

# Early Head Start Annual Report 2017—2018



Telamon Tennessee's Early Head Start program is funded by the United States Department of Health and Human Services, Administration of Children, Youth and Families, and the Office of Head Start.



EARLY CHILDHOOD  
& FAMILY SUPPORT



**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 **EMPOWERING INDIVIDUALS** and **IMPROVING 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**



[www.telamon.org](http://www.telamon.org)  
[www.transitionresources.org](http://www.transitionresources.org)

## Program Overview

Telamon Tennessee provides early education services for children 6 weeks to 3 years of age through its Early Head Start (EHS) program. We believe that parents are their children's first, and most important, teachers. As such, we strive to support parents by offering multiple family engagement opportunities, including an evidence-based parenting curriculum, a wide range of trainings, and take-home activities that extend classroom learning into the home environment.

In the classroom, Telamon works to prepare children for success in their next academic placement by providing individualized education services that focus on language and literacy, social and emotional skills, cognitive development, and fine and gross motor skills.

## Early Head Start Program Funding Sources 2017-2018

The program was sustained by public and private funding sources. Amounts are shown for the most recently concluded fiscal year.

### Total Amount of Private and Public Funds Received

Account	Source	Begin:	End:	Total
<b>1751</b>	Office of Head Start	8/1/2017	7/31/2018	\$1,566,458
<b>Reimbursement</b>	USDA Food Program	8/1/2017	7/31/2018	\$66,367
<b>197800</b>	TN Dept. of Health	8/1/2017	7/31/2018	\$10,000
			<b>TOTAL</b>	<b>\$1,639,854</b>

### Office of Head Start Proposed Budget and Expenditures for 2017-2018

Category	Budget	Expense
<b>Personnel</b>	\$717,073	\$672,918.21
<b>Fringe</b>	\$365,707	\$339,886.58
<b>Travel</b>	\$17,854	\$3,776.98
<b>Equipment</b>	-	-
<b>Supplies</b>	\$88,174	\$126,495.03
<b>Contractual</b>	\$16,700	\$30.69
<b>Construction</b>		-
<b>Other</b>	\$223,436	\$211,620.74
<b>Indirect</b>	\$137,514	\$128,626.22
<b>Total</b>	<b>\$1,566,458</b>	<b>\$1,483,354.45</b>
<b>Percentage Spent</b>		<b>94.69%</b>

Telamon Tennessee was required to meet a 20% non-federal share match for the Early Head Start grant. The program received generous support from community partners, volunteers, funders, and donors. During the 2017-2018 fiscal year, Telamon Tennessee reached a 9.37% match. A waiver was submitted to the Office of Head Start to reduce the non-federal share match to an 7.50% match. The waiver is still in the review process.

## Results of the Most Recent Federal Review

No federal reviews have been conducted on the Telamon Tennessee's Early Head Start Program at the time of this report.

# I CAN Health Literacy Training

In 2017, Telamon received a \$10,000 grant from the Tennessee Department of Health's Office of Minority Health and Disparities Elimination to implement an initiative called "I CAN Help My Child Stay Healthy." The "I CAN" initiative equips parents with the knowledge, skills, and resources needed to confidently assess and treat minor childhood illness at home as well as to determine when emergency care is needed. Trainings were held at each center and were designed to promote health literacy, safety, and emergency preparedness. All participants received a copy of the book *What to Do When Your Child Gets Sick*, along with resource bags consisting of donated and purchased medical supplies (thermometers, medication spoons/syringes, and first aid kits), smoke detectors, and other incentives. The training covered a variety of health-related topics, including hands-on demonstrations and opportunities for parents to connect with local medical providers and health agencies. By providing parents with these tools, "I CAN" helps reduce unnecessary medical and emergency room visits. Fifty seven EHS families were trained during the 2017-18 program year through this grant.



# Head Start Statistical Report for 2017-18

The following is a statistical look at service levels in our Early Head Start program. All statistics were submitted as part of the Program Information Report to the Office of Head Start's Region IV Office at the conclusion of the 2017-2018 program year.

## Program Information Report Statistics

Number of children served	109
Number of families served	88
Average monthly enrollment percentage	98.7%
Percentage of eligible children served (number of children served ÷ number of eligible children identified in the community assessment)	71%
Percentage of children with continuous, accessible dental care provided by a dentist	71%
Percentage of all children who are up to date on a Schedule of Age-Appropriate Preventive and Primary Health Care, according to the state's EPSDT Schedule for Well Child Care	93%

## Child and Adult Care Food Program

Telamon Tennessee receives USDA reimbursement through the Child & Adult Care Food Program (CACFP). Each center publishes income guidelines and a Public Service Announcement for accepting children for our program which notifies visitors of our CACFP food program and states that meals will be provided at no charge to children who meet the income eligibility guidelines.

In 2017-2018, the Early Head Start program provided 11,620 breakfasts and 11,764 lunches. All meals are nutritionally balanced, low in fat, sugar, and salt, and are provided in accordance with the U.S. Department of Agriculture's non-discrimination policy, which prohibits discrimination based on race, color, national origin, gender, age, disability, and political beliefs.

# Parent Engagement in Early Head Start

During the 2017-2018 program year, parents participated in discussions at parent meetings and at Policy Council, providing input on curriculum, menus, services, budgetary priorities, and other aspects of the program. Parent-teacher conferences kept families informed of their children’s progress, and many parents completed take-home activities with their children, extending classroom experiences into the home

Of the 142 parents served, 102 (72%) volunteered at least one time in support of center activities. All families agreed to communicate with staff members concerning family needs, achievements, and progress, and to participate in home visits and parent trainings. In 2017-2018, 88 families (98%) completed pre-and post-Family Strengths Assessments. Of those families, 38 (43%) showed improvement in at least one of the sixteen areas assessed. The table below details the services obtained by enrolled families during the program year.

## Family Services 2017-2018

Services Obtained	Families
Emergency Food and Clothing	38
Mental Health Services	13
ESL Training	5
Adult Education	17
Substance Abuse Prevention	4
Child Abuse Services	13
Domestic Violence Services	7
Child Support Assistance	3
Health Education	48
Parenting Training	51
Families Received at Least One of the Above-Mentioned Services	54
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	70
Supplemental Nutrition Assistance Program	50

# School Readiness

## Early Childhood Education

Telamon has developed a School Readiness Plan to ensure that the program places an emphasis on achieving goals and objectives related to school readiness. These goals and objectives are aligned with the Tennessee Early Learning Developmental Standards. School Readiness goals emphasize the domains of the Head Start Early Learning Outcomes Framework, which are Language and Literacy, Cognition, Approaches to Learning, Perceptual, Motor and Physical Development, and Social and Emotional Development.

The School Readiness Plan includes parent, staff, child, and program objectives to reach goals. School Readiness is emphasized for all enrolled children regardless of age.



In addition to educating children in the classroom throughout the program year, teaching staff members conducted home visits and conferences with parents. Children were assessed using the *MyTeachingStrategies* online assessment system. Teachers shared the results with parents, offering guidance on skills the child mastered and introducing new skills for parents to work on with their children. The parents were given activity suggestions to be completed at home, and teachers provided parents with weekly activity calendars to reinforce classroom activities.

Center staff members worked closely with the parents of enrolled children to facilitate transitions to other programs by providing parents with placement options and assisting with the completion of applications. Family Services Specialists assisted parents in gathering the health records required for enrollment in the child's new placement.

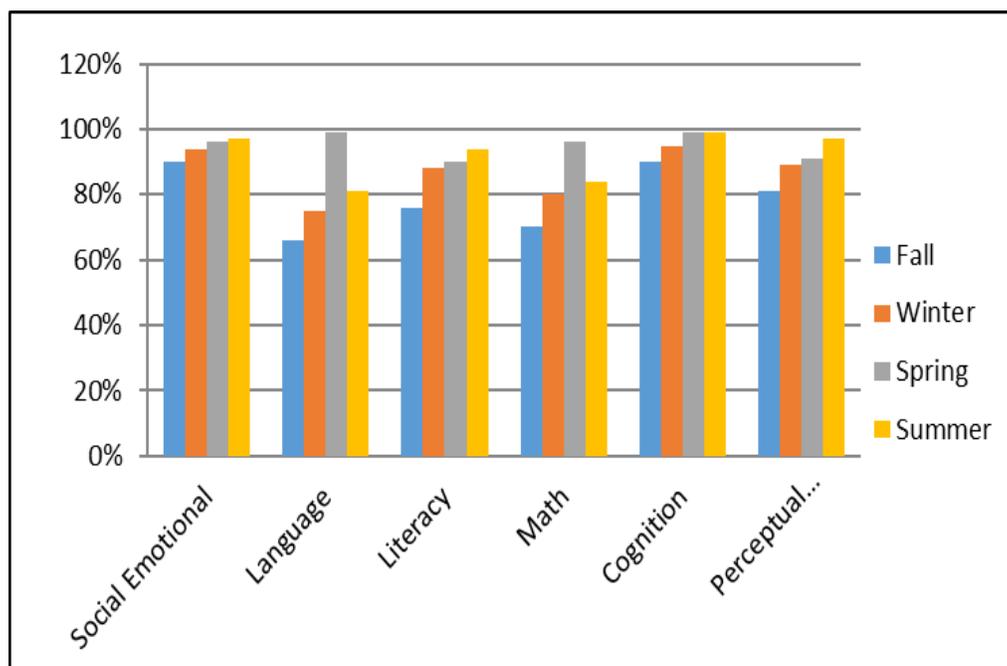
Center Staff have worked to develop relationships with Local Education Agencies and Head Start Programs in each service area. Nevertheless, transitions can be challenging at certain centers due to limited childcare options.



## Child Outcomes

Children were assessed throughout the school year using *MyTeachingsStrategies*. Teachers completed weekly observations to document child progress and assist with the completion of the assessments. Results of the assessment were used in developing classroom activities and individual child planning. Staff analyze data to identify training needs and areas that may need additional support. The chart below indicates the percentage of children meeting/exceeding expectations in each area for the four completed checkpoint periods.

### EHS Children Meeting/Exceeding Expectations 2017-2018



#### Perceptual, Motor and Physical Well-Being

At the final checkpoint, 97% of enrolled children were meeting/exceeding widely held expectations in Perceptual, Motor, and Physical Development. Teachers implemented weekly health and nutrition activities to encourage healthy eating habits and hygiene routines. Teachers planned daily indoor and outdoor I Am Moving I Am Learning (IMIL) activities. Children received hearing, vision, and dental screenings and participated in two growth assessments. Telamon educated children and families on the importance of a healthy lifestyle including physical activity and good nutrition, along with a focus on the I Am Moving I Am Learning approach.

## Cognition

At the final checkpoint, 99% of children were meeting/exceeding widely held expectations in Cognition. During parent meetings, staff conducted trainings on the developmental stages of children and activities that can be completed in the home to foster development. Staff encouraged parents to complete the activities on the weekly activity calendars at home.

## Language



At the final checkpoint, 81% of children were meeting/exceeding widely held expectations. The program provided services to a high number of children with disabilities, and many of the children received services through Tennessee Early Intervention System. Some of the children served may have experienced challenges with receptive and expressive language skills depending on the severity of the disability. Teachers provided a language rich environment and utilized techniques such as self and parallel talk to increase the amount of exposure to language.

## Literacy

The percentage of children meeting/exceeding expectations in literacy at the final checkpoint was 94%. Teachers planned small group activities to encourage literacy skills. They read to children on a daily basis and sent home weekly activity calendars, which included literacy activities, for families to engage in educating their children at home. To support literacy efforts, Telamon Tennessee distributed books to encourage parents to read at home with their children.

## Social & Emotional Development

At the final checkpoint, 97% of children were meeting/exceeding expectations. Teachers provided a warm, nurturing environment and allowed children time to adjust to their new environment and routines. Classrooms received quarterly visits from Dr. Adair Allen, a bilingual licensed mental health professional. Dr. Allen conducted individual observations based on teacher/parent concerns and provided feedback and action steps specific to each child. Dr. Allen provided guidance to teachers on supporting children with challenging behaviors.



## Math

At the final checkpoint in Mathematics, 84% of children were meeting/exceeding expectations. This number represents a decrease when compared to the previous checkpoint. Teachers provided an environment rich with math concepts. Teachers also conducted classroom and individualized activities in this area to strengthen proficiency. The decrease may be due to child turnover and a high disability percentage.

## Dual Language Development

The majority of children served by the program were native English speakers. Telamon was fortunate to have a bilingual Teacher and Center Aide at the Unicoi center where several Spanish-speaking children were enrolled. Classroom staff provided activities and materials in both languages. No formal language assessment is completed on infant/toddler dual language learners.

## Professional Development

Teaching Staff participated in training sessions designed to introduce new practices and further develop existing skills. Teachers were given opportunities to attend early childhood education trainings and conferences. Teaching staff were encouraged to pursue their own educational goals and to register for college coursework. When possible, staff schedules were adjusted to accommodate the practicum placement hours required to obtain a degree. Center Aides were also encouraged to begin the process of obtaining the Child Development Associate Credential.



# Disability Services

All children were assessed for developmental, sensory, and behavioral concerns. Nineteen children were identified as needing follow-up to determine the need for additional supports and services. Eight of those children qualified for disability services, which were provided in coordination with Tennessee Early Intervention System (TEIS). Twenty-three children entered the program already having a disability plan in place (Individual Family Service Plan – IFSP). The total percentage of children with disabilities served exceeded the Office of Head Start mandate that at least 10% of total funded enrollment slots must be filled with children who have certified disabilities.

## Health and Disability Services 2017-2018

Children referred for further vision testing	18
Children who received glasses by the end of the season	6
Children referred for further dental evaluation	2
Children referred for evaluation with LEA or TEIS	19
Children who qualified for disability services	8
Children who already had plans in place	24
Total children served with disabilities	32

Telamon Corporation Tennessee would like to thank all of our funders, families, volunteers, community partners, and staff for a successful 2017-2018 program year. For more information about our program and how to get involved, please contact our state office at 865-212-4011.

Our state office is located at 4713 Papermill Road, Suite 203, Knoxville, TN 37909.



Telamon Corporation is an equal opportunity employer and provider. Under any program operated by Telamon Corporation, no applicant, client, or other person may be favored or discriminated against because of age, sex, race, color, national origin, political preference, religious opinions or affiliations, sexual orientation or disability.

**Report of Independent Auditor on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Consolidated Financial  
Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors  
Telamon Corporation and Subsidiaries  
Raleigh, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying consolidated financial statements of Telamon Corporation and subsidiaries (the "Organization") as of and for the year ended September 30, 2017, and the related notes to the consolidated financial statements, which collectively comprise the Organization's consolidated financial statements, and have issued our report thereon dated January 29, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature of Cherry Rickett LLP in black ink.

Raleigh, North Carolina  
January 29, 2018

## **Report of Independent Auditor on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance**

Board of Directors  
Telamon Corporation and Subsidiaries  
Raleigh, North Carolina

### **Report on Compliance for Each Major Federal Program**

We have audited Telamon Corporation and subsidiaries (the "Organization") compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Organization's major federal programs for the year ended September 30, 2017. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### **Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2017.

### **Report on Internal Control over Compliance**

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Cherry Roubert LLP". The signature is written in a cursive style.

Raleigh, North Carolina  
January 29, 2018



**State Office**

4713 Papermill Dr Knoxville, TN 37909

(865) 212-4011

**Unicoi Center**

551 Mockingbird Ct. Unicoi, TN 37692

(423) 743-2028

**Greene County Center**

100 Erin Ln. Bulls Gap, TN 37711

(423) 235-9301

**Elizabethton Center**

139 Judge Don Lewis Blvd. Elizabethton, TN

(865) 388-9082