

**Coalfield CAP, Inc. Head Start**  
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**Annual Report to the Public**  
**PY 2018/2019**

Coalfield Community Action Partnership, Inc. (CCAP) provides early child development services through the Head Start and Early Head Start program for a minimum of five hundred eighty-two (582) Head Start children and families and eight (8) Early Head Start children and families. The service area covers the total geographic area of both McDowell and Mingo County, West Virginia.

**CCAP's Vision Statement:**

Helping People. Improving Communities. Changing Lives.

**CCAP's Mission Statement:**

Partnering to create opportunities for families and communities through education, assisted living, housing and community development

**Promise of Community Action:**

"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

**CCAP Programs & Services:**

Coalfield CAP is a non-profit community action partnership providing services in the following WV counties: Mingo, McDowell, Boone, Kanawha, Logan, Roane, Wayne, and Clay Counties as well as serving clients in two Kentucky counties: Pike and Martin. CCAP services include: Head Start, Weatherization, Senior Programs (that include home delivered meals, Sr. Centers, respite programs, etc.), Community Services Block Grant, SSVF, Energy Express, and Summer Food Service Program.

**Head Start**

In order to accommodate the needs of the area's families, the program implements center-based classes. Children were served in thirty-five (35) center based groups in McDowell and Mingo counties. Head Start operated in collaboration with the LEAs in both counties to offer quality early childhood classroom experiences throughout the service areas. Classrooms are housed in elementary schools throughout the counties as well as CCAP leased or owned facilities. All facilities located outside the elementary schools meet or exceed WV Child Care Licensing Regulations and are licensed through the state to operate. (Boards of Education are exempt from child care licensing regulations.)

The state of West Virginia offers preschool experiences for 4 year olds statewide in a collaborative model where elementary schools, Head Start programs, and child care centers partner to offer preschool services. In McDowell and Mingo counties, every preschool classroom operated is considered a collaborative classroom. Three and four year olds are served in classrooms that are jointly funded by CCAP's Head Start program and the local Board of Education.

Currently, classroom opportunities are offered in the following areas of both counties. Specific information relative to locations follows:

**McDowell County sites:**

**Bradshaw Universal PK**

(2 center based, single-session classrooms)

**Fall River Universal PK**

(2 center based, single-session classrooms)

**Jaeger Universal PK**

(2 center based, single-session classrooms)

**Kimball Universal PK**

(2 center based, single-session classrooms)

**Southside Universal PK**

(1 center based, single-session classroom)

**War Cove Universal PK**

(1 center based, single-session classrooms)

**Welch Universal PK**

(3 center based, single-session classrooms)

**Mingo County sites:**

**Ben Creek Universal PK**

(1 center based, single-session classroom)

**Burch Universal PK**

(2 center based, single-session classrooms)

**Delbarton Universal PK**

(1 center based, single-session classroom)

**Dingess Universal PK**

(2 center based, single-session classrooms)

**Gilbert Universal PK**

(1 center-based single-session classroom)

**Gilbert Universal PK**

(2 center based, single-session classrooms)

**Kermit Universal PK**

(1 center based, single-session classroom)

**Lenore Universal PK**

(1 center based, single-session classroom)

**Lenore Universal PK**

(2 center based, single-session classrooms)

Bradshaw Elementary School

560 Mountaineer Highway

Bradshaw, WV 24817

Fall River Elementary School

13 Falcon Drive

Roderfield, WV 24816

Jaeger Elementary School

182 Water Street

Jaeger, WV 24844

Kimball Elementary School

28631 Coal Heritage Road

Kimball, WV 24853

Southside Elementary School

13509 Rocket Boy Drive

War, WV 24892

War Cove Head Start Center

300 Cove Circle

War, WV 24892

Welch Elementary School

1235 Stewart Street

Welch, WV 24801

Ben Creek Head Start Center

1357 Left Fork Ben Creek

Wharncliffe, WV 25651

Burch PK-8 Elementary School

Delbarton, WV 25670

Delbarton Head Start Center

104 Tom O. Curry Branch

Delbarton, WV 25670

Dingess PK-8 Elementary School

Dingess, WV

Gilbert Head Start Center

175 RT 80

Gilbert, WV 25621

Gilbert PK-6 Elementary School

Gilbert, WV 25621

Kermit PK-8 Elementary School

Kermit, WV

Lenore Head Start Center

45 Runyon Avenue

Lenore, WV 25676

Lenore PK-8 Elementary School

Lenore, WV 25676

**Marrowbone Universal PK**  
(1 center based, single-session classroom)

Marrowbone Head Start Center  
2405 Marrowbone Creek  
Kermit, WV 25674

**Matewan Universal PK**  
(1 center based, single-session classroom)

Matewan Intergenerational Center  
146 McCoy Street  
Matewan, WV 25678

**Matewan Universal PK**  
(2 center based, single-session classrooms)

Matewan PK-8 Elementary School  
100 Tiger Lane  
Matewan, WV 25678

**Red Jacket Universal PK**

Kiwanis Drive  
Red Jacket WV 25692

**Williamson Universal PK**  
(2 center based, single-session classrooms)

Williamson Head Start Center  
1630 West 3<sup>rd</sup> Avenue  
Williamson, WV 25661

**Williamson Universal PK**  
(2 center based, single-session classrooms)

Williamson PK-8 Elementary School  
5 Riverside View  
Williamson, WV 25661

All classrooms utilize the same curriculum (The Creative Curriculum) and assessment tools (Early Learning System). All staff receive the same training and operate in a consistent manner so that all children are exposed to the same opportunities regardless of the location of their classroom. By virtue of being a collaborative program, children and families receive a comprehensive host of services that includes developmentally appropriate early childhood experiences for children as well as health, nutrition, mental and transportation services. Families receive support in these areas as well as comprehensive parent involvement experiences (including training, goal setting, decision making, etc.) Services are categorized and explained, as follows:

The major service areas in Head Start include:

- **Education:** Head Start's education component is designed to meet each child's individual needs. Child plans are determined based upon the child's developmental level and early childhood best practices as set forth by Head Start Performance Standards and WV Early Learning Standards Framework.
- **Health:** Head Start provides all children with a comprehensive health care program, including medical, dental, mental health and nutrition services.
- **Family Development:** Families are supported in assessing their own strengths and identifying areas of interest regarding goals for their family. Parent training opportunities are provided monthly.
- **Parent Involvement:** Parents are the most important influence in a child's development and are their child's primary teacher. The Head Start program strongly encourages parents to become involved in the program through center volunteerism; parent center committees; Policy Council representation; and other committees. Parents are also provided training opportunities based upon their interests.
- **Transportation:** School buses are available to transport children to Head Start functions. Buses are used in all areas and are available for transportation of parents as appropriate.
- **Family Literacy:** Literacy is evident throughout all learning centers in the Head Start classrooms. Parents are encouraged to read to their children and to participate in literacy activities for themselves, as well.

Education staffing in the classrooms includes both Head Start employees and Board of Education employees, depending upon the classrooms. Teaching staff is qualified and credentialed to teach preschool aged children, either through an appropriate degree (MA; BA; AA) or certification (CDA; CDS) and ongoing training in early childhood development practices. In addition, all teaching staff have obtained

either a temporary or a permanent Authorization to Teach in an Early Childhood classroom from the state Department of Education. Training is ongoing for all staff in order to ensure that the most current child development practices are practiced. Training opportunities are also shared between Head Start and BOE.

**Enrollment**

Enrollment eligibility statistics for the 2018-2019 school year follow:

Income below 100% of Federal Poverty Level	359
Status as Homeless	05
Receipt of public assistance (i.e. TANF, SSI)	59
Over Income	58
Income between 100% and 130% of Poverty Level	48
Children with Disabilities	81
Status as a Foster Child	40

Overall, enrollment was enhanced throughout the program as efforts were never ceasing to enroll and serve eligible children and families for the program. We were able to meet the funded enrollment level of 582 (Head Start) for the year. Head Start’s Policy Council formed a recruitment and enrollment committee that was instrumental in the development and implementation of a comprehensive plan to increase enrollment levels. Enrollment levels for Early Head Start (8 slots) were met consistently.

<u>Month</u>	<u>HS Enrollment</u>		<u>EHS Enrollment</u>	
May 2018	582/582	100%	8/8	100%
June 2018	Closed		8/8	100%
July 2018	Closed		8/8	100%
August 2018	582/582	100%	8/8	100%
September 2018	582/582	100%	8/8	100%
October 2018	582/582	100%	8/8	100%
November 2018	582/582	100%	8/8	100%
December 2018	582/582	100%	8/8	100%
January 2019	582/582	100%	8/8	100%
February 2019	582/582	100%	8/8	100%
March 2019	582/582	100%	8/8	100%
April 2019	582/582	100%	8/8	100%

**Monitoring/Reviews – 2017/2018**

*Federal Review of the Head Start*

- The Head Start/Early Head Start program did not undergo federal monitoring reviews during the year as all federal monitoring was conducted in the previous three (3) years of the five (5) year grant cycle

*Child Care Licensing Reviews*

- Classrooms located in facilities outside the Board of Education schools were inspected and licensed by the state of WV. All sites (outside BOE facilities) have current licenses from the state.

**Program Self Assessment**

The annual Program Self Assessment information has been submitted from all assessment teams. The information was compiled and utilized as a part of the program’s ongoing quality improvement planning process. Head Start staff and management met together with Policy Council members and community

partners to discuss the information. Results are utilized in the ongoing planning for the Head Start program in order to enhance quality and availability of services. The findings/plan are utilized for continued quality improvement for program operations and services.

**Independent Audit**

An independent audit of the agency’s financial policies and procedures is conducted annually during the month of June. The Certified Public Accountant firm contracted to conduct that service in order to ensure that procedures are in compliance with federal standards. A complete copy of the audit and its components is available at CCAP’s central office at 1626 West 3<sup>rd</sup> Avenue, Williamson, WV.

**Parent Involvement**

Each Head Start center has a Parent Center Committee that makes decisions at the local level and elects representatives to the program’s Policy Council. Policy Council is comprised of 51% of current Head Start parents and 49% of representatives from the community that are selected and approved by parent representatives. The term of the Council runs from October to October. Throughout the school year, the Policy Council meets on a monthly basis to carry out shared program governance with Management and the Board of Directors.

Parents share active input into center curriculums, menus, and programming, and are welcomed at the centers at all times.

Head Start parent education activities are designed to complement child development by offering parental programs that work toward strengthening the family. Trainings specific to parent’s identified needs and interests are provided monthly at their center meetings. In addition, parents attend state Head Start training conferences and have the opportunity to serve on boards and committees.

**Funding/In Kind/Budgetary Expenditures**

The Head Start program is funded by the U.S. Department of Human Services, Administration for Children and Families, Office of Head Start. The program also receives generated funding from the West Virginia Department of Education through local collaborative efforts. The US Department of Agriculture (USDA) provides reimbursement for food costs through the Child and Adult Care Food Program (CACFP).

Specific amounts and sources are as follows:

<u>Funding Source</u>	<u>Head Start</u>	<u>Early Head Start</u>	<u>Funding Totals</u>
(ACYF)	\$ 4,605,153.	\$ 119,567.	4,724,720.
T/TA	53,698.	2,698.	56,396.
Total	\$ 4,658,851.	\$ 120,185.	\$4,781,116.

As a condition of the Head Start grant, the program is required to provide a local in kind match of 20% for any federal funds received. This non-federal share of the grant award is provided through a variety of means that include, but are not limited to: parent participation in the program, space donations, and partnerships with the local boards of education. The minimum amount of non-federal share that is generated is:

	<u>Non-Federal Share</u>
Head Start	\$ 1,164,713.
Training and Technical Assistance	<u>    30,573.</u>
Total	\$ 1,195,286.

## School Readiness

Coalfield CAP, Inc. Head Start teaching staff will facilitate learning for all children based on children's developmental levels and according to children's learning styles and abilities in each of the domains.

### Approaches to Learning

- Children will experiment with ideas/materials to demonstrate persistence in a variety of topics.
- Children will use the scientific method to observe and collect information to make predictions and draw conclusions about living things and natural processes.
- Children will use critical thinking skills according to their developmental levels and abilities.

### Social and Emotional Development

- Children will move through the classroom routine independently.
- Children will successfully enter into/participate in independent play, small/large group activities.
- Children will learn to use positive problem solving skills for friendship and social conflict for socially appropriate behavior with peers and adults.

### Language and Literacy Development

- Children will engage in communication and conversation with peers and adults.
- Children will identify letters in print and in the environment and recognize that letters form words and that print conveys meaning.
- Children will recognize that writing is a way of communication for a variety of purposes.
- Children will use books for enjoyment/information from different kinds of literature/technology.

### Cognition and General Knowledge

- Mathematics Knowledge and Skills
- Children will recognize numbers in correct order.
- Children will associate quantities and the names of numbers with written numerals.
- Children will use numbers to describe relationships and solve problems.
- Children will know and understand shapes by their properties.
- Children will recognize patterns and sequencing to predict and classify objects.
- Children use standard/nonstandard techniques/tools to measure/compare objects using math

### Physical Development and Health

- Children will practice healthy habits for nutrition, germ prevention and dental hygiene.
- Children will get sufficient rest and exercise to support healthy development.
- Children will develop the control of large muscles for movement, navigation and balance.
- Children will develop the control of small muscles for strength and dexterity, eye-hand coordination, and to manipulate a range of objects and tools.

School Readiness builds a foundation of knowledge for future education and is about more than just the **readiness of children**; it also includes the **readiness of public schools to receive children**. In order to ensure children and families have an appropriate transition to public school, the program will:

- Develop and maintain partnerships
  - partnerships will be developed with local and state agencies providing services for children to ensure a seamless delivery of unduplicated services
  - staff will be involved in local and state groups such as WV Head Start Association; County Collaborative Teams for Universal Pre K, etc. to connect with needed resources
  - plan of transition for participating children from Head Start to kindergarten and provide for the transfer of records
  - share training experiences with partners to ensure developmentally appropriate practice is provided
- Staff's effect upon children and their development are greatest when all staff is committed to the program's goals
  - individual plans for professional development will be completed with staff
  - staff will be involved in on-going educational advancement activities

- staff meetings, staff training sessions, etc. will support early child development practices

**Program Services Report**

Coalfield CAP, Inc.-Head Start Program annually reports program services for the entire service area. Services that are included are: Child and Family Services; Family Information; Health Services; Transportation Services; Mental Health Services; Disability Services; Enrollment; Staff Qualifications; Eligibility; Education Services; Community Partner Agreements; and Centers/Classes. This information is used in a variety of ways that include but are not limited to, local program goals and strategies, training and technical assistance plans, annual strategic planning process, etc.

Services provided to children during this service period include:

- Number of children with an ongoing source of continuous, accessible health care 608
- Number of all children who are up-to-date on a schedule of age appropriate preventive and primary health care according to your state's EPSDT schedule for well child care 552
- Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age 461
- Number of children with continuous, accessible dental care provided by a dentist 644
- Number of children who received preventive care 574
- Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported 616
- Of these, the number of children diagnosed as needing treatment since last year's PIR was reported. 88
- Of these, the number of children who have received or are receiving treatment 40

A full copy of the program's annual Program Information Report is available at CCAP's central office at 1626 West 3<sup>rd</sup> Avenue, Williamson, WV