



**Head Start/Early Head Start  
Annual Report 2017-2018**  
Southern New Hampshire Services, Inc.  
*The Community Action Program for Hillsborough and Rockingham Counties*



**Mission Statement:**

The Mission of our program is to empower families to meet present and future challenges with confidence.

**Vision Statement:**

To form partnerships built on mutual respect to support child and family development and promote lifelong educational success.

**Program:**

Southern New Hampshire Services, Inc. (SNHS) Child Development Program provides Head Start and Early Head Start services for Hillsborough and Rockingham Counties, NH. The program has both rural and urban sites and provides 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, Inc. has two classrooms funded through an Early Head Start-Child Care Partnership grant to increase the number of Early Head Start options in the community.



**Part Day Head Start:** 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 9:00am-1:00pm. In 2017-2018 we increased the length of the day for five part day classrooms to meet new classroom duration requirements. These increased duration classrooms typically operate from 8:30am-2:30pm. Part day

sites are located in the cities of Manchester and Nashua and the towns of Greenville, Derry, Portsmouth, Hampton, Seabrook, Raymond, and Hillsborough.

**Early Head Start:** Early Head Start serves children birth through 3 years of age in home based and center based settings. Early Head Start provides services to infants and toddlers as well as their families. Early Head Start program options are located in the cities of Manchester and Nashua. The program is comprehensive, addressing physical health, mental health, social, emotional, and developmental needs.



**Head Start with wrap around child care:** This program model provides wrap around child care options to families who are working, in school, or engaged in a job training program. 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 6:30am- 5:30pm and they are located in the cities of Nashua and Manchester, and the town of Hillsborough.

**2016-2017 SNHS, Inc.:** Enrollment information is identified below as funded enrollment and cumulative enrollment. Cumulative enrollment is inclusive of all enrollees who received services during the program year. Due to turnover more children may receive services than indicated by the funded enrollment numbers.

<b>Funded Enrollment</b>	<b>Children</b>
Head Start	432
Early Head Start	102
Early Head Start-Child Care Partnership	16

<b>Cumulative Enrollment</b>	<b>Children</b>	<b>Families</b>
Head Start	506	476
Early Head Start	170	142
Early Head Start-Child Care Partnership	24	24

- We estimate that we served approximately 14% of the income eligible children and families in our service area.
- Our average monthly enrollment as a percentage of our funded enrollment is 100%.



## Family Engagement

Family engagement is a cornerstone of the Head Start and Early Head Start programs. We provide a variety of opportunities for families to spend time in the classroom, attend family meetings, learn strategies to support their child's learning and take on leadership roles. The below chart identifies family engagement opportunities provided in the program.

	Family Well-Being	Parent/Child Relationship	Lifelong Educators	Family as Learners	Transitions	Connections Peers/Comm.	Advocates & Leaders
Good Guys Trunks	X	X	X				
Dining with Dudes	X	X				X	
Luncheon with Ladies	X	X				X	
Grandparents Tea	X	X					
Harvest Celebrations	X	X					
Home School Connections		X	X	X	X		
Helping Hands			X		X		
Mascot Bags		X	X				
Read-a-Thons 3X per year		X	X				
Classroom Lending Libraries		X	X	X			
Question of the Day		X	X	X	X		
Night at the Museum		X	X	X		X	
Apple A Day	X	X	X	X			
Talk It Up	X	X	X	X			
Positive Solutions for Parenting	X	X	X	X		X	
Home Based Socialization	X	X	X	X	X	X	
Parent Committee Meetings	X	X	X	X	X	X	X
Home and Center Visits	X	X	X	X	X	X	X
Policy Council				X		X	X
Parent Advocacy Day	X	X	X	X		X	X

## Volunteers

In 2016-2017 we had 775 individuals volunteer in our program. Of this number 375 were current or former Head Start parents.

## Head Start and Early Head Start Medical and Dental Exams



SNHS staff partner with families in helping them establish medical and dental homes for their children to help keep their children up to date on their schedule of medical and oral health care. Information is gathered from the parent during application through enrollment and ongoing through the program year. Staff work in collaboration with the parent to obtain necessary documentation from health care and oral health care providers support the individualized needs of the children. At the end of the 2016-2017 program year the percentage of Head Start and Early Head Start children that received medical and dental exams was:



to

- 98.7% of enrolled children received a medical exam.
- 75.1% of enrolled children received a dental exam.

## Federal Review Results



### Results from CLASS® Observations

The most recent federal review was an Office of Head Start onsite CLASS® review conducted from **04/19/2016** to **04/22/2016** in the Head Start program. Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale.

Domain	Score	Domain	Score	Domain	Score
Emotional Support	6.1705	Classroom Organization	5.9015	Instructional Support	2.9470

## **School Readiness Plan**

### **READY PROGRAM**

**Program staff will be focused on providing supports that enable children to be successful in the future through the guidance of school readiness goals, as shown below. As part of the overarching approach to school readiness we will:**

- Ensure the implementation of management systems which sustain high quality services for children and families
- Help children display the ability to manage their own behaviors and to maintain health relationships with others.
- Promote overall child health to support the ability to learn
- Provide experiences and education for parents to support their role as their child's first and most important teacher.

### **READY FAMILIES**

**Families will be engaged in the long-term, lifelong success of their child. Early Head Start and Head Start recognizes that parents are their children's primary teachers and advocates. Staff will partner with them in establishing school readiness goals and sharing information about their children's progress. Families can:**

- Provide loving and caring relationships that promote healthy social and emotional development
- Read with children every day
- Interact frequently with your child each day by talking, asking questions and listening
- Take children for well child check ups
- Provide nutritious meals and opportunities for physical activity
- Advocate for their children

### **READY SCHOOLS**

**As Early Head Start and Head Start programs work together with local schools and school districts to promote school readiness and to engage families as their children make the transition to Head Start or kindergarten, schools will be ready for children. Schools will:**

- Partner with local education agencies to promote continuity of services and effective transitions to kindergarten and/or other school settings.
- Implement a systematic procedure for transferring, with parental consent, Early Head Start and Head Start program records.
- Partner with families to help each child learn and reach his or her potential.
- Build upon the individual physical, social, emotional and cognitive skills of each child as they prepare to move from Early Head Start to Head Start and then to the public school system

### **READY CHILDREN**

**School readiness means children possess the skills, knowledge and attitudes necessary for success in school and for later learning and life. This includes all aspects of healthy development, including social, emotional, cognitive and physical development.**

## Budgetary Expenditures 2016-2017

Head Start	Early Head Start	Early Head Start-Child Care Partnership
<u>Head Start Federal Revenue:</u> <b>\$4,451,788</b> <u>Nonfederal Share:</u> \$1,915,753	<u>Early Head Start Federal Revenue:</u> <b>\$1,323,396</b> <u>Nonfederal Share:</u> \$419,311	<u>Early HS -CCP Federal Revenue:</u> <b>\$275,352</b> <u>Nonfederal Share:</u> \$301,611
<u>Expenditures</u> Personnel: \$2,393,793 Fringe: \$1,043,394 Equipment: \$0 Supplies: \$212,507 Contractual: \$4,093 Other: \$355,017 Indirect: \$368,255 Training and Technical Assistance: \$55,456	<u>Expenditures</u> Personnel: \$685,785 Fringe: \$266,498 Equipment: \$0 Supplies: \$53,404 Contractual: \$0 Other: \$156,438 Indirect: \$108,647 Training and Technical Assistance: \$32,724	<u>Expenditures</u> Personnel: \$173,249 Fringe: \$67,114 Equipment: \$0 Supplies: \$4,074 Contractual: \$0 Other: \$2,069 Indirect: \$23,043 Training and Technical Assistance: \$6,720

## Proposed Budget 2017-2018

Head Start	Early Head Start	Early Head Start-Child Care Partnership
<u>Head Start Federal Revenue:</u> <b>\$4,859,452</b> <u>Nonfederal Share:</u> \$1,214,863	<u>Early Head Start Federal Revenue:</u> <b>\$1,323,396</b> <u>Nonfederal Share:</u> \$330,849	<u>Early HS -CCP Federal Revenue:</u> <b>\$278,040</b> <u>Nonfederal Share:</u> \$69,510
<u>Expenditures</u> Personnel: \$2,730,457 Fringe: \$1,190,739 Equipment: \$0 Supplies: \$135,300 Contractual: \$6,500 Other: \$340,665 Indirect: \$405,325 Training and Technical Assistance: \$50,466	<u>Expenditures</u> Personnel: \$692,895 Fringe: \$281,629 Equipment: \$0 Supplies: \$34,650 Contractual: \$200 Other: \$172,315 Indirect: \$110,384 Training and Technical Assistance: \$31,323	<u>Expenditures</u> Personnel: \$170,885 Fringe: \$68,532 Equipment: \$0 Supplies: \$3,485 Contractual: \$0 Other: \$2,883 Indirect: \$22,967 Training and Technical Assistance: \$6,600

### 2017-2018 Projected amounts of public and private funds

- United Way: \$38,000
- New Hampshire Child Care Scholarship: \$1,117,000
- Parent Tuition: \$388,452
- USDA: \$350,000

## Community Assessment ~Summary~

The SNHS, Inc. comprehensive Community Assessment was completed in 2016. Annually SNHS, Inc. reviews and updates the Community Assessment to reflect any significant changes in the community.

The following areas were assessed:

### Increased availability of publicly funded preschool

New Hampshire does not fund any public preschool with the exception of classrooms designed to service children who have been identified with educational disabilities.

### Rates of family and child homelessness

- SNHS, Inc. serves both Hillsborough and Rockingham Counties. When these two counties are combined they hold approximately 65% of the State's homeless population. The below chart shows the trend for the past 3 years for children enrolled in the SNHS, Inc. Head Start/Early Head Start program.

	2014/15	2015/16	2016/17	Comments
<b>Homeless Families</b>				
Head Start	50	70	64	10.7% for 2016/17
Early Head Start	11	23	35	18% for 2016/17
<b>Homeless Children</b>				
Head Start	57	82	78	15.4% for 2016/17
Early Head Start	12	29	44	22.6% for 2016/17

### Shifts in community demographics and resources

- There has been no significant change in the Poverty Rate by Town as reported in the Economic & Labor Market Information Bureau, NH Employment Security, January, 2017.
- The description of assistance for families enrolled during the 2016-2017 school year shows that a higher percentage of Early Head Start families access TANF, WIC and SNAP services.
- Within our service area the highest need for free and reduced lunch continue to be Manchester, Seabrook, Hillsborough and Nashua.
- The population of children under age five decreased in the communities served with the exception of Derry, Portsmouth, Hillsborough and Greenville.
- Licensed capacity for child care centers decreased in the areas of Manchester, Derry, Portsmouth, and Hillsborough. Head Start continues to be the sole Licensed Provider in Greenville.
- In 2014-2016 SNHS, Inc. saw a 6% increase in the enrollment of children from a Hispanic Latino Origin.
- Approximately 15% of children enrolled in the SNHS Head Start/Early Head Start identified Spanish as the primary language in 2016-2017.

## Financial Audit

See separate attachment for Southern New Hampshire Services, Inc. and Affiliate Single Audit Report Year Ended July 31, 2017.

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*.

Performed by Oullette & Associates, P.A. Certified Public Accountants