

## Head Start Monthly Report May 2021

### 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:

**Credit Card: \$294.23**

4/13/21	Adobe	\$29.99	Program
4/19/21	Miller's Flowers	\$64.34	S. Stammen
4/21/21	Zoom	\$199.90	Program

#### Program Information Summary

April was full of celebrations, transitions, and recruitment. Annually, NAEYC dedicates a week in April to recognize those who serve in the Early Childhood Field. Last year, we were not able to hold our WOYC celebration in honor of Head Start's 55<sup>th</sup> Birthday, so the teachers and students held that celebration this year. Jonathan Williams captured our week in video. You can view it on our Facebook page. MCHS has been engaged in (2) significant efforts to improve transition for Head Start children and families who are moving on to Celina City Schools. The first plan involves behind the scenes work involving the collection of family information and then sharing that information with Celina Primary and the Enrollment office. The second plan was much bolder in which the District and MCHS are

participating in the Heading to Kindergarten cohort along with other school districts and Head Starts across the state. Through this we (CCS & MCHS) have developed more intentional strategies of supporting children & families transitioning as well as supporting Preschool and Kindergarten teachers in transitioning and sharing information. Through this process, Kindergarten teachers can see children in their natural preschool environments while Preschool teachers will support students in their new environments, Kindergarten class placement is more well-informed, and any specialized planning takes place earlier. Please watch the transitioning to Kindergarten video featuring Principal Duncan on either CCS or MCHS Facebook Recruitment for PY 21 / 22 has taken on new importance as OHS has put forth their statement on returning to previous COVID services with allowance for safety precautions. Please see the attached recruitment plan.

The grantee did receive a little of \$47 K in additional COVID relief funds through CRSSA.

In April the Director attended multiple internal and external meetings. Monthly community committee meetings include COLT and FCFC Service Coordination meetings. The Director attended both admin meetings for the District and MCHS. Statewide committee meetings include OHSAI REDI Initiative, Groundwork Senate meeting, Regional Adoption & Kinship group, and the Heading to Kindergarten meetings. The Director attended multiple meetings on behalf of the OHSAI Executive Board and Futures Group. Internally, the Director completed Policy Council and Self-Assessment meetings.

Much work has been on-going to improve the program's Family Engagement Services. In April, focused was placed on application and enrollment paperwork and the database system.

The MCHS leadership team wrapped up the Leadership training provided through The Serving Leader Institute. Through this process, the team has identified strengths and areas of opportunity to continue to grow our own people and our community. Next steps include finalizing our mission statement, core values, and vision. As we progress in this journey we will invite more stakeholders both internal & external to join.

**Education** – Education Manager and education staff met with local school district staff to discuss children transitioning to kindergarten in the Fall.

**Mental Health** – The Mental Health Manager is working on streamlining reports and processes to speed up referrals and communication between all involved. Future plans focus more on educating educators on mental health issues and the time involved in supporting children in the classroom.

**Disabilities** – 30 students received IEP services this year. There were concerns with 2 students with obvious concerns that were “screened out” by the ESC.

**Health** – Dental continues to be a significant concern for children and families in the community. COVID issues have been minimal if any.

**ERSEA** – Continues to be an area of improvement, in reviewing files there continues to be missing information that needs correction.

**Family Engagement** –No family engagement events in the month of April

## **B. Enrollment / Attendance**

**98 children are currently enrolled.**

**Enrollment by Program Option:**

Half Day PY Head Start	63
Full Day School Year Ed Complex	19
Full Day School Year Rockford	8

**Attendance by Program Option:**

Half Day PY Head Start	79.94%
Full Day School Year Ed Complex	86.25%
Full Day School Year Rockford	95.39%

**C. CACFP report – CACFP claimed meals**

<b>Month Served</b>	<b>April 2021</b>
<b>Total Days Attendance</b>	<b>Rockford = 19 EC = 20</b>
<b>Total Breakfast</b>	<b>907 + 77</b>
<b>Total Lunches</b>	<b>1460 + 77</b>
<b>Total Snacks</b>	<b>999</b>
<b>Total Meals</b>	<b>3,366 = 3,520</b>

**D. Self-Assessment – Plan attached to report**

**E. Community Assessment**

- In Progress

**F. Communication and guidance from the Secretary**

**See attached PI**

**Head Start Director is asking for an approval Self - Assessment Plan.**

**Attachments to report:**

Recruitment Report

ACF-PI-HS-21-03

Plan for ARP funding

MCHS student calendars

MCHS Summer programming and calendar

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2021 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,925,465.00	-	1,925,465.00	680,000.00	1,245,465.00
CACFP Revenue	-	30,696.00	30,696.00	25,293.82	5,402.18
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,925,465.00</b>	<b>30,696.00</b>	<b>1,956,161.00</b>	<b>706,793.82</b>	<b>1,249,367.18</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	913,029.00	-	913,029.00	356,742.95	-	556,286.05
Fringe Benefits	626,671.00	-	626,671.00	239,002.16	200.00	387,468.84
Programming	158,087.00	793.00	158,880.00	55,502.96	55,846.92	47,530.12
Supplies	155,625.00	29,903.00	185,528.00	35,018.54	20,055.54	130,453.92
Capital Outlay	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	2,744.00	-	10,845.00
<b>PA22 subtotal</b>	<b>1,867,001.00</b>	<b>30,696.00</b>	<b>1,897,697.00</b>	<b>689,010.81</b>	<b>76,102.46</b>	<b>1,132,583.93</b>
<b>Training &amp; Technical Services</b>						
Training & technical serv (job code 400)	28,652.00	-	28,652.00	13,272.52	828.00	14,551.48
Staff out of town travel	7,798.00	-	7,798.00	-	2,020.76	5,777.24
<b>Subtotal Purch Service</b>	<b>36,450.00</b>	<b>-</b>	<b>36,450.00</b>	<b>13,272.52</b>	<b>2,848.76</b>	<b>20,328.72</b>
Training & Tech Supplies	12,014.00	-	12,014.00	2,247.84	-	9,766.16
<b>Subtotal Supplies</b>	<b>12,014.00</b>	<b>-</b>	<b>12,014.00</b>	<b>2,247.84</b>	<b>-</b>	<b>9,766.16</b>
T&TA -PA20	48,464.00	-	48,464.00	15,520.36	2,848.76	30,094.88
Return of Board Advance	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,915,465.00</b>	<b>30,696.00</b>	<b>1,946,161.00</b>	<b>704,530.97</b>	<b>78,951.22</b>	<b>1,162,678.81</b>

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 2,262.85

<b>439 Early Childhood</b>							
439-9921	Salaries	Fringes	Purchased	Supplies	Capital	Other	Total
	100	200	Services	500	Outlay	800	
			400		600		
Original							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
							-
	10,500.00	9,500.00	-	-	-	-	20,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted							
CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
Exp thru 9/30	4,924.10	2,737.25					7,661.35
Exp thru 10/31	3,628.40	2,302.86					5,931.26
Exp thru 11/30	3,765.91	672.18					4,438.09
Exp thru 12/31	3,664.74	2,460.65					6,125.39
Exp thru 01/31	3,664.74	3,659.23					7,323.97
Exp thru 02/28	4,843.98	3,485.86					8,329.84
Exp thru 03/31	5,964.74	4,530.65					10,495.39
Exp thru 04/30	6,190.34	4,469.26					10,659.60
Exp thru 05/31							-
Exp thru 06/30	-	-					-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	36,646.95	24,317.94	-	-	-	-	60,964.89
CCIP Budget							
Remaining	5,253.05	5,782.06	-	-	-	-	11,035.11
CAN SPEND UP TO	46,090.00	33,110.00					
BUDGET PLUS 10%							

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>AMY ESSER</b> 5563-7500-2990-4743	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$294.23	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$294.23
---	--------------------------	------------------------------	---------------------------	-----------------------------------

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-13	04-13	55432861103200126979078	ADOBE *800-833-6687 ADOBE.LY/ENUS CA P.O.S.: BL1385707351 SALES TAX: 0.00	29.99
04-19	04-16	55432861106200066415320	SQ *MILLER FLOWERS GREENVILLE OH P.O.S.: 00011529215100425 SALES TAX: 4.35	64.34
<b>Total Purchasing Activity</b>				<b>\$94.33</b>

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-21	04-20	82305091110000016427144	ZOOM.US 888-799-9666 SAN JOSE CA	199.90
<b>Total Activity</b>				<b>\$199.90</b>

<b>Non-Federal Match</b>			
<b>**FINAL** February 2021</b>			
<b>In-Kind</b>	<b>Hours</b>	<b>Rate / hour</b>	<b>Total</b>
<b>Celina City Schools--Administrative / Support Personnel</b>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$ / (Sept-May) (Classroom) (2)			\$0.00
Board of Education		\$67.52	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
L. K. Itinerant	28	\$30.28	\$847.84
A. A. Itinerant	3	\$27.74	\$83.22
D. D. Itinerant	0	\$46.20	\$0.00
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		\$51.95	\$0.00
Transportation			
		<b>Sub Total</b>	<b>\$13,552.16</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from In-Kind Sheets)</b>			
Cafeteria Helpers		\$13.19	\$0.00
Tri-Star Students		\$18.05	\$0.00
College Students / Interns		\$18.05	\$0.00
Classroom - Parent / Community		\$18.05	\$0.00
At Home Activities	138.75	\$18.05	\$2,504.44
FA Assistant - Parent / Community		\$18.05	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council		\$42.02	\$0.00
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		<b>Sub Total</b>	<b>\$2,504.44</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd / .80 = Reg Price)		20.0%	
Monetary Donation			
Goods & Services Donation			\$618.00
Conscious Discipline \$10,800 / (8 months Sept 2020-Apr 2021)			\$1,350.00
Foundations Behavioral Health-Discount on MHC fees	61.25	\$25.00	\$1,531.25
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$532.39
Misc. Discount on Goods / Services-Jonathan Williams			\$400.00
		<b>Sub Total</b>	<b>\$4,431.64</b>
<b>Total This Month</b>			<b>\$28,714.41</b>
In-Kind Needed Each Month: \$		Annual required inkind	
		Inkind needed to date	-\$85,521.85

## Mercer County Head Start Self- Assessment Plan 2021

The Head Start Program Performance Standards outline the requirement for each grantee to conduct an annual self-assessment.

*Ongoing assessment of program goals.* A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,
- (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

This process is conducted at the end of a program year and is a compilation of data reports that have been collected and reviewed throughout the program year.

MCHS admin team meets quarterly to review data collected from monitoring reports. Monitoring reports are the result of data collection and analysis of monitoring tools. Monitoring tools are developed to monitor the "musts" as outlined in the HSPPS along with program goals. These quarterly reports feed the data collection needed for self-assessment.

MCHS proposes the following plan for self-assessment:

Months of April & May 2021

Collection and aggregate the program data. Completed by MCHS admin.

Week of May 24th, 2021

Orientation for all self – assessment members. Teams can meet in-person or via zoom.

June

Self-Assessment report to PC and Board in June.



<b>ACF</b> <b>Administration for Children</b> <b>and Families</b>	<b>U.S. DEPARTMENT OF HEALTH</b> <b>AND HUMAN SERVICES</b>	
	1. Log No. ACF-PI-HS-21-03	2. Issuance Date: 05/04/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2021; COVID-19	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** FY 2021 American Rescue Plan Funding Increase for Head Start Programs

**INSTRUCTION:**

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

**Use of Funding**

The Office of Head Start (OHS) strongly encourages grantees to prioritize additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year. At this time, Head Start programs are serving one-third fewer children than before the pandemic began. With ARP funding, programs have an opportunity to reach eligible children and families who did not enroll last year, or who did not engage in a full program year, due to the many uncertainties caused by the pandemic. Grantees are encouraged to prioritize programs for rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were not able to receive any in-person services this year, or other areas determined by community needs.

Grantees do have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grantees should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Other uses of funding include, but are not limited to, the following:

#### *Reach More Families*

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that as a program you able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.
- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture,** including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness.** Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities,** such as providing internet access to support extended learning.

#### *Get Facilities Ready for In-person Comprehensive Services*

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and “loose parts” (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

#### *Support Head Start Employees*

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts to ensure everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.
- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunity for self reflection.
- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Grantees should carefully plan to engage in activities that are one-time or temporary in nature but have a long-term impact. Additional funding cannot be made available to sustain ongoing, long-term, or permanent expenses. For any ongoing activities, grantees would be responsible for

sustaining additional costs either within their existing operations budget or securing outside support to continue activities beyond what is allocated through this opportunity.

### **Application Requirements**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds. Each grantee may apply for a proportionate amount of the \$1 billion based on their total funded enrollment. Funds will be made available through a supplemental application in the Head Start Enterprise System (HSES). The funds will be awarded as supplements to the HE, HA, and HN grants currently used for the \$250 million in CRSSA funds. Additional instructions will be forthcoming. Note that grantees will also be asked to report on the ARP funds in HSES, similar to the fall prior data collection.

### **Waiver of Non-Federal Match**

The COVID-19 pandemic is a national emergency seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve requests for waivers of non-federal match for the funds awarded from the ARP. To request a waiver of non-federal match, enter \$0 in SF-424A Section C of your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

### **Additional Information**

Additional information and materials related to the pandemic are available on the [COVID-19 and the Head Start Community](#) webpage on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
December	Recruitment meeting		Director, FESM, FAs	Neutral	Take inventory of recruitment supplies	Scheduled for 12/9/20	Completed
	Review required forms		Director, FESM, FAs	Neutral	Make necessary changes	12/31/20	Completed
	Update required forms		HS Secretary	Neutral	Keep things up to date	1/8/21	
	Review marketing materials		Director, FESM, FAs, Secretaries, Parents	Neutral	Make necessary changes & updates	12/9/20	Completed
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences	12/9/20	Completed – No changes / no cost
January	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 <sup>st</sup> quarter distribution	1/4/2021	Fewer items needed to be replenished
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	1/4/21	Completed
	Recruitment Meeting		Director, FESM, FAs	Neutral	Distribute marketing materials and list of places for distribution	Scheduled 1/4/21	Completed
		Distribute marketing materials at local social service agencies and other entities identified.	FAs	Neutral	Saturate area with Head Start information	1/31/21	Deferred to February – HMG, Mercer Health OB, Community Events (TV), Mercer pediatrics, Sheriff, Our Home, Momentum, MCHD, Commissioners,

MERCER COUNTY HEAD START RECRUITMENT PLAN

								JFS, Prosecutor, WIC
	Facebook & website		HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year	1/6/21		Completed
		Distribute recruitment information to COLT members	FAS	Neutral	Provide agency directors with information about the program.	1/9/21		COLT is suspended at this time – 2/21 Director mailed marketing materials to local social service agencies
	Begin applications for returning children and siblings		FAS	Neutral	Reach 25% enrollment with returning children	1/31/21		Achieved
February	Begin applications for siblings		FAS		Reach 40% enrollment with siblings	2/28/21		1 sibling application completed
		Recruitment presentations to WIC, JFS, Foundations - videos	Director, FESM, FAS	\$500	Educate social service agencies on program	2/28/21		Delayed pending NWD planning
		Attend & present at No Wrong Door - videos	Director, FESM, FAS	\$500	Provide materials to other non-profits	2/28/21		Delayed pending NWD planning
	Recruitment meeting		Director, FESM, FAS, Secretaries	Neutral	Share information, discuss strategy, modify plan if needed	2/8/21		Completed
	Identify locations for yard signs		FAS	Neutral	Marketing materials	2/12/21		Per FA report, 2 yard signs provided to county buildings
					Total eligible applications taken in February - 4			3 – new 1-sibling

MERCER COUNTY HEAD START RECRUITMENT PLAN

March	Begin applications on new referrals		FAs	Neutral	Reach 60% enrollment	3/31/21	Est. 12 completed, not at 60%, actual 46%
	Review enrollment packet forms		Director / FESM / HS Secretary	Neutral	Have updated information ready for staff	3/31/21	Completed, but found needed updates
		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	3/15/21	Completed for Celina
		Support ESC with Child Find Activities	FAs	Neutral	Identify potential eligible children through screening	3/31/21	ESC did not ask for help, we refer children there
		Support local districts with kindergarten screens	FAs	Neutral	Identify potential enrollees/ students not yet ready to enter kindergarten	3/31/21	Districts did not ask for help
		Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags	3/31/21	No documentation to verify
April	Continue to complete applications on new applicants		FAs	Neutral	75% of enrollment complete	4/30/21	Roughly 54% completed.
	Week of the Young Child		All Staff	\$250	Bring awareness to local Head Start program	4/18/21	WOYC video pd \$1150
	Parent flyers		Parents	\$50	Provide parents with flyers and info sheets to distribute among friends	4/30/21	Did not complete, will do in May
		Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses	4/30/21	Completed 5/7. Only had 14 to distribute. May order more in the future.
		Kindergarten Screens	FAs, FESM		Recruit & assist with kindergarten screens	4/30/21	Districts aren't asking for help

MERCER COUNTY HEAD START RECRUITMENT PLAN

		Public Service announcements	Director, FESM		Provide articles to local newspapers	4/30/21	Standard came in to take pictures
May	Continue to complete applications on new applicants		FAS	Neutral	80% enrollment complete	5/31/21	
	Enrollment packets printed		HS Secretary	\$100	Packets ready for use	5/15/21	
		Replenish flyers / posters throughout county agencies	FAS	Neutral	Keep information available & current	5/31/21	
		Low income housing applications	FAS	Neutral	Reach families in low income housing units	5/31/21	
June	Contact local kindergarten principals for children not ready for kindergarten		Director	Neutral	Obtain names of possible applicants	6/5/21	
	Facebook boosts 4 weeks		HS Secretary	\$75	Reach qualified candidates via social media	6/30/21	
	Health Screening Day		HCSM	\$400	Complete screenings on children enrolled in program & encourage families to bring eligible friends	6/30/21	
	Complete enrollments		FAS	Neutral	100% enrollment	6/30/21	
	Begin filling slots of MIA		FAS	Neutral	100% enrollment	6/30/21	
	Class lists completed		Director, FESM, EM	Neutral	100% enrollment	6/30/21	
July		Staff & families participate in local parade	FESM, FAS, Driver	Salary costs	Advertise the program within the community	7/10/21	
		Public service announcements and paid advertising	FESM	\$300	Advertise the program in local paper	7/14/21	



MERCER COUNTY HEAD START RECRUITMENT PLAN

	Contact no show appointments and families with no phone at addresses provided		FAS	Neutral	Reach families with little to no contact with center	7/31/21	
	Continue completing enrollments & organize child files		FAS	Neutral	100% full enrollment	7/31/21	
	Collect physicals & dentals		FAS	Neutral	Meet requirements	7/31/21	
August		Billboards for advertising	FESM	\$1500	Reach community at large	7/14/21	
		Replenish flyers and posters at local social service agencies	FAS	\$50	Keep information available & current	8/7/21	
		Contact local JFS for foster care children	FESM	Neutral	Locate children in foster care placement	8/7/21	
	Continue completing enrollments		FAS	Neutral	100% full enrollment	8/10/21	
September, October, November	Continue taking applications		FAS	Neutral	Children turning 3 after program year starts or children late for enrollment	11/30/21	

## Mercer County Head Start Proposed Plan for American Rescue Plan Funds

Mercer County Head Start (MCHS) was awarded \$189,047 through the American Rescue Plan. Through the Program Information ACF-PI-HS-21-03 guidance was provided on targeted areas in which funds should be allocated. After considerable review of our current budget status, allocation of current COVID funds through CARES Act and CRRSA Act, and areas needing attention, the administrative team focused on the following areas.

1. Enrollment & Recruitment – MCHS intends to use funding to secure the 3<sup>rd</sup> Family Advocate position to mirror the (2) Full-day Family Advocate positions by increasing work hours from 7.5 hours / day and from 195 days / year to 222 days / year. In so doing, this increases the manpower of the Family Engagement team during critical time periods of recruitment and throughout the year. MCHS will invest more funds into recruitment campaigns that put the program in the community's "line of sight". Previously, all community events were cancelled due to COVID restrictions. As those restrictions are lifted, staff are able to participate in community activities where Head Start eligible families are likely to be present.
2. Cleaning supplies and services – MCHS intends to purchase a second ZONO machine to be housed at the satellite location in Rockford, Ohio. This will allow for the immediate disinfecting of classroom supplies and cut down on the likelihood of spreading germs.
3. Staff wellness and mental health support – MCHS currently holds (1) Wellness Day per year for all Head Start staff. With ARP funds the program intends to hold (2) Wellness Days per year to support staff more frequently in the school year and address underlying health needs. The program intends to purchase exercise equipment (treadmill & airbike) to be housed in the breakroom for any staff to use.
4. Additional Staff – Teachers and supervisors have voiced their concern about the return to normal classroom ratios. Staff anticipate increased numbers of behavior in the classroom, and have indicated that increased staff in classrooms to cover individual needs is warranted. MCHS proposes to install a full – time Teacher Assistant Floater to support Part-day classrooms and a 4 HR aide to support Part-day classrooms.
5. Planning sessions for staff – Prior to the start of the school year we intend to offer trainings that are required by licensing and work sessions to prepare for the upcoming year (curriculum, activities, events, etc.) By holding these before students return, staff have more time to focus on service delivery during the traditional school year and less on required trainings and preparation.
6. Outdoor Learning & Play – The program intends to add more exploratory features to the playground which include sand / dirt, Greenhouse, and imaginative play accessories.

# 2021 - 2022 CALENDAR

## Rockford Student

136

█ First Day For Students  
█ Last Day For Students  
█ No School  
█ Make-up Days

October				
M	T	W	T	F
4	5	6	7	
11	12	13	14	15
18	19	20	21	
25	26	27	28	

January				
M	T	W	T	F
4	5	6	7	
10	11	12	13	21
18	19	20	27	
24	25	26		
31				

█ Christmas Break  
█ Martin Luther King Day

April				
M	T	W	T	F
4	5	6	7	
11	12	19	20	21
25	26	27	28	

█ Easter Break

July				
M	T	W	T	F

August				
M	T	W	T	F

November				
M	T	W	T	F
1	2	3	4	
8	9	10	11	
15	16	17	18	
22	23			
29	30			

█ Thanksgiving Break

February				
M	T	W	T	F
7	8	9	10	
14	15	16	17	25
28	22	23	24	

█ President's Day

May				
M	T	W	T	F
2	3	4	5	
9	10	11	12	

█

September				
M	T	W	T	F
	7	8	9	
	13	14	15	16
	20	21	22	23
	27	28	29	30

█ Labor Day

December				
M	T	W	T	F
6	7	8	9	10
13	14	15	16	
20	21			

█ Christmas Break

March				
M	T	W	T	F
7	8	9	10	
14	15	16	17	
21	22	23	24	
28	29	30	31	

9

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

12

## 2021 - 2022 CALENDAR Part-Day Student (Turtle Troop, Light House Leaders) 3.5 hrs / day

133


**First Day For Students**  
**Last Day For Students**  
**No School**  
**Make up Days**

October				
M	T	W	T	F
4	5	6	7	
11	12	13	14	
18	19	20	21	
25	26	27	28	

August				
M	T	W	T	F

September				
M	T	W	T	F
		7	8	9
		13	14	15
		20	21	22
		27	28	29
			30	

November				
M	T	W	T	F
1	2	3	4	
8	9	10	11	
15	16	17	18	
22	23	24	25	
29	30			

December				
M	T	W	T	F
	6	7	8	9
	13	14	15	16
	20	21	22	23

January				
M	T	W	T	F
4	5	6	7	
10	11	12	13	
18	19	20	21	
24	25	26	27	
31				

February				
M	T	W	T	F
7	8	9	10	
14	15	16	17	
21	22	23	24	
28				

March				
M	T	W	T	F
	1	2	3	
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31

April				
M	T	W	T	F
4	5	6	7	
11	12	13	14	
18	19	20	21	
25	26	27	28	

May				
M	T	W	T	F
2	3	4	5	
9	10	11	12	

June				
M	T	W	T	F

July				
M	T	W	T	F

August				
M	T	W	T	F

September				
M	T	W	T	F
		7	8	9
		13	14	15
		20	21	22
		27	28	29
			30	

2  
3  
4  
4  
4  
4  
4  
4  
6  
12  
12  
8  
6  
44  
9  
12  
12  
11  
6  
50  
4  
8  
3  
3  
4  
22  
133

## 2021 - 2022 STUDENT CALENDAR

### Starboard Sea Captains, Lakeside Learners, Captain's Crew, Anchor's Away

157

	First Day For Students
	Last Day For Students
	No School
	Make up Day

October				
M	T	W	T	F
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

November				
M	T	W	T	F
	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	
	29	30		

December				
M	T	W	T	F
	6	7	8	9
	13	14	15	16
	20	21	22	
			23	
			24	

January				
M	T	W	T	F
	4	5	6	7
	10	11	12	13
	18	19	20	21
	24	25	26	27
	31			

February				
M	T	W	T	F
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28			25

March				
M	T	W	T	F
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31

April				
M	T	W	T	F
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

May				
M	T	W	T	F
	2	3	4	5
	9	10	11	12
	16	17	18	
			19	

June				
M	T	W	T	F

157

July				
M	T	W	T	F

August				
M	T	W	T	F

September				
M	T	W	T	F
	7	8	9	10
	13	14	15	16
	20	21	22	23
	27	28	29	30

21

3

4

5

6

4

4

28

157

57

12

14

13

12

6

51

7

15

14

9

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

12

6

57

12

14

13

## Mercer County Head Start Summer School Proposal 2021

MCHS has submitted a carryover request from the CARES Act funding received in 2020 to implement a summer program for children transitioning from Head Start to Kindergarten in fall 2021.

MCHS intends to offer 12 days of summer camp over a 3- week time period after the 4<sup>th</sup> of July holiday.

Staff will be focusing on literacy and social emotional / self-help skills in the camp.

MCHS will provide breakfast and lunch to students through USDA funds. The program will cover the cost of snack being sent home for the students (fresh fruit).

Camp days are : July 12 – 15, 19-22, and 26-29