

Futures Unlimited, Inc.

2008 Head Start Report to the Public



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Total amount of public/private
funds received
Budgetary expenditures
Proposed budget



Champions for **empowerment,**
inclusion and opportunity
— our passion, our mission!

Results of Monitoring Review

Every three years our Head Start/Early Head Start program is required to have a monitoring review by the Office of Head Start. Futures' review was held in October of 2007.

Our improvement plan included adding a playground for the South Haven preschool and improving our monitoring system for education of child care providers and our assurance of quality services with contracting child care providers.



Financial Audit Results

The Grantee for Head Start/Early Head Start is Futures Unlimited, Inc.

The budget year begins July 1st and ends the following June 30 of each year.

An independent accounting firm completes an audit of the agency, which includes all funds and accounts of Head Start/Early Head Start.

The most recent audit report received is for the 2007-08 school year.

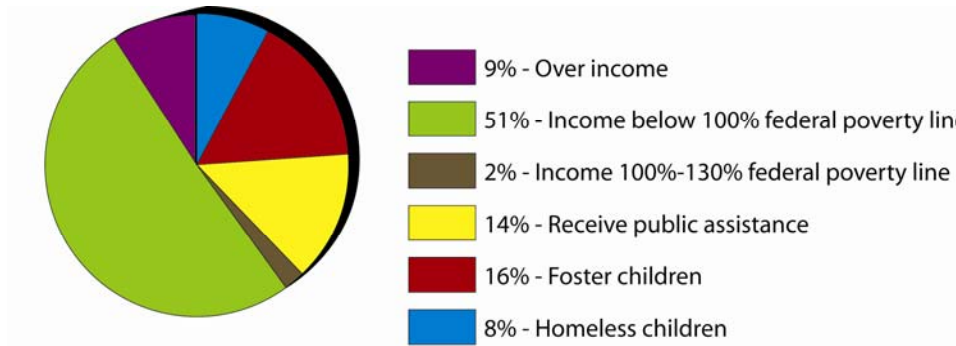
The Report of Independent Certified Public Accountants is included.

The 2008-09 audit report is expected to be received no later than December 31, 2009 and will be available and published after receipt.

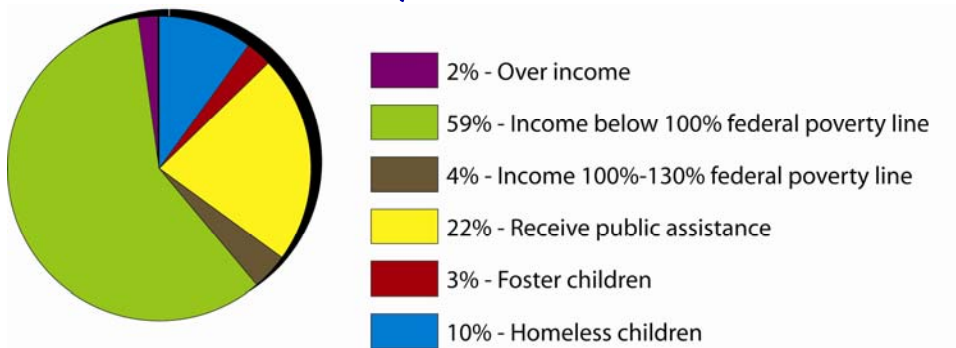
The entire audit report is available upon request.

Number of Children and Families Served

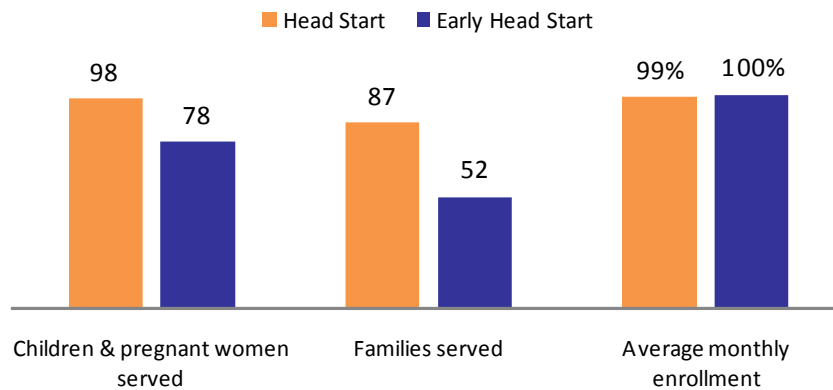
Head Start



Early Head Start



Total Number Served



Parent Involvement Activities

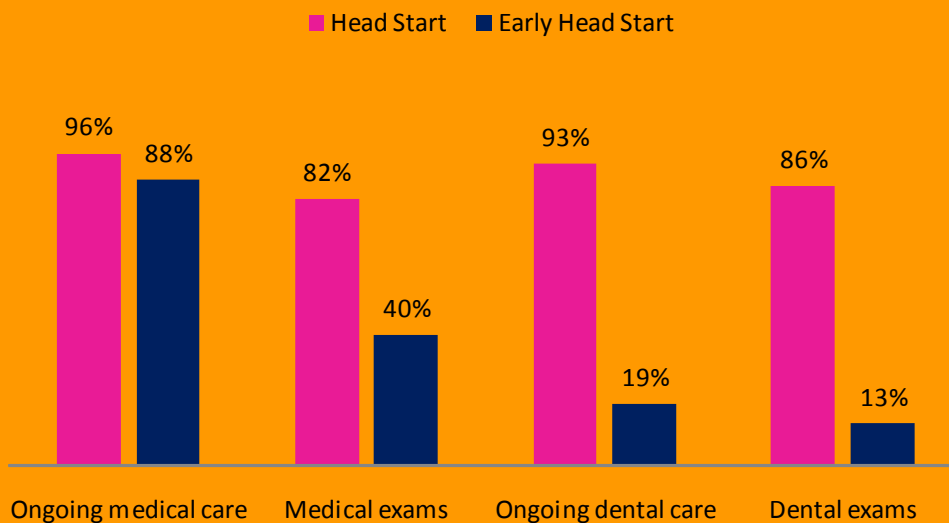
- In 2008 we hosted 24 parent involvement activities for Head Start and Early Head Start such as:
 - Socializations like Play, Learn and Literacy, Read With Me and Infant Massage held onsite and in the community
 - Family Connection and Children's Council parent meetings
 - Conscious Discipline trainings
 - Family events such as Fall Fest and the annual End-of-Year celebrations.
 - Volunteerism opportunities such as:
 - Classroom or field trip helpers
 - Participation as parent representative at a the Kansas Head Start Association
 - Advocacy training at parent leadership conferences



Our volunteers count!

- EHS had 181 volunteers, 104 of which were current or former EHS parents.
- HS had 328 volunteers, 254 of which were current or former HS parents.
- Volunteer hours in Family Supports for the 2008 fiscal year totaled 9,256 hours logged in by 727 volunteers. 412 of which were current or former Head Start or Early Head Start parents.

Percentage Enrolled who Receive Medical and Dental Exams



The Kindergarten Connection

The Kindergarten Connection describes a process used for the smooth transition of all preschool children into successful, family-friendly kindergarten placements. The purpose is to meet the diverse needs of children and families, programs, professionals and philosophies. All children are served in their neighborhood school with an inclusionary philosophy.



This process involves private Early Childhood Education (ECE) programs, Head Start and Early Childhood Special Education (ECSE) programming provided through Futures. The emphasis is on individual appropriateness of kindergarten placement. Services for children with disabilities are guided by their Individual Educational Plan (IEP).

Meetings between sending and receiving teams are scheduled at least two times during the school year. Location of meetings have been rotated to familiarize participants with the classroom setting, equipment and philosophies. Site hosts spend a portion of the meeting describing their program and its goals.

The benefits of Kindergarten Connection as a team planning process include: 1) a better understanding of programs and philosophies; and 2) the provision of flexible family-centered service options.

Agenda items include: 1) host program description; 2) refinement of transition process; 3) confidentiality issues; and 4) development of list of kindergarten candidates from participant programs.

The development of a list of children expected to enter kindergarten in the next school year is essential. Parent-identified "neighborhood" schools are seen as the least restrictive environment for children with disabilities. Timeliness is developed which reflects the desires and needs of families and allows them to more fully investigate placement options at their neighborhood school.

A variety of visits take place:

- 4 year old preschoolers have a chance to visit their 'home' kindergarten classroom with their classmates to see what their school will look like.
- Kindergarten teachers visit the preschool classroom to get acquainted with their prospective students on their own 'turf.'
- Elementary special education staff visit the prospective special education kindergartners in the spring to get acquainted with them and to help the staff better plan for transition.
- Futures staff assist parents in scheduling visits to the kindergarten classrooms on an as needed basis.





DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

January 24, 2008

Mr. Bob Leftwich
Board Chairperson
Futures Unlimited
2410 North A Street
Wellington, KS 67152

Dear Mr. Leftwich,

As you know, Head Start monitoring reviews are organized into ten sections of the Office of Head Start Monitoring Protocol. Based on the monitoring review conducted October 21-26, 2007, we wish to acknowledge that Futures Unlimited had no areas of noncompliance in the following sections:

- Health Services
- Nutritional Services
- Safe Environments
- Mental Health Services
- Disabilities Services
- Family and Community Services
- Transportation
- Education and Early Childhood Development Services
- Fiscal Management

Your review report provides you with detailed information on the areas where your program's performance did not meet Head Start program performance standards and these must be corrected within the specified time period. However, we also want to recognize your accomplishment in meeting performance standards in the areas referenced above. Full compliance in all program areas is essential to ensuring quality services to children and families. We look forward to working with you to continuously improve Head Start services to children and families.

Sincerely,

A handwritten signature in cursive script that reads "Nancy L. Elmore".

Nancy L. Elmore
Acting Director, Division of Quality Assurance
Office of Head Start



DEPARTMENT OF HEALTH & HUMAN SERVICES

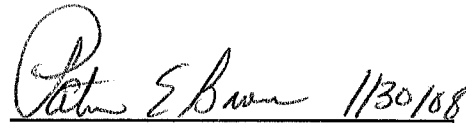
ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson

Mr. Bob Leftwich
Board Chairperson
Futures Unlimited
2410 North A Street
Wellington, KS 67152

From: Responsible HHS Official

Ms. Patricia E. Brown
Acting Director, Office of Head Start


1/30/08
Date

Overview of Findings

From 10/21/2007 to 10/26/2007 the Administration for Children and Families (ACF) conducted an on-site monitoring review of the Futures Unlimited Head Start and Early Head Start programs. We wish to thank the Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Bob Leftwich, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, your Head Start and Early Head Start programs were found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information on the areas where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. All areas of noncompliance identified in this letter should be corrected within 120 days following receipt of this report. The ACF Regional Office will contact you soon to address any questions you may have concerning this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Lynda Bitner, Regional Program Manager
Ms. Amy Brown, Policy Council Chairperson
Mr. Tom Kohmetscher, CEO/Executive Director
Mrs. Shirley Theurer, Head Start Director

Overview Information

Review Type: *Triennial*
 Organization: *Futures Unlimited*
 Program Type: *HS/EHS*
 Team Leader: *Ms. Michelle Helmke*

Area of Noncompliance Determination

Futures Unlimited Head Start and Early Head Start programs have areas of noncompliance. These are found in:

Applicable Standards	Program Type	Status
<i>1304.52(f)</i>	<i>EHS</i>	<i>Noncompliant</i>
<i>1304.52(g)(5)</i>	<i>EHS</i>	<i>Noncompliant</i>
<i>1304.53(b)(1)(iii)</i>	<i>HS and EHS</i>	<i>Noncompliant</i>

1304.52 Human Resources Management.

(f) Infant and toddler staff qualifications. Early Head Start and Head Start staff working as teachers with infants and toddlers must obtain a Child Development Associate (CDA) credential for Infant and Toddler Caregivers or an equivalent credential that addresses comparable competencies within one year of the effective date of the final rule or, thereafter, within one year of hire as a teacher of infants and toddlers. In addition, infant and toddler teachers must have the training and experience necessary to develop consistent, stable, and supportive relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g., reducing the risk of Sudden Infant Death Syndrome), and methods for communicating effectively with infants and toddlers, their parents, and other staff members.

The grantee did not ensure all Early Head Start (EHS) staff working as teachers with infants and toddlers obtained a Child Development Associate (CDA) credential for Infant and Toddler Caregivers within 1 year of hire. A review of nine EHS family childcare provider files provided evidence two providers currently under contract with the grantee and employed for over 1 year did not have CDA credentials. The EHS Coordinator stated two family childcare providers in the position for over 12 months did not have CDAs. The grantee did not ensure all persons working as teachers of infants and toddlers had CDAs and therefore did not meet the requirements.

1304.52 Human Resources Management.

(g) Classroom Staffing and Home Visitors

(5) Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.

The grantee did not ensure staff supervised indoor play areas. An observation at the family childcare home at _____ found the children's main play area in the

front room of the house and the infant room in the back corner of the house, behind the dining room. The infant changing table was in the bathroom, which was at the center of the back of the house. There was only one caregiver at the home, and children in the playroom at the front of the house were not supervised while the caregiver changed diapers in the bathroom.

The EHS Coordinator stated the family childcare home did not have any EHS children enrolled; however, the site was under contract with the grantee to provide EHS childcare services as a component of the grantee's enhanced home-based program, and EHS children could be enrolled at any time. The childcare provider stated State licensing approved the changing table's location in the bathroom and required her only to be able to hear the children. She understood it was permissible to leave children alone in the front-room play area while she changed a child's diaper in the back of the house. The grantee did not ensure staff monitored all play areas to ensure children were safe and therefore did not meet the requirement.

1304.53 Facilities, Materials, and Equipment.

(b) Head Start Equipment, Toys, Materials, and Furniture

(1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:

(iii) Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities;

The grantee did not provide age-appropriate outdoor play equipment. The outdoor play equipment at South Haven was appropriate for elementary-school-age children. In addition, the platform for the playground equipment at _____ was over 4.5 feet from the ground and not age-appropriate for Early Head Start (EHS) children.

A toddler was observed climbing on the tall play structure. The EHS Coordinator stated she was concerned when she saw the toddler climb the tall play structure. Playground equipment did not support the abilities and developmental levels of the children; therefore, the grantee was out of compliance with the regulation.

Timeframe for Corrective Action

The areas of noncompliance that are cited in this report must be corrected within 120 days of the receipt of this report. Pursuant to Section 637(2)(c) of the Head Start Act as amended and 45 CFR 1304.61(b), a grantee that is unable or unwilling to correct the specified areas of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected, either immediately or pursuant to a QIP.

— END OF REPORT —

FUTURES UNLIMITED, INC.
SUMMARY OF HEAD START BUDGETED AND ACTUAL EXPENDITURES

Grant/Agreement Description	Grantor/Funding Source	Budgeted Amount for FYE 6-30-10	Actual Expenditures for FYE 6-30-09	Match Requirement	Scope
Head Start Continuation & Supplemental Grant	Federal HHS	592,449.00	578,595.00	20% In-Kind	Center based program for 3-5 year old children- available to 87 children/families in Sumner County who are income eligible. Budgeted Amount represents a 3.06% COLA increase for Staff.
Head Start Stimulus	Federal HHS	43,262.00	0.00	Waiver	ONE TIME FUNDING: 1.84% COLA increase for Staff and Quality Enhancement
Kansas Early Head Start Grant	SRS	463,605.00	459,132.00	20% In-Kind	Home based serving Sumner County income eligible pregnant women and families with infants/toddlers 0-4 years old. Grant requires 51 children served annually . Level Funding.
Federal Early Head Start Grant & Supplemental	Federal HHS	135,709.00	131,760.00	20% In-Kind	Funds designated specifically for training and technical assistance related to EHS. Budgeted Amount represents a 3.06% COLA increase.
Federal Early Head Start - Stimulus	Federal HHS	29,927.00	0.00	Waiver	ONE TIME FUNDING: 1.84% COLA increase for Staff and Quality Enhancement.