



Early Childhood & Family Support

Head Start & Early Head Start 2015-16 Annual Report



Transition Resources Corporation
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Telamon Corporation
Transition Resources Corporation

Our Mission

is to provide educational services that lead to better jobs, better lives, and better communities.

Purpose

EMPOWERING INDIVIDUALS,
IMPROVING COMMUNITIES

Belief

- We believe that **BETTER EDUCATION** leads to **BETTER JOBS**
- **BETTER JOBS** lead to **BETTER LIVES** which create **BETTER COMMUNITIES**
- **BETTER COMMUNITIES** supply **BETTER EDUCATION**
- And the cycle of **CONTINUOUS IMPROVEMENT** from individuals to communities continues

Core Values

- My **WORD** means something
- I act as an **OWNER** of this corporation
- I embrace **CONTINUOUS IMPROVEMENT**
- I am **OPEN TO LEARNING** from anyone, anywhere
- I communicate with **RESPECT AND TRANSPARENCY**



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Program Description

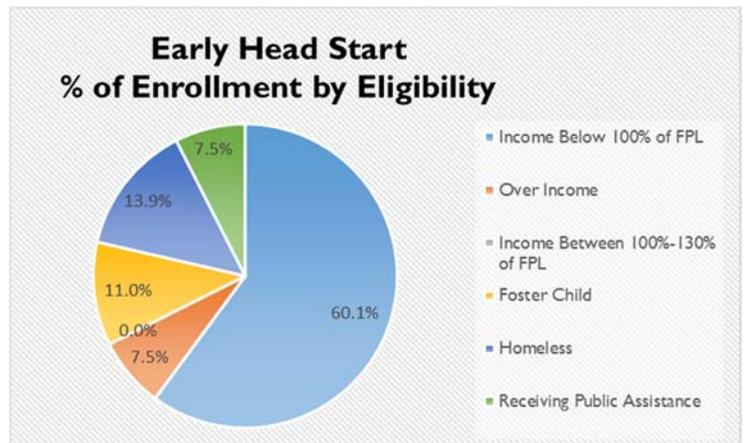
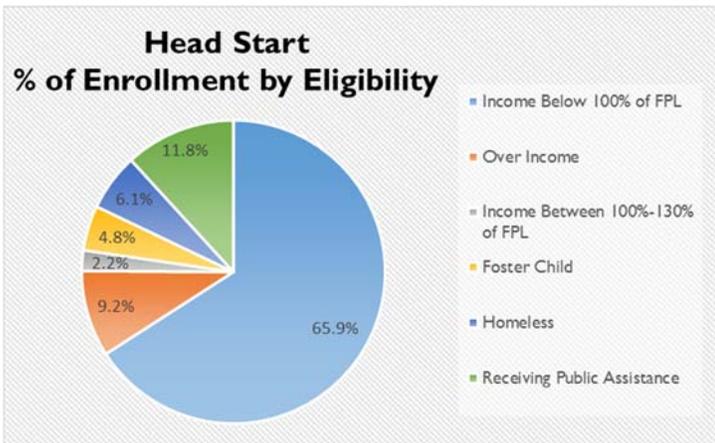
TRC Head Start provides services to children with a focus on language, literacy, social emotional development, cognitive skills and fine and gross motor development as it relates to school readiness. We support and believe that parents are the first and most important teachers of their children. Staff work closely with parents teaching them how to observe their children so they are able to understand their child's development. We strive, together in partnership with parents, to prepare every child for kindergarten and a foundation for lifelong success.

TRC Head Start Funding	
Program Year 2015-2016	
Funding Source	Funding Amount
Head Start Grant #05CH8298	\$3,618,619
Early Head Start Grant #05CH8298	\$646,355
Staff Development	\$64,434
Sub Total	\$4,329,408
Early Head Start Grant #05CH8430	\$693,158
Staff Development	\$17,107
Supplemental Funding	\$20,244
Sub Total	\$730,509
Early Head Start CCP & Expansion Grant #05HP0008	\$1,632,184
Staff Development	\$40,805
Start-Up Funding	\$105,000
Sub Total	\$1,777,989
USDA Food Program	\$342,072
In-Kind Contributions	\$1,700,570
Sub Total	\$2,037,953
TOTAL FUNDING	\$8,875,859

Budgets & Expenditures						
Budget Category	Head Start & Early Head Start Grant #05CH8298		Early Head Start Madison County Grant #05CH8430		Early Head Start Expansion & Child Care Partnership Grant #05HP0008	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
Salaries	\$2,111,797.94	\$2,091,345.36	\$ 346,869.54	\$ 355,483.13	\$ 693,706.32	\$ 658,938.96
Fringe	\$1,042,348.16	\$1,020,937.75	\$ 172,606.27	\$ 174,907.77	\$ 336,412.42	\$ 325,186.34
Travel	\$ 68,640.00	\$ 29,378.63	\$ 13,750.00	\$ 3,467.88	\$ 45,688.00	\$ 59,230.06
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 152,282.75	\$ 175,077.78	\$ 31,312.40	\$ 28,096.56	\$ 332,233.77	\$ 328,522.11
Contractual	\$ 9,238.49	\$ 77,889.24	\$ 557.81	\$ 307.34	\$ 926,282.99	\$ 752,447.94
Other	\$ 553,119.17	\$ 551,732.64	\$ 100,947.85	\$ 103,394.31	\$ 334,794.56	\$ 359,072.34
	\$3,937,426.51	\$3,946,361.40	\$ 666,043.87	\$ 665,656.99	\$2,669,118.06	\$2,483,397.75
Indirect	\$ 391,981.49	\$ 383,046.60	\$ 64,465.13	\$ 64,852.01	\$ 128,985.94	\$ 122,485.15
Total	\$4,329,408.00	\$4,329,408.00	\$ 730,509.00	\$ 730,509.00	\$2,798,104.00	\$2,605,882.90

TRC 2015-16 Service Levels

	Total # of Children Served	Total # of Families Served	Avg. Monthly Enrollment as % of Funded Enrollment	% of Eligible Served
Head Start				
Grant #05CH8298				
Center-based	660	593	100% of 563	91%
Early Head Start - Delaware County				
Grant #05CH8298				
Home-based	36	28	100% of 24	100%
Center-based	45	36	100% of 24	89%
Early Head Start - Madison County				
Grant #05CH8430				
Home-based	69	57	100% of 40	94%
Center-based	36	29	100% of 16	93%
Early Head Start Expansion & Child Care Partnership				
Grant #05HP0008				
EHS Expansion Classrooms	54	50	58% of Funded Enrollment of 114	89%
EHS Child Care Partnership	108	90		96%



Monitoring Review

From November 16-19, 2015, the Administration for Children and Families conducted a **Comprehensive Services/School Readiness** review event for TRC’s Head Start and Early Head Start programs. Based on the information gathered, no area of noncompliance was found during the course of the review. No corrective action as required.

Financial Audit

Telamon Corporation’s and its subsidiaries most recent audit was of and for the year ended September 30, 2015. The independent audit firm of Cherry Bekaert CPAs and Advisors conducted the audit.

The audit firm audited the consolidated financial statements of Telamon Corporation and subsidiaries which comprise the consolidated statement of financial position as of September 30, 2015, and the related consolidated statements of activities and changes in net assets, cash flows and functional expenses for the year then ended, and the related notes to the consolidated financial statements.

Telamon Corporation received an unqualified audit opinion, and there were no federal award findings or questioned costs. Telamon Corporation restated the beginning Net Assets of our financial statements for the fiscal year ended September 30, 2015 due to an error made in previous years. Telamon incorrectly placed unrestricted net assets from our subsidiary company in the category of a liability owed to others called “Insurance Reserves”. This year, this error was noticed and immediately corrected. This correction reduced obligations to the organization and further increased net assets by roughly \$1 million, further benefiting the mission of Telamon. This error has been resolved and will not affect the Organization’s obligations going into the future.

Beginning in the fiscal year ended September 30, 2015, Telamon decided to change the way it accounted for fixed assets purchased with grant funds. Previously, all buildings and equipment purchased with grant funds was reported as an expense when charged to the grant. Going forward, Telamon will record the purchases of buildings and equipment as temporarily restricted assets and depreciated over the life of the building or equipment. This was an elective change to provide more information about the financial stability of the Organization to the financial statement readers.

Health & Nutrition

A priority for TRC’s Health Service staff is connecting families to health services. The goal is for each family to identify and secure a medical and dental home. This is critical for the health and well-being of each child, and the family unit as a whole. If a child is experiencing health and/or nutrition issues, it significantly influences his/her ability to learn. TRC strives to ensure that each child is healthy and ready to learn.

Parents and staff work together to make sure children are up-to-date on physicals, immunizations and dental exams. All children receive nutritious meals at all centers. Meals are served family style.



2015-16 Health Data

	Head Start Grant #05CH8298	Early Head Start Grant #05CH8298	Early Head Start Grant # 05CH8430	Early Head Start Expansion & Child Care Partnership Grant
% of Children Received Medical Exam	91%	91%	77%	86%
% of Children Received Dental Exam	90%	92%	80%	86%

TRC Parent Involvement Activities

TRC welcomes all parents to our Head Start and Early Head Start centers. We believe that parents are the first and most important teachers of their children. It is our goal that parents become active partners in their children's education. Parents are encouraged to spend time in their child's classroom participating in projects and activities, working with the teachers, and sharing their gifts. They are encouraged to participate in their children's education as well as volunteer for the program.



TRC engages parents in their child's educational experience through our Read Aloud Daily program, Family Nights, parent/child socialization opportunities, Parent Committee and Policy Council membership, event planning for child activities and parent education events, parent/teacher conferences, the \$tand by Me financial coaching program, family goal setting, and input into program planning and curriculum selection.

This past year TRC Head Start worked with over 900 volunteers.

Families report that employment, shortage of financial resources, lack of transportation and affordable, quality child care and the stress of meeting their family's needs are concerns affecting their day-to-day lives.

Family Service staff help families to prioritize their needs and work with them to set goals and problem solve ways of resolving the challenges. As necessary and appropriate, the staff refers them to local agencies to assist with their needs.



How We Help Prepare Children for Kindergarten

TRC Head Start serves families and children from birth to five years of age. TRC believes all children deserve to be provided with knowledge and skills they need to be successful and ready for Kindergarten. TRC Head Start's purpose is to ensure children with the support of their families are ready for Kindergarten. In order to help them be successful in this journey, TRC Head Start has developed a comprehensive School Readiness Plan that addresses their needs that begins with infants six weeks old and children up to the age of five and continues through children's transition to Kindergarten.

The school readiness plan describes the skills, behaviors, and knowledge that together our program with parents must foster in all children. Throughout this process, TRC Head Start partners with parents, local education agencies and community organizations. Through a comprehensive approach, TRC staff begin implementing transition activities for all four year olds who will attend Kindergarten the following year. Kindergarten readiness expectations from each school corporation are shared with parents and activities supporting the goals are worked on in the classroom throughout the year. Teachers encourage parents to talk with their children about what kindergarten is like and practice new skills at home. TRC staff schedule field trips to introduce children to their elementary school and a kindergarten classroom. Children get to see the school environment and meet school staff and students.

Family Service Specialists provide families with kindergarten registration information in their native language(s). They let them know what documentation they will need to bring to registration in the spring. Health and Education/Disabilities Specialists assist parents in gathering physical and immunization records for their child. Local Education Agencies (LEA's) collaborate with Site Managers through a written Memorandum of

Understanding to assist children with Individual Educational Plans and their families in the transition to kindergarten. Child outcomes are shared with school systems to inform the teacher on each child's skill level. Children transitioning to Kindergarten are assessed using Teaching Strategies GOLD® and results are shared with LEA's.

Preparing children to transition to kindergarten is a process. It is not just two or three activities. Our objectives are that 1) parents and children know the school – its staff, the school facility, the curriculum and expectations, as well as other families; 2) children are excited on their first day of kindergarten because they already know what to expect and see people they know; and 3) teachers are able to start teaching earlier and with fewer behavior problems the first few weeks of school. Our goal is to make sure each child's transition is as successful as possible.

Educational Growth and Development

TRC's Head Start Program utilizes the Creative Curriculum for Preschool® and the Creative Curriculum for Infants, Toddlers and Two's® and the Teaching Strategies GOLD® Assessment System. Both the Preschool and the Infant, Toddler and Two's utilize Frog Street as a supplement curriculum.



TRC measures each child's developmental progress three times during the year for children 3-5 years of age and four times during the year for children birth to through two years of age. The purpose of the assessment cycle is to measure the developmental progress of each child to determine growth throughout the program year. This information also assists the teaching staff to individualize teaching strategies for each child. Our curriculum and assessment system is aligned with the *Head Start Early Learning Outcomes Framework*. The *Head Start Early Learning Outcomes Framework: Ages Birth to Five* describes the skills, behaviors, and knowledge that our program must foster in **all** children.

The development of our teachers and all staff is vital to the success of our program. Each employee works with his/her supervisor to create a professional development plan. The TRC Head Start Program commits significant resources to the training and education of our staff.

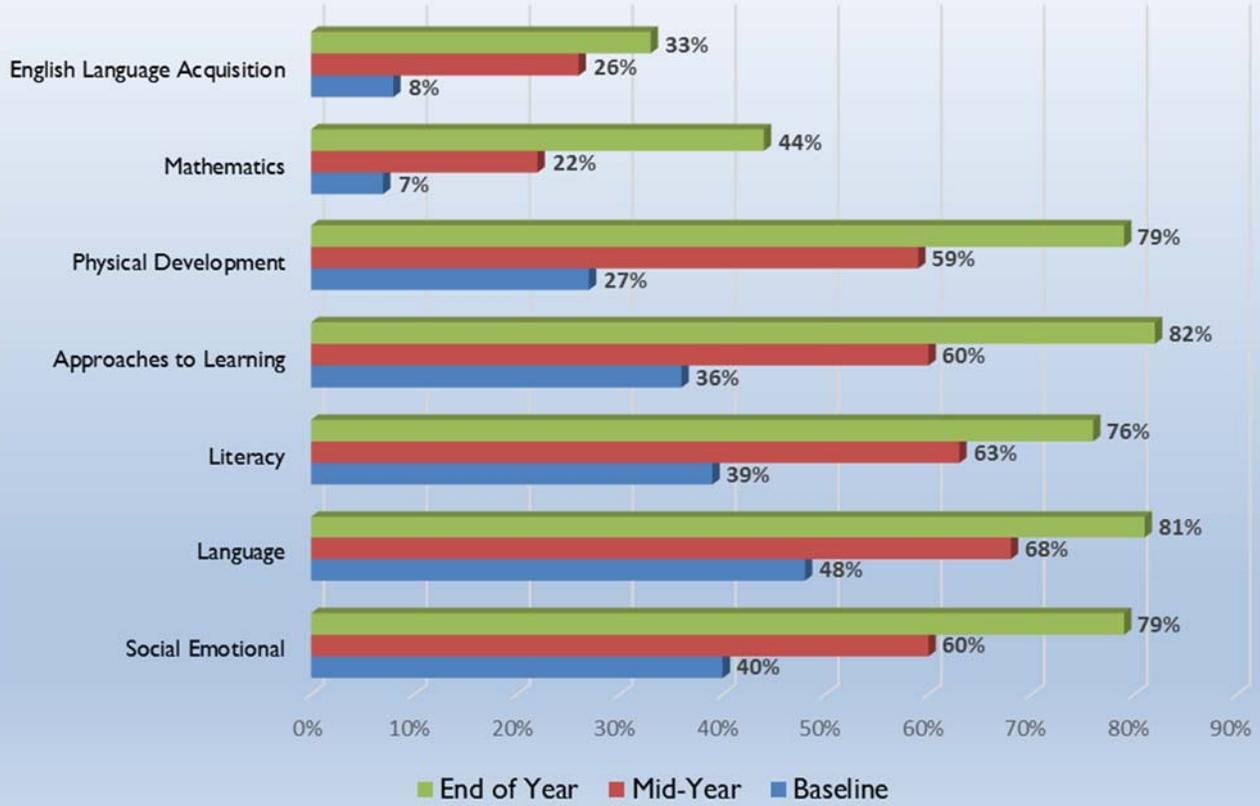
School Readiness

TRC measures children's progress towards school readiness three times per school year: at the beginning of the school program year which shows the developmental level of children as they begin the program, midway through the school program year which shows progress made to date and at the end of the school program year which shows how much progress children made while receiving Head Start and Early Head Start services.

We analyze development outcomes for individual children and the program as a whole to determine if children are making progress towards school readiness goals and also to allow us to make adjustments and improvements in our approach. The graph below shows the percentage of children who met or exceeded widely held expectations for their age at each checkpoint.



TRC 2015-16 School Readiness Data



THANK YOU

TRC Head Start extends a heartfelt “thank you” to all of the individuals, agencies, universities, colleges, and businesses who contributed to the education, health and well-being of our children and families.



A & G Drain and Plumbing
A Heating and Cooling
Alexandria Community Schools
Anderson Chamber of Commerce
Anderson Chapter of Indiana Black Expo
Anderson Community Schools
Anderson Fire Department
Anderson Housing Authority
Anderson Office of the Mayor
Anderson Parks and Recreation Department
Anderson Police Department
Anderson Public Library
Anderson University
Aspire Indiana (Elwood office)
Ball Brothers Foundation
Ball State University Building Better Communities
Ball State University College of Architecture & Planning
Ball State University Department of Speech Pathology & Audiology
Ball State University Department of Theatre
Ball State University Family & Consumer Sciences Department
Ball State University School of Physical Education, Sport & Exercise Science
Ball State University Special Education Department
Bears Playground
Bridges Community Services, Inc.
Brummond Smith Nursery
Capitol City Family Education Services
Children's Bureau of Delaware & Madison Counties
Commercial Works
Community Foundation of Muncie & Delaware County
Cutting Edge Fence
Delaware County Health Department
Delaware County Sheriff's Office
Delaware/Blackford County Special Education Cooperative
Diversified Cleaning Services
East Side Neighborhood Association
Edible Muncie
Elwood Chamber of Commerce
Elwood Community Schools
Elwood Public Library
Elwood Recycle
First Merchants Bank
First Steps
Fredrick's Construction
George Morrisett Center for Community Services
Girl Scouts of Central Indiana
Greer's Auto Repair
Hillyard Supplies
Hi-Way 3
HP Products
Huffer Child Care Resource & Referral
Indiana Association for the Education of Young Children
Indiana Child Care Resource & Referral
Indiana Family and Social Services Administration
Indiana University School of Social Work
Intersect, Inc.
Ivy Tech Community College
Jack's Donuts
Jesse J. Wilkerson & Associates
Knapp Supply
Kohl's of Anderson & Muncie
Koorsen Protection Services
Lakeshore
Lions Club Operation Kid Sight
Lowe's of Anderson & Muncie
Madison County Community Foundation
Madison County Community Health Center

Madison County Health Department
 Madison County Recycle
 Martin Tire
 Meridian Health Services
 MITS (Muncie Indiana Transit System)
 Muncie Chamber of Commerce
 Muncie Community Schools
 Muncie Fire Department
 Muncie Housing Authority
 Muncie Police Department
 Muncie Public Library
 Muncie Sanitation Department
 Muncie Symphony Orchestra
 Musselman Farms
 Nick's Auto Service
 Northwest Towing
 Open Door Community Health Center
 Operation Love
 PetSmart
 PNC Bank - Anderson
 Precision Pest Professionals
 Pridemark Construction
 Purdue Extension Services of Delaware & Madison Counties
 Recreation Unlimited

Red Gold
 Reid's Electric
 Resolve Tech
 Rosema Construction
 Safe Kids
 Sater Electric
 Second Harvest Food Bank of East Central Indiana
 Shick Sand & Gravel
 Shorts Glass and Plastic
 Sonitrol
 St. Vincent's Children's Clinic
 St. Vincent's Hospital
 State Representative Terri Austin
 State Senator Tim Lanane
 Teaching Mentoring Communities
 The Anderson IMPACT Center, Inc.
 The Excel Center
 Tobacco Free Coalition of Delaware County
 TRC Head Start and Early Head Start Employees & Parents
 Turner Refrigeration
 West Electric
 Women, Infants & Children Delaware & Madison Counties

