

Snyder Union Mifflin Child Development, Inc. (SUMCD)  
**HEAD START & EARLY HEAD START ANNUAL REPORT**

Fiscal Year: April 1, 2012 – March 31, 2013

Prepared: October 23, 2013

**“Building the future through early care and education, one family at a time.”**



This REPORT focuses on the **Head Start and Early Head Start** programs, which serve young children from families with incomes at or below the federal poverty level. SUMCD has been providing Head Start services since 1969 and Early Head Start services since 1992. In addition to the comprehensive services to children (which include education, health, nutrition, medical, and dental services), Head Start and Early Head Start involve caregivers in the programs. Family services include information about child development, assistance with referrals to local social service, employment, and education agencies, and more. Head Start and Early Head Start emphasize engaging parents/caregivers in developing goals for their children and themselves, with staff supporting them in meeting those goals. Through the Policy Council, parents have a strong voice in program development and operations. Programs such as Head Start and Early Head Start are successful because they engage parents in every aspect of their child’s growth and development, while assisting them in reaching their own life goals.



This REPORT includes information that all Head Start and Early Head Start programs must share publicly at least once a year through an annual report. If you would like more information about these programs, please contact SUMCD at 570-966-2845 (Union/Snyder Counties) or 717-242-3032 (Mifflin County).

**Audit Report by Herring and Roll, CPA, for Year Ending March 31, 2013:**

- No findings related to the financial statements as per generally accepted Government Auditing Standards
- No audit findings for federal awards
- No reportable conditions in internal control over major programs
- No audit findings under Section 510(a) of OMB Circular A-133

**Summary of Funding Received:**

<b>PUBLIC FUNDS:</b>	
HS/EHS federal grants:	\$4,302,419
Child and Adult Care Food Program grant:	\$176,153
Early Intervention funds from local Intermediate Unit	\$93,156
Volunteer support and local donations	\$939,272
<b>TOTAL PUBLIC FUNDS:</b>	<b>\$5,511,000</b>

**Comparison of Budget with Actual Expenditures:**

*(Does not include ARRA expenditures, which ended September 30, 2012)*

Expense Categories	Actual	Budget	<i>All expenditures were allowable, allocable, and reasonable in support of quality services to 360 Head Start and 145 Early Head Start funded children and families.</i>
Personnel	2,123,721	2,149,311	
Fringe Benefits	587,520	630,440	
Travel	0	5,000	
Equipment	50,922	50,922	
Supplies	79,332	65,432	
Contractual	128,307	81,440	
Other	757,834	716,668	
Indirect-Administrative Expenses	574,783	603,206	
<b>TOTAL EXPENSES</b>	<b>4,302,419</b>	<b>4,302,419</b>	



## Service Statistics:

**Head Start:** 360 preschool children funded; 426 children served over one year period.

- Average monthly enrollment was 100% of funded enrollment. Within the first 45 days, services for 3.5% of the total children served were discontinued by parent/guardian. This is a significant reduction from 15% in 2012.
- Of the children enrolled at the end of the year, 48% transitioned to kindergarten.
- Of the children enrolled beyond 45 days:
  - 100% ended the program year with health insurance, 98.1% had a medical home, and 96.9% were up-to-date with immunizations. The children who were not up-to-date had medical conditions that prevented them from receiving immunizations.
  - 96% of the children had a dental home and 90% of children who needed dental treatment received that treatment.
- 125 children or 29.3% of enrolled children had an Individualized Educational Plan (IEP), an increase of 5 children from 2012.
- 5 families experienced homelessness during the enrollment year.
- All parents were involved in services through one or more of the following activities: parent meetings, parent education training events, Policy Council, Board of Directors, classroom volunteering, family days, home visits, and parent conferences.
- 68% of Head Start teachers had a Bachelor's Degree or higher.



**Early Head Start:** 145 infants/toddlers/pregnant women funded; 130 by the federal EHS grant and 25 through the state Maternal Infant Early Childhood Home Visiting (MIECHV) Grant Program. 16 of the federally funded were a combination home and center-based program for 2 year olds, with the remaining 129 home-based. Over the one-year period 205 infant/toddlers and 23 pregnant women were served.

- Average monthly enrollment was 100% of funded enrollment. Within the first 45 days, services for 14 infants/toddlers, or 6.8% of total children served, were removed from services by their parents/guardians. This is a significant reduction from 30% in 2012.
- 206 children completed medical exams or 100% of children who were enrolled beyond 45 days.
- 116 children completed dental exams or 64% of children enrolled beyond 45 days.
- Of the infants enrolled beyond 45 days:
  - 99% ended the program year with health insurance, 100% had a medical home, and 100% were up-to-date with immunizations.
  - 2% of the infants were diagnosed with chronic health conditions, and of those 100% were receiving medical treatment.
  - 81% of the infants had a dental home.
- 21 infants/toddlers or 10.2% of enrolled children had an Individualized Family Services Plan (IFSP).
- 6 families experienced homelessness during the enrollment year.
- 100% of parents were involved in services through one or more of the following activities: parent meetings, parent education training events, Policy Council, classroom volunteering, family days, home visits, and parent conferences.

## Head Start/Early Head Start School Readiness Outcomes:

- SUMCD expanded its School Readiness Plan from preschoolers to a plan for birth to 5 years of age. Goals were established, addressing the 5 Essential Domains of Personal and Social Development: Approaches to Learning; Language and Literacy; Cognition and General Knowledge; and Physical Development and Health. Based on the last year's child progress data, agency program goals were established to further enhance SUMCD's capacity to improve school readiness outcomes.

- The Teaching Strategies GOLD assessment tool was fully implemented for children birth to kindergarten. GOLD is a web-based tool, is aligned with the Head Start Early Childhood and Early Learning Framework and the Pennsylvania Early Learning Standards, and produces comprehensive reports to help SUMCD identify instructional areas that need more attention.
- Using the GOLD assessment, SUMCD collected and analyzed data for three assessment periods in the 2012-2013 program year.
- Preschool children received instruction based on the research-based, nationally recognized “Creative Curriculum,” supplemented by the Second Step Curriculum and positive behavior supports to support children’s social-emotional and self-regulatory development.
- Ensured individualized planning for all children.
- Accessed Head Start technical assistance/training staff to support SUMCD in our professional development activities, ensuring application of research-based practices.
- Engaged parents in their child’s center-based classroom services through volunteering, conferences, and home visits so learning continues in the home.
- Supported parents in their understanding of the impact of their involvement in their child’s development and future success in school.
- Provided families with supports and materials to guide talking and planning with their children about kindergarten.
- Provided children with learning opportunities and experiences to help them learn what to expect in kindergarten.
  - Arranged for children to visit kindergarten classes in the spring.
  - Ensured that families with children with disabilities participated in individual transition meetings in order to support seamless continuity of services in the most inclusive environment possible for each child’s success.



## SUMMARY

SUMCD, Inc. operates a quality Head Start and Early Head Start program. The Federal review of fiscal operations and program services in 2010 found SUMCD programs to be in compliance with applicable program performance standards, laws, regulations, and policy requirements, which SUMCD has maintained through the 2012-13 program year. Additionally, the federal Department of Health and Human Services indicated no audit concerns or issues with any audit reports in the organization’s 43-year history.

### Names of Chief Administrative Personnel:

*Jane Campbell, Chief Executive Officer/Head Start Director*

*Susan Snyder, Chief Financial Officer*

*Karen Woland-Payne, President, Board of Directors*

