

Head Start Refunding Application Information

2-24-22

- The following amounts are what we expect to receive for our refunding for the 2022-2023 school year:

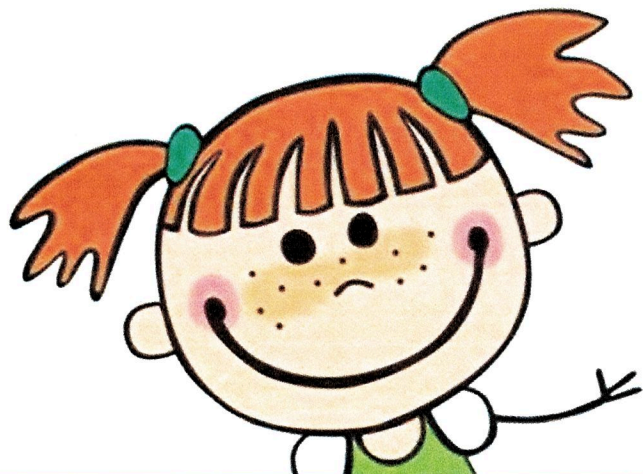
Funding Type	Head Start
Program Operations	\$2,788,369
Training and Technical Assistance	\$36,048
Total Funding	\$2,824,417

- Our non-federal match will be \$706,104.00
- There are no significant changes to our Community Assessment except that we are adding some new data about the COVID-19 pandemic.
- Our five-year goals have remained the same. We will be showing our progress towards meeting these goals in our Program Approach. Our goals are as follows:
 1. Increase the implementation of The Creative Curriculum and Teaching Strategies Gold (TSG)
 2. Ensure that each child is prepared for success in the public school environment
 3. Increase parent knowledge of what resources are available in their community
 4. Pursue Relocation of Red Hill Creek Site (Dobson, NC) (Carried over from previous goals)
 5. Provide support for health issues in our communities

There are around 25 documents that are included with our refunding application. The entire process is done online and documents are uploaded to the Head Start Enterprise System.

Some of the documents include:

- Our annual Self-Assessment Results and Program Improvement Plan
- Our Community Assessment
- Our Annual Training Plan
- Our Program Approach and Budget Narrative
- Our Annual Report Card
- Minutes and approval letters from the Head Start Policy Council and Governing Board
- Budget information that outlines each category and our anticipated expenses for each category.

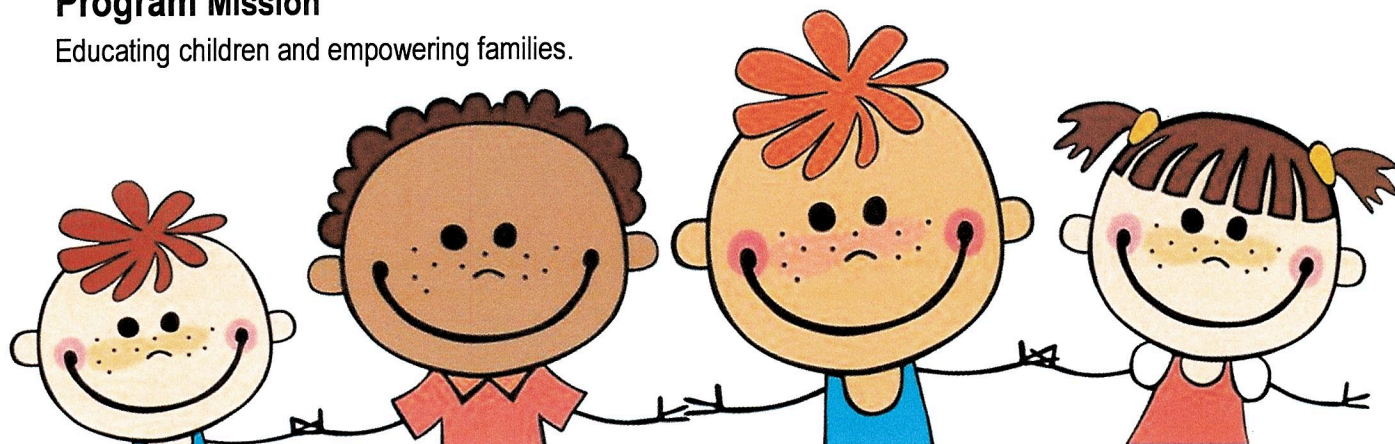


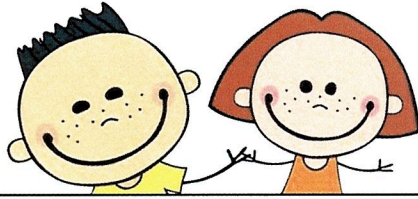
YVEDDI Head Start Annual Report 2020-2021



Program Mission

Educating children and empowering families.





YVEDDI Head Start Annual Report 2020-2021

In 20 classrooms and 14 sites, Head Start serves 347 children ages 3-5 years to prepare them for kindergarten and works with families to promote self-sufficiency. Comprehensive services are provided to include child medical and dental services, individualized family services and transportation, as feasible.

Operational hours are 8:00 AM – 2:30 PM, Monday through Friday. All services are free for families who qualify.

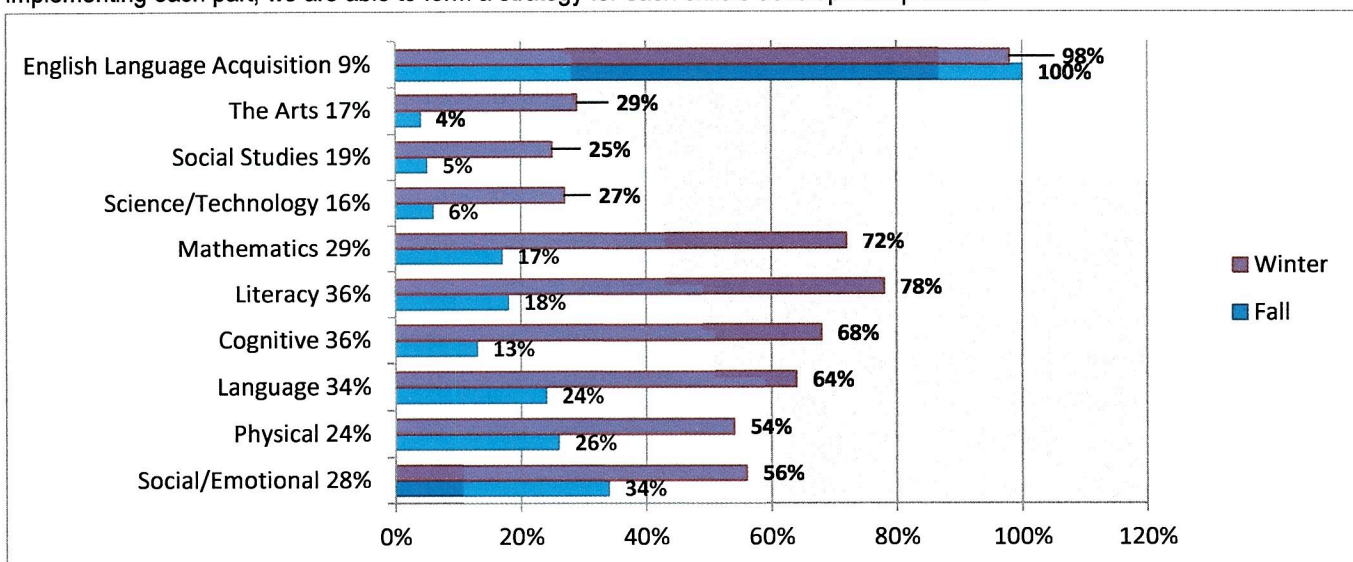
Number of children served by county: Davie-52, Stokes-67, Surry-157, Yadkin-71.

Revenue		Expenditures	
Federal - \$2,600,344		Federal - \$2,600,344	
NC Pre-K - \$525,000		NC Pre-K - \$525,000	
County/Local Funds - \$18,030		County/Local Funds - \$18,030	
Food Program - \$300,000		Food Program - \$300,000	
Proposed Budget for 2021-2022			
Federal - \$2,788,369		NC Pre-K - \$525,000	
County/Local Funds - \$ 18,030		Food Program - \$300,000	

County and NC Pre-K funds are used toward the required non-federal match

Child Outcomes

Three times per year, we assess and report on each child's progress in the Head Start program. Our goal is to find out what the children already know and use our assessments to help them become "School Ready." By having a detailed outcomes plan and implementing each part, we are able to form a strategy for each child's development process.



Overall Gains from September 2020 to March 2021: 38%

School Readiness Initiative

In order to ensure school readiness for children, YVEDDI Head Start developed a School Readiness Committee.

The following statement is the Mission Statement of the committee:

YVEDDI Head Start will establish and carry out program goals for school readiness in accordance with the Head Start Child Outcomes Framework. The goals will be shared throughout all components of the program, with Head Start parents and our LEAs in order to ensure school readiness success for all Head Start children and their families.



YVEDDI Head Start School Readiness Plan Overview

YVEDDI Head Start has aligned our readiness goals with the North Carolina Foundations for Early Learning and Development and Teaching Strategies Gold Objectives for Development and Learning – Birth through Kindergarten Assessment Tool. (Early Learning Strategies for NC Preschoolers and Strategies for Guiding Their Success).

North Carolina Foundations describes goals for all children's development and learning, no matter what program they are served in, the language they speak, disability they may have, or their family circumstances. Foundations and Teaching Strategies Gold provide age-appropriate goals for our children and address the domains of learning that we measure through our ongoing assessments.

Data to support the achievement of the goals will be aggregated and analyzed after each child assessment checkpoint, in accordance with our Outcomes Plan. Checkpoints are conducted three times during the academic year. We will use the data gathered to determine our progress towards meeting our Federal Grant Goals, to inform parents and the community of the outcomes and use the information to make the necessary program improvements to curriculum, teaching and instructional strategies, professional development, and program design and to assist with other program decisions.

The school readiness goals are created in conjunction with parents and we will determine each child's progress in the following domains; approaches to play and learning, emotional and social development, health and physical development, language development and communication, cognitive development, as well as supporting dual language learners. We will also use the gathered assessment data to individualize services and teaching to best support each child.

YVEDDI Head Start will share our collected school readiness information with the public schools as part of our transition packet for each child. The information will be delivered to the schools and forwarded to the child's kindergarten teacher.

(The full school readiness plan is available upon request.)

Families

Funded Enrollment.....	347
Number Served.....	222
Avg. Monthly Enrollment....	50%

Type of Eligibility

Below 100% Poverty.....	72%
100-130% Poverty.....	19%
Above Income.....	2%
Public Assistance.....	3%
Homeless.....	1%
Foster Children.....	3%

Parent Involvement Activities

Program Volunteers...	102
Parent Meetings ...	132
Policy Council Meetings...	4
Agency Board Member...	1
Parent Educational Workshops: 46 parents (13% attendance)	
Curriculum Planning Participation...	100%

Health Services

Received medical exams...	99%
Received dental exams...	89%
Medical home at end of enrollment...	100%
Dental home at end of enrollment...	66%
Received preventive dental care....	88%
Referred children who received Mental Health Services....	100%

Teacher Education

Advanced Degree.....	5%
Baccalaureate Degree...	80%
Associates Degree.....	15%

Assistant Teacher Education

Associates Degree.....	85%
Other Credential / CDA....	15%

Results of the Most Recent Review by the Secretary

During the **2017-2018** school year, the program underwent two intense reviews from the Administration for Children and Families, a federal agency operated by the Department of Health and Human Services, its primary funding source. The reviews specifically monitored Environmental Health and Safety, School Readiness and the overall delivery of child services. Both reviews resulted in 100% compliance with the 1700+ Federal Performance Standards. In **January 2018**, the program had a CLASS review. Our scores were 5.9861 out of a possible 7.0 in Emotional Support, 5.5093 out of possible 7.0 in Classroom Organization and 3.1852 out of a possible 7.0 in Instructional Support. The program completed the Focus Area I review on **February 2020** and was found to be in compliance in all areas of service.

Results of the Financial Audit

There were no non-compliance determinations found on the YVEDDI **2019-2020** Fiscal Year Audit.

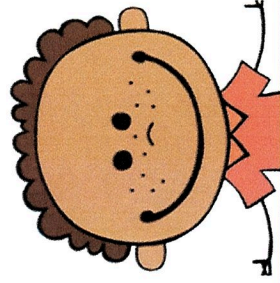
Enrollment Information

YVEDDI Head Start is continually accepting applications for the enrollment of three- and four-year old income-eligible children and their families in Davie, Stokes, Surry and Yadkin Counties. For more information, please contact the Head Start Administrative Office at (336) 367-4993 ext. 246.

YVEDDI Head

Start

Self-Assessment



2020-2021



The annual self-assessment process is an important element of the YVEDDI Head Start Program. We use the data gathered during this process to critically review our services and to determine areas of strength and areas that need improvement.

The self-assessment encompasses all areas of the Head Start Program. Reviews are completed for the following areas: Education, ERSEA, Family & Community Engagement, Fiscal, Health, and Program Design and Management.

Each content area is evaluated and has input from staff, parents, Policy Council members and Governing Board members. The teams use tools developed in accordance with the recent protocol, as well as, other locally designed checklists that ensure compliance with various regulations. The self-assessment is completed by site visits, interviews and review of files and data reports.

After the completion of the self-assessment, data is gathered and a program improvement plan is created. The plan is used throughout the next school year to document and measure our improvements and growth.

Program Design and Management

Strengths:

- Have greatly improved and increased our technology capabilities in all offices and classrooms
- Have developed a more formal staff meeting process with management staff
- Many needed facility improvements have been made program-wide due to CARES Act and ARP funding

Needed Improvements:

- High staff turnover; classroom and management positions
- Need to increase frequency of staff meetings with management staff
- Due to lack of workforce, we are having to hire staff who are less qualified than we were able to recruit pre-pandemic
- Need to pursue an articulation agreement with local community colleges to expedite the Early Childhood Credentials, ECE One-Year Certificate and coursework needed for AAS ECE Degrees

Education

Strengths:

- Five certified CLASS observers
- The increased use of Ready Rosie (parent curriculum) and the Teaching Strategies family connection helps provide families with age appropriate activities, supports better parent involvement and has increased families' knowledge on age-appropriate school readiness goals
- Frequent monitoring of classroom with timely follow-ups ensures a safe and appropriate learning environment.
- Increased technology in the classrooms by providing laptops and tablets to staff

Needed Improvements:

- The increase in staff turnover has made it challenging to ensure that all staff understand and utilize the curriculum correctly
- Implementation of the Fidelity Tool
- Need more qualified staff

ERSEA & Family/Community Engagement

Strengths:

- Due to supplemental funding from the CARES Act and ARP we have been able to purchase a substantial amount of recruitment materials including flags, banners, yard signs and promotional items/giveaways and were utilized as tools to increase enrollment
- Community collaboration during the pandemic with families, local school systems, Head Start teachers, along with the Family Advocates ensured families continued to receive quality services
- Technology enhancements that included laptops and tablets with internet access have been instrumental and afforded the Family and Community Partnership staff the ability to provide virtual services when needed due to the Covid pandemic

- Outdoor recruiting opportunities such as the Blue Bear Bus-a traveling “Summer Camp”, community parks and book giveaway events allowed recruitment efforts to continue while meeting social distancing guidelines

Needed Improvements:

- Meeting and maintaining full enrollment
- Recruiting options are limited because of closures due to the pandemic
- Incorporate the Ready Rosie parenting curriculum participation status into the ChildPlus database to better track family participation
- Ensure all enrollment applications are verified and signed by two Family and Community Partnership staff as a checks and balances system

Fiscal

Strengths:

- Clean audits
- Strong Internal Controls processes

Needed Improvements:

- N/A

Health

Strengths:

- Dr. Charles with Smile Starters in Winston Salem Provided dental screenings for all children in our program by coming into the centers. He did this at no cost. He also offered follow-up care, at his office, for those that needed it
- Use of CARES Act and ARP funds to purchase various needed COVID-19 supplies and materials to help the program be more proactive against the spread of the virus and elevate safety measures



- Classroom improvements such as new HVAC systems at several locations to promote healthy environments
- Several staff are certified to teach First Aid and CPR

Needed Improvements:

- Ensuring all children have all required medical, mental health and dental services
- Having parents/guardians actively involved in maintaining their children's health issues
- Promoting vaccines
- Staff turnover in Health Component

**YVEDDI Head Start Program Improvement Plan
2020-2021**

Performance Standard/Regulation	Item	Action	Person Responsible	Time Line	Center
Annual Fire Inspection Performance Standard 1302.47 (b)(1)(v)	Emergency light not working	Repair	Facilities Coordinator	Immediately repaired	Jonesville
Annual Fire Inspection Performance Standard 1302.47 (b)(1)(i)	Conduct and document fire drills, testing of emergency lighting	Train staff on procedures for fire drills and testing emergency lights	Deputy Director	ASAP	Yadkinville
Annual Fire Inspection Performance Standard 1302.47 (b)(1)(vi)	Fire extinguisher had not been inspected	Have fire extinguisher inspected	Facilities Coordinator	Immediately repaired	Boonville
Sanitation Regulation Performance Standard 1302.47(b)(1)(i)	Water temps in kitchen need adjusting	Water adjusted to regulated temps	Facilities Coordinator	Immediately repaired	JG Koontz
Sanitation Regulation Performance Standard 1302.47 (b)(1)(i)	Dishwasher not properly cleaning dishes	Replace appliance	Facilities Coordinator	ASAP- was replaced 2-2022	JG Koontz

Performance Standard/Regulation	Item	Action	Person Responsible	Time Line	Center
Program HR Procedures	Recruit to hire qualified staff; fill vacant positions	Increase advertising	Director	On-going	Program-wide
Performance Standard 1302.32 (a)(1)(i)(ii)(iii)(2)	Implementation of the fidelity tool	Provide training to new hires so that they may implement the fidelity tool.	Education Coordinator	Pre-Service and ongoing	Program-wide
Performance Standard 1302.42(b)(1)	Not all children had up-to-date medical and dental information and/or screenings	Ensure all children have medical and dental information in place and uploaded on ChildPlus	Health Coordinator	Child orientations and On-going	Program

HEAD START

ELIGIBILITY FINAL RULE TRAINING

YVEDDI Policy Council and Board of Directors



The Final Rule (eligibility) became effective March 12, 2015.

What does the Final Rule do?

Provides a roadmap for programs on how to determine eligibility, describes documents that the program may accept to prove eligibility and requires programs to retain records to train staff.

Seven New Provisions of the Final Rule:

1. Option for telephone interview
 - Staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.
2. Eligibility determination records
 - Staff must create and preserve an eligibility determination record for each Head Start participant and supporting documentation.
3. Allowance for serving homeless/foster children
 - Homeless children and children in foster care are categorically eligible for Head Start services and lack of documentation cannot be a barrier to their enrollment.
4. Written declarations

- If the family reports no income for the relevant time period staff may accept the families signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated, i.e. Zero Income Statement and Income Worksheet.

5. Third party verification

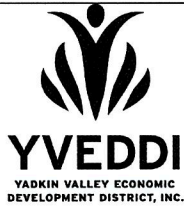
- If the family cannot provide tax forms, pay stubs, or other printed income for the relevant time period, staff may accept written statements from employers, including individuals who are self-employed if a family gives consent to contact third parties. Verification must include the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

6. Program policies and procedures (including actions for violating regulations)

- Programs must establish policies and procedures to address staff members who intentionally enroll ineligible families.

7. Training for Staff and Governing Bodies

- Programs must develop and implement training for staff, governing bodies and Policy Council on new eligibility determination procedures including verification, certification and documentation requirements. New hires must be trained within 90 days of hire. Board and Policy Council must be trained within 180 days of the school year.



Standard Operating Procedures (SOP) Administration – Head Start

Page #	1 of 2	Date Last Reviewed/Updated	1-7-22
Title of SOP Author	Rhonda Wrenn	Date of Approval	

Policy	COVID 19 Vaccination Policy
Purpose	To protect the health and safety of Head Start staff, children, and families; to mitigate the spread of the virus that causes COVID-19, SARS-CoV-2, in Head Start programs; and to help more programs and early childhood centers safely remain open.
References	Federal Register Publication dated 11-30-21 Head Start Performance Standards Amendment (to be published at later date) Head Start Early Childhood Learning and Knowledge Center (ECKLC)
Scope	This policy applies to all full- and part-time Head Start staff, all volunteers and some contracted staff. There may be some exemptions from the policy based on medical condition or religious beliefs. In these circumstances, there will be required paperwork to be completed by a medical professional and/or the staff member.
Definitions	Moderna, Pfizer and Johnson & Johnson: Brand names of COVID-19 vaccinations Booster Shots: an additional dose of a vaccine given after the protection provided by the original shot(s) has begun to decrease over time. Exemption: those to who the policy do not apply or who are excused from following the policy
Procedure	Effective January 31, 2022, it is a stipulation that every Head Start employee, volunteer and some contractors will show proof of the COVID-19 vaccine or have an approved medical or religious exemption in order to remain or become employed. <ul style="list-style-type: none"> ▪ Current staff will show proof of the vaccine or complete a medical or religious exemption form before the mandated deadline of January 31, 2022. (or have the second shot of the series scheduled). ▪ If taking the vaccine, the employee must have completed the two-dose Moderna vaccine, the two-dose Pfizer vaccine or the one-dose Johnson and Johnson vaccine. ▪ If choosing the exemption for medical reasons, a medical exemption form is to be requested from the employer and completed by the staff's medical doctor. The form must be returned to the Head Start Director. ▪ If choosing the religious exemption, the employee may request a religious exemption form to complete and return to the Head Start Director. ▪ Vaccine cards or exemption forms will be submitted to the Head Start Director before the deadline. ▪ The COVID-19 vaccine or exemption will be tracked under the medical section of ChildPlus of the Management tab. Any boosters that staff receive



Standard Operating Procedures (SOP) Administration – Head Start

Page #	2 of 2	Date Last Reviewed/Updated	1-7-22
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	<p>will also be reported and tracked. Copies of vaccine cards and/or exemption forms will be maintained in confidential staff files.</p> <ul style="list-style-type: none"> ▪ Staff will be allowed to use COVID paid time (through 6-2023 or while funding lasts) to get their COVID vaccines or booster shots. Appointments should be made as close to the end of the work day as possible and “COVID” should be selected as the type of leave on the electronic payroll system and indicated on the paper time sheet. ▪ New hire staff will need to show proof of the COVID 19 vaccination as part of the Preliminary Job Offer paperwork. It will be included with other hire-in health paperwork such as the TB test and medical questionnaire. ▪ COVID-19 vaccination status or exemption for new hires will be tracked in ChildPlus under the medical section of the Management tab. Any boosters that new-hire staff receive will also be reported and tracked. Head Start will allow COVID paid time for any booster shots the employee may choose to receive (through 6-2023 or while funding lasts). “COVID” should be selected as the type of leave on the electronic payroll system and indicated on the paper time sheet.
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