

**McIntosh Trail Early Childhood Development  
Council, Inc.**

**ANNUAL REPORT**

**2021 FISCAL YEAR**

**2021-22 SCHOOL YEAR (HS/EHS)**

**2021-22 (EHS-Expansion)**

**VISION**

*To reach eligible infants, toddlers, and preschoolers and their families in our service area and positively affect their lives by assisting them in obtaining the skills necessary to achieve social competence and be cognitively and physically ready to learn and grow.*

## *Message from the Chairman*

The world that we know is pushing us at levels most of us have not experienced before. We are living in an expeditious, fast paced culture. The speed seems to be increasing all the time. Therefore, the life style we live is rapid in order to keep up with our culture and society.

Let focus on some good news about McIntosh Trail Early Childhood Development Council, Inc. The Agency is resilient and dedicated to providing a strong learning foundation to children living in low income families. These children are a relevant apart of the communities served by this Agency.

The resilience of employees demonstrated before the COVID-19 pandemic is evident today as they show a high level of energy and determination. One other thing you will notice about the employees which will make you feel passionate is when they are “knocked down” they will get up finding ways to triumph over difficulty challenge

Finally, let all of us pull the scales from our eyes and see that victory is in view as the CDC lifts recommended strict operational guidelines. The teaching staff, in all learning centers, is ready to innovate and improve learning styles by offering manipulative tools, printed materials, teaching aids and volunteer time to help children learn from different strategies such as In-Person Learning and Virtual Learning.

Sincerely,

*Dr. William Nesbit*

Board Chairman

<b>Public and Private Funds</b>	<b>2020-2021 (See Page 12)</b>	<b>2021-2022 (Not Completed)</b>
<b>Federal</b>	\$8,285,978	
<b>State</b>	\$473,372	
<b>State (Pass-thru)</b>	\$243,569	
<b>Local</b>	\$18,308	
<b>In-Kind Donation</b>	\$2,738,352 (Donated Services, Volunteer, and Rent)	

<b>Budgetary Expenditures</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>Personnel</b>	\$5,926,886	
<b>Consultants/Contractual Services</b>	\$65,475	
<b>Travel</b>	\$28,310	
<b>Space Cost and Repairs</b>	\$680,005	
<b>Utilities and Telephone</b>	\$225,215	
<b>Equipment Lease and Rental</b>	\$31,401	
<b>Consumable Supplies</b>	\$423,138	
<b>Food Costs</b>	\$168,943	
<b>Training and Technical Assistant</b>	\$126,539	

## *Enrollment*

McIntosh Trail Early Childhood Development Council, Inc. (McIntosh Trail ECDC) has over the years maintained full enrollment in all three programs as well as carried a waiting list. When COVID spread across the world, our program turned to virtual services to be able to continue to provide educational and social services to the children and families. As we opened the program back up for on-site services in the fall of 2020 we learned that many parents were not comfortable with their children being in a classroom setting yet. Staff in charge of enrollment, recruitment, selection, enrollment and attendance worked diligently to maintain full enrollment and as the year progressed enrollment improved.

The administrative staff had worked to quickly in the summer of 2020 to develop procedures in response to safety issues brought about by the pandemic. The CDC and local public health departments were used as a resource as well as the expertise of community partners. Other community partners such as Children's Health Care of Atlanta and Emory Health Care Network were valuable in providing resource information. With the new school year 2021-22 the problems which resulted from COVID continued to require services provided by McIntosh Trail ECDC be adapted to meet different needs of the children and families. Many parents were still unsure about their children attending full time in an on-site program.

The Head Start program was funded to serve 294 preschool children ages 3,4, and 5 years old. It served a total of 343 children and 323 families despite lingering COVID concerns in the 2021-22 school year. Ten children were accepted based upon

their receipt of public assistance. Two hundred sixty-eight children were income eligible according to the federal poverty guidelines. There were five foster children and forty children that were homeless. We did not serve any children over income. One hundred percent were income eligible or met other Office of Head Start criteria.

The Early Head Start and Expansion programs were funded to serve 176 pregnant moms, infants, and toddler and served 219 children and 190 families. Eight children received public assistance and 175 children were eligible by federal poverty guidelines. There was one foster child, twenty-five homeless children, and no children over income. One hundred percent of all children served were income eligible or met other criteria.



Lamar County Head Start and Early Head Start Center is located in Barnesville, Georgia. This center serves 17 three year olds in Head Start and 8 pregnant moms, infants, and toddlers in their Early Head Start classroom. This facility is owned by McIntosh Trail ECDC and serves 25 children and their families.

## STAFFING

The program had several staff decide not to return to employment with the agency when they were to return August 1, 2021. Some were not comfortable returning to a group setting because of COVID variants or didn't want to get COVID vaccinations as mandated by the Board of Directors. Others resigned for better job offers from the public-school systems. The largest group leaving was teaching staff followed by Family Service Workers. The staff shortage continued all year. The agency put into place several new and innovative ideas to recruit staff. All staff were given a retention payment in the spring to encourage their return in the Fall of 2022.



Upson County Head Start and Early Head Start Center is located in Thomaston, Georgia. This center has 2 classes of three year olds and 4 classes of Early Head Start pregnant moms, infants, and toddlers. One of these Early Head Start classes is an Expansion classroom. This center serves a total of 58 children and their families.

## AVERAGE MONTHLY ENROLLMENT PERCENTAGE OF FUNDED ENROLLMENT

	March 2021	April 2021	May 2021	June 2021	July 2021	Aug. 2021	Sept. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb 2022	Marc 2022
<b>Head Start</b>	73%	75%	74 %	NA	NA	74%	75%	74%	77%	77%	73%	72%	74 %
<b>Early Head Start</b>	65%	70%	69 %	59%	55%	68%	69%	66%	65%	68%	68%	70%	69%

Both Head Start and Early Head Start programs suffered from lower than normal attendance. Family Service Staff daily called parents of absent children within one hour of start time and followed up on children with higher than normal absenteeism. Many parents were not yet comfortable with their children attending and being with other young children due to fears of COVID. Head Start staff were diligent in monitoring for signs of COVID. Allergies and other respiratory illnesses frequently have the same symptoms. Staff received training on recognizing signs of COVID and allergies trying to slow down the spread of communicable diseases.

## *Program Goals*

McIntosh Trail ECDC Inc. entered a Five-Year Funding Cycle in 2019-20 and 2021-22 is the third year of that cycle. As part of the process the Governing body and administration developed three long-term goals that were critical to providing quality services to the children, families, and community served by agency programs. They have reviewed and approved these goals on an annual basis.

Goal 1	Measurable Objective	Expected Progress and Outcomes	Expected Challenges
Education and Child Development: To increase the skills of all teaching teams to provide developmentally appropriate virtual classrooms.	<ol style="list-style-type: none"> <li>1. By May 2023, assess all newly hired staff technology skills.</li> <li>2. Assessing the use of TSG and Creative Curriculum online.</li> </ol>	<ol style="list-style-type: none"> <li>1. To provide coaching and training on technology.</li> <li>2. Effective in technology to complete lesson plans online and the ability to share electronically with parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff turnover</li> <li>2. Internet connection strength.</li> </ol>
Progress During 2020-2021	<ol style="list-style-type: none"> <li>1. By May 1, 2022, assess the technology skills of 100% of teaching staff and coaches. COMPLETED, (3/23/2021, 100%)</li> <li>2. Develop plan to provide training to meet prioritized identified needs and goals of teaching staff by February, 2022. (COMPLETED 2/4/2022, 8/3/2021)</li> <li>3. Design and provide training identified on assessment by</li> </ol>	<ol style="list-style-type: none"> <li>1. Data will be available to correctly identify the level of skills of 75% of teaching staff. (COMPLETED on 2/4/2022, 8/3/2021)</li> <li>2. Provide training to teaching staff based on identified needs. (PROGRESSING)</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine method of delivery and training resource (COMPLETED ON 02/24/2022)</li> <li>2. COVID-19 and ability to provide training in a safe manner. (COMPLETED 02/24/2022)</li> <li>3. Internet connection strength. (Continues to be a Challenge)</li> <li>4. Staff turnover (Continues to be a Challenge)</li> </ol>



	<p>December, 2022 (COMPLETED December, 2022)</p> <p>4. Evaluate technology skills of teaching staff and coaches by March 2022. Coaching was provided to staff who needed additional help. (NOT COMPLETED)</p>		
Goal 2	Measurable Objectives	Expected Progress and Outcomes	Expected Challenges
Mental Health; To coordinate with Mental Health Consultants and other community partners to provide support and resources to children, families, and staff for anxiety, frustration, and isolation due to pandemic.	<p>1. Survey staff to determine burnout due to staff shortages.</p> <p>Survey staff and parents on mental wellness needs to provide additional support.</p>	<p>1. To organize mental health consultation opportunities via parent meetings and agency training.</p> <p>To provide additional wellness opportunities.</p>	<p>1. Staff turnover</p> <p>Staff and parents being willing to reveal mental health issues to program staff.</p>
Progress During 2020-2021	<p>1. By the end of March 2022, survey staff and at least 50% of parents to assess their needs for mental health services. (NOVEMBER 19, 2021), JULY 13, 2021, NOVEMBER 30, 2021)</p> <p>2. By the end of June 2022 survey staff and parents to determine the number willing to commit to mental health sessions with a professional monthly. (FAMILY OUTCOMES)</p> <p>3. Coordinated Mental</p>	<p>1. To assess the types of mental health issues staff and parents are recognizing as having. (Done as individuals seek assistance)</p> <p>To organize and provide monthly mental health sessions to meet the identified needs of staff and parents (Done as individuals seek assistance).</p>	<p>1. Staff and parents being willing to reveal mental health issues to program staff. (Continues to be a Challenge)</p> <p>2. Safety of face-to-face sessions if needed by participant. (Continues to be a Challenge)</p> <p>3. Internet connection (Continues to be a Challenge)</p> <p>4. Unvaccinated staff (Continues to be a challenge)</p>

	<p>Health Training via Zoom, as needed</p> <p>4. Staff attendance (As Needed)</p> <p>5. Parent attendance via Zoom (COMPLETED)</p> <p>6. Mental Health Consultants provided individual sessions with several staff and parents 3 staff members (2 months) and 1 parent for 1 month</p>		
	Measurable Objectives	Expected Progress and Outcomes	Expected Challenges
To coordinate with local emergency response programs to develop an Emergency Preparedness Plan which includes Pandemics that is appropriate for the services provided by our agency.	<ol style="list-style-type: none"> <li>To collaborate an EMA personnel to serve on the Health Advisory Committee.</li> <li>Create plans for unseen emergencies including natural disasters</li> </ol>	<ol style="list-style-type: none"> <li>To establish a partnership with local EMA personnel.</li> </ol> <p>Create a universal plan for unseen emergencies and natural disasters.</p>	<ol style="list-style-type: none"> <li>Availability for collaboration with EMA personnel.</li> </ol> <p>Funds and storage.</p>
Progress During 2020-2021	<ol style="list-style-type: none"> <li>By May 1, 2021, contact the Emergency Management Agency in each of the seven counties in the service area and set appointment to meet by Zoom. (SEPTEMBER 2021)</li> <li>By August 2021, develop an Emergency Preparedness Plan which addresses pandemics to present to Policy Council and Board of Directors for review and approval. (JUNE</li> </ol>	<ol style="list-style-type: none"> <li>Establish a partnership with EMA in all seven counties (CONTINUOUS)</li> <li>Gain knowledge needed to develop program EMA plan. (COMPLETED SEPTEMBER, 2021)</li> <li>Accessing EMA information appropriate for HS use. (COMPLETED SEPTEMBER, 2021)</li> <li>The program will have updated Emergency</li> </ol>	<ol style="list-style-type: none"> <li>Lack of staff and availability of EMA staff to work with HS program. (CONTINUOUS)</li> <li>Lack of sample EMA plans appropriate and available for review. (Continues to be a challenge)</li> <li>EMA staff having sufficient time to work with program. (Continues to be a challenge)</li> </ol>

	<p>2022)</p> <p>3. Update each center's Emergency Preparedness Plan Manual with EMA's in their area, closest sheriff, police, and fire department, and non-emergency contact by September 2022 (Oct 2022)</p>	<p>Preparedness Manual and will have received training. (COMPLETED NOVEMBER, 2021)</p> <p>2. All staff and locations will be better able to address emergencies. (CONTINUOUS)</p>	<p>4. Developing a method to work together on draft EMA plan. (Continues to be a challenge)</p> <p>5. Coordinating several meetings with community partners needed to complete the process. (PROGRESSING)</p>
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Henry County Head Start/Early Head Start/Pre-K center is located in Locust Grove, Georgia. This location has 3 Early Head Start classrooms, 2 Head Start, and 2 Pre-K for a total of 102 children.

## Health Services

McIntosh Trail ECDC opened up full time in August of 2021, but in all centers and classrooms children and staff continued to be diagnosed with COVID. Attendance rates were lower than normal and it was more difficult to secure needed medical and dental exams for the children. Many health providers were facing the same staff shortages.

<b>Children Received:</b>	<b>Medical Exams</b>		<b>Dental Exams</b>	
Head Start	204	71%	249	87%
Early Head Start	111	56%	137	65%

If a child did not have health insurance, Family Service Staff worked with the family to refer to resources able to meet that need. Being current on immunizations is a state requirement. Children not receiving services were due to dropouts either before the 45 days or later in the year before follow-up was completed. Other reasons were the lingering effects of COVID-19 or parents refusing services. Training and resource information was made available by community partners who provided information about their services at parent meetings or agency trainings. Each center had a space set aside for parent resource information that they are able to choose and take home.



Pike County Head Start and Early Head Start Center is located in Zebulon, Georgia. It has a classroom of 17 Early Head Start children and an Early Head Start classroom of eight pregnant moms, infants, and toddlers. This building was built as collaboration between McIntosh Trail ECDC and the city of Zebulon.

### *Head Start COVID-19 Safety Procedures*

According to McIntosh Trail ECDC's policy approved by the Policy Council and the Board of Directors all staff were mandated to have COVID vaccinations according to the manufacture or qualify for a religious or medical exemption. All staff were required to wear masks, practice hand sanitation, and follow CDC recommendations for isolation. Any adult entering the building was required to wear masks and hand sanitize. Children two and above were encouraged to follow the same guidelines as possible and reasonable. Staff were given bonuses for completing COVID vaccines. All the precautions above were done and periodically adjusted following CDC guidelines.

## *Disability Services*

Head Start and Early Head Start programs are required by Federal Performance Standards to make at least 10% of the funded enrollment available to children with diagnosed disabilities. The program has established strong collaborative relationships with Babies Can't Wait (Early Intervention 0-3) and all of the local educational agencies in the service area. Thirteen percent or 59 children in our program was diagnosed with a disability.

<b>EHS IFSP</b>	<b>Health</b>	<b>Specific Learning Disability</b>	<b>Speech Language</b>	<b>Vision Impairment</b>	<b>Autism</b>	<b>Developmental Delay</b>
<b>23</b>						
<b>Head Start</b>	1	7	4	1	3	20

### *Inclusion Classroom*

McIntosh Trail ECDC has a long-standing collaboration with Spalding County Public School System. An Inclusion Classroom is located in Jordan Hill Elementary School. This classroom is composed of 17 Head Start eligible three year olds. There are six diagnosed disability children in the classroom. This is the longest existing Head Start and Public School System Inclusion Class in the state of Georgia. McIntosh Trail ECDC provides a teacher, teacher assistant as well as an experience support staff. The last team member is a certified Preschool Special Education teacher provided by the school system.



Newton County Head Start, Early Head Start, and Pre-K center is located in Covington, Georgia. This center has three classrooms of three year olds, one of four year olds, one is a blended Head Start/Pre-K, and four classrooms of Early Head Start children. This is our largest center and serves a total of 120 pregnant moms, infants, toddlers, and preschool children. McIntosh Trail ECDC has purchased this facility and has a loan through the Department of Agriculture.

# AUDIT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED UPON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
STANDARDS

**The audit for 20-21 has not been finalized at the time this Annual Report  
but will be complete in the Fall of 2022. The auditing firm closed  
unexpectedly and the agency was unable to obtain a signature on the final  
approved audit. The FY21 audit is in the process of being redone by a new  
firm.**





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

McIntosh Trail Early Childhood  
Development Council, Inc.  
Jackson, Georgia

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 financial statements of McIntosh Trail Early Childhood Development Council, Inc. (the "Council"), which comprise the statement of financial position as of March 31, 2020, and the related statements of activities, functional expenses and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered McIntosh Trail Early Childhood Development Council, Inc.'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council'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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity'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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2020-001 that we consider to be a significant deficiency.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether McIntosh Trail Early Childhood Development Council, Inc.'s 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 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*.


**McIntosh Trail Early Childhood Development Council, Inc.'s Response to Findings**

McIntosh Trail Early Childhood Development Council, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. McIntosh Trail Early Childhood Development Council, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macon, Georgia  
January 29, 2021





# CLIFTON, LIPFORD, HARDISON & PARKER, LLC

Member of American Institute of Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

McIntosh Trail Early Childhood  
Development Council, Inc.  
Jackson, Georgia

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

We have audited McIntosh Trail Early Childhood Development Council, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of McIntosh Trail Early Childhood Development Council's major federal programs for the fiscal year ended March 31, 2020. McIntosh Trail Early Childhood Development Council, Inc.'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 federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of McIntosh Trail Early Childhood Development Council, Inc.'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 of 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 McIntosh Trail Early Childhood Development Council, Inc.'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 McIntosh Trail Early Childhood Development Council, Inc.'s compliance.

***Opinion of Each Major Federal Program***

In our opinion, McIntosh Trail Early Childhood Development Council, Inc. 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 fiscal year ended March 31, 2020.

**Report on Internal Control Over Compliance**

Management of McIntosh Trail Early Childhood Development Council, Inc. 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 McIntosh Trail Early Childhood Development Council, Inc.'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 McIntosh Trail Early Childhood Development Council, Inc.'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 material weaknesses or significant deficiencies. 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.

McIntosh Trail Early Childhood  
Development Council, Inc.  
Page Three

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.

Macon, Georgia  
January 29, 2021





Spalding County Head Start, Early Head Start, and Pre-K center is located in Griffin, Georgia. This facility houses 3 classes of three year olds, one blended Head Start/Pre-K class, and 6 Early Head Start classes for a total of 118 children and their families. Three of the Early Head Start classes are Expansion classes.

## ***FAMILY ENGAGEMENT***

The ERSEA and Family/Community Engagement Team has faced the same challenges as the Education Team with several FSW positions open. Staff have had to carry a larger caseload while the program seeks to fill those positions. Our Professional Development Administrator is a Family Development Credential Approved Facilitator and State Coordinator for Georgia and is able to assist new Family Service Staff to obtain this qualification. This has been a valuable resource. She has opened her

classes to other Head Start programs across the state of Georgia and has had great participation.

McIntosh Trail ECDC, Inc. family service workers (FSW) continue to be available to Zoom or conduct contacts over the phone if the family felt more comfortable that way. They worked with the family in a variety of ways to complete the Family Outcomes during the enrollment process. Although masking and sanitization was still required by agency procedures, parents were welcomed into all facilities.

Agency policy is to enroll the most eligible children within the community by conducting virtual, telephone, email, or in-person interviews with the family. Collaborating with families and community partners helps support family well-being. The agency collaborated with outside agencies including medical resources, job fairs/community resources events and always emphasized the important of recruitment. One of the main objectives was to help provide positive information/services for all families to become self-sufficient. Unfortunately, several counties served (Lamar, Pike, and Upson) had poor internet services and experienced difficulty with using Zoom meetings or virtual learning. The local Electrical Membership Corporation has received funds to make the internet more accessible to its customers and that has helped.

During the 2021-2022 school year MTECDC, Inc. had 17 parents that were enrolled in college, along with 5 parents that were enrolled in GED classes (online). Head Start has 615 and Early Head Start families that received program services provided to promote family outcomes. Head Start had more than 90 and Early Head Start had 133 fathers that engaged in activities designed to promote fatherhood involvement.

The program provided full on-site services but continued to have children and staff out with COVID-19. Virtual services were available for those children if the parents wanted to continue the daily schedule. Teachers followed the daily schedule for virtual services used during the COVID-19 close down. iPads were available in all centers for the parents to check out during the time their child was housebound.

Monthly parent training was made available to parents by Zoom. All parents were contacted by email, phone, or Zoom to encourage participation in their child's daily virtual class, parent meetings, Mental Health services or other trainings made available by all service areas.

Policy Council meetings were held by Zoom and they were encouraged to reach out in the local parent meetings to encourage participation to help increase parent's engagement to encourage participation.

Community partners provided free face masks, hand sanitizer, health & safety tips, information, and free food pick-up sites for the families during the pandemic.

Parents received training on the new agency COVID-19 pandemic policies and procedures and the importance of their child's attendance every day even while virtual.

### *School Readiness*

McIntosh Trail Early Childhood Development Council supports school readiness and positive child outcomes in Early Head Start and Head Start through comprehensive child development services, age appropriateness, individual appropriateness, meaningful curriculum, child observations, screenings, and assessments.



The School Readiness Team was composed of program administrators, retired and current public school teachers, assistant superintendents, principals, community partners, center managers, family service workers, and teaching staff. The School Readiness Team met on a quarterly basis by Zoom to review program goals, provide valuable input, and ensure that federal mandates and best practices were met. There were several parents, community partners, retired educators, as well as current local educational agency representatives from several of the counties within the service area that served also on the team. The Policy Council and Board reviewed and assisted in the project. The team worked together to develop School Readiness goals and a plan that would meet Federal regulations and Best Practices. Each school year the School Readiness Team collects data from the Brigance, CLASS, Teaching Strategies Gold, and The Pyramid Infant-Toddler Observation Scale.

The School Readiness Committee met twice by Zoom and discussed COVID precautions being taken by their respective school systems. Safety procedures were reviewed for input by those on the call.

The provision of Virtual Learning by the program the previous school year was discussed and resulting problems were shared. There had been issues with some teacher's performance and administrative staff and coaches monitored those interactions on a regular basis. Suggestions were made if in the event the program had to resort to virtual services in the future, the program would be better prepared.

Representatives from local school systems shared updates to the Georgia Kindergarten Inventory Developing Skills website (GKIDS). This website was used as a guide for parents to help with their child's transition into kindergarten. There are videos and activities for parents to use to engage with their children.

The program continued to use all activities in place to help children become ready to transition successfully. Each center worked closely with their local public school system to inform parents what was needed to register their children. although the program is no longer able to do field trips to the various elementary schools, information is relayed to encourage parents to participate in events to welcome parents and children to the new setting.



The Butts County Head Start/Early Head Start Center is located in Jackson, Georgia. It serves 2 three-year-old classes and 4 Early Head Start classrooms of pregnant moms, infants and toddlers, one of which is Expansion. This center serves a total of 66 children and their families. Our Central Office is located here.

### *Georgia Department of Early Care and Learning*

The Pre-K program which serves four year olds sponsored by Georgia Department of Early Care and Learning funded four classes for 82 children but served 103. The agency provided Pre-K in Newton (1), Henry (2), and Spalding Counties (1). These state dollars paid teacher salaries as well classroom supplies, fieldtrips, technology, and training. Head Start provided wrap around services for the two Blended classrooms which were in Newton and Spalding Counties. Henry County had two stand-alone Pre-K classes.

In Blended classrooms those children were dual enrolled in Head Start and Pre-K and received all services from both programs. Pre-K serves only four year olds and there is no income eligibility requirement. The children in the blended classrooms met Head Start's income guidelines also. All children must be four years old by September 1st of that school year.

Eighty-eight of those children were classified as Category I, which is similar to Head Start's eligibility requirements and denotes that those children met Federal poverty income guidelines. The remaining ten children were Category II and had family income above Head Start's eligibility requirements. There are no income guidelines for Pre-K. Many of the children in the agency's Pre-K classrooms have siblings in Head Start or Early Head Start.

### *Summer Transition Rising Kindergarten*

The agency received funds through Bright from the Start to operate six Rising Kindergarten Summer Transition Classrooms in Henry, Spalding, and Newton Counties for a total of 72 children. These classes were face to face and lasted for six weeks. It

was the fourth year of being funded for a Rising Kindergarten Summer Transition Program. The high-quality instruction with a focus on language, literacy and math was designed to reduce the achievement gap. A child's family had to meet the income eligibility requirement of 85% of the state median income. Each child received supplies and items they would need to enter kindergarten

The program continued to use all activities in place to help children become ready to transition successfully. Once the children came back to on-site classes in September of 2021 established methods, policies, and procedures were still in place to ensure each child's success.

### *SPECIAL NOTES*

McIntosh Trail Early Childhood Development Council, Inc. underwent a FA11 Federal Review in February of 2021. The program was found to be 100% in compliance with all Office of Head Start Performance Standard, rules, and regulations being met or exceeded.