

## Message from Our Executive Director

### And Chairman of the Board

Dear Friends in the Community,

It is with great pleasure and pride that we present the 2010 Annual Report.

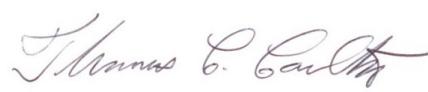
In the year 2000, Project Head Start celebrated its 35 year and the National Head Start Association launched an exciting national initiative, *Head Start 2010: Fulfilling the Promise*, to discover how Head Start can best serve children and families in the new millennium. HCS Head Start had the honor of being a part of this innovative process. The vision developed during that time declared; *Head Start is a community-based national initiative, is a proven model that sets a national standard for preparing a diverse array of low-income children for success in school and later life, for supporting families as they strive for economic self-sufficiency, and for providing an effective environment where parents and professionals work and grow.*

Now, ten years later HCS Head Start continues to maintain and strengthen the quality of programs, enhance support for parents and families, overcome obstacles to collaboration, and rethink eligibility, funding and access to services. As we present the 2010 Annual Report we are proud to be an integral member of the greater Springfield community and have the ability to provide quality early childhood programming to hundreds of children and families each year.

Sincerely,



Executive Director



Chairman of the Board



HCS Head Start, Inc.  
30 Madison Avenue  
Springfield, MA 01105

Educating Children... Supporting Families...  
Building Healthy Communities...

#### Our Mission

HCS Head Start, Inc. is committed to providing low-income children and their families with a beacon of hope and source of support for a brighter future. We strive to do so by providing high quality comprehensive child development services to enrolled children and empowering families to achieve stability in their home environments.



EDUCATING children. SUPPORTING families. BUILDING healthy communities.

## Annual Report 2010

November 1, 2009 To October 31, 2010



[www.HCSheadstart.org](http://www.HCSheadstart.org)

413-788-6522- Fax- 413-788-6679

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Holyoke • Chicopee • Springfield Head Start offers three types of Head Start programming; Regional **Early Head Start**, and **Head Start** and **Migrant/Seasonal Head Start**, and a number of strength-based initiatives including **TLC: Building Healthy Relationships** program. Each Head Start program offers children and families high quality early childhood education, health, mental health, and nutrition services. Each Head Start family receives responsive parent engagement activities, access to community and social services as well as opportunities to become fully involved in their child's education.

**Early Head Start (EHS)**- serves low-income pregnant moms and children birth to three in a home based or center based model. The goals of EHS are to promote healthy prenatal outcomes, promote healthy family functioning, and strengthen the overall development of infants and toddlers.

**Regional Head Start (HS)**- promotes school readiness by enhancing the social and cognitive development of preschool aged children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

**Migrant/Seasonal Head Start (MSHS)**- is designed to meet the needs of the children of migrant farm workers. This service delivery model allows for children as young as four weeks old to receive comprehensive Head Start Services while their parents labor in local farms.

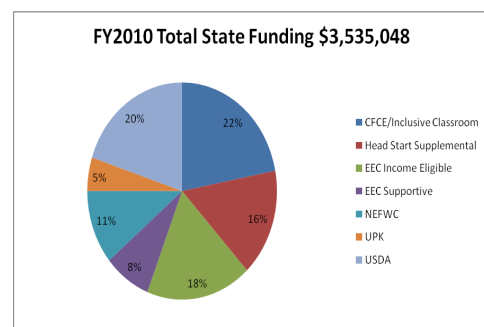
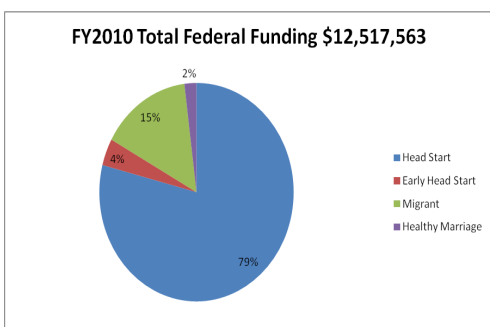
**Healthy Marriage Initiative-TLC Building Healthy Relationships** is designed to provide relationship education services to economically disadvantaged teens, individuals, and couples. By providing relationship-based educational workshops, mentoring and coaching, budgeting resources, parenting education, fatherhood activities, and family focused events families can acquire the skills and knowledge necessary to form and

### SCHOOL READINESS

Head Start believes in helping parents become their children's advocate as they transition from Head Start to elementary school. Here at HCS we are able to provide families with a variety of different opportunities to assist in the preparation of children and families to kindergarten. In addition, HCS Head Start administers several Universal Pre-Kindergarten (UPK) grants awarded through the Department of Early Education and Care that are designed to promote school readiness and positive outcomes for children. Other transition activities include visits to kindergarten classrooms, on-site kindergarten registration and materials to help parents with paperwork and information needed for kindergarten enrollment purposes. In particular, for our Migrant classrooms, all kindergarten bound children received a backpack full of materials to assist them in their transition at the close of the Migrant program year and all families receive pertinent information about the child/family that will help begin new partnerships with school personnel.

FY 2010 TOTAL FEDERAL FUNDS

FY 2010 TOTAL STATE FUNDS



## Statement of Financial Position

### Actual Expenses vs. Budgeted Expenses

	<u>Nov. 2009 - Oct. 2010</u>	<u>Budget</u>
<b>INCOME</b>		
FEDERAL FUNDS	12,517,563	11,621,023
STATE FUNDS	3,535,048	3,522,690
TUITION AND FEES	239,655	222,000
OTHER REVENUES	101,765	85,000
FUNDRAISING	9,392	5,000
IN-KIND CONTRIBUTIONS	1,215,673	1,215,673
<b>TOTAL INCOME</b>	<b>17,619,096</b>	<b>16,671,386</b>
<b>EXPENSES</b>		
SALARIES AND WAGES	9,900,032	8,749,877
PAYROLL TAXES & FRINGE BENEFITS	2,327,026	2,472,706
ADVERTISING	38,292	42,300
AUDIT AND ACCOUNTING FEES	72,184	68,025
COMPUTER EXPENSE	167,805	164,220
CONTRACTUAL SERVICES	596,007	586,548
COURSES, MEETINGS, AND TRAINING	113,014	122,937
DEPRECIATION	320,977	302,203
EQUIPMENT AND FURNITURE	159,681	148,550
FOOD	671,037	660,555
IN-KIND	1,215,673	1,215,673
INSURANCE	135,331	132,300
LEGAL	9,330	8,524
LICENSES, FEES, AND PERMITS	55,932	54,382
MEMBERSHIPS DUES, AND SUBSCRIPTIONS	20,788	20,500
MISCELLANEOUS	4,578	5,000
OUTREACH	5,198	5,200
POSTAGE	13,274	12,256
RECRUITMENT/SPECIAL EVENTS	23,587	17,855
RENT	715,033	710,450
REPAIRS AND MAINTENANCE	280,997	212,900
SUPPLIES	538,503	512,660
TELEPHONE	126,030	122,060
TRAVEL	67,213	66,288
UTILITIES	176,558	188,445
<b>TOTAL EXPENSES</b>	<b>17,754,080</b>	<b>16,602,414</b>
<b>TOTAL NET INCOME</b>	<b>(134,984)</b>	<b>68,972</b>

Annual audit conducted by Moriarty & Primack, PC in accordance with "Government Auditing Standards" issued by the Comptroller General of the United States. HCS Head Start, Inc. had no findings in its audit performed on fiscal year ending October 31, 2010. Audits are reviewed annually by the Finance Committee of the Governing Board.

### On-Site Federal Review Results

Every three years the Administration for Children and Families (ACF) conducts an on-site monitoring review of HCS Head Start, Inc. Regional Head Start, Early Head Start and Migrant Head Start programs. The federal review for Regional Head Start and Early Head Start took place in April of 2009 and the federal review for Migrant/Seasonal Head Start occurred in July of 2010. Based on the information gathered areas of strength and areas in need of improvement were identified. During follow-up reviews the areas in need of improvement were corrected and found to be in compliance with the Head Start Performance Standards, laws, regulations, and policy requirements.

### Enrollment and Attendance

Program	Number of Children Served	Average Monthly Enrollment	% of eligible children served	Total Number of Families Served
Head Start	1386	100%	90%	1219
Early Head Start	84	100%	100%	79
Migrant	87	Cumulative	100%	72

### Family Engagement Activities

Parent participation in the design of activities and experiences that will assist in expanding parental and family strengths and interests is essential. HCS has established a process through which families and staff jointly determine activities to be developed that leads to more meaningful family engagement.

As a result, 69% of the HCS Head Start parent community volunteered throughout the program, and over 400 father/father figures participated in M.I.L.L.K., a program designed to engage more father/father-figures in the program, which included the Annual Pumpkin Carving Night and the Annual M.I.L.L.K. Read-A-Loud Day. Other family engagement activities included:

- Parent Meetings with various community guest speakers
- Family Celebrations with art activities using Picturing America
- Active Parenting Series
- Music Night with Music Together
- Stress Management Workshops
- ESL Classes

### Percentage of Enrolled Children Who Received Medical and Dental Exams

Health and nutrition are the cornerstones of any Head Start program. HCS Head Start supports the healthy physical development of children by encouraging practices that prevent illness or injury, and by promoting positive, culturally relevant health behaviors that enhance life-long well being.

Connecting families to medical and dental homes is a critical component of the work our Health team does to ensure children and families maintain a healthy quality of life. During the 2009-2010 program year:

- 96.06% Children were with up to date with Medical Care
- 100% Children had a Medical Home
- 92.71% Children had Dental Homes
- 93% Children Completed Dental exams

FY 2010 TOTAL AGENCY FUNDS

FY 2010 TOTAL AGENCY EXPENSES

