

Head Start Monthly Report August 2022

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$1145.60

7/26/22	Forget Me Not	\$35*	K Whitacre
7/13/22	Bell Transportation	\$15.38	A Esser
7/18/22	Caesars	\$1010.22	A Esser
7/18/22	CMH Parking	\$45	A Esser
7/11/22	Speedway	\$40	Van

B. Program Information Summary

There was no summer programming this year, allowing staff to enjoy a well-deserved break after almost 2 years of a pandemic.

The Director attended a week long fiscal training provided by WIPFLI. In addition the approval of the addition of Tom Sommer as a contracted fiscal specialist has supported fiscal operations for the program. There continue to be overdue reports for the Office of Head Start.

The HCSM held a health screening & paperwork day with the assistance of FESM and multiple local agencies including WIC and the Health District.

There have been fewer staff resignations throughout the summer. A testament to the efforts to hire and retain highly qualified staff. Vacancies remain in the family engagement and transportation departments. The workforce issue has become the number one priority of the self-assessment plan.

Education – Heggerty training

Mental Health – Mental Health Manager attended Conscious Discipline training

Disabilities – Maintain itinerant services for PY 21/22

Health –

ERSEA – We are currently enrolling students for 2022/23 school year. Currently at 55% enrollment. Recruitment activities include Lakefest parade & Coldwater parade. Watch for us at the Fair.

Family Engagement - no report

C. Enrollment / Attendance

Enrollment by Program Option:

Half Day PY Head Start	N/A
Full Day School Year (6 hour day)	

Attendance by Program Option:

Half Day PY Head Start	N/A
Full Day School Year	

D. CACFP report – CACFP claimed meals

Month Served	July 2022
Total Days Attendance	Rockford - 0
Total Breakfast	0
Total Lunches	0
Total Snacks	0
Total Meals	0

E. Financial Audit – Completed

F. Annual Self-Assessment

- Completed May 2022

G. Community Assessment

- Updated

H. Communication and guidance from the Secretary

Attachments to report:

Recruitment Plan

Request Approval of Annual Report

Request approval of the Cost Allocation Plan for PY 22/23.

Respectfully submitted,

Amy Esser
Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743		CREDITS \$0.00	PURCHASES \$1,145.60	CASH ADV \$0.00	TOTAL ACTIVITY \$1,145.60
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-26	07-25	55310202207091311000039	FORGET-ME-NOT FLORIST FORT RECOVERY OH	35.00	
				Total Purchasing Activity	\$35.00
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-13	07-10	85197012193700436330428	BELL TRANS AIRPORT LAS VEGAS NV	15.38	
07-18	07-15	52704872197750135978844	CAESARS HOTEL & CASINO LAS VEGAS NV ARRIVAL: 07-10-22	1,010.22	
07-18	07-15	55432862197200798303107	CMH PARKING COLUMBUS OH	45.00	
				Total Travel Activity	\$1,070.60
Fleet Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-11	07-10	02305372192000531183605	SPEEDWAY 08012 607 E. ANNA OH	40.00	
				Total Fleet Activity	\$40.00

Mercer County Head Start Policies and Procedures

P/P Topic:	Cost Allocation	P/P #:	
Part:	2 CFR 200.416	PC Approval Date:	8/11/22
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	District Treasurer / CFO
Related Performance Standard(s):		Monitoring Responsibility:	Board of Education

(A) Policy	For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.
(B) Responsibility	District Treasurer, CFO
(C) Procedure	<p>CCS / MCHS shall equitably distribute Early Childhood Program costs among various funding sources to ensure that each program or funding stream pays its fair share of the costs for the provision of services. By fair share, it is meant that the costs borne are proportional to the benefits received. Therefore the following steps shall be completed:</p> <ol style="list-style-type: none"> 1. The Mercer County Head Start Director shall identify all funding sources, determine funded enrollment numbers, allocate costs appropriately and make adjustments as changes occur. 2. An annual budget is prepared for each funding source which may include, as necessary, but is not limited to the following: <ul style="list-style-type: none"> • Personnel • Fringe benefits • Travel (not local) • Equipment • Supplies • Contractual • Construction • Other – Depreciation / Space Costs; Rent; Utilities / Telephone; Building & Child Liability, Insurance; Building maintenance; Incidental Alterations / Renovations; Local Travel; Nutrition Services; Child Services Consultants; Volunteers; Substitutes; Parent Services; Accounting / Legal Services; Publications / Advertising / printing; Training /

Staff Development; Other

Direct Program Expenses

Expenses that can be identified specifically for a particular program are charged directly to that program. Invoices are coded to the appropriate program cost center. Salary & fringe costs for program personnel, as well as travel, supplies, and other costs related to each grant are charged directly to the appropriate grant.

Direct Allocation of Shared Expenses

Expenses for shared classroom space, personnel, supplies, etc., that are identified as being shared between particular programs are directly allocated to each program based on various methods of distribution including, but not limited to:

- Funded enrollment numbers
- Number of employees
- Direct hours of service for each program
- Actual usage
- Number of classroom days per week
- Number of children served by each funding stream

The Director, Program Management Staff, and District Treasurer shall clearly define what is to be allocated and what may be directly billed to a program. Directly billed items do not have to be allocated.

Basis for allocation shall be developed and different basis may be used for different cost categories.

Costs shall be allocated on staff time sheets, acquisition purchase orders, the agency's space cost procedure, etc., and recorded in accounting records.

Allocation and basis for allocation shall be reviewed quarterly to actual and corrected if needed. Program services changes that require allocation revisions are adjusted as changes occur.

Budget share is never the appropriate basis for the allocation. The share of expense is determined by the cost allocation plan, not by the percentage of the program's budget.


The cost allocation plan is to be reviewed annually and approved by the District Treasurer.

Certificate of Cost Allocation Plan

This is to certify I have reviewed the Mercer County Head Start Cost Allocation Plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in the proposal dated 8/1/22 to establish cost allocations, billings are reasonable, allocable and necessary for the performance of grant activity and are allowable in accordance with the requirements of 2 CFR 200, entitled "Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards" and the awards to which they apply. No unallowable costs have been included in the Cost Allocation Plan.
2. All costs included in this proposal are properly allocable to awards on the basis of a beneficial or causal relationship between expenses incurred and the awards to which they are allocated in accordance with applicable requirements.

I declare the foregoing is true and correct.

Grant Recipient: Celina City School District
Signature: 
Name of Official: Darren Jenkins
Title: District Treasurer
Date of Execution: 08/01/22

MCHS GOAL PROGRESS REPORT

Goal	Objective	Year 3 (21/22)	Progress	Potential Barriers to Progress
<p>HR – MCHS will recruit, hire, and retain the highest quality staff to provide innovative comprehensive services to children and families.</p>	<p>1. Develop an orientation and onboarding system that provides staff with the time, support, and knowledge to perform their job assignment.</p>	<p>Implement internal peer mentors to support new employees.</p>	<p>Director and managers collected relevant information and began to build onboarding tool. Orientation tools are still being used.</p> <p>Director and managers agree on format, developed onboarding mechanism for individual positions / classifications. Managers piloted tool with new hires.</p> <p>Education & Health completed. Program to use Head Start 101 from OHSAL. FE & MH need completed. New hires provide feedback via new employee survey. Results have been consistent for 2 years. Overall, new hires appreciate the positive school family atmosphere, but feel there is not enough time to learn all the Head Start systems.</p> <p>Leadership identified 2 potential peer mentors. 1 attended coaching training. 1 resigned position.</p>	<p>In Year 3, Workforce shortages impacted quality of new hires and availability of new hires. The grant recipient lies within a county that has one of the lowest unemployment rates in the state, even during COVID. With various employment opportunities available at higher rates of pay. The vaccine requirement made attracting new staff even more difficult as the grant recipient lies within an area with an anti-vax area.</p> <p>Turnover of quality staff. Staff left the field as the workload and conditions became more difficult. There was an increase in the number of families and children enrolling with mental health concerns. Children who had been isolated over half of their lives were learning how to socialize and, in many circumstances, displayed abhorrent behaviors.</p>
<p>2. Build the resource capacity of current staff. Cross-train like positions.</p>	<p>Cross Train Secretarial positions.</p>	<p>Happening inadvertently in some classrooms, not all. Because of COVID safety precautions, teachers were required to work in cohorts and substitute each other in these cohorts in absences related to quarantine and illnesses. This will need to be ongoing as new employees are hired.</p>	<p>With staffing shortages, training and coaching in peer groups is difficult to manage with safety precautions to prevent COVID illnesses.</p> <p>Staff turnover in key positions makes cross-train difficult. The process happened, but not in a systematic way that ensures core competencies of positions are clearly articulated.</p>	<p>With staffing shortages, training and coaching in peer groups is difficult to manage with safety precautions to prevent COVID illnesses.</p> <p>Staff turnover in key positions makes cross-train difficult. The process happened, but not in a systematic way that ensures core competencies of positions are clearly articulated.</p>

			<p>IT Secretary position vacant half of program year led to Head Start secretary assuming some additional IT Secretary duties. Similarly, management staff assumed some of the IT Secretary duties until position was filled.</p>	
<p>3. Create a marketing strategy that recruits highly qualified staff who maintain employment with the program.</p>	<p>Explore funding avenues to provide resources to potential employees who may not meet all hiring requirements (licenses / certification / etc.)</p>	<p>Reviewed trends and patterns in vacancies. Majority fell in transportation & education. Explored local education pipelines for potential employees. Found that these entities are focusing education on K-12 system. Program reevaluated the Teacher Assistant position and created a tiered approach that aligned with HS regs as well as licensing regs.</p>	<p>Locally career compact and higher ed programs are focused on K-12 education and not Preschool. Additional funding available at state level is not available to ODE licensed programs.</p>	
<p>MH – MCHS will implement a comprehensive mental health approach to promote the overall well-being for children, families, and staff.</p>	<p>1. Create a mental health framework that meets the needs of children, families, and staff effectively & efficiently.</p>	<p>Same as year 1</p>	<p>Annually, most staff receive the mental health framework training. Employees hired late in the school year (1 employee) was missed due to scheduling of other mandatory training and need to be in the classroom. As staff become more and more familiar with mental health services afforded within the agency, referrals for services are happening quicker and are more intentional leading to more productive outcomes. Mental Health Services are more streamlined into overall program.</p>	<p>Negative stigma associated with Mental Health. Turnover in MH Manager position (due to pay). Increased numbers of those who need services. Families will seek treatment for children but not for adults.</p>

MCHS GOAL PROGRESS REPORT

	<p>2. The program will implement a comprehensive Conscious Discipline Training Plan for staff and families.</p>	<p>75% of all staff will receive CD training. Coaching continues for seasoned staff.</p>	<p>Staff and families becoming more comfortable with services. Exceeded benchmark annually. Program moved to in-house coach, MH Manager to provide Conscious Discipline training & support to staff. Program investing funds in MH manager to become expert in Conscious Discipline. MH manager to be parenting curriculum trainer utilizing Conscious Parenting to align with services in the classroom. Need to switch from new staff to seasoned staff for coaching. More awareness of Conscious Discipline approach has again supported better referrals for mental health services leading to more productive outcomes.</p>	<p>Turnover in staff keeps training cycle at beginner stages. The focus on training new staff prevents time allocated to supporting seasoned staff in coaching.</p>
	<p>3. The program will provide wellness opportunities to support staff overall health & wellness.</p>	<p>Additional EAP services provided to staff in addition to services provided by insurance package.</p>	<p>Program has conducted an annual wellness day since 2019. Completed. Wellness committee utilized local resources to provide education, screenings, and wellness activities. Staff survey shows positive engagement and future ideas for next event. Not able to complete (EAP). Program did build a SWAP plan to support staff utilizing ARP funds.</p>	<p>Discerning long-term impacts from wellness day events. School district negotiated agreement does not allow program to exceed services in contract.</p>
	<p>4. The program will increase community partnerships with mental</p>		<p>Utilized Foundations Behavioral Health up to COVID pandemic. Hired the Mental Health consultant from Foundations as program's Mental Health manager.</p>	<p>Competitiveness for contracts may lead to change in providers. Community mental health suffered workforce shortage and was unable to provide a stable therapist on-site.</p>

MCHS GOAL PROGRESS REPORT

<p>FE – MCHS will empower parents through the development of positive healthy relationships between staff, families, children, & community in order that parents</p>	<p>health providers thereby increasing resources for children and families. 5. MCHS will partner with mental health providers to develop and create innovative services to meet the unique needs of children and families experiencing severe mental health needs.</p>		<p>Added momentum and new on-site therapist.</p>	<p>Community mental health backed away from being a direct service provider on-site.</p>
			<p>Identified Tri-County Board of Mental Health as gateway to resources (financial). Established initial team (Foundations, YWCA, & MCHS). Pandemic caused potential partners to withdraw participation. Rebuilding potential partners.</p>	<p>Locating space for future classroom. Staffing for high needs classrooms</p>
	<p>1. Increase child attendance</p>	<p>Train new staff on PFCE & RBC. Build positive relationships with families.</p>	<p>Completely new Family Engagement Team in Year 3. Focused efforts on learning PFCE & RBCs to create partnerships with families. New FAs received training. Child attendance for the program year met the 85% threshold.</p>	<p>COVID safety restrictions impacts attendance. Parents do not value attendance in preschool the same as K-12. Staff turnover</p>

<p>understand their importance and are an integral part of the overall success of their child's and community's future.</p>				
<p>2. The program will develop a data-driven parent engagement strategy annually.</p>			<p>FESM & Director updating FE tools to reflect those that meet program needs & strategies. Program uses Parent Gauge to measure family engagement. Targeting specific areas as part of overall FE plan. FE team followed data provided from families with little attendance by adults to events and training opportunities. Parent Gauge data revealed progress was made in areas of parent knowledge and skills because of information provided to the parent via the program.</p>	<p>Turnover in the entire FE team was good for the program, puts goal attainment behind. Apathetic attitude by parents For 2 consecutive years data revealed parents did not engage in activities provided by the program.</p>
<p>3. The program will provide child-parent activities that promote parents as their child's first and most important educator.</p>		<p>FESM will recruit and train parent(s) to serve as parent ambassadors to OHSAI, parent leaders from POPS and Watch DOGS</p>	<p>Scheduled, but COVID prevented completion Parents not interested or unable to make commitment to leadership roles.</p>	<p>Safety precautions hinder in-person events. Families are not engaged in online activities, especially in large groups. Parents not interested in leadership roles.</p>

		<p>to join CIP team as an advisory group for program planning.</p>		
<p>4. The program will create a communication matrix that ensures parents and staff have ample means of clear communication.</p>		<p>Evaluate social media outlets for clarity and timeliness. Review staff evaluations for gaps in training / knowledge utilizing electronic communication. Complete needs assessment for staff.</p>	<p>Year 2 indicated parents did NOT prefer electronic communication for paperwork. With COVID restrictions lifted, moved to in-person services for paperwork.</p> <p>Majority of parents found Facebook to be helpful. Program utilizes this platform to share information and community events and updates. There is an age gap / knowledge / gap in electronic communications. People use the communication method they are MOST comfortable with.</p>	<p>Responses from parents do not always mirror what they put in anonymous surveys. Parents do not always use appropriate methods of communication. Staff continue to redirect families to proper procedure and reference handbook for guidance.</p> <p>Time allocated to addressing multiple communications methods becomes cumbersome.</p>
<p>ED – Education staff will embrace the use of data to intentionally plan so that all children can reach their highest potential.</p>	<p>1. MCHS will create a culture that embraces the use of data.</p>	<p>Education staff to interpret data on a regular basis.</p>	<p>Progress is being made throughout the department. Individual needs (staff) are addressed in one on one coaching with staff member and Education Manager.</p> <p>50% of staff do this regularly, 50% of staff struggle. EM providing TTA on child assessment through Teaching Strategies.</p>	<p>Entering data into data collection systems is reported to be time consuming. Not all data systems work as designed.</p>
<p>2. The education team will display a fluent understanding</p>		<p>Education staff will create progressions of learning for identified</p>	<p>ECERS scores continue to rise as more and more TTA provided. This has led to increased child outcomes in the Math Domain.</p>	<p>Changing the educational philosophy from product to process.</p> <p>COVID impacted trajectory of goal.</p>

<p>HE – MCHS will create a culture of safety & preventative health which will promote positive habits for children and families to carry with them in their life experiences.</p>	<p>of program curricula and the accompanying child assessment tools and strategies. 3. Children will thrive in classrooms enriched with knowledge of child developmental progressions supported Head Start ELOF and ODE Standards. 1. Children will be up to date as possible on immunizations and parents will be educated on the importance of immunizations as preventative health strategy.</p>	<p>school readiness goals. Education staff will demonstrate working knowledge of Head Start ELOF with special focus on school readiness goals. Partner with WIC to promote immunization awareness.</p>	<p>Pushed to year 4 Training provided to staff. EM has decided to focus solely on the ELOF and SRG and not state system. Scheduling future trainings. Both partnerships with Health District & WIC continue to evolve. Immunization completion rates increase annually. PY 21/22 there was a 49% increase in immunization completion. This was a 9% increase from the prior year.</p>	<p>Staff need more assistance with special populations (IEP / DLL). Difficulty locating high quality trainers in the area on these topics. Population continues to grow. Staff turnover keeps training at beginner stages. Local culture does not always support vaccinations.</p>
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MCHS GOAL PROGRESS REPORT

	<p>2. MCHS will utilize data to evaluate children, family, and staff safety.</p>	<p>The program will extend the participation of the HSAC committee to include at least 3 parents and 2 direct service staff to review and present health & safety data.</p>	<p>Recruiting parents to be involved was unsuccessful. Community partnership support is high. Community members are fully engaged in the process.</p>	<p>Convince the Superintendent to allow for more cameras in the building. Apathetic attitude of parents towards leadership roles.</p>
	<p>3. MCHS will demonstrate redundant and repetitive policies & procedures to ensure all children are safe through Active Supervision.</p>	<p>The program will ensure that all policies & procedures regarding Active Supervision are provided to staff and that all staff are trained.</p>	<p>Training occurs 2 times a year and during orientation for all new employees. Added unannounced observations and updated training to be more visual.</p>	<p>Staff become apathetic and relaxed.</p>
	<p>4. MCHS will provide a safe nurturing environment for children, families, staff, and visitors.</p>	<p>Discuss cameras in classrooms with education staff.</p>	<p>District's negotiated agreement currently prohibits cameras in classrooms</p>	<p>Negotiated Agreement with Union membership.</p>
<p>NU – Children and families will have increased access to</p>	<p>1. MCHS will strengthen partnerships with local nutrition</p>	<p>The program will improve the relationship with SNAP offices (JFS).</p>	<p>JFS SNAP program is distributed throughout the agency (JFS). There is not a single unit responsible for this program. Partnership was very limited as SNAP eligibility rolled out.</p>	<p>COVID restrictions around visitors and food prep prevent some activities. Long-term solutions and partnerships have not been formulated.</p>

MCHS GOAL PROGRESS REPORT

<p>nutritious food and expand their knowledge of nourishment thereby engaging in long-term healthy lifestyle decision making.</p>	<p>providers and community leadership.</p>	<p>The program will educate local leadership on the lack of affordable food resources in the area and advocate for additional resources.</p>	<p>COVID funds into the community provided short term answers for resources.</p>	
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MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
January	Recruitment meeting		Director, FESM, FAs	Neutral	Take inventory of recruitment supplies	Found that there were ample supplies in storage & that not many supplies needed to be ordered	
	Review required forms		Director, FESM, FAs	Neutral	Make necessary changes	completed	
	Update required forms		HS Secretary	Neutral	Keep things up to date	completed	
	Review marketing materials		Director, FESM, FAs, Secretaries, Parents	Neutral	Make necessary changes & updates		Need to focus on Rockford area
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences	No cost	Added advertisements in Play Program & Sports Program
February	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 st quarter distribution	Spent \$759	
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	Over 40 students age-eligible to return, 20 siblings will be eligible over the next program year	
	Recruitment Meeting		Director, FESM, FAs	Neutral	Distribute marketing materials and list of places for distribution		Advocates check posted

MERCER COUNTY HEAD START RECRUITMENT PLAN

										materials monthly
	Distribute marketing materials at local social service agencies and other entities identified.	FAs	Neutral	Saturate area with Head Start information						
	Facebook & website	HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year						HS Secretary updates Facebook postings
	Distribute recruitment information to COLT members	FAs	Neutral	Provide agency directors with information about the program.						Completed in March with networking meeting onsite
	Begin applications for returning children and siblings	FAs	Neutral	Reach 25% enrollment with returning children						25% - Completed in May
February	Begin applications for siblings	FAs		Reach 40% enrollment with siblings						36 returning students completed, 3 siblings completed - May 2022
	Recruitment presentations to WIC, JFS, Foundations - videos	Director, FESM, FAs	\$500	Educate social service agencies on program						Siblings cannot be completed any earlier than 30 days before 3 rd birthday
	Attend & present at No Wrong Door - videos	Director, FESM, FAs	\$500	Provide materials to other non-profits						Videos not completed
	Recruitment meeting	Director, FESM, FAs, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed						No wrong door was not held
	Identify locations for yard signs	FAs	Neutral	Marketing materials						Used remaining yard signs

MERCER COUNTY HEAD START RECRUITMENT PLAN

March	Begin applications on new referrals	FAs	Neutral	Reach 60% enrollment	Not completed
	Review enrollment packet forms	Director / FESM / HS Secretary	Neutral	Have updated information ready for staff	Completed
	Provide school districts with flyers to be sent home with elementary students	HS Secretary	\$50	Identify younger siblings of school aged students throughout the county	FESM distributed flyers to schools
	Support ESC with Child Find Activities	FAs	Neutral	Identify potential eligible children through screening	ESC did not ask for our help
	Support local districts with kindergarten screens	FAs	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten	Celina did not ask for our help
					After screening day & K registration, district reached out to locate children who did not show up or did not complete paperwork accurately. Strongly encourage districts to use HS staff at the front end of process.
April	Continue to complete applications on new applicants	FAs	\$250	Saturate the area with visual flyers with tags	\$0
	Week of the Young Child	All Staff	\$250	75% of enrollment complete	Not completed
				Bring awareness to local Head Start program	\$0
					Activities held internally

MERCER COUNTY HEAD START RECRUITMENT PLAN

Parent flyers	Parents	\$50	Provide parents with flyers and info sheets to distribute among friends	Completed
Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses	More visible in county, out lying areas
Kindergarten Screens	FAs, FESM	\$0	Recruit & assist with kindergarten screens	Supported through scheduling screens
Public Service announcements	Director, FESM		Provide articles to local newspapers	Ads placed in Celina & Rockford
Continue to complete applications on new applicants	FAs	Neutral	80% enrollment complete	33% enrollment
Enrollment packets printed	HS Secretary	\$100	Packets ready for use	12 new applications completed
Replenish flyers / posters throughout county agencies	FAs	Neutral	Keep information available & current	Printed when actually in use - August
Low income housing applications	FAs	Neutral	Reach families in low income housing units	FA staff on maternity leave
Contact local kindergarten principals for children not ready for kindergarten	Director	Neutral	Obtain names of possible applicants	FA staff on maternity leave
Facebook boosts 4 weeks	HS Secretary	\$75	Reach qualified candidates via social media	Coldwater only school who had children returning to Head Start
Health Screening Day	HCSM	\$400		Not needed this year
				Supporting screens being completed, no new kids

MERCER COUNTY HEAD START RECRUITMENT PLAN

	Complete enrollments	FAS	Neutral	100% enrollment	Resignation of FA on maternity leave, FESM now completing apps & enrolls for program	obtained through process
	Begin filling slots of MIA	FAS	Neutral	100% enrollment		
	Class lists completed	Director, FESM, EM	Neutral	100% enrollment		Began placement of accepted children
July	Staff & families participate in local parade	FESM, FAS, Driver	Salary costs	Advertise the program within the community		Completed
	Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper		Postponed
	Contact no show appointments and families with no phone at addresses provided	FAS	Neutral	Reach families with little to no contact with center		Completed
	Continue completing enrollments & organize child files	FAS	Neutral	100% full enrollment		Completed, 50% enrollment achieved
	Collect physicals & dentals	FAS	Neutral	Meet requirements		Families are submitting as completed
	Billboards for advertising	FESM	\$1500	Reach community at large		Did not do, not cost effective

MERCER COUNTY HEAD START RECRUITMENT PLAN

August	Replenish flyers and posters at local social service agencies	FAs	\$50	Keep information available & current	Presented at COLT
	Contact local JFS for foster care children	FESM	Neutral	Locate children in foster care placement	Director met with JFS Supervisor
	Continue completing enrollments	FAs	Neutral	100% full enrollment	
September, October, November	Continue taking applications	FAs	Neutral	Children turning 3 after program year starts or children late for enrollment	