



**Early Learning Coalition  
of Palm Beach County**

*Ready to Learn. Ready for Life.*

Early Learning Coalition  
of Palm Beach County, Inc.

**Early Head Start**

**Child Care Partnership Program**

**Expansion Grant 04HP000149**

**2019-2020 Annual Report**



**The Neighborhood Place for Early Head Start**

## Table of Contents

Our Year in Review .....	3
Vision and Mission .....	4
Our Vision .....	4
Our Mission .....	4
Early Head Start-Child Care Partnership (EHS-CCP) Work .....	4
Program Governance .....	5
Child Care Provider Partnerships .....	6
Community Partnerships .....	7
Enrollment .....	8
Characteristics of Children and Families Served .....	9
Family Services .....	12
Parent Committees.....	12
Bus Passes.....	12
Father Engagement .....	12
COVID-19   Growing Stronger Partnerships .....	13
Health, Nutrition, and Dental Services.....	14
Health Services .....	14
Nutrition Services .....	14
Dental Services.....	14
Disabilities and Mental Health .....	15
Internal Monitoring and Quality Assurance .....	15
Professional Development .....	15
Education and Technical Assistance .....	16
Financial Report .....	18
Early Learning Coalition of Palm Beach County, Inc. Audit's Report .....	18

## Our Year in Review

Each year, I have the honor of reflecting on our program's successes, innovations, and challenges, and last program year was certainly a memorable one for our Early Head Start program.

The 2019-2020 program year started by onboarding new partner providers as we received a new expansion grant. By March of 2020 the Head Start/Early Head Start - and the

education community as a whole – was unprecedentedly faced with new challenges and had to quickly adapt to new means of communications in order to be able to reach families in their programs. Although this was unpredicted, I look back and can proudly and confidently say that our program succeeded in adapting to the rapid changes, as did the providers with which our program partners.



While the COVID-19 pandemic forced us to remain home and socially distance, our program quickly and successfully turned the switch from in-person to virtual interaction, and, while classroom attendance dropped due to center and family child care closures, we were able to effectively keep families engaged through weekly/bi-monthly webinars, parent meetings, and monthly policy council meetings.

Even though our partner providers had to temporarily close their programs as well, they succeeded in keeping their families engaged by means of wellness phone calls, Zoom meetings, virtual tours, ReadyRosie, and other engagements activities; many of them also provided families with meals.

The upcoming year may be a challenging year as well; however, I am confident that, with the support of my team, the community partnerships, as well as provider partners, we will continue to provide the highest quality early childhood education and support services to families and children in need.

Akia Davis

EHS-CCP Program Director

## Vision and Mission

### Our Vision

Every child in Palm Beach County is Ready to Succeed in School and Life.

### Our Mission

Building community-wide commitment for comprehensive, high-quality early learning environments that benefit the children and families of Palm Beach County.



### Early Head Start-Child Care Partnership (EHS-CCP) Work

Early Learning Coalition of Palm Beach County (ELCPBC) Early Head Start Child Care Partnership (EHS-CCP) program serves a total of 270 children under its two grants – Grant 04HP000217 and Expansion Grant 04HP000149.

**Under the Expansion Grant 04HP000149, the ELCPBC serves 120 EHS-CCP children** and their families in the communities of Belle Glade, Pahokee, Riviera Beach, West Palm Beach, Lake Worth, and Delray Beach in Florida. Services are delivered in partnership with a network of early learning centers and family childcare homes. We are a year-round program, providing services 10 hours per day, 240 days per year.

We work in conjunction with the ELCPBC's Family Services team to dual-qualify families who meet eligibility requirements for Early Head Start and School Readiness/CSC Scholarships. This tenet of the EHS-CCP program supports continuity of care for children after their time in the EHS-CCP program.

## Program Governance

The ELCPBC's governing body (Board) make up is guided by the Florida Office of Early Learning and its membership meets the requirements of the Head Start Act. Membership representation on the board includes the following individuals or designees: Department of Children and Families Services Circuit Administrator, Superintendent of Schools, Regional Workforce Development Executive Director, Palm Beach County Health Department Director, Children Services Council Chief Executive Officer, head of local licensing agency, Head Start Director, President of Palm Beach State College, member appointed by the Palm Beach County Board of Commissioners, a licensed attorney, a Certified Public Accountant (CPA) or individual with similar background, a representative of programs for children with disabilities under the federal IDEA, a representative of faith-based child care, a representative of private for-profit child care, including family child care homes from Palm Beach County, a parent with a child(ren) served by the agency, and a representative from western Palm Beach County. These members have legal and fiscal responsibility for overseeing the EHS-CCP program.

**Board Chair:** Howard S. Burnston

The Policy Council is comprised mainly of parents of currently enrolled children, joined by community members with an interest or background on early childhood education. The Policy Council meets monthly and is responsible for the direction of the EHS-CCP program, including program design, and long and short-term goals. They also make decisions on program operations, including hiring, curriculum, and annual budget, and assist in monitoring the program to ensure compliance with the HSPPS. Policy Council membership has been consistent over time, allowing members to become proficient in the knowledge of the functions of program governance. The EHS-CCP Policy Council Chair serves as a parent representative on the ELCPBC Board, thereby ensuring a link between governing body and Policy Council.

**Policy Council Chair:** Steven Coulanges



## Child Care Provider Partnerships

Under the Expansion Grant 04HP000149, the ELCPBC EHS-CCP program partnered with a total of 14 childcare providers during the 2019-2020 program year. Of these 14 child care providers, two are centers, and 12 are family child care homes, all of which are located in West Palm Beach, Riviera Beach, Lake Worth, and Delray Beach in the eastern side of the county, and Belle Glade and Pahokee in the western side of the county.

### Eastern Palm Beach County

#### Partner Providers

- Amanda Family Day Care FCCH
- Eager to Learn FCCH
- Edna Pertilla FCCH
- Fobbs Daycare FCCH
- Janice Morgan FCCH
- Kingswood Academy Delray Center
- Laureana Melendez FCCH
- Louise Phillips CCF
- Stepping Stones Learning Center
- Terrica Greenfield FCCH
- Thompson's Family Day Care

### Western Palm Beach County

#### Partner Providers

- Lawanda Thomas FCCH
- Planet Genesis FCCH
- Regina Brown FCCH



## Community Partnerships

The ELCPBC EHS-CCP program has worked across and outside the agency to engage the families and the community in the program. We work closely with the ELCPBC Child Care Resource and Referral and Family Services departments, as well as community partners to reach families who may benefit from the EHS-CCP program. We have built strong partnerships with BRIDGES, the School District of Palm Beach County, Lutheran Services Florida, our local Palm Beach County Health Department and qualified health centers along with other public and private groups that support the work of EHS-CCP through cross-referrals, participation in Policy Council or providing services to the grant.

Some of the 2019-2020 community partnerships include:

- BRIDGES – Community Partners
- Children Services Council of Palm Beach County
- Community Partners/Triple P Program
- Early Steps Easter Seals
- Glades Family Education Program
- Haiti Cholera Research Funding Foundation, Inc.
- Healthy Mothers Healthy Babies
- Homeless Coalition of Palm Beach County
- Legal Aid Society of Palm Beach County/Project Dulce
- Lutheran Services Florida
- Marriage and Family Services
- Palm Beach County Board of County Commissioners
- Palm Beach County Health Department
- Palm Tran Connection
- Sadowski Housing Coalition
- Teen Parent Program
- The Glades Initiative, Inc.
- The School District of Palm Beach County



## 2019-2020 Early Head Start-Child Care Partnership Services

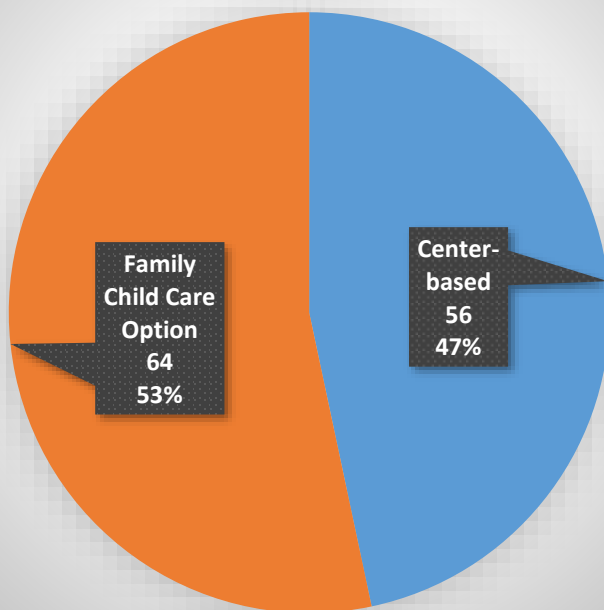
### Enrollment

- 120** Funded Enrollment
- 159** Total Cumulative Enrollment
- 135** Total Families Served
- 91%** Single-Parent Families Served
- 9%** Two-Parent Families Served
- 13** Children Experiencing Homelessness Served

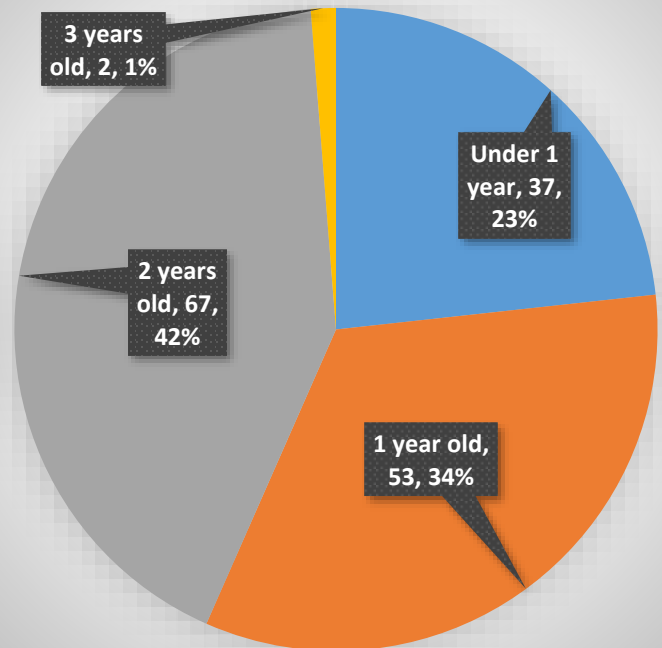


**81.08%** Average Daily Attendance *(Lower than 85% due to COVID-19)*

#### Funded Enrollment by Program Option



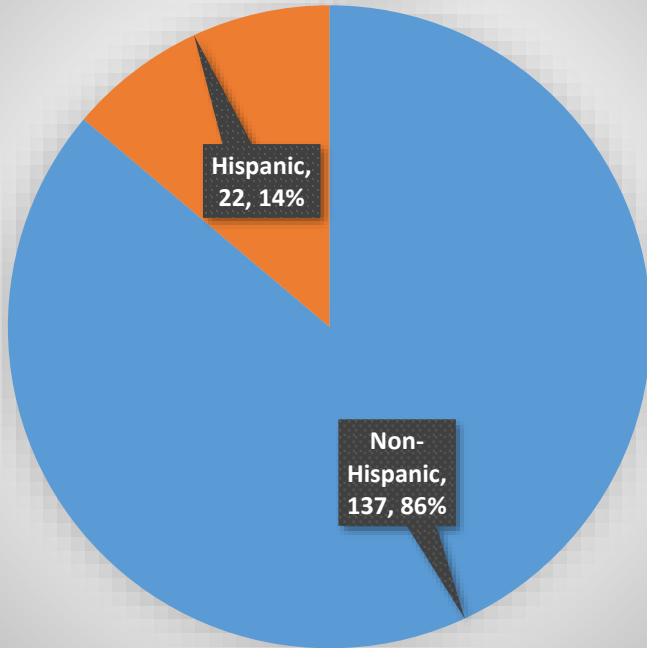
#### Age Range in Years



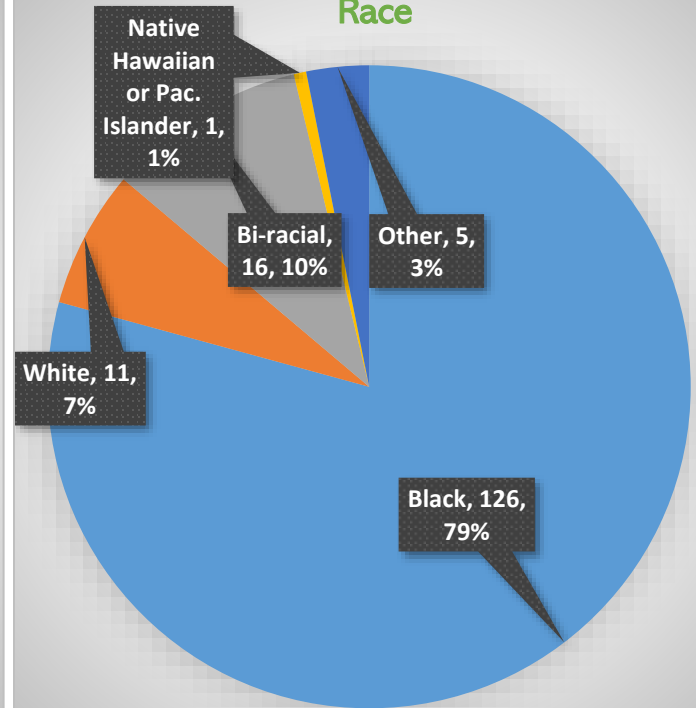


## Characteristics of Children and Families Served

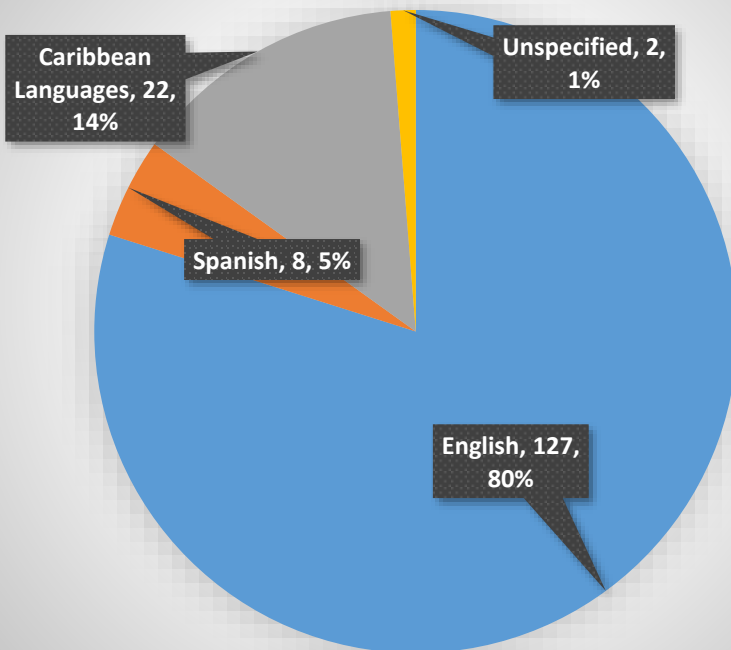
### Ethnicity



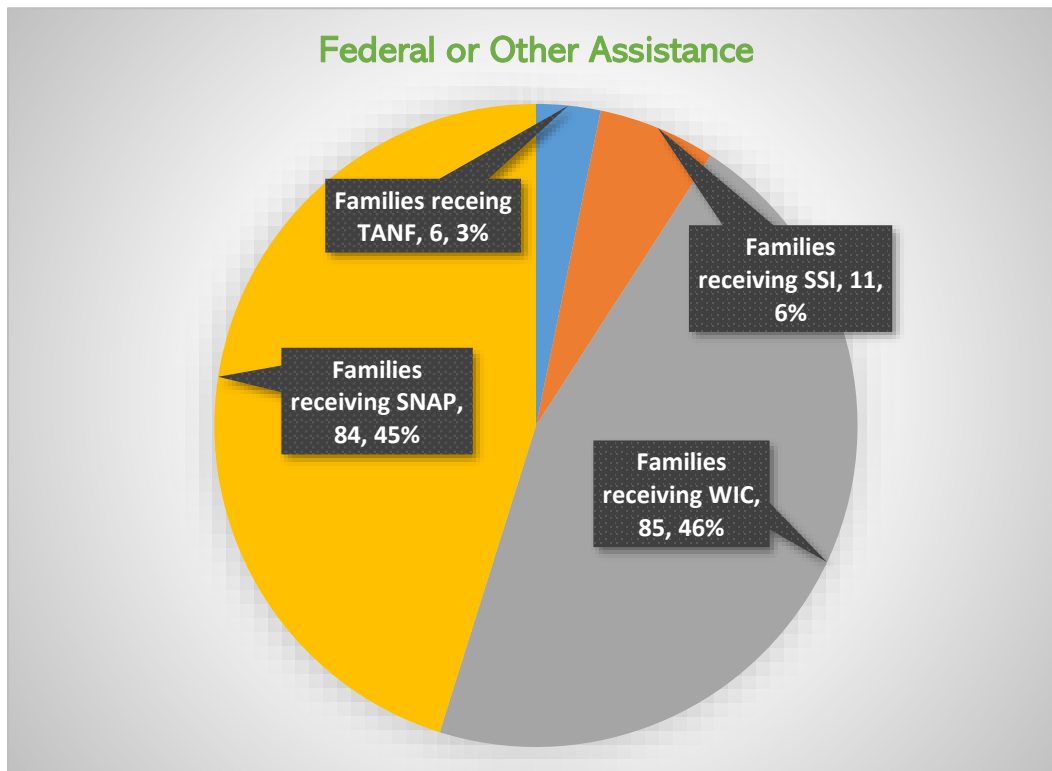
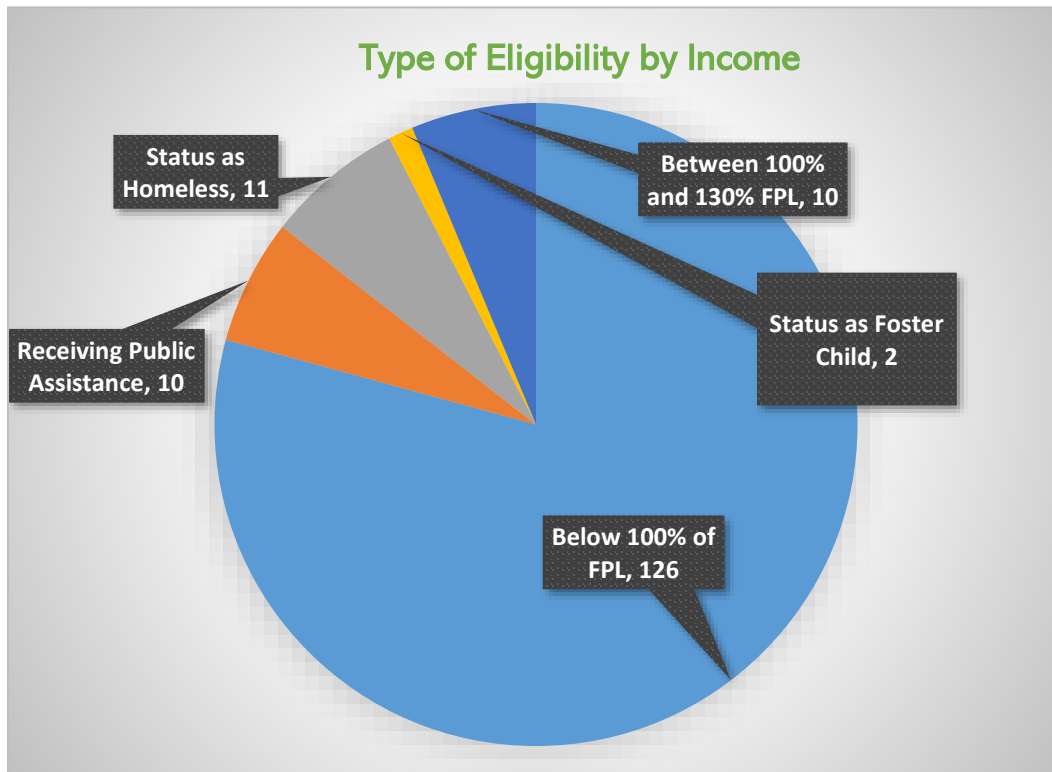
### Race



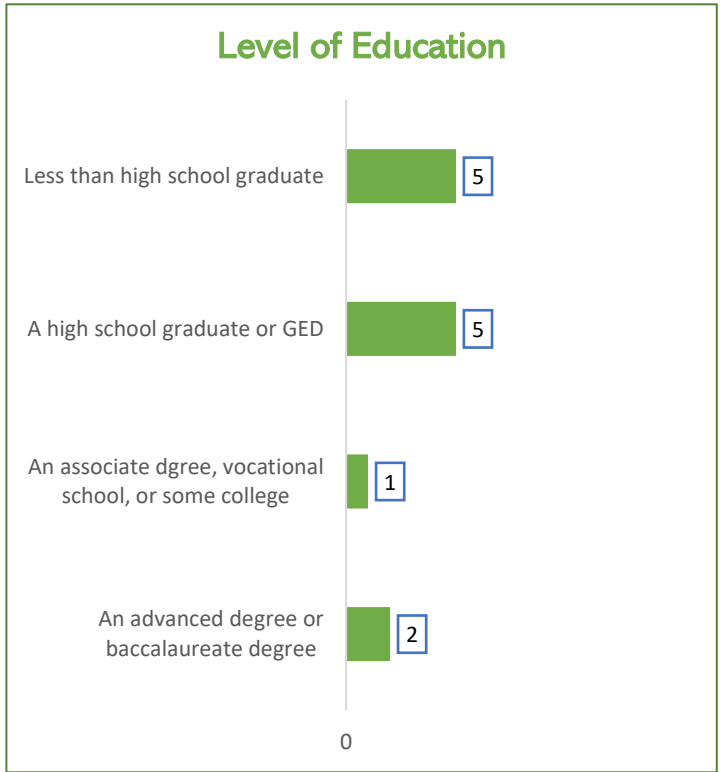
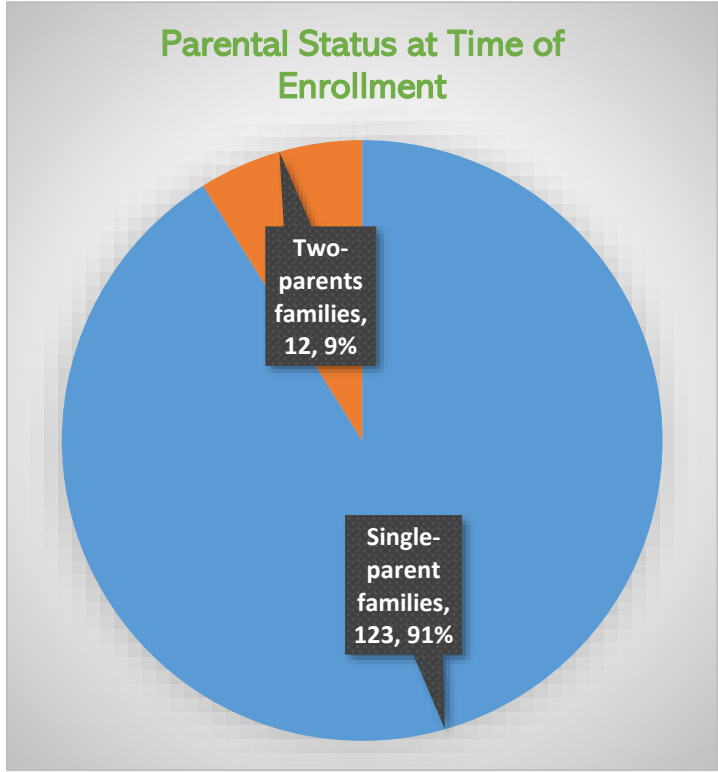
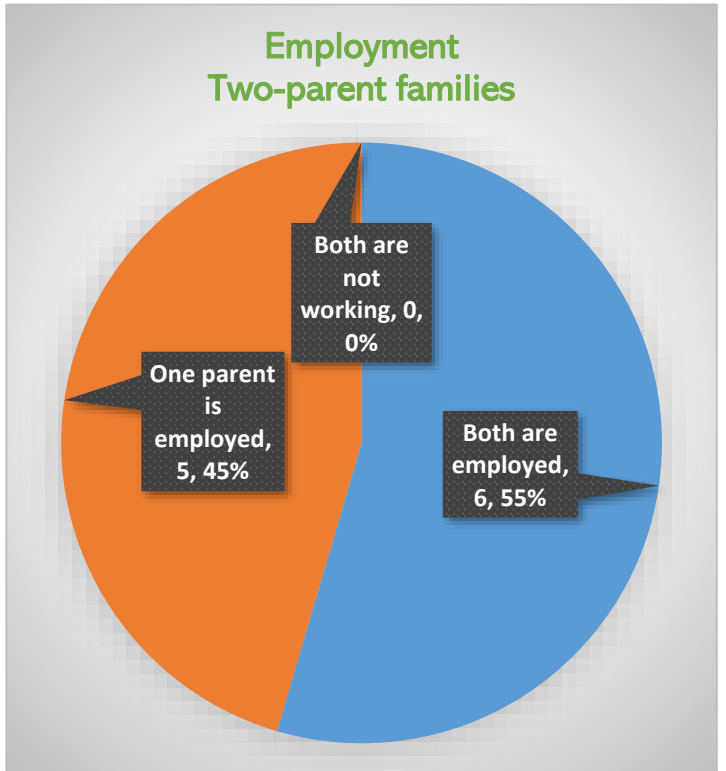
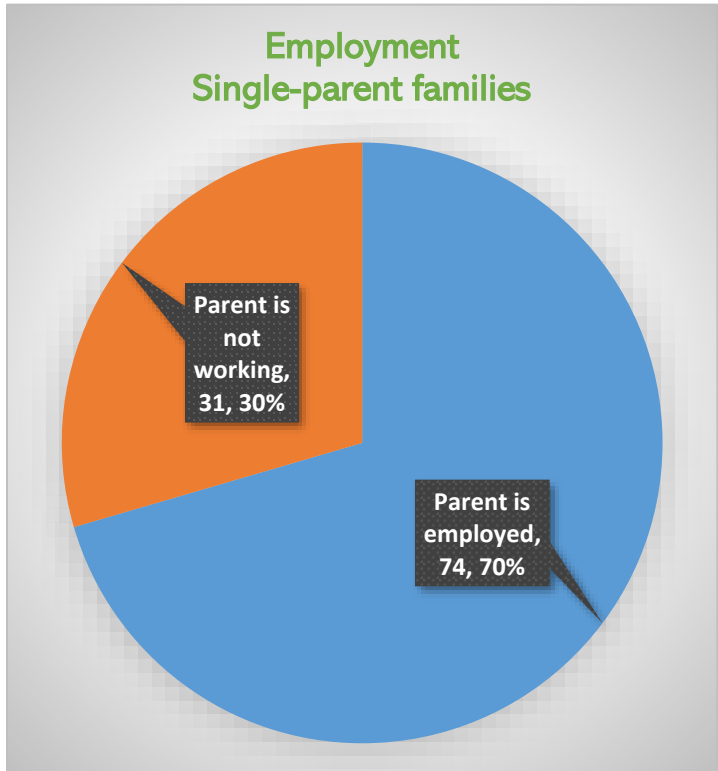
### Primary Language of Family at Home



## Characteristics of Children and Families Served (cont'd)

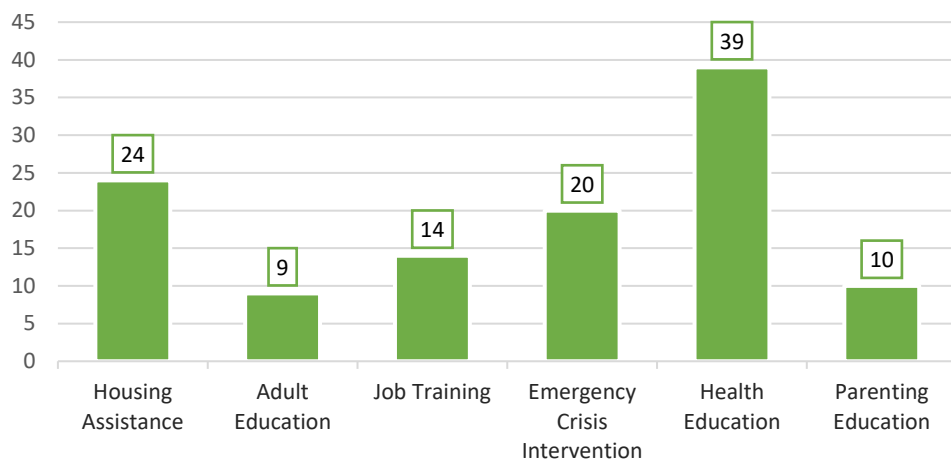


## Characteristics of Children and Families Served (cont'd)



## Family Services

### Services Most Received by Number of Families



### Parent Committees

Each community served has a Parent Committee that fulfills the requirements in the HSPPS. Each Parent Committee is comprised exclusively of the family members of children currently enrolled.

Typically, parent committee meetings are held every

other month. However, between March and June 2020, parent meetings were held weekly/bi-weekly to keep families updated on provider closures during COVID-19. **Twenty-one parent committee meetings** were held during the 2019-2020 program year.

### Bus Passes

To aid families in need of transportation, our EHS-CCP program partners with the Children Services Council, Healthy Beginning System of Care, and Palm Tran Connection to offer bus passes at no cost to families in need.

**Nineteen bus passes** were issued to EHS families at no cost during the 2019-2020 program year.



### Father Engagement

Number of father figures that were engaged in the following activities during the 2019-2020 program year:

- 10** Family Assessments
- 12** Family goal setting
- 16** Involvement in child's development experiences
- 3** Parenting education workshops

## COVID-19 | Growing Stronger Partnerships

While the effects of the COVID-19 pandemic took a toll on overall attendance program wise – due to families' willingness to engage, as well as the temporary closure of sites - it positively strengthened the family/provider partnership and relationship.

To keep families engaged, and to also help those in need of meals during temporary closures, family childcare homes and center providers provided families not only with activities to take home, but also with bags of food.

In addition to family childcare homes and centers partnering with families to keep them engaged while their doors remained temporarily closed, the EHS-CCP program strengthened its partnerships within the community to provide virtual supports to families in need. Our program collaborated with mental health consultants, nutritionists, dieticians, and early childhood development specialists to make their services available in virtual format to parents in need of supports.



Additionally, funds awarded to our program under the CARES Act were utilized to purchase emergency supplies that were later distributed to partner providers as well as program families.

Furthermore, the Haiti Cholera Research Funding Foundation also partnered with us and donated 6,000 masks for program parents as well as partner providers.



## Health, Nutrition, and Dental Services

### Health Services

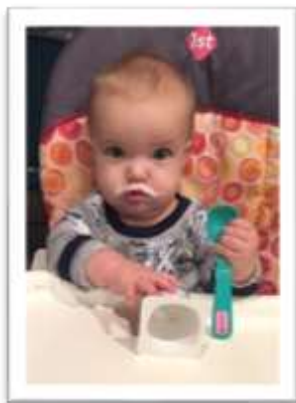
All health services are guided by the Health Services Advisory Committee (HSAC), made up of dental providers, maternal health nurse home visitors, our nutritionist consultant, Palm Beach County Health Department staff and EHS-CCP parent representatives. The HSAC meets three times a year to ensure all health needs of EHS-CCP children are met. Additionally, our program uses ChildPlus to track well-child visits/immunizations on the EPSDT schedule.

**154** Children with health insurance at end of enrollment year

**154** Children with a source of continuous health care at end of enrollment year

**38** Children with continuous, accessible dental care at end of enrollment year

### Nutrition Services



For children identified as having nutrition needs through screenings or child observation, Nutritious Lifestyles dietitians are alerted, and appropriate nutrition plans

developed within 15 days. The individualized plans are developed in partnership with the family for use in the home and the EHS-CCP site.

**Twenty-one nutrition service plans** were developed in the 2019-2020 program year.

### Dental Services

The Palm Beach County Health Department provides dental exams, cleanings and fluoride treatments at no cost for all children



in the program, annually, at the EHS-CCP partner provider locations. During the 2019-2020 program year, **four dental events were held**, where over **80** EHS children - between both grants combined - received a dental screening, fluoride treatment, and a free toothbrush.

## Disabilities and Mental Health

Beginning June 2019, partner providers have received on-site, early intervention supports and high-quality mental health services via our contracted mental health services partner for children and families in locations convenient for the family at schools, offices, community agencies or via home visits. The focus is on developmentally appropriate approaches, including play therapy and dyadic models where the child and caregiver are in session together. Services are implemented by licensed early childhood therapists and mental health specialists with extensive training and education in interventions that are proven to work with a range of emotional and behavioral issues, including grief and trauma. A total of **78 hours of mental health consultation** were provided by the program's contracted therapist for the 2019-2020 program year.

## Internal Monitoring and Quality Assurance

The EHS-CCP's Quality Assurance team is responsible for the administration, implementation, and continuous quality assurance of the health, nutrition, early childhood education, family engagement, ERSEA, mental health and disability services for all EHS-CCP programs. They also conduct ongoing monthly/bi-monthly, and annual health and safety visits to programs to assess compliance to the HSPPS as well as the school readiness standards. **Twenty-four health and safety visits were conducted in the 2019-2020 program year.**

## Professional Development

The professional development of center and family childcare home directors, owners and teaching staff is critical for program success. The ELCPBC EHS-CCP program offers a minimum of six annual trainings to meet the needs of EHS teaching staff as well as center and family childcare home directors.

In the 2019-2020 program year, all 30 EHS-CCP partner providers between both grants combined received a total of **48.5 hours of professional development** including trainings in: Conscious Discipline, Frog Street, Medication Administration, OHS Early Learning Outcomes Framework, and Child Abuse and Neglect.

## Education and Technical Assistance

Ongoing onsite and virtual training and technical supports are provided to all EHS-CCP partners to increase capacity and improve level of quality. These supports address areas such as infant/toddler development, family engagement, health and safety standards, curriculum implementation, interactions, assessment/documentation, and others. **Five hundred and fifty hours of onsite and virtual training and technical assistance** were provided in the 2019-2020 program year to all 30 partners combined.



The growth assessment tool used by our program is the Teaching Strategies GOLD® Growth Report. This tool assesses all areas of development: social-emotional, physical, language, cognitive, literacy, and mathematics. The Growth report, generated from checkpoint data associated with the objectives for development and learning for birth through third grade, enables the reader to compare the growth of children's knowledge, skills and abilities in each area to the expected growth range of a sample group of their peers. The Growth report can only be generated using data from the Fall to Winter or the Fall to Spring checkpoint periods within the same program year. Data to take into consideration when reading the Growth Summaries below:

Areas of Development: All Areas  
 Compare to: Widely Held Expectations  
 Checkpoint Periods: Fall 2019-2020-Spring 2019-2020 (both grants combined)  
 Children to Compare: Only Children with Ratings in All Checkpoint Periods

Growth Summary					
Age or Class/Grade at Checkpoint Period: Birth to 1 year					
Area of Development	Number of Children	Number of Children Below Growth Range	Percentage of Children Below Growth Range	Number of Children Meeting or Above Growth Range	Percentage of Children Meeting or Above Growth Range
Social-Emotional	8	6	75%	2	25%
Physical	12	6	50%	6	50%
Language	9	4	44%	5	56%
Cognitive	8	4	50%	4	50%
Literacy	11	6	55%	5	45%
Mathematics	13	8	61%	5	39%



Growth Summary					
Age or Class/Grade at Checkpoint Period: 1 to 2 years					
Area of Development	Number of Children	Number of Children Below Growth Range	Percentage of Children Below Growth Range	Number of Children Meeting or Above Growth Range	Percentage of Children Meeting or Above Growth Range
Social-Emotional	22	10	45%	12	55%
Physical	28	14	50%	14	50%
Language	27	10	37%	17	63%
Cognitive	19	12	63%	7	37%
Literacy	18	10	56%	8	44%
Mathematics	21	13	62%	8	38%

Growth Summary					
Age or Class/Grade at Checkpoint Period: 2 to 3 years					
Area of Development	Number of Children	Number of Children Below Growth Range	Percentage of Children Below Growth Range	Number of Children Meeting or Above Growth Range	Percentage of Children Meeting or Above Growth Range
Social-Emotional	38	18	47%	20	53%
Physical	42	23	55%	19	45%
Language	45	20	44%	25	56%
Cognitive	29	19	65%	10	35%
Literacy	29	14	48%	15	52%
Mathematics	33	19	57%	14	43%



## Financial Report

EARLY HEAD START CHILD CARE PARTNERSHIP EXPANSION	Base Grant Budget (March 2020 - February 2021)	Total YTD Expenditures (Preliminary) March 1, 2020 through March 31, 2020	Balance Remaining
Personnel/Fringe Benefits	862,264.57	57,773.87	804,490.70
Travel/Training	54,966.43	36,787.72	18,178.71
Supplies/Equipment	51,561.00	10,143.11	41,417.89
Contractual Child Care	513,061.00	50,444.42	462,616.58
Professional Services	35,000.00	0.00	35,000.00
Other	99,615.00	2,125.46	97,489.54
	<u>1,616,468.00</u>	<u>157,274.58</u>	<u>1,459,193.42</u>
Credit Card Transactions YTD		<u>0.00</u>	

## Early Learning Coalition of Palm Beach County, Inc. Audit's Report

The Independent Auditor's Report may be found on the next page



DRAFT  
3/9/20

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Early Learning Coalition of Palm Beach County, Inc.  
Boynton Beach, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Early Learning Coalition of Palm Beach County, Inc. (the "Coalition", a nonprofit organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Early Learning Coalition of Palm Beach County, Inc. as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

DRAFT  
3/9/20

**Other Matters**

**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards and state financial assistance, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and State of Florida Chapter 10.650, *Rules of the Auditor General*, and special audit guidance provided by the Office of Early Learning, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2020, on our consideration of Early Learning Coalition of Palm Beach County, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Early Learning Coalition of Palm Beach County, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Early Learning Coalition of Palm Beach County, Inc.'s internal control over financial reporting and compliance.

Winter Park, Florida  
March 19, 2020

