

CHAMPAIGN COUNTY



REGIONAL  
PLANNING  
COMMISSION

WWW.CCRPC.ORG

2011-2012  
ANNUAL REPORT



HEAD Start

# Letter from Policy Council Chair

My name is Erin Van Horn and I am a parent representative on the Champaign County Head Start Early Head Start Policy Council. I was elected in December 2012 as a parent representative by other Head Start/Early Head Start parents where my children attend the program.

I have three girls and I feel lucky our family is part of the Head Start/Early Head Start program in our county. This is the second year that my children have been enrolled. We first started out with the home-based option and a home visitor came to our house every week with activities for my children and me to enjoy together. We switched to center-based option when we moved close enough my children could attend the center and I needed them in a center so I could attend college.

Head Start/Early Head Start has benefited my children and me in several ways. My children have developed in academic areas and social-emotional areas. The program has helped me ensure their physical well-being by offering support to obtain medical, dental, mental health, and nutrition services. Because the children are attending the center, I have the opportunity to pursue my bachelor's degree in Social Work.

As a result of my parent representative experience with our program, I was selected as an Illinois Parent Ambassador for the Illinois Head Start Association. This has been a great experience. I now know Head Start/Early Head Start's structure and operations at all levels, from the local classroom centers to the program's place in the Federal government. I have been on conference calls with policy leaders and other Illinois Parent Ambassadors discussing national and state issues that affect our program. This experience has helped me grow as an individual.

I would like to encourage all parents and caregivers to become a part of their children's education. There are many different ways to be involved. You can volunteer in the classroom, attend a field trip, serve on your family committees, and the policy council. It is great to be a part of the Head Start program and be a part of my children's education.

*Sincerely,*

*Erin Van Horn*



## Current Policy Council Members

Kwanesha Aker  
Savoy – Parent

Lindsay Dancker  
Rantoul – Parent

Earleandria Elkins  
Urbana – Parent

Sharee Griggs  
Savoy – Parent

Erika Grundler  
Rantoul – Parent

Shawnee Hibler  
Savoy – Parent

Maria Hilson  
Savoy – Parent

Aamina Iftikhar  
Home Base – Parent

Sonya Landfair  
Center for Women in Transition – Parent

Diane Michaels  
Champaign County Board  
Community Representative

Tanta Powe  
Savoy – Parent

Sukiya Robinson  
Urbana – Parent

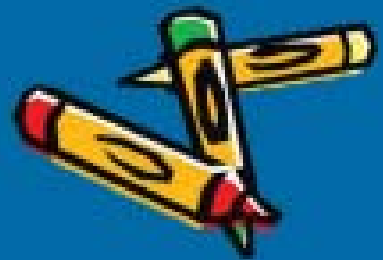
Dr. Dawn Thomas  
University of Illinois, Special Education Dept.  
Community Representative

Christy Thompson  
Rantoul – Parent

Erin Van Horn  
Rantoul – Parent

Emma Vazquez  
Champaign – Parent

Sara Wagstaff  
Home Base Alternate – Parent



# **Champaign County Regional Planning Commission Mission**

Champaign County Head Start / Early Head Start is a program of the Champaign County Regional Planning Commission. It is the mission of the CCRPC to promote, plan, facilitate, and accomplish the improved health, safety, welfare, education, economic conditions, environment, and regional development within Champaign County in particular, and also within the greater area of East Central Illinois.

## **Champaign County Head Start Goals**

- **Developing partnerships with parents and families, agencies and organizations, businesses and industries;**
- **Linking parents and families to community services;**
- **Providing services that enhance social/emotional, intellectual and physical development;**
- **Supporting parents and families to meet self-identified goals and needs.**

## **About Champaign County Head Start**

Head Start/Early Head Start is a Federal program for child and family development that:

- **Focuses on ensuring children's cognitive, social-emotional and health readiness for kindergarten;**
- **Promotes family strengths for long term benefit to child and family;**
- **Serves families with children from birth to kindergarten age and pregnant mothers.**

Head Start / Early Head Start services are free to all enrolled families.

## Operating Statistics

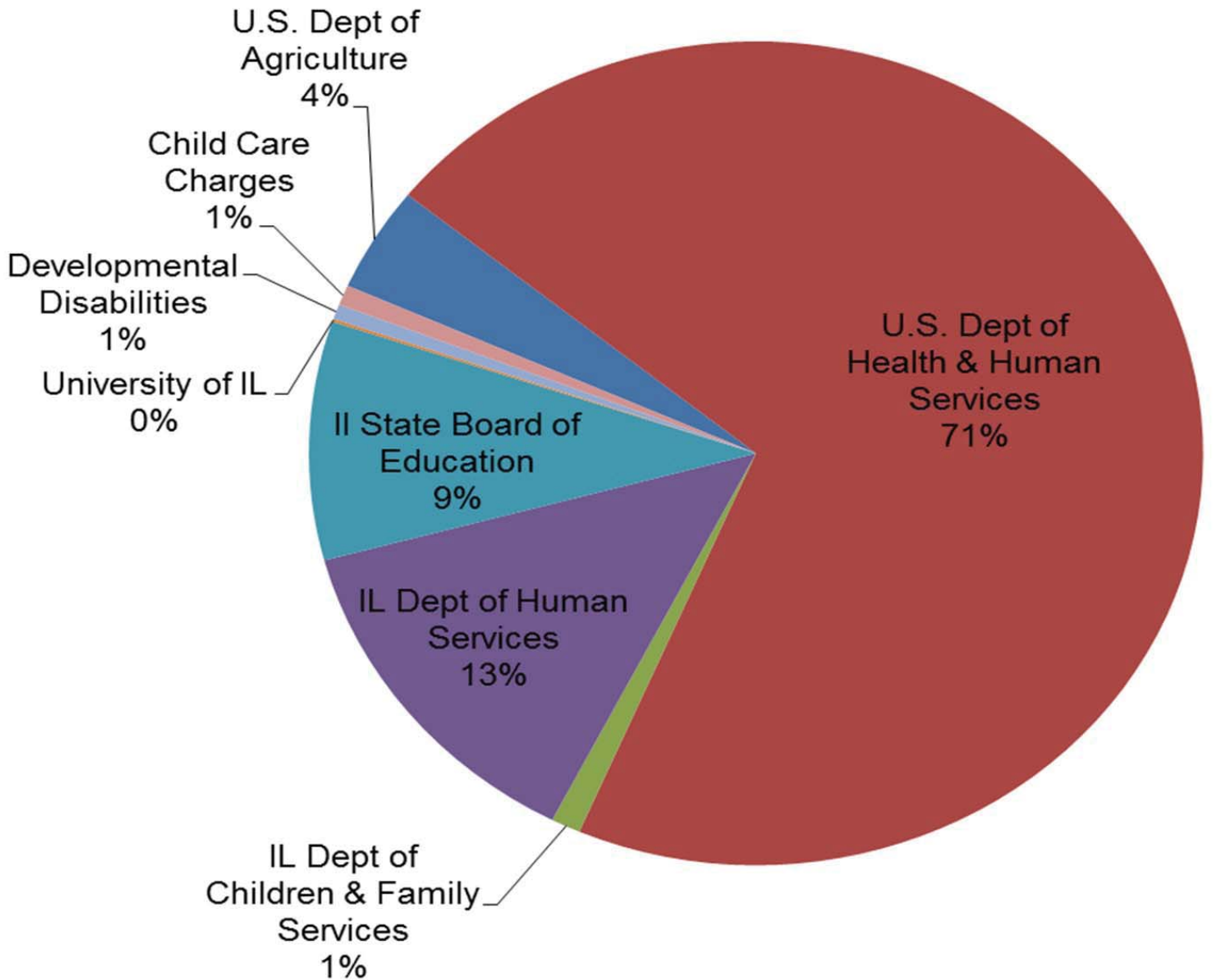
- **\$6.9 Million Budget:** Head Start, Early Head Start, IL State Board of Education (ISBE), Child-Adult Care Food Program (CACFP), Full-day Child Care, Champaign County Developmental Disabilities Board, Illinois Department of Human Services, Illinois Department of Child and Family, gifts and donations.
- **Volunteer time and other in-kind (non-cash) contributions totaled \$1,347,910.**
- **128 FTE Staff:** 75 teaching staff, 14 supervisors, 12 family advocates, 6 transportation staff, 6 home visitors, 4 culinary staff, 4 clerks, 3 partnership mentors, 3 service area specialists, and 2 secretaries.

*"I think Head Start is a great program for children. I am glad my children get to participate."*

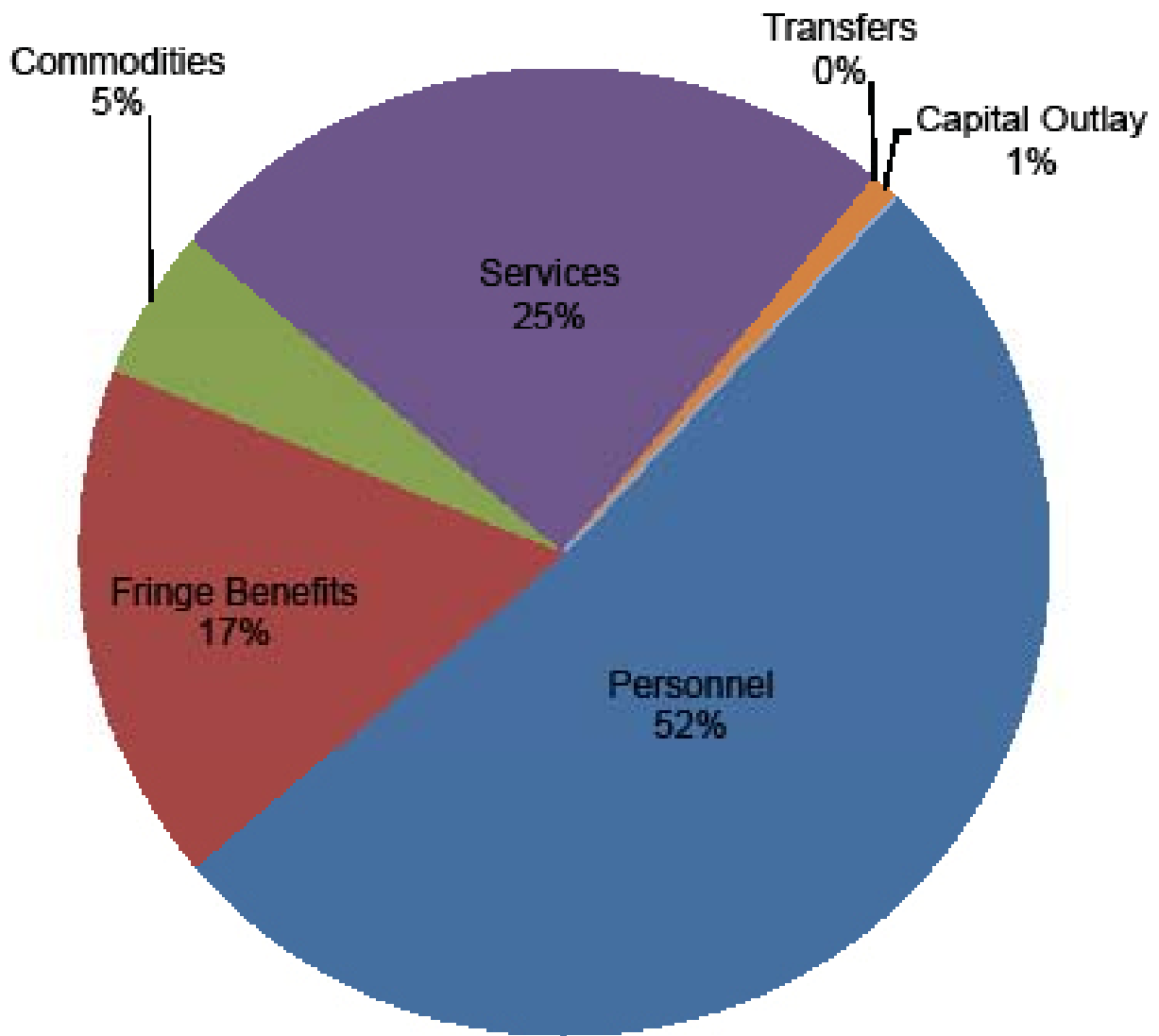
*A HS/EHS Parent*



# Head Start / Early Head Start FY 2011-2012 Revenue



# Head Start / Early Head Start FY 2011-2012 Expenditures



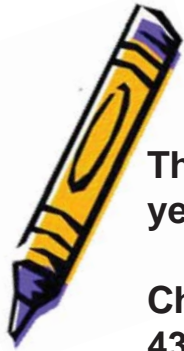
# Comparison of Actual to Budget FY 2012

<u>Revenue</u>		<u>Budgeted</u>	<u>Actual</u>
<b>Federal</b>			
	USDA	\$257,500	\$291,998
	HHS - Head Start Program	\$5,161,000	\$5,003,420
<b>State</b>			
	IL DCFS - Child Care	\$72,500	\$75,213
	IL Dept Human Svcs - Child Care	\$565,000	\$940,239
	IL State Board of Education	\$745,000	\$657,036
	IL Arts Council	\$5,000	\$5,965
<b>Local</b>			
	University of IL	\$0	\$7,938
	Champaign County Dev Disabilities	\$49,705	\$41,531
<b>Misc</b>			
	Parent Co-pay - Child Care	\$55,000	\$55,755
	Interest	\$21,765	\$2,104
	Gifts & Donations	\$1,750	\$882
	Other	<u>\$1,850</u>	<u>\$4,305</u>
	<b>TOTAL REVENUE</b>	<b>\$6,936,070</b>	<b>\$7,086,386</b>
<b><u>Expenditures</u></b>			
	Salaries	\$3,741,730	\$3,490,971
	Fringe Benefits	\$1,314,804	\$1,171,095
	Commodities	\$403,674	\$339,095
	Services	\$2,164,073	\$1,673,783
	Capital Outlay	\$150,709	\$60,532
	Other	<u>\$4,750</u>	<u>\$0</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$7,779,740</b>	<b>\$6,735,476</b>

\*Fiscal year-end balance is reserved for the liability for compensated absences, cash flow, infrastructure and capital improvements, emergency requirements, and contractual obligations in the event of program shut down.







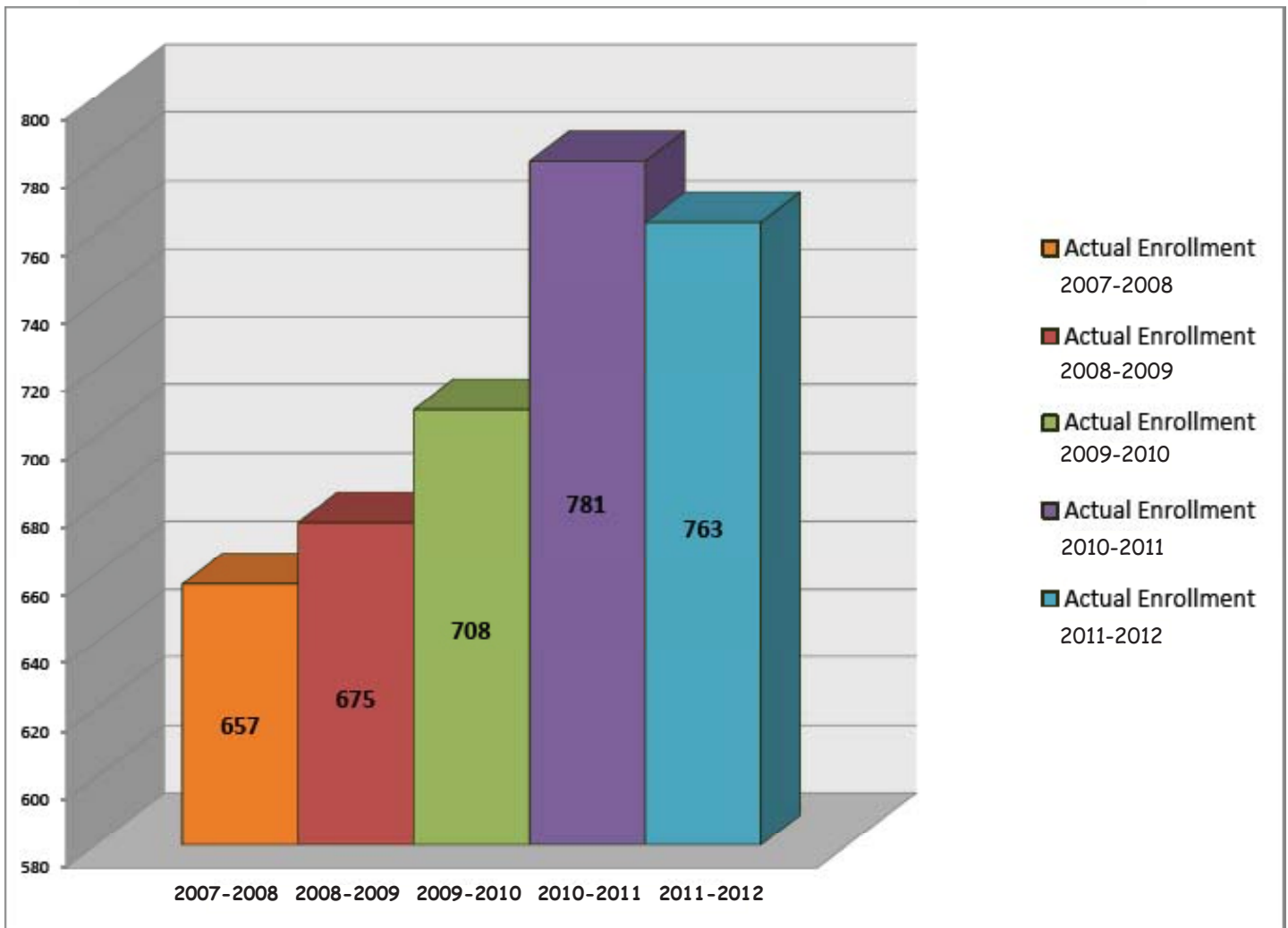
## Serving Our Community

The total number of children and families served during the program year that started September 1, 2011 was 763.

Champaign County's funded enrollment of Head Start children is 435 and of Early Head Start children is 149. During program year 2011-2012, we maintained our average monthly enrollment at 100% throughout the program year.

## Enrollment of Children & Pregnant Women FY 2011-2012

(Actual Enrollment includes replacement enrollments due to families leaving the program.)





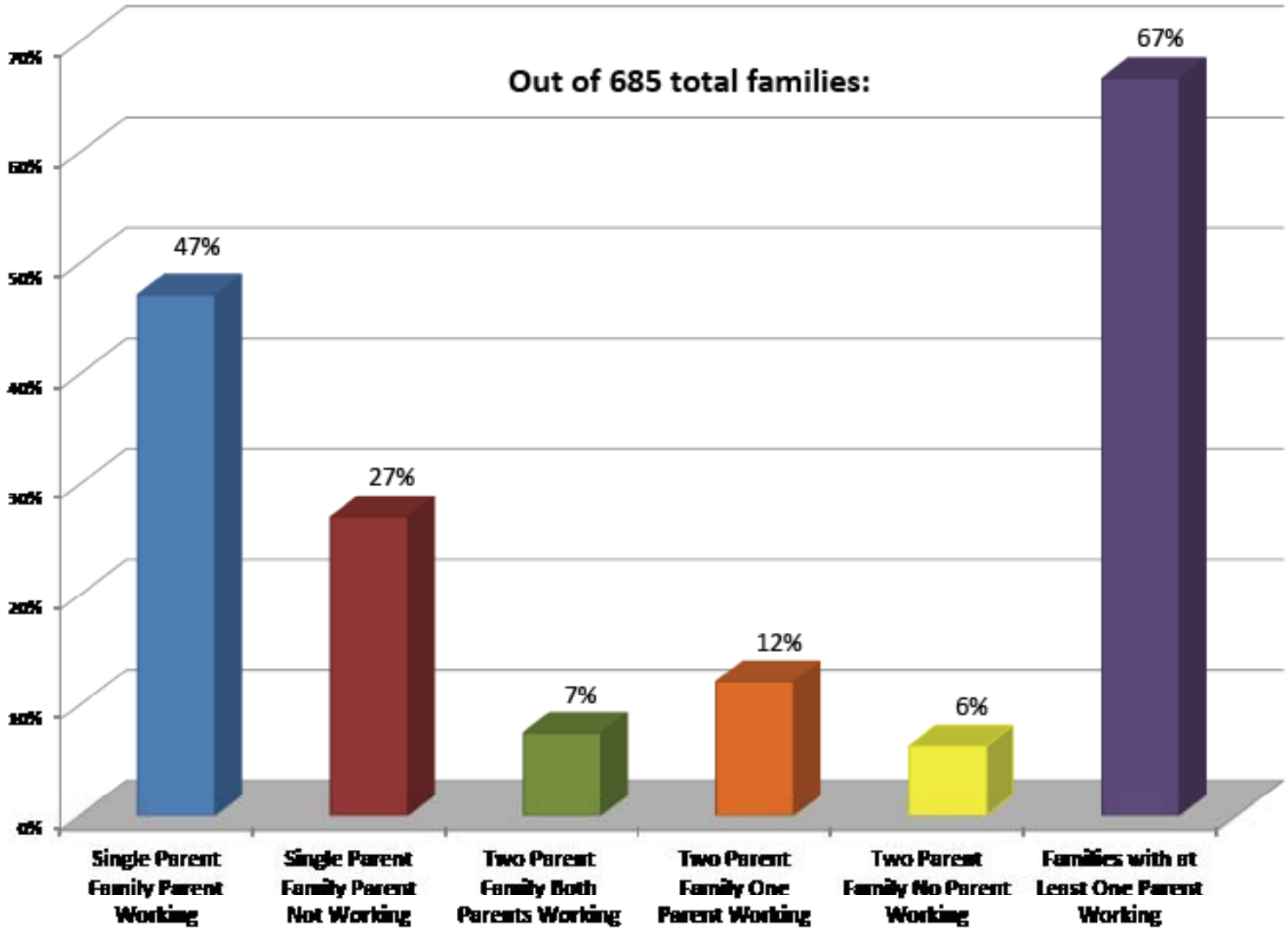
## Head Start/Early Head Start Enrollment Options

- Full Day (10 hours) Classrooms
- Part Day (3 ½ hours) Classrooms
- School Day (6 hours) Classrooms
- Home Base
- Collaborations with Family Child Care Homes
- Collaborations with School Districts
- Collaborations with Women's Shelters
- Expectant Families

## Head Start/Early Head Start Eligibility & Enrollment

- Families must have income at poverty level or below and child(ren) must be age-eligible. Families must complete enrollment forms and provide documentation.
- Families seeking full-day services must be working and/or attending school/training at least 30 hrs/wk during hours of program operation.
- While Head Start/EHS services are free, families using full-day services must pay for child care. Child care fees are based on family size and income.
- 35% of enrolled families can have income from 100% to 130% of the poverty guidelines. Up to 10% of enrollment can be families with income greater than 130% of the federal poverty guidelines.
- At least 10% of enrollment must be offered to children with disabilities, inclusive of income-eligible and over-income families.
- Enrollment is NOT first come-first served. The national Head Start Program Performance Standards require that, among the families seeking first-time enrollment, the family with the greatest need receives services first, no matter the date of application for enrollment.

# Types of Families Served FY 2011-2012



*"My child has excelled a ton since just a few months of attendance."*

*A HS/EHS Parent*



# Highlights of Policy Council and Family Committees' Activities

## **Hardy's Reindeer Ranch - held in October 2011.**

Families and staff meet at the ranch and have a wienie roast, make s'mores and go on a hay rack ride. Families can play on the playground, see the reindeer and go through the corn maze.

## **Heritage Celebration – held in March 2012.**

Families and staff shared foods, music and traditions of some of the nationalities and ethnicities of families enrolled in the program.

## **Read Across America – held March 2012.**

Staff and families participated in this nationwide event during the annual Week of the Young Child. Head Start staff demonstrated the new movement curriculum called "I am Moving, I am Learning" for all who attended the event.

## **Provider Appreciation Day – held May 2012.**

Families enrolled in the family child care option celebrated by sending letters to families reminding them of the day and giving them ideas on how to celebrate their FCC Provider. Mentors posted signs in each provider's yard and gave them "pamper yourself" gift bags. The mentors were interviewed on a local radio program that highlighted the event.

## **End of Year Celebrations – held May 2012.**

Head Start/Early Head Start centers held end-of-the-year celebrations with children and parents. Family Committees at each site made suggestions for their site's celebration. This year the food and fun had a picnic theme with a children's storyteller from the Urbana Free Library.

## **Family Child Care Option – summer activities.**

During the summer we had events. In July we attended the Preschool Free day at the Champaign County Fair and in August we had a picnic at the AMBUC's Park in Urbana. Parents and families are all welcome to attend.

## **Swim Party – held August 2012.**

Families enrolled in home-based services and the family child care option enjoyed their year-end celebration with supper and swimming.

## **Support Group for Families – held throughout 2011-2012.**

Enrolled families interested in meeting with each other monthly, share concerns, give support and form bonds with fellow parents in a non-judgmental environment. The Social-Emotional Development Specialist Lynn Watson leads the support groups. Parents are invited from each center based site as well as at each collaboration site.

# Preparing Children for Kindergarten

- All children receive developmental screenings and ongoing assessments.
- Parents receive Child Progress Reports during home visits and parent-teacher meetings.
- About 94% of children leaving for kindergarten in 2011-2012 school year were assessed to be kindergarten-ready, including any with a disability.

*“My eldest son had such a wonderful experience [in Head Start] and it helped him in kindergarten.”*

*A HS/EHS Parent*

## Health and Dental Achievements

- SmileHealthy Dental Clinics at Rantoul and Savoy Head Start sites provide services to not only enrolled children, but also to their families. In the 2011-2012 school year, SmileHealthy provided services to 1151 people and administered 3659 services.
- 94% of the children ended the year up-to-date for preventive health care.
- 98% of the children ended the year current for immunizations.
- 97% of the children received preventive dental care; 89% of received follow-up treatment.



*“My son and I love the program [SmileHealthy]. The staff is very friendly.”*

*A HS/EHS Parent*



# Letter from the Head Start Director



To the families, agencies, units of government and community members of Champaign County:

We are starting the 19th year with Champaign County Head Start/Early Head Start as a program of the Champaign County Regional Planning Commission.

In the past five years alone, our program has served 2,598 preschoolers and their families and 987 infants, toddlers, pregnant mothers and their families. We have seen in general a steady increase in the turnover rate of enrollments these past few years.

Our annual funded enrollment is a total of 584. Champaign County Head Start/Early Head Start employees number 132 full and part-time staff. The 2011-2012 budget of about \$7 million in Federal, state and local funding was spent in the community primarily for salaries and benefits. Another \$1.4 million was generated for the program in donations and in-kind contributions required as match for the Federal funding.

Eligibility for Head Start/Early Head Start services, which are free, is based on family income. The program strives to maximize a family's strengths, provide each child a rich and nurturing learning environment and ensure children's medical and dental health needs are met. Champaign County Head Start/Early Head Start is a partner with families to prepare children for success at home, in school and in the community.

Thank you for taking the time to look over this report on our program from the 2011-2012 program year that ended August 31, 2012.

*Kathleen Liffick*

Kathleen Liffick  
Director, Champaign County Head Start/Early Head Start  
1776 E. Washington Street  
Urbana IL 61802  
217-328-3313

***“I like the worth the teachers are putting forward. They go above their teaching duties. Thanks a lot!”***

***A HS/EHS Parent***

## **Triennial Federal Monitoring Review**

The national Office of Head Start conducted our most recent triennial review in October 2010. As described in the review report, the Office of Head Start (OHS) disagreed with us on a technicality related to a small portion of the in-kind included in our 2010 financial reports to OHS. We revised and resubmitted that year’s in-kind report and notified the Regional Office of Head Start we no longer include the type of in-kind that was in question. In December 2011, OHS confirmed our program was in full compliance with all OHS regulations.

The OHS review team reported no non-compliances in the several other components of our program’s services and operations: Child Development & Education, Disability Services, Family & Community Partnerships, Child Health, and Program Design & Management which includes the key systems of communication, governance, human resources, recordkeeping and reporting, on-going monitoring and planning. The review report also identified two significant strengths in our program – our partnership with SmileHealthy that ensures dental care for enrolled children and their immediate family and our partnership with the Center for Women in Transition that provides Early Head Start services to families living there.

## **Annual Audit**

The most recently completed audit for Champaign County is for the year ending November 30, 2011. The firm of Clifton Larson Allen issued an unqualified opinion with no financial non-compliances related to Champaign County Regional Planning Commission. The audit was conducted in compliance with the requirements described in the U.S. Office of Management Budget (OMB) Circular A-133.

