

JEFFERSON-CLARION HEAD START, INC.

2012-2013

ANNUAL REPORT

— AND FINANCIAL STATEMENT —



• 18 WESTERN AVE., SUITE C - BROOKVILLE, PA 15825 - (814) 849-3660 •



WWW.JCHEADSTART.COM





ABOUT OUR AGENCY

Jefferson-Clarion Head Start, Inc. is a private *non-profit* corporation that serves as the administrative entity for child and family development programs including **Head Start**, **Early Head Start**, **Maternal, Infant Early Childhood Home Visiting (MIECHV)**, **Family Literacy** and **Pre-K Counts**. Although each of these programs may differ in some respects, each has our fundamental mission at its core which is to provide comprehensive services to children and families.

To operate these programs effectively our agency has established and maintains effective partnerships with other community organizations, child care providers and school districts. *Jefferson-Clarion Head Start, Inc.* believes we are to be an integral part of our community where many agencies and service providers work together to identify needs, remove barriers and maximize our resources collectively to meet the needs of children and families.

The contents of this annual report will provide specific information about each program as well as highlight the major accomplishments over the past year.

We want to take this opportunity to acknowledge and express our appreciation to our *Board of Directors*, *Policy Council*, and *Advisory Councils* who so willingly volunteer their time and expertise to provide support, oversight and direction to our agency. Finally, this report is dedicated to our staff that work so hard and go above and beyond the call of duty to provide the highest level of quality services to children and families.

VISION STATEMENT

Jefferson-Clarion Head Start, Inc. will continue to be a role model to other organizations in the provision of services to children and families. We will be a community leader in establishing and maintaining effective collaborations. We will strive to continually improve our program while identifying and responding to the changing needs of our communities.

MISSION STATEMENT

Jefferson-Clarion Head Start, Inc. is dedicated to providing comprehensive education and health services to low-income children to insure they will be healthier and better prepared for success in school and life. We seek to promote family self-sufficiency by providing educational opportunities to parents and establishing family partnerships designed to build upon the strengths of each family. We are committed to collaborating effectively with schools and other social service agencies while being responsive to the changing needs of our communities.

“**That's the real trouble with the world, too many people grow up.**”

- Walt Disney



Steve Berfield, Executive Director, (right) presents a certificate to Melissa Schmader, Early Head Start Director / School Readiness Coordinator, in recognition of 15 years of service to Jefferson-Clarion Head Start, Inc.

“**The world is as many times new as there are children in our lives.**”

- Robert Brault

“**There's nothing that can help you understand your beliefs more than trying to explain them to an inquisitive child.**”

- Frank A. Clark

“**The real menace in dealing with a five-year-old is that in no time at all you begin to sound like a five-year-old.**”

- Jean Kerr

HEAD START

Head Start is a federally-funded, high quality child and family development program that promotes the school readiness of low-income children 3-5 years of age by enhancing their cognitive, social, and emotional development in learning environments that support children's growth in language, literacy, math, science, social and emotional functioning, creative arts, physical skills, and approaches to learning.

Head Start also provides children and their families with health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

At least 10% of enrollment opportunities are made available for children with disabilities, regardless of income. Head Start recognizes the importance of family-focused early intervention and strives to build upon the strengths of each family. Services and opportunities to children and families are provided through Head Start's major service areas which include:

Education: Provides a variety of developmentally appropriate learning experiences to foster intellectual, social and emotional growth through center and home based options

Transition: Provides children and parents with information and educational opportunities to prepare them for entrance into the public school system

Disabilities Services: Insures that children with disabilities receive the full range of developmental services in an inclusive environment

Health/Nutrition: Emphasizes the importance of early identification and treatment of health problems and comprehensive health care

Mental Health: Recognizes the importance of providing mental health and psychological services to children and parents to encourage emotional and social development

Parent Involvement: Recognizes parents as the primary educator of their child and the most important influence in their child's lives, parental involvement is encouraged at all levels

Social Services: Provides a wide range of education and training opportunities and referral and support services to meet identified family needs

JEFFERSON-CLARION HEAD START

provides services to approximately **300** children each year.

Services are available in the following areas:

JEFFERSON COUNTY

- Brockway
- Brookville
- Punxsutawney
- Reynoldsville
- Sykesville

CLARION COUNTY

- A-C Valley Area
- Clarion Area
- Knox
- New Bethlehem
- Rimersburg

HEAD START RESEARCH INDICATES THAT:

CHILDREN HAVING HAD HEAD START SERVICES ARE...

LESS LIKELY TO:

- be retained in grade
- require special education
- drop out of school

MORE LIKELY TO:

- have improved intellectual/cognitive skills
- be healthier
- have enhanced self-esteem
- exhibit good social/emotional skill development

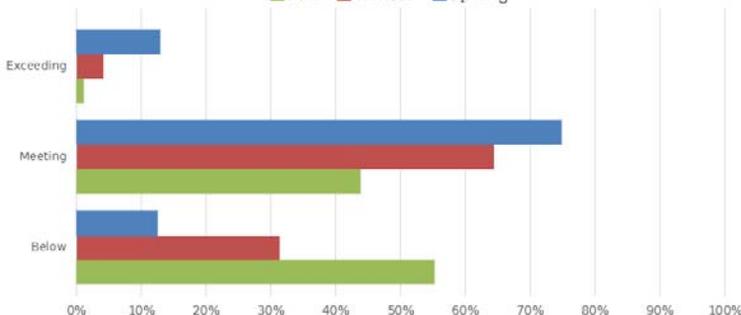
PARENTS INVOLVED IN HEAD START...

- have increased self-confidence
- have increased involvement with their children
- are more knowledgeable about their child's learning and development
- are more likely to continue involvement when their child enters the public school system
- are more aware of community resources

2012-2013 CHILD OUTCOMES OVERVIEW

AVERAGE PERCENTAGE OF CHILDREN AT EACH LEVEL OF PROGRESS

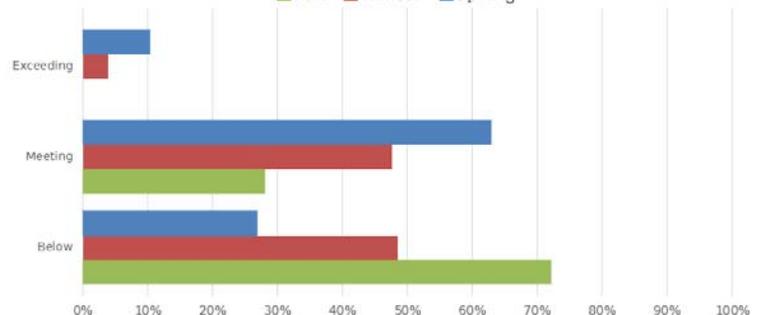
■ Fall ■ Winter ■ Spring



2012-2013 CHILD OUTCOMES OVERVIEW

AVERAGE PERCENTAGE OF CHILDREN WITH IEPs AT EACH LEVEL OF PROGRESS

■ Fall ■ Winter ■ Spring



IMPORTANT HEAD START INDICATORS FOR 2012-2013

- **284** children received Head Start services (funded enrollment is 263).
- **256** families (100%) participated in a family partnership process.
- **88%** of all children enrolled received a medical exam.
- Over **80%** of children completed a dental exam, of those 36% needed treatment; 74% received treatment.
- **96%** of children were up-to-date with immunizations.
- **28%** of children enrolled (80) were identified as having a disability.
- Our program was at **100%** enrollment for each operating month.
- Of the 256 families served, **55%** were single-parent families.
- **90%** of children served were income eligible (*below poverty guidelines*)

RESULTS OF MOST RECENT FEDERAL ON-SITE REVIEW & ANNUAL AUDIT

Our most recent Federal Onsite Review was conducted in November of 2009. Program strengths were identified in the areas of community partnerships/collaborations and cultural awareness. There were two (2) areas of non-compliance: not completing screening procedures for all children within 45 calendar days of entry date into the program and not ensuring children's backpacks were properly secured on some busses. Both of these areas have been properly rectified to ensure compliance with Head Start regulations.

Jefferson-Clarion Head Start, Inc.'s 2012-2013 Independent Audit Report was completed by the audit firm, *Mauthey, Yutzey and Gabler*. An unmodified report was issued, in February 2014, and there were no findings or questioned costs. Visit the Agency website to view the Audit Report.

In April of 2011, through our program self-monitoring, we discovered a concern relating to boarding and un-boarding procedures from the bus at one center. This situation was reported to the regional office and identified as an area of deficiency that was immediately corrected.

TRANSITION/SCHOOL READINESS

Jefferson-Clarion Head Start staff are committed to making the transition from Head Start to Kindergarten as smooth and successful as possible for both children and their families. To facilitate this transition, teachers utilize the *Creative Curriculum* that is aligned with the *Pennsylvania Early Learning Standards* and to provide continuity between Head Start and Kindergarten. This curriculum also provides tools that allow teachers to individualize lessons and activities for each child. This assures that each child is receiving appropriate challenges, that will allow these children to learn at the fullest potential.

School readiness goals have been identified for children in a variety of domains that are aligned with the *Head Start Early Learning Framework* and *Pennsylvania's Early Learning Standards*. All enrolled children are assessed three times each year utilizing *Teaching Strategies Gold*. Results of these assessments are aggregated and analyzed at the program and center levels. Teachers and Home Visitors use the assessments to formulate goals within each child's *Individual Curriculum Plan* and review them with the parents.

Jefferson-Clarion Head Start, Inc. also maintains open communication and cooperation with parents, early intervention programs, and local school districts. Our goal is to ensure a smooth transition and seamless provision of services for all preschool children. Some of these responsibilities include, but are not limited to:

- Transition/Education Advisory Committee meeting that occur twice a year
- Assistance with Kindergarten registrations
- The transfer of Passport to Kindergarten portfolios, with parental consent, at transition meetings with Head Start staff and incoming Kindergarten programs
- Field trips to new school settings
- Dissemination of information and activity packets, at the end of the year, to help parents work with their child during the summer months to maintain the school readiness skills obtained in Head Start.

Additionally, our program is currently participating in the Keystone STARS initiative.

PARENT INVOLVEMENT ACTIVITIES / ENGAGING FAMILIES

Many opportunities existed during the year for Parent Involvement which has and will continue to be an area of major emphasis. First and foremost, many parents and guardians of enrolled children participated as volunteers in the classroom throughout the year with parents having successfully completed our structured Volunteer/Employment Training Program. Additional opportunities for parents to be directly involved with their child's development occurred through parent-staff conferences and home visits, effective participation of parents who worked in the home with their own children utilizing individualized activities sent home or those learned from workshops, flyers and newsletters. Also, many parents participated in Policy Council, Center Parent Committee, or on various advisory committees for the program. In this way they had the opportunity to become an integral part of discussing program policies, service area reports, and program planning, as well as child and adult educational activities, health, transportation and mental health information. Additionally, parents participated in experiences and educational activities which led to their own development in areas such as child and family nutrition, prevention of child abuse, transitioning children into kindergarten, preventative medical and dental care, home safety practices, finance, family literacy, community resources including links to adult education and employment training.

The addition of the *Positive Solutions for Families and Parenting Series Workshops* provide yet another opportunity for parents, raising young children, to develop parenting skills. Going forward, we will seek to engage and collaborate with parents and families, in traditional and non-traditional ways, by providing opportunities to achieve outcomes in areas such as: family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the community, or families as advocates and leaders.

EARLY HEAD START

Jefferson-Clarion Head Start, Inc. was awarded the *Early Head Start* grant in November 2009 through the *American Reinvestment Recovery Act*. Additionally, in 2011 we were awarded 24 more slots through the *Maternal, Infant, Early Childhood Home Visitation Grant* with an additional 24 slots in 2012. *Early Head Start* is designed to provide high quality child and family development services to low-income pregnant women and families with infants and toddlers. Services are provided year-round, at no cost, to meet the health, educational, developmental, and social needs of children and families.

Our program operates a home-based model where Parent Educators visit families each week for 1 ½ hours, however, visits may vary for expectant parents. We also offer opportunities for parents and children to come together twice per month for *Infant / Toddler Playtimes*. Services are provided throughout Jefferson and Clarion Counties.

HOME VISITS FOCUS ON THE FOLLOWING AREAS OF SCHOOL READINESS:

PARENT-CHILD ATTACHMENT

To promote positive parent-child relationships, a Parent Educator might:

- Bring helpful information / activities about bonding with your child
- Model ways to interact with children-for example; assisting you in reading with your child
- Model talking with your child-for example; describing what your child is doing: "You stacked four blocks. Great!"
- Assist you in observing your child's strengths and give you tips for developing them
- Connect families with one or more of our Certified Educators of Infant Massage

CHILD HEALTH AND SAFETY

Parent Educators will provide information about the following:

- The importance-of well-baby check-ups and immunizations
- Recognizing a baby's cues, such as knowing when your baby is hungry
- Proper childhood nutrition, including breastfeeding support
- Ways to childproof your home



CHILD DEVELOPMENT

Parent Educators can talk about:

- What is typical for a child's age
- What to expect next in your child's development
- Preparing for preschool
- Positive discipline strategies
- Common childhood issues like sleeping or toilet training

PARENT SUPPORT

Parent Educators or other EHS staff may assist parents in setting goals such as:

- Job search or education goals
- Stress management and coping with problems
- Budgeting
- Transportation to Playtimes or Medical appointments

SERVICES TO PREGNANT WOMEN AND EXPECTANT FAMILIES

Parent Educators and our EHS staff can also perform home visits or assist in providing support/transportation to prenatal visits. Services include:

- Education on fetal development
- Education on nutrition and breastfeeding
- Assistance in preparing siblings for baby's arrival
- Assistance in preparing a birthing plan
- Education on the effects of smoking, alcohol, and drug use during pregnancy

CHILD ASSESSMENTS

Children are assessed four times per year, using the **Teaching Strategies Gold** assessment tool. Parents and their Parent Educator jointly develop an Individual Curriculum Plan (ICP) that will identify goals for each child's development. Assessment information is aggregated and analyzed at each checkpoint to determine children's progress towards meeting school readiness goals.

SERVICES TO FAMILIES AND CHILDREN WITH SPECIAL NEEDS/DISABILITIES

At least **10%** of enrollment opportunities are made available to children with special needs. Early Head Start staff work closely with parents, professionals and other agencies to ensure children receive comprehensive services. Parent Educators and Early Head Start staff will work with parents to provide education on advocacy and will provide activities and resources to help children with disabilities reach their full potential. We served a total of **45** children with an Individual Family Service Plan (IFSP) in 2012-2013 School Year.

2012-2013 WIDELY-HELD EXPECTATIONS COMPARISON

AVERAGE SCORE FOR 2-3 YEAR OLDS IN THE LANGUAGE DEVELOPMENT AREA



2012-2013 WIDELY-HELD EXPECTATIONS COMPARISON

AVERAGE SCORE FOR 2-3 YEAR OLDS IN THE SOCIAL-EMOTIONAL DEVELOPMENT AREA



MENTAL HEALTH

Early Head Start recognizes the importance of providing mental health support to infants, toddlers and their families through caring, long-term relationships established by staff and certified mental health professionals. The quality of the parent-child relationship is the most important aspect of infant mental health promotion, prevention and treatment. To help with this positive relationship building, newborns and their parents are given an opportunity to participate in infant massage classes. These classes are conducted in the home by *Early Head Start* staff who are **Certified Educators of Infant Massage**. Parents are educated on the importance of touch and the strokes used to massage an infant, how massage aides in the bond and attachment that occurs between a child and parent, discusses "gentle movements" and crossing the mid-line which promotes brain development and offers ways to aid a baby that may suffer from colic or tummy problems.

TRANSITION

Beginning six months prior to a toddler's third birthday, a comprehensive transition process begins with each family. Staff work with families to ensure a smooth transition occurs into Head Start or another preschool program. Some of the activities involved in the transition plan are: educating parents about "getting ready" for preschool, visiting a preschool classroom, completing a **Passport to Preschool** which is given to the incoming preschool classroom and every child receiving a social story book about their new preschool classroom.

PARENT INVOLVEMENT

Many opportunities were provided this year for Parent Involvement in the Early Head Start Program. Parents, pregnant women, and guardians play an integral role in all of the activities *Early Head Start* offers. First and foremost parents are active participants in all activities during home visits and Infant/Toddler Playtimes. During home visits and playtimes parents become active observers/teachers of their children. Parent Educators provide opportunities to nurture parent/child relationships and build on the skills that families already have. Families have participated in experiences and educational activities which led to their own development in areas such as using their home as a learning environment, infant/toddler and family nutrition, prevention of child abuse, transitioning children to preschool, preventative medical and dental care, home safety practices, prenatal care and fetal development, finance, family literacy, community resources including links to adult education and employment training. In addition to these opportunities, Early Head Start parents have participated in *Policy Council*, parent meetings, advisory committees/councils and numerous training events throughout the year. These experiences gave parents opportunities to participate in program planning, reviewing program policies, service area reports, as well as child and adult educational activities, health, transportation and mental health information.

RESULTS OF MOST RECENT FEDERAL ON-SITE REVIEW

The *Administration for Children and Families (ACF)* conducted an on-site review of our Early Head Start program during March of 2011. It was determined that we were in full compliance with all *Head Start Program Performance Standards*, laws, regulations and policy requirements. An area of strength, that was noted, was the provision of transportation for families in need of medical, dental and pre-natal services.

2012-2013 ENROLLMENT DATA

Total Funded Enrollment	132
MIECHV Grant Program	48
Early Head Start	84
Total number of Pregnant Women	24
Children by Age:	
Under 1 Year	59
1 Year Old	54
2 Years Old	62
3 Years Old	0
Total Cumulative Enrollment:	199
Total Number of Families Served:	132

- Average monthly enrollment was **100%**
- **90%** of children and pregnant women were income eligible (below Poverty Guidelines)
- **6%** of children and pregnant women's income were in the 100-130% of the federal poverty line.

HEALTH STATISTICS FROM

August 1, 2012 to July 31, 2013

- **114** (65%) Children were up-to-date for their EPSDT medical exam
- **154** (88%) children were up-to-date on all immunizations
- **44** (25%) children received dental exam
- **7** (29%) pregnant women received a dental exam
- **167** (95%) children received a hearing & vision exam
- **164** children completed screenings for developmental, sensory and behavioral concerns
- **22** (96%) pregnant women received prenatal care

PRE-K COUNTS

The *Jefferson-Clarion Pre-K Counts Program* is a high quality pre-kindergarten education program for 3 and 4 year olds in Pennsylvania that is free to families with a focus on children at risk of academic failure. The children participate in half day classes, five days a week in schools, *Head Start* programs, and *Keystone STARS* child care programs with a [STAR 3](#) rating or higher. The children attend a total of 180 classroom days each year.

The *Pre-K Counts* program is unique because every component is designed to provide high quality early education to children who can benefit most from the experience. By including all early learning programs, *PA Pre-K Counts* is building a quality early education system so our children have the best educational experience possible from the early years through graduation.

Children who come to kindergarten without knowing all the skills they need often stay behind and struggle in school. Quality pre-kindergarten prepares children for reading, paying attention, following directions and getting along with others. *Pre-K Counts* gives children a chance to learn, to become excited about school and to be better students. This strong early start in pre-kindergarten means they have a better chance of doing well in school, of going on to college or career training and of getting a job.

STATISTICAL SUMMARY

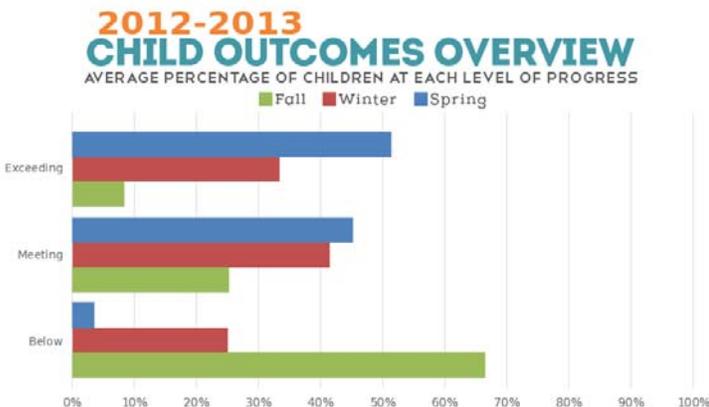
- **211** children received Pre-K Counts services (funded enrollment is **192**)
- **208** children were assessed using, state approved, **Teaching Strategies Gold**. Children were assessed in the following areas:
 - Social-Emotional
 - Language and Literacy
 - Mathematics
 - Science and Technology
 - Social Studies
 - The Arts
 - Physical Development
 - Health
 - Cognitive
 - English Language Acquisition
- As of the 2011-2012 school year, all teachers must have an **Early Childhood Certification**; all *Jefferson-Clarion Pre-K Counts* teachers met this requirement.
- The average classroom size was **18 students to 2 staff**. The recommended class size is *20 students to 2 staff*.
- All classrooms used the **Creative Curriculum 5th Edition** that aligns with *Pennsylvania's Early Learning Standards*.

The PA Pre-K Counts program offers the following in its classrooms:

- Teachers with the education and expertise to teach young children.
- A curriculum that will help children grow academically and socially.
- Regular review of every child's progress and teaching and learning activities that are individualized for each child.
- Transitional services to ease a child from home to pre-kindergarten and then from pre-kindergarten to kindergarten.
- Small class sizes (no more than 19 students per one teacher and one aide) so that a child can have plenty of one-on-one time with the teachers.
- Developmental and health screenings.

Each child, who participates in a *PA Pre-K Counts* classroom in Jefferson or Clarion counties, will have the opportunity to participate in large group activities, small group activities, and one on one instruction. Children also participate in gross and fine motor activities, songs, games, free play which includes choosing from multiple centers such as dramatic play, math and science, art, sand and water, reading and writing centers, manipulatives, computer and other areas. The children also have the opportunity to enjoy outside activities and try different foods during snack and cooking experiences.

Children between the ages of 3 and 4 who are at risk for school failure because of income (must be below 300% of the federal poverty level, or a family of 4 earning less than \$69,150 this year) are eligible to receive *Pre-K Counts* services. Other risks factors may be used to determine priorities for selection.



PARTNERS

- Creative Kids Learning Center**
Denise Storer - **Director**
- Keystone School District/SMILES**
Shawn Algoe - **Keystone Superintendent**
Joyce Fosdick - **SMILES Director**
Monica Weeter - **Pre-K Director**
- Playhouse Children's Center**
Linda Smith - **Co-Director**
Paula Quick - **Co-Director**

FAMILY LITERACY

The Jefferson-Clarion Family Literacy Program is a family-focused literacy program intended to improve the educational opportunities of area adults and children by integrating early childhood education and adult education into a unified program. This unique and holistic approach to supporting Pennsylvania families most in need is what separates it from other literacy programs. Family Literacy can be successful in breaking the inter-generational cycle of under education and poverty when the parents understand their role in supporting their children's education and focus on learning together and working together toward common goals. Our staff relies on most recent brain research for understanding early childhood development and recognizes parents as their children's first and most important teacher. Our educators place emphasis on the home as the place where all learning begins. Our Family Literacy lessons empower parents to improve their basic skills and to be role models for their children. As a result, parents and children view learning, especially reading, as pleasurable and a regular part of their daily lives.

During the fiscal year of 2012-2013 the Family Literacy Program continued to serve families within Jefferson and Clarion Counties. The program receives funds through the Pennsylvania Department of Education and the Bureau of Adult Basic and Literacy Education. The program provides literacy services to families who qualify free of charge. To qualify for the program a family must have a child between the ages of birth through age 8, at least one adult must have an educational need.

STATISTICAL SUMMARY

During the 2012-2013 program year, the contracted number of families to be served was 66 while 52 families met the requirements of the four program components and were formally enrolled. To be considered enrolled, under the contracted components, a family must have the following: 12 hours of adult education, 1 hour of parenting, 3 hours of interactive literacy, and 12 hours of early childhood education. We are pleased to report that 22 families were co-enrolled with Head Start, Early Head Start, and Pre-K Counts. Other goals set and met by enrolled families included the following:

Obtain secondary credential-GED®	8
Enter post- secondary education or training	1
Enter employment	3
Retain employment	3

Regarding parenting outcomes from ACIRI, our adult-child interactive reading initiative, 14 out of 20 or 70% completion rate or Time I of children ages 3-5 and 50% completion rate for Time II. The state standard for the Time II is 40%. The PALS pre-test is completed one time per year and was completed on 2 of the 3 enrolled children (66.67%) and a post-test was completed on 1 with a 50% completion rate.

THE FAMILY LITERACY PROGRAM OFFERS EDUCATIONAL SUPPORT TO FAMILIES IN THE FOLLOWING AREAS:

Adult Education

Our goal is to promote economic self-sufficiency by:

- Assisting adults working to earn their GED® , providing workplace essential skills.
- Increasing math, reading and language skills for those who have a high school diploma based on the needs of the individual.

Parenting Education

Our goal is to teach parents to be their child's first and most important teacher and to be full partners in their child's education by:

- Increasing parenting skills and knowledge of early childhood development.
- Stressing the importance of reading and teaching emergent literacy and numeracy skills.

Interactive Literacy Activities

Our program will provide opportunities to incorporate strategies learned during Parenting Education by:

- Providing opportunities for parents and children to learn and play together at home, in early childhood classrooms, Family Fun events and other special programs.

Early Childhood Education – Children not enrolled in elementary school, Head Start, or another preschool program are engaged in educational activities at our centers while their parent works on adult education or parenting lessons.

The Jefferson-Clarion Family Literacy Program provides services to families in the following areas:

JEFFERSON COUNTY

Brookville Area
Punxsutawney Area
Reynoldsville / Sykesville Area

CLARION COUNTY

Clarion Area
Knox Area
New Bethlehem / Rimersburg Area

2012-13 EXPENSES

Salaries & Wages	\$ 1,912,604
Fringe Benefits	\$ 721,672
Consultant & Professional Fees	\$ 37,629
Supplies	\$ 256,256
Equipment & Vehicles	\$ 11,633
Donated Services & Supplies	\$ 710,458
Occupancy	\$ 253,623
Insurances	\$ 24,917
Training & Technical Assistance	\$ 53,407
Maintenance & Vehicle Operation	\$ 10,698
Local Travel	\$ 35,806
Out-of-County Travel	\$ 194
Postage	\$ 6,922
Telephone	\$ 50,538
Repairs & Maintenance	\$ 12,058
Advertising, Printing & Publications	\$ 22,798
Payroll Processing	\$ 10,215
Food & Related Expenses	\$ 143,117
Parent Activities & Involvement	\$ 28,570
Literacy & Parent Resources	\$ 33,272
Field Trips	\$ 884
Contracted Services	\$ 279,633
Memberships	\$ 18,414
Depreciation	\$ 54,125
Interest	\$ 629
Sub-Contacted Services	\$ 244,575
Expenses Total:	\$ 4,934,647

FEDERAL AND STATE FUNDING SOURCES

	2012-2013	2013-2014
Head Start	\$ 1,949,886	\$ 1,938,787
Maternal, Infant, Early Childhood Home Visiting	\$ 413,681	\$ 336,257
Early Head Start	\$ 742,544	\$ 767,260
Family Literacy	\$ 284,154	\$ 284,154
PA Pre-K Counts	\$ 750,720	\$ 802,520
Keystones to Opportunity	\$ 10,933	-----
TOTALS:	\$ 4,133,990	\$ 4,128,978

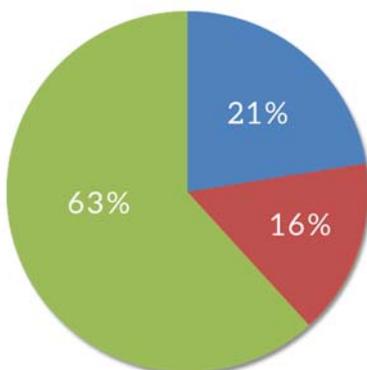
FUNDS RECEIVED

	2011-2012	2012-2013
Head Start	\$ 2,027,770	\$ 1,949,886
Head Start Non-Federal	\$ 541,469	\$ 542,878
Early Head Start	\$ 855,578	\$ 742,544
Early Head Start Non-Federal	\$ 220,800	\$ 163,873
Classroom Support Aides - IU-6 Grant	\$ 37,904	\$ 37,904
Child & Adult Care Food Program - USDA	\$ 122,114	\$ 120,668
Family Literacy	\$ 276,570	\$ 284,154
Pre-K Counts	\$ 756,390	\$ 750,720
Local Funds	\$ 1,020	\$ 2,093
Head Start Body Start	\$ 4,834	\$ 0
Keystones to Opportunity	\$ 0	\$ 10,933
Maternal, Infant, Early Childhood Home Visiting	\$ 100,711	\$ 345,793
TOTALS:	\$ 4,945,160	\$ 4,951,446

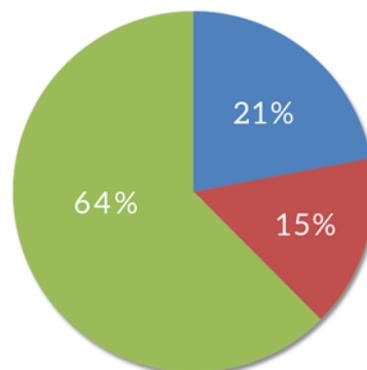
LOCAL FUNDING SOURCES

	2011-2012	2012-2013
Local Funds	\$ 15,204	\$ 15,211
Intermediate Unit-6	\$ 37,904	\$ 37,904
TOTALS:	\$ 53,108	\$ 53,115

2011-2012 FUNDS RECEIVED
 ■ Federal ■ Non-Federal & Local ■ State



2012-2013 FUNDS RECEIVED
 ■ Federal ■ Non-Federal & Local ■ State



CONTACT INFO

JEFFERSON-CLARION HEAD START, INC.

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Brookville, PA 15825

Phone: 814-849-3660

Toll Free: 1-800-628-6150

Fax: 814-849-6235

Email: info@jcheadstart.com

JEFFERSON-CLARION EARLY HEAD START

18 Western Ave. Suite C
Brookville, PA 15825

Phone: 814-849-3660

Toll Free: 1-800-628-6150

Fax: 814-849-0128

Email: info@jcheadstart.com

JEFFERSON-CLARION FAMILY LEARNING CENTERS

18 Western Ave. Suite C
Brookville, PA 15825

Phone: 814-849-0023

Fax: 814-849-0051

Email: info@jcevenstart.com

JEFFERSON-CLARION PRE-K COUNTS

18 Western Ave. Suite C
Brookville, PA 15825

Phone: 814-849-6758

Toll Free: 1-888-623-PREK (7735)

Fax: 814-849-5684

Email: info@jcpre-k.com



CURRENT LOCATIONS

HEAD START

A-C VALLEY

144 Church St. Suite 20
St. Petersburg, PA 16054
Phone: 724-659-3425

BROCKWAY

To open in September of 2014

BROOKVILLE I

Pinecreek Elementary School
Room 140
16771 Route 322
Brookville, PA 15825
Phone: 814-849-2879

BROOKVILLE II

Pinecreek Elementary School
Room 140
16771 Route 322
Brookville, PA 15825
Phone: 814-849-8633

CLARION

No. 1 Dietz Place
Clarion, PA 16214
Phone: 814-297-8273

CLARION-LIMESTONE

No. 1 Dietz Place
Clarion, PA 16214
Phone: 814-297-8271

KNOX

Keystone Elementary School
451 Hudson Road, Room K1
Knox, PA 16232
Phone: 814-797-5019

NEW BETHLEHEM

246 Broad Street,
New Bethlehem, PA 16242
Phone: 814-275-1554

PUNXSUTAWNEY I & II

Punxsutawney Community Center
220 N. Jefferson St
Punxsutawney, PA 15767
Punxsy I Phone: 814-938-7081
Punxsy II Phone: 814-938-7108

PUNXSUTAWNEY III

103 North Gilpin St., Room 210
Punxsutawney, PA 15767
Phone: 814-938-1224

REYNOLDSVILLE

CG Johnson Elementary School
923 Jackson Street
Reynoldsville, PA 15851
Reynoldsville 15851
Phone: 814-653-8240

RIMERSBURG

88 School Street
Rimersburg, PA 16248
Phone: 814-473-4067

SYKESVILLE

Sykesville-Winslow
Elementary School
Room 100
1100 Sykesville School Road
Reynoldsville, PA 15851
Phone: 814-894-2764

FAMILY LEARNING CENTERS

BROOKVILLE

18 Western Ave., Suite C
Brookville, PA 15825
Phone: 814-849-0023
Fax: 814-849-0051

CLARION

Applewood Center
160 South Second Ave., Suite 6
Clarion, PA 16214
Phone: 814-227-2810

PUNXSUTAWNEY

Parkview Elementary School
Room 107
478 Main Street
Anita, PA 15711
Phone: 814-938-5390

REYNOLDSVILLE

First Baptist Church
516 East Main St.
Reynoldsville, PA 15851
Phone: 814-653-9248

EARLY HEAD START / MIECHV

BROCKWAY

To open in September of 2014

BROOKVILLE

18 Western Ave. Suite C
Brookville, PA 15825
814-849-3660 Ext. 104

PUNXSUTAWNEY

Punxsutawney Community Center
220 N. Jefferson St.
Punxsutawney, PA 15767
Phone: 814-938-5609

CLARION

First Presbyterian Church
700 Wood St.
Clarion, PA 16214
Phone: 814-226-5200

REYNOLDSVILLE/SYKESVILLE

18 Western Ave. Suite C
Brookville, PA 15825
Phone: 814-849-3660 Ext. 106

RIMERSBURG

Baker Street Church of God
160 Veteran Street
Rimersburg, PA 16248
Phone: 814-715-5884

PRE-K COUNTS

A-C VALLEY

A-C Valley Elementary School
776 Rte. 58, Room 109
Foxburg, PA 16036
Phone: 724-659-0111

BROOKVILLE

Jefferson Manor
417 Route 28
Brookville, PA 15825
Phone: 814-849-8256

CLARION

Clarion Elementary School
Room B12
800 Boundary Street
Clarion, PA 16214
Phone: 814-226-8118 Ext. 852

NEW BETHLEHEM

246 Broad Street
New Bethlehem, PA 16242
Phone: 814-275-1554

PUNXSUTAWNEY

Punxsutawney Community Center
220 N. Jefferson Street
Punxsutawney, PA 15767
Phone: 814-938-9469

REYNOLDSVILLE

Trinity Lutheran Church
329 Jackson Street
Reynoldsville, PA 15851
Phone: 814-653-2710

SLIGO

Sligo United Methodist Church
506 Penn St.
Sligo, PA 16255
Phone: 814-745-3445



SHARED GOVERNANCE

BOARD OF DIRECTORS & POLICY COUNCIL

Shared governance is a concept very unique and distinct to the Head Start community. It is a rare occurrence when two groups share near equally in the decision-making process. Because of this governance structure it is imperative that the Policy Council and Board of Directors clearly understand their roles and responsibilities in an environment that emphasizes as well as mandates shared decision-making. Creating an appropriate environment that promotes open and continuous communication as well as access to accurate information are key ingredients in this process. The foundation in this governance structure must be that the Policy Council as well as Board of Directors share a common purpose - to improve the lives of children and families. Having that as a solid foundation, the next building blocks would be to create an environment of mutual support and cooperation where input from each member is encouraged, valued and respected. It is our contention, that in this environment of trust and true partnership, our agency can effectively discharge our responsibilities as a Head Start program.

Our agency Policy Council and Board of Directors have a demonstrated record of effectively administering a wide array of services, overseeing and monitoring complex programs and complying with all applicable Federal, State and local laws and regulations.

The composition of the governing body reflects all required membership areas of expertise as well as other backgrounds reflective of the community. At least one Board member has a background and expertise in fiscal management, one is a licensed attorney, one is a current Head Start parent, one is a college professor in Early Childhood Education, one is a employed by the local Community Action Agency, one is an Intermediate Unit Preschool Supervisor, and one is a Domestic Violence Program director.

Policy Council Membership is primarily composed of currently enrolled parents as well as two (2) community representatives. Policy Council members are elected by their parent groups to represent them.

There is a comprehensive Board of Directors and Policy Council Training Agenda on all relevant program topics. Efforts are made to provide trainings that correlate to specific timeframes during the program year.

Board and Policy Council members regularly receive comprehensive information on program finances, services and outcomes. They also receive a monthly overview of current programmatic and fiscal statistics/information as required by the Head Start Act.

The Board of Directors and Policy Council review and approve all major program reports and policies including: personnel policies, financial policies, major program policies, grant applications, the financial audit, the self-assessment, the Program Information Report, The Community Assessment, and are active in program planning and monitoring.

CURRENT BOARD OF DIRECTORS:

Laura Beatty - Chairperson

Dr. Lou Ann Bonnett - Vice-Chairperson

Chris Olson—Treasurer

Katie Bailey - Secretary

Granville Carter

Michelle Ragsdale

Erika McNany

Mary Anne Jordan

USDA STATEMENT

USDA NON-DISCRIMINATION STATEMENT & COMPLAINT PROCEDURE

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

JEFFERSON-CLARION HEAD START, INC.

18 WESTERN AVE., SUITE C - BROOKVILLE, PA 15825

→ HEAD START ←

PHONE: 1-800-628-6150

FAX: (814)849-6235

→ EARLY HEAD START ←

PHONE: 1-800-628-6150

FAX: (814) 849-0128

→ PRE-K COUNTS ←

PHONE: 1-888-623-7735

FAX: (814) 849-5684

→ FAMILY LITERACY ←

PHONE: (814) 849-0023

FAX: (814) 849-0051