

Glen Cove Child Day Care Center, Inc.

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Annual Report

August 1, 2017 through July 31, 2018

The Glen Cove Child Day Care Center, Inc. program provides federally funded preschool Head Start Early Childhood education and family services to 159 low-income children and their families residing in the agency's service area: The City of Glen Cove, and the communities of Bayville, Glen Head, Glenwood Landing, Locust Valley, Sea Cliff, Old Brookville and Oyster Bay all in Nassau County. In addition, the agency provides state subsidized child care for infants and toddlers, preschoolers and grade school children for before and after care, for low-income, working parents in these communities in addition to providing private educational child care services for working families.

Enrolled Head Start children participate in half-day or full-day class sessions during the school year (September to June) and subsidized and private educational child care is provided year-round. The Education program provides learning activities specific to each child's developmental needs to support his/her physical, cognitive, emotional and social growth and to prepare each child for success in Kindergarten and their future educational endeavors. Daily Literacy activities facilitate children's pre-reading skills as a foundation for learning to read. Children also participate in learning activities that support their emerging knowledge of math, science and the community. Our program has established School Readiness Goals for all children ages birth through 5 and our expectations is for our children to achieve these goals by the time they transition to Kindergarten. The development and learning of at least 10% of our children is supplemented by special education services through their local school district Committee on Preschool Special Education, while receiving our full range of services at the center.

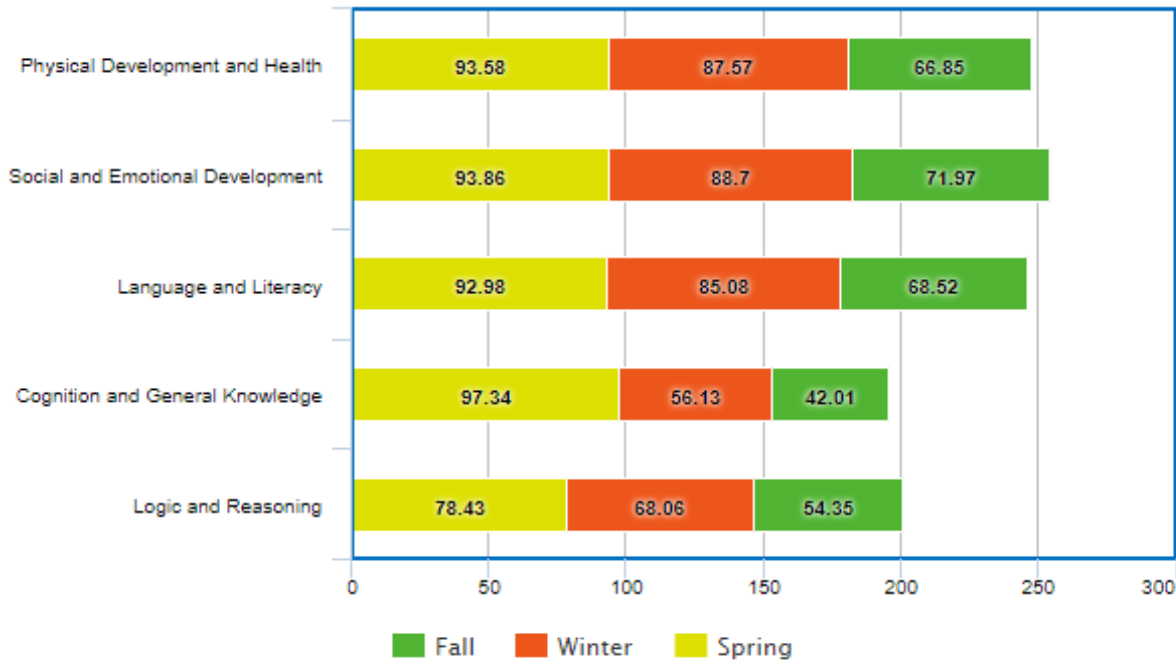
The education program is guided by the nationally known Creative Curriculum, supplemented with a "Healthy Hearts Program," "High Five Mathematize", "Picturing America", "I Am Moving I Am Learning" and "Marvelous Explorations through Science and Stories", and is provided by highly qualified classroom teachers. All our Head Start classroom teachers have college degrees in Early Child Education, and 5 out of 7 Teacher Assistants have secured, at a minimum, the nationally recognized Child Development Associate credential in early childhood, and 3 staff members are enrolled in a CDA credentialing course or college coursework for the 2018-2019 program year. 1 Assistant Teacher has a bachelor's degree in an Educationally related field and another Assistant Teacher has her Teacher Assistant Certificate from the New York State Department of Education. One of our daycare staff has a bachelor's degree in an Educationally related field while two have secured, at a minimum, the nationally recognized Child Development Associate credential in early childhood. Our School Readiness Goals encompass 25 goals in the areas of Physical Development and Health; Social Emotional Development; Approaches to Learning, including Creative Arts and Expression; Language and Literacy including Language Development, Literacy Knowledge and Skills, and English Language Development; Cognition and General Knowledge including Mathematics Knowledge and Skills, Science Knowledge and Skills, Logic and Reasoning, and Social Studies Knowledge and Skills.

Based on analysis of data for the 2017-2018 program year, our children progressed in all areas of development. Data is collected tri annually (fall, winter spring) and then analyzed to measure the strengths and weaknesses of the children and it allows the program to individual learning to strengthen areas that need improvement. Data collected for our spring assessments revealed that most children entering Kindergarten in the fall of 2018 were meeting the expected rate of growth in the developmental areas of Social/Emotional, Physical, Language, Cognitive, Literacy and Mathematics.

- The domain of Physical Development and Health had an average growth of +7.14.
- The domain of Social and Emotional Development had an average growth of +5.16
- The domain Language and Literacy had an average growth of +5.59
- The domain of Cognition and General Knowledge had an average growth of +16.72. This domain also had the highest individual goal percentage of growth. In the dimension of *Uses tools and other technology to perform tasks* there was a growth of 23.37.
- The domain of Logic and Reasoning had an average growth of +12.55

- The domain with the highest percent of children meeting requirement is Cognition and General Knowledge where 97.34%.
- After analyzing the complete Aggregation of School Readiness Goals in Alignment with State and Head Start Child Development and Early Learning Framework Standards, there have significant percentages of growth in areas that were addressed during the aggregation in the winter of 2018.
- ⊗ During the winter aggregation in the domain of Cognition and General Knowledge, specifically Science Knowledge and Skills, 22.09 % of children were found to be meeting the goal of *Using tools and other technology to perform tasks*. This goal had the least number of children meeting requirement after analyzing the aggregation. However, to improve the growth of this goal some actions were implemented.
 - ✓ All lesson plans for the spring of 2018 will be required to consist of a data collecting and charting tools. Children and staff will work to collect, graph and chart data to improve this goal.
 - ✓ Children will navigate developmentally appropriate websites, talk, ask questions and solve problems using computers with peers and adults.
 - ✓ View images and other media materials to gain information, and to add to their understanding of written materials for visual cues or creative purposes.
 - ❖ With these actions implemented the goal of *Using tools and other technology to perform tasks* had the largest individual percentage of growth at 23.37% and at the end of the year a total positive growth of 30.98%.
- ⊗ During the winter aggregation in the domain of Logic and Reasoning, specifically Social Studies and Knowledge and Skills, 27.65% of children were meeting the goal of *Showing basic understanding of people and how they live*. This was the second lowest percentage of children meeting a specific goal. However, to improve the growth of this goal some actions were implemented.
 - ✓ Moving forward each lesson plan will be required to include a market set up in their small group dramatic play area. This will help show the understanding that people buy, sell, and trade to get goods and services that they do not raise make, or find themselves.
 - ✓ Molloy College will be visiting the center on March 22nd 2018 to conduct a *Stranger Danger* workshop for the children. This will help children understand “stranger danger” and safety rules.
 - ✓ In the end of March, children will be planting a garden to grow vegetables and eat them when they are grown. This will help children learn about life cycles, ecosystems and caring for the earth.
 - ✓ April 23rd will be Earth Day. This will educate children about where and how they live and how to care for themselves, the earth and those that will follow them.
 - ✓ In April/May the center will be having multi-cultural week. Each class will be selecting a country and will be exploring and celebrating its heritage with the children and families.
 - ❖ With these actions implemented the goal of *Showing basic understanding of people and how they live* had the second largest individual percentage of growth at 21.73% and at the end of the year a total positive growth of 29.00%

Aggregation of School Readiness 2017-18
 Percentage of Children Meeting/Exceeding Requirement



All results take into consideration that classes possess a mix of 3-5-year-old children; both typically developing as well as those with special needs possessing an IEP, newly enrolled children, and dual language learners. Our goal for the 2018-2019 program year is to continue to challenge all children to continue their progress towards School Readiness.

The Glen Cove Child Day Care Center Inc. offers a variety of support services to our families. These services include internal and external referrals, crisis intervention, home visits, collaboration with local school districts, Spanish and English translations, community agency collaboration, parent involvement, classroom volunteering opportunities and overall family support. In our program, parents can assist in the development of activities that address their interest and needs and that at the same time support the education and healthy development of their children. Our main goal is to empower our children and families with the skills needed for future success. Fatherhood initiatives encourage fathers, uncles, and grandfathers to participate in classroom activities such as Daddy Loves Me Car Show. In addition to the Daddy Loves Me Car, fathers and children’s male figures had an opportunity to participate during our Wood Work with Dad. This year was our fourth annual food drive in which 31 families benefited from the generosity of the Glen Cove Community and surrounding areas. La Salle & Dwyer P.C along with a community partner, organized our first Coat drive. 25 families benefited with new and used coats and winter jackets. We continue partner with the Green Valle schools for the holidays and their children and families generously donate 115 gifts for our preschool aged children. This program year again, the Jewish Community Center also donated 159 gifts for the holidays and the commitment to continue their support for the upcoming school year. In addition to this, one of the JCC members and her husband coordinated a toy drive with the Glen Oaks Country Club for the third year for our infants, toddlers, pre- k, and school aged children. Parenting Curriculum continues to be offered to all families through a partnership with Empower, Assist, Care organization. “Common Sense Parenting” is a research-based curriculum. All our activities are posted and can be viewed on our updated website. For the Program Year 2018-2019 our program will be partnering with Long Island University/ Early Childhood Direction Center to provide our families with workshops aiming to assist families with children facing challenging behaviors.

Our program ensures that all children have current and updated vaccinations; preventative well checks annually and regular dental exams. We offer all parents that don’t have health insurance with the information of where to apply for services and help the parents that need to schedule appointments with doctors, dentists and or specialists. Parents who do not qualify for insurance are directed to sliding scale clinics (low cost care) located in and around the community.

Head Start can assist families with resources on how to get the dental care child may need. Our objective is to increase access and identify dental needs in our Head Start program. To provide that services we partnership with Glen Cove Hospital, every year one of the residents comes to the Center and conducts oral dental screenings. Any child with any suspicious looking condition is referred to a dentist for a definitive examination and diagnosis. Information on the local pediatric dentists working in the area is provided to the parents. Our goal is to connect Head Start families with community health services and

guide them to where to go and apply for health insurance. Oral health dental screenings are offered in February during dental month to our center as well as outside service sources that provide screenings, treatments and education to the children. The American Dental Association sponsors the Give Kids a Smile program that is an annual event which provides educational information in addition to free child screenings. The Molloy College Nursing students came to our agency to conduct workshops with the children on the importance of proper oral care. They also discuss the good and bad food choices with the children to educate them on ways to maintain healthy teeth, in addition to discussing what will occur when they visit the dentist. Molloy nursing students conducted vision screenings, and workshops on auto safety/seatbelt and community safety. Our agency also partners with Adelphi College for Nursing Students to conduct workshops related to bus safety, community safety and hazardous poisons. We continue to work with Advantage Care Clinic and Corbin Dental which collaborate by conducting dental screening and offer assistance to staff and families in need of health insurance.

Good nutrition is the cornerstone of a child's health. A well-nourished and healthy child is readier to learn. Nutritional workshops are offered during the year to inform and educate the parents about the healthy meals and the food pyramid. Nutritious foods that meet the USDA guidelines for children are offered daily. We offer Family-style serving of meals so that the children may gain independence and engage in friendly and meaningful conversations. Food activities such as Jr. Chefs encourage a positive attitude toward healthy foods. Children learn best when they are healthy and safe as well as when parents are involved. A certified nutritionist visits our agency monthly to review the menu prepared to ensure that all nutrition requirements are met and that balance meals are being served as well as meet with parents who have concerns to assist in creating healthy meals and continuous healthy eating habits at home. Our center has implemented a No juice policy, Not Outside food policy in attempts to encourage healthy eating habits for the children and families while at the center.

The Glen Cove Child Day Care Center, Inc. continued to instill a Healthy Hearts Program for the 2017-2018 program year in coordination with the Community Block Development Grant of Glen Cove. The program emphasized healthy lifestyles for the children and families of the center. Data from the 2017-18 program year dictates that 33.44% of our children from low income families were identified as overweight/obese. Therefore, to tackle this issue, the Healthy Hearts Program supplies our children and families the tools to live an all-encompassing healthy and nutritious lifestyle. Activities included in the Health Heart Program included but were not limited to the Eat Well Play Hard Program which was sponsored by the Nassau County Child Care Council, a Wood Working with Dad night, a soccer clinic provided by Soccer Shots, a visit from the Fun Bus, Yoga lessons, field trips to Glen Dance Studio and Bounce U, a center wide construction of a garden to plant fruits and vegetables, new sport materials and instruction for the Third Annual Fitness Games at the Glen Cove Child Daycare Center Inc and the release of the center butterfly garden. The Glen Cove Child Daycare Center Inc. is confident that this Healthy Hearts Program will continue to foster growth and development for the children and families of the center while providing an enjoyable and exciting experience for the children for years to come.

The agency's revenue received for fiscal year August 1, 2017 through July 31, 2018 totaled \$2.954 million. This included a Federal approved grant award of \$1.446 million received from the U.S. Department of Health and Human Services, Administration and Families (DHHS) to operate the Head Start program. This award included the requirement to match Federal funds at 20% totaling \$393,507. The agency has more than met the requirement of \$362,656 through various in-kind services. The revenue also included reimbursement received of \$682,382 from Nassau County Department of Social Services for subsidized Day Care, \$189,182 of Parent fees, restricted revenue of \$8,748 for a building campaign, \$20,804 from unrestricted revenue donations, \$50,473 Flood Insurance Reimbursement, and \$344 of interest income. The agency also received funds of \$156,314 from New York State Department of Health for the Child and Adult Care Food program to provide nutritious and balanced meals served to children enrolled in our programs. In addition, our agency received a grant from the City of Glen Cove Community Development Agency to provide a Healthy Hearts program for the children we served to address obesity. Our agency also provides services during six weeks in the summer that include field trips to museums, parks, movie theatres, etc.

Primary expenditures totaled \$2,132,420 which represent 72.18% of the total revenue received were for personnel costs covering salaries, payroll taxes, employee benefits, and consultant services, repairs/maintenance and facility cleaning services costs totaled \$87,364 which represent 2.96% of the total revenue received, expenditures associated with transporting children to and from the agency facility were \$123,973 or 4.20% of total revenue received. The remaining expenditures totaled \$788,879 or 26.70% of total revenue which included \$393,507 for various Head Start in-kind services that support the Head Start program. The remaining balance of expenditures totaled \$395,372 or 13.38 % of the total revenue received included supplies, utilities, food costs, insurance, staff training, children field trips, children activities, children screenings, lease equipment, flood repair expenditures, unrestricted event costs, and other.

The Head Start program expenditures incurred was within the twenty percent matching requirement by the U.S. Department of Health and Human Services, Administration for Children and Families. The matching percent for this program year was 21.40% which is within the required 20 %. The administrative costs to operate the Head Start programs totaled \$258,647 or 14.06% of the total Head Start project costs (Federal share and Non-Federal Share of expenditures), which was within the 15% maximum allowed.

The agency is audited annually by an Independent Certified Public Accountant to ensure accurate accounting for all funds received. Our audit report for the period August 1, 2016 through July 31, 2017 did not have any audit findings. The next independent certified audit for the period ended July 31, 2018 to be conducted will be early spring of 2019.

The agency is also visited by a team of Federal reviewers to conduct a review of the Head Start program operations to ensure that the Head Start program is complying with all Federal regulations. The last review was conducted in March 2016. The only finding was overcharging in-kind space to the Head Start program due to the lack of not allocating in-kind space to the Head Start and Day Care programs in accordance with the agency's cost allocation plan. The agency had more than the required in-kind matching requirement, thereby not having a financial impact. The allocation of in-kind space costs has been corrected and is currently allocating in-kind space costs in accordance with the agency's financial policy and procedures. The next review is anticipated to take place sometime in 2019. The agency is also visited by a New York State Licensor through the office of Children and Family Services. Our last visit as of September 2018 revealed no violations under the New York State Daycare Regulations.

GLEN COVE CHILD DAY CARE CENTER, INC										
ANNUAL FINANCIAL REPORT (UNAUDITED)										
AUGUST 1, 2017 THROUGH JULY 31, 2018										
	All Programs	% of Total	Head Start	% of Total	Day Care	% of Total	CACFP	% of Total	CDA	% of Total
Revenue:										
U.S. DHHS - Head Start	1,445,622	48.93%	1,445,622	78.60%						
U.S. DHHS - Head Start In-Kind	393,507	13.32%	393,507	21.40%						
Nassau County Day Care Reimbursemen	682,382	23.10%			682,382	71.68%				
Parent Fees	189,182	6.40%			189,182	19.87%				
Child & Audit Care Food Program	156,314	5.29%					156,314	100.00%		
CDA -City of Glen Cove	6,792	0.23%							6,792	100.00%
Restricted Revenue - Building Campaign	8,748	0.30%			8,748	0.92%				
Unrestricted Revenue	20,804	0.70%			20,804	2.19%				
Flood Insurance Reimbursement	50,473	1.71%			50,473	5.30%				
Interest Income	344	0.01%			344	0.04%				
Total Revenue	2,954,168	100.00%	1,839,129	100.00%	951,933	100.00%	156,314	100.00%	6,792	100.00%
EXPENDITURES:										
Salaries	1,555,742	53.26%	913,809	49.69%	592,706	64.49%	49,227	31.49%	0	0.00%
Fringe Benefits	343,179	11.75%	205,984	11.20%	131,498	14.31%	5,697	3.64%	0	0.00%
Consultants	22,162	0.76%	19,833	1.08%	2,329	0.25%	0	0.00%	0	0.00%
Repairs & Maintenance	63,879	2.19%	52,483	2.85%	11,396	1.24%	0	0.00%	0	0.00%
Facility Cleaning Service	23,485	0.80%	14,862	0.81%	8,623	0.94%	0	0.00%	0	0.00%
Bus Transportation Services	123,973	4.24%	80,258	4.36%	43,715	4.76%	0	0.00%	0	0.00%
Supplies	51,063	1.75%	30,304	1.65%	14,837	1.61%	4,279	2.74%	1,643	24.19%
Utilities	59,822	2.05%	37,551	2.04%	22,271	2.42%	0	0.00%	0	0.00%
Food Costs	97,500	3.34%	171	0.01%	218	0.02%	97,111	62.13%	0	0.00%
Insurance	27,179	0.93%	16,359	0.89%	10,820	1.18%	0	0.00%	0	0.00%
Training	22,064	0.76%	20,825	1.13%	1,239	0.13%	0	0.00%	0	0.00%
Children Field Trips	637	0.02%	282	0.02%	355	0.04%	0	0.00%	0	0.00%
Children Activities	6,159	0.21%	630	0.03%	380	0.04%	0	0.00%	5,149	75.81%
Children Screenings	1,001	0.03%	596	0.03%	405	0.04%	0	0.00%	0	0.00%
Lease Equipment	8,947	0.31%	5,328	0.29%	3,619	0.39%	0	0.00%	0	0.00%
Flood Expenses	43,140	1.48%	0	0.00%	43,140	4.69%	0	0.00%	0	0.00%
Unrestricted Events	1,847	0.06%	0	0.00%	1,847	0.20%	0	0.00%	0	0.00%
Other	76,013	2.60%	46,347	2.52%	29,666	3.23%	0	0.00%	0	0.00%
HHS-Head Start In-Kind Services	393,507	13.47%	393,507	21.40%	0	0.00%	0	0.00%	0	0.00%
Total Expenditures	2,921,299	100.00%	1,839,129	100.00%	919,064	100.00%	156,314	100.00%	6,792	100.00%
OTHER BUDGET CATEGORY BREAD DOWN										
Category	All Programs	%	Head Start	%	Day Care	%				
Payroll Service	18,927	24.84%	11,049	23.84%	7,877	26.55%				
Time Clock Expense	2,888	3.79%	1,686	3.64%	1,202	4.05%				
Audit	24,118	31.66%	14,362	30.99%	9,756	32.89%				
NYS Annual Charitable Reg. Fee	225	0.30%	134	0.29%	91	0.31%				
Bank Charge	180	0.24%	0.00	0.00%	180	0.61%				
Parent Activities	1,975	2.59%	1,533	3.31%	442	1.49%				
Dues, Subscriptions	1,025	1.35%	610	1.32%	415	1.40%				
Computer Maintenance	7,368	9.67%	4,302	9.28%	3,066	10.33%				
Local Travel	619	0.81%	421	0.91%	198	0.67%				
Employer Pension Plan Fees	1,250	1.64%	730	1.58%	520	1.75%				
Advertising	5,828	7.65%	5,077	10.95%	751	2.53%				
Software Subscriptions	7,328	9.62%	4,429	9.56%	2,899	9.77%				
Printing/Copying	525	0.69%	14	0.03%	512	1.73%				
Bottled Water	2,703	3.55%	1,439	3.10%	1,093	3.68%				
Camera Repairs	477	0.63%	302	0.65%	175	0.59%				
Special Needs Support	83	0.11%	83	0.18%	0	0.00%				
Miscellaneous	664	0.87%	176	0.38%	489	1.65%				
Total Other	76,183	100.00%	46,347	100.00%	29,666	100.00%				