

Preschool Program Monthly Summary January 2024

Enrollment

| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|--|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| Classrooms | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| Total Children Enrolled | 125 | 125 | 127 | 127 | 126 | 126 | | | | | |
| *Head Start | 80 | 80 | 80 | 80 | 80 | 80 | | | | | |
| NC PreK | 91 | 91 | 91 | 91 | 91 | 91 | | | | | |
| *Other (Title I, Tuition, Exceptional Children) | 22 | 22 | 23 | 23 | 23 | 23 | | | | | |

*Children may be counted in more than one category

Head Start Percentage in Attendance

| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|-----------------------------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| All Classrooms | 89% | 88% | 89% | 87% | 87% | 88% | | | | | |
| Tryon Faltraco | 87% | 87% | 86% | 77% | 76% | 86% | | | | | |
| Tryon Roush | 94% | 90% | 91% | 83% | 81% | 92% | | | | | |
| Tryon Smith | 84% | 96% | 93% | 95% | 95% | 96% | | | | | |
| Tryon Eadus | 95% | 86% | 90% | 90% | 94% | 91% | | | | | |
| Polk Central Crowder | 95% | 89% | 85% | 88% | 85% | 89% | | | | | |
| Polk Central Conner | 89% | 82% | 81% | 88% | 88% | 91% | | | | | |
| Polk Central Burnett | 84% | 84% | 89% | 91% | 83% | 82% | | | | | |
| Sunny View Upton | 90% | 92% | 93% | 85% | 90% | 87% | | | | | |
| Saluda Freck | 89% | 90% | 91% | 89% | 94% | 88% | | | | | |

All PreK Students Percentage in Attendance

| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|-----------------------------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| All Classrooms | 92% | 90% | 89% | 88% | 87% | 90% | | | | | |
| Tryon Faltraco | 85% | 79% | 87% | 77% | 77% | 88% | | | | | |
| Tryon Roush | 96% | 91% | 88% | 82% | 86% | 90% | | | | | |
| Tryon Smith | 84% | 94% | 93% | 94% | 93% | 97% | | | | | |
| Tryon Eadus | 94% | 86% | 91% | 93% | 91% | 94% | | | | | |
| Polk Central Crowder | 96% | 88% | 86% | 92% | 86% | 92% | | | | | |
| Polk Central Conner | 90% | 85% | 85% | 90% | 86% | 91% | | | | | |
| Polk Central Burnett | 90% | 89% | 89% | 87% | 75% | 85% | | | | | |
| Sunny View Upton | 92% | 93% | 93% | 89% | 88% | 89% | | | | | |
| Saluda Freck | 94% | 95% | 90% | 89% | 94% | 90% | | | | | |

Family Services

- Family engagement Spring activities materials ordered and sorted for classrooms.
- Planning and attendance at the Head Start Policy Council regular January meeting. Discussion of the 2025 budget cycle and processes along with updates on the new building.
- Enrollment forms and application packets updated for the 2024-2025 recruitment season in English and Spanish. Application packets delivered to elementary school offices.
- Preschool website updated, improved, and linked to Polk Schools website. QR code link to website cards.
- Family survey created in English and Spanish - online and paper copies.
- Family Handbook updated for 2024-2025 in English and Spanish.
- January attendance numbers and documentation collected and entered in the databases.
- Attendance at Preschool and Central Office staff meetings.
- Attendance at Polk Community Resource Collaborative, Early Intervention Task Force, and Sunny View Elementary Open House/Literacy event.

Support Coach

- Helped introduce our new school nurse, Renee Souther to school staff and students.
- Covered for Mrs. Upton so that she could participate in the School Readiness meeting.
- Attended via zoom the WNC Source Policy Council and NC Pre-K meeting.

- Assisted a teacher on workday to clean her room.
- Went out into the classroom to support children with behavior support.
- Delivered supplies and supported teachers in the classroom.

Health and Safety

- Being new to Pre-K: Trained with previous Pre-K Nurse, enrolled in GoEngage to start documenting, spent a lot of time reviewing Head Start Program Performance Standards, other related documents and information to adequately learn what is expected of the Pre-K Nurse & Disabilities Coordinator. Training remains ongoing.
- Visited each Pre-K Classroom meeting teachers, assistants and children.
- Medication Audits were completed, for the second time this school year.
- 6 month Medication Permission Forms were completed, sent home, and returned signed by parent/guardian.
- Reminders were sent home for children who had Health Assessments coming due along with the Health Assessment Form for the doctor to complete. Follow up will continue as needed.
- Collected and reviewed documentation on new students enrolled including: health assessments, immunization records, dental care, lead level, hearing and vision screens. Assessed if any medical plans were needed.
- Completed Staff Training for new hires including: CPR & First Aid, Medication Administration and health and safety information needed.
- Attended meetings for referrals, eligibility and IEP 30 day follow ups and annual reviews.

Education

- 100% of families received a Fall TSG parent-teacher conference to discuss their child's strengths and areas for growth.
- 100% of Fall TSG parent-teacher conferences entered in GoEngage.
- 100% of full-time classroom teachers and assistants have already achieved required training hours for 2023-2024 school year.
 - Total training hours achieved by all classroom-based staff as of January, 2024: 476 (total reflects professional development only, and excludes college course hours or Child Development Associate Credential hours)
- 100% of classroom-based staff now receive mid-year updates on achieved training hours to monitor progress and PD attainment as required by Licensing, Head Start, NC Pre-K.
- School Readiness Draft reviewed/approved by School Readiness Committee on January 17th. Committee also identified programmatic strengths and areas for growth.
 - Strengths: Physical and Fine Motor Skills; Language
 - Areas for Growth: Mathematics instruction; continuous improvement as we achieve curriculum fidelity; inventory of available mathematical materials within and across classrooms.
 - Scheduled August 7 and October 4, Professional Development directly linked to our programmatic data (Mathematics; Interest Areas)
- Prepped for our CLASS Videotaping (Window is January 24-March 12), including participation in meetings, calendar prep, Head Start webinars, sharing information with classrooms/principals/therapists; parent/guardian permission slips; technology training.
 - 100% of classroom staff watched CLASS video links available through the Office of Head Start on:
 - *Fostering Children's Learning; Thick and Thin Conversations; Scaffolding Learning and Building on Conversations.*
- Updated our Training/Technical Assistance Plan (T/TA), Program Goals (Education), and Self-Assessment (Education)
- Orientation completed for two new employees.
- Completed Monthly Office File Check for Education
- Attended meetings for referrals, eligibility and IEP 30 day follow ups and annual reviews.

Program Management

- Interior details for the new prek wing at Tryon are in the works! Furniture quotes and orders have been completed. Playground construction plans are well underway. It is all coming together and so excited to have this project become reality.
- Work on the 2024 2025 grant application is underway and due to the Office of Head Start April 1, 2024.

- The Community Assessment has been reviewed and updated. There were no major changes to the outcome of our Community Assessment review.
- As part of the grant application submission the PreK team has finalized review and revisions to the Program Goals, Self Assessment & Improvement Plan, and the Training and Technical Assistance Plan.
- Mrs. Howald has been working on the completion of the CLASS videos for submission to the Office of Head Start to complete the FA2 review process.

Meals Served by Polk County Schools Department of Child Nutrition in January:

Breakfast 2209

Lunch 1991