successful, and our Male Involvement Initiatives have garnered state-wide recognition among other Head Start programs. An average of 60 males per child development center, which consisted of fathers, brothers, grandfathers, uncles, stepfathers, pastors, and various male community volunteers have attended the "Bring Daddy to School" in support of children enrolled in our HS/EHS program.

For this event, males attend class with the children for the 4.5 hour service day and participate in sharing breakfast, lunch and all indoor/outdoor creative learning activities. Additionally, an annual “Man Up” conference is held to provide training and inspirational messages by other men for one full day. Each man receives a personal gift for their volunteerism. Nominations for “Father of the Year” are submitted by center managers and their teaching staff, and winners are announced during the conference. The “Father of the Year” recipient each year is recognized during the annual Celebration of Success, hosted by CCA.





Fathers and other male role models volunteering at our centers!

Family Development Services

The promise of community action came alive in the life of M. Mabry. Her initial interaction with community action happened as a result of being referred to the Family Development Specialist by her food subsidy worker at Jones County Department of Social Services.

At intake Ms. Mabry shared that she was afraid that with her health issues that she would not be able to continue working the two part-time jobs that she had been working. She did not have medical insurance which made a treatable condition worse. She also, was having trouble maintaining her housing, and her only source of transportation was subject to breakdown. With all of these situations going on in her life Ms. Mabry always kept a positive attitude. She told the FDS that she wanted to get a GED or high school diploma and get one job with benefits.

While attending an office visit with the FDS at one of the Head Start Centers, Ms. Mabry saw a job posting for a cook position and said that she wanted to apply. She was given the application and asked to bring it back for the FDS to provide constructive feedback before Ms. Mabry submitted her packet to Human Resources. When the FDS looked over the application she noticed that Ms. Mabry indicated that she had a high school diploma-which she did not have at that time. The FDS asked her to correct it and submit the application. Ms. Mabry consented and changed the application. Ms. Mabry had all the other qualifications for the position except the high school diploma.

When Ms. Mabry was notified of her interview, the FDS and a center manager conducted a mock team interview, and as a result, Ms. Mabry proved that she was qualified for the position. The human resources director gave Ms. Mabry an opportunity to get her high school diploma within her 90-day introductory period. Ms. Mabry accomplished this goal, and now works for the agency full-time and receives benefits. She is able to meet the needs of her family and continue striving to achieve other goals for higher education and home ownership.

SELF-ASSESSMENT

Each year a Self-Assessment of the program is conducted in January. Raw data are maintained and the results are compiled and a Quality Improvement Plan is developed by the program director, deputy program director and content areas managers. Self-Assessment tools are used: Interviews, observations, checklists and file/folder reviews, coupled with the CATscan (Western Kentucky University). The Quality Improvement Plan (QIP) is presented to the Board of Directors, Policy Council, staff, parents and all community partners participating on the team. All data and findings are provided to the Board and Policy Council for approval, and finally, submitted to the Office of Head Start with the five-year grant application for Head Start/Early Head Start.

Results from the 2017 Self-Assessment are summarized as follows:

- Hire a qualified Chief Financial Officer; receive approval from OHS
- Integrate new HSPPS into all policies and procedures
- Policy Council members frequently have scheduled, regular meetings without appropriate representation to conduct and vote as required
- Ensure vacancies are filled according to By-Laws for both governing bodies
- Develop training plans for Board and Policy Council
- Increase collaborations with public schools for HS transitions to kindergarten
- Conduct Wage Comparability Study
- Monitor FPA processes, ensure consistency, and follow-through on parent goals
- Increase parent and community engagement
- Increase family literacy services program-wide
- Plan for staff retention to ensure smooth transitions in times of high staff turnover
- Expand community partnerships to support the needs of families
- Increase CLASS scores for individual classrooms scoring lower in Instructional Support Services
- Provide ongoing training procedures for safety; staff need to ensure ID badges are worn at all times during working hours
- Procedure needed to define teacher-child ratios
- Improve follow-up process for tracking FPAs
- Increase parent engagement
- Improve tracking follow-up for health and dental data
- Train staff to ensure consistency in procedures for fiscal requirements

At least 85% of the findings have been corrected, or are in action as addressed in the Quality Improvement Plan.

COMMUNITY ASSESSMENT

The most recent Community Assessment was completed in August 2015. A copy of the results was distributed to all stakeholders, community partners, county commissioners, and hard copies are available in the CCA Administrative Office in Newport. The data collection process for the next Community Assessment will begin in 2019.

ALIGNED MONITORING AND AUDITS

In November 2015 the Head Start/Early Head Start program at CCA received an Office of Head Start Aligned Monitoring Review event for Environmental Health and Safety. The review tested all environments, inside classrooms and playgrounds, buses, human resources, and all policies and

procedures related to the health, safety and well-being of children enrolled in our program. One concern was noted regarding one classroom because of the age of the building.

Corrective actions were administered prior to the end of the review.

A copy of the letter from the Office of Head Start is attached to the report.

January 2016, the Fiscal Integrity and ERSEA Aligned Monitoring Review was completed. There were no findings as a result of this review. A copy of the letter from the Office of Head Start is attached.

In March 2016, the CLASS Aligned Monitoring Review was completed by the Office of Head Start. A copy of the letter from the Office of Head Start is attached.

CLASS scores are reported below:

Domain	Score	Domain	Score	Domain	Score
Emotional Support	6.1700	Classroom Organization	5.8267	Instructional Support	3.1867

Dimensions

Positive Climate	6.10	Behavior Management	6.04	Concept Development	2.98
Negative Climate	1.00	Productivity	6.12	Quality of Feedback	3.22
Teacher Sensitivity	5.90	Instructional learning Formats	5.32	Language Modeling	3.36
Regard for Student Perspectives	5.68				

Audit

For the last eight years Coastal Community Action, Inc. has received an annual audit review, conducted by Petway, Mills & Pearson, a certified public accountant firm based in Raleigh, NC. Audit reports for program year 2015-2016 are posted on the CCA website. Results of the audit were presented to the Board of Directors and the Policy Council during regular meetings for each governing body. The audit for 2016-2017 is in progress.

PARTNERS/COLLABORATORS...



Craven County Schools
Craven County, North Carolina



Pamlico County Schools
We Do What's Best For Children



**JONES COUNTY
PUBLIC SCHOOLS**

Partners and Collaborators (This list may not include specific individuals within groups)

All Saints Anglican Church, Newport

Alpha Kappa Alpha, New Bern Chapter

Boys' and Girls' Clubs of Coastal Carolina

Care 2 U Medical Services

Caroline's House

Carteret Community College

Carteret County Area Transportation System

Carteret County Department of Social Services

Carteret County Health Department

Carteret County Public Schools

Carteret Smart Start-Partnership for Children

Craven Area Rural Transit System

Children's Developmental Services Agency

Christian Outreach Ministries, New Bern

Coastal Children's Clinic

Coastal Women's Shelter

Cooperative Extension, Carteret, Craven and Jones Counties

Cotton Funeral Home, New Bern

Craven Community College

Craven County Department of Social Services

Craven County Family Literacy

Craven County Health Department

Craven County Public Schools

Craven Smart Start-Partnership for Children

Delta Sigma Theta, New Bern Alumnae Chapter

Division of Workforce Solutions, Carteret and Craven Counties

Dr. Stanley Rule

Easter Seals United Cerebral Palsy Transitions

Family Promise

Greene Lamp, Inc. (Community Action Agency)

Interfaith Refugee Council

Jones County Department of Social Services

Jones County Education Center-Lenoir Community College

Jones County Health Department

Jones County Public Schools

Jones County Smart Start-Partnership for Children

Martha's Mission

Miles of Smiles

National Council on Aging

National Head Start Association

Neuse River Community Development Corporation

Neuse River Housing Alliance

New Beginnings Ministry, Havelock

New Bern Housing Authority

North Carolina Community Action Association

North Carolina Head Start Association

North Carolina Symphony

Pamlico Community College-Pamlico JobLink

Pamlico County Department of Social Services

Pamlico County Health Department

Pamlico County Public Schools

Pamlico Smart Start-Partnership for Children

Promise Place

Religious Community Services

Salvation Army, Craven and Pamlico Counties

Second Blessings

Smile Mobile

Sounds of Freedom Toastmasters

Speech Plus Therapy

Teisa Glover, Realtor

Trinity Presbyterian Church, Havelock

Twin Rivers Opportunities

Uniforms PRN-The Shoe Boutique

United Missionary Baptist Church, New Bern

WAGES, Inc. (Community Action Agency)





COASTAL COMMUNITY ACTION, INC.

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