
SETON HILL CHILD SERVICES, INC.

ANNUAL REPORT

2013-2014

Serving Westmoreland County since 1966



OUR MISSION

“Seton Hill Child Services, Inc. is in business to serve families ethically, and with the highest quality of care. We set the standard for quality childcare by demonstrating exemplary skills and commitment to children, families and our staff.”

OUR PHILOSOPHY

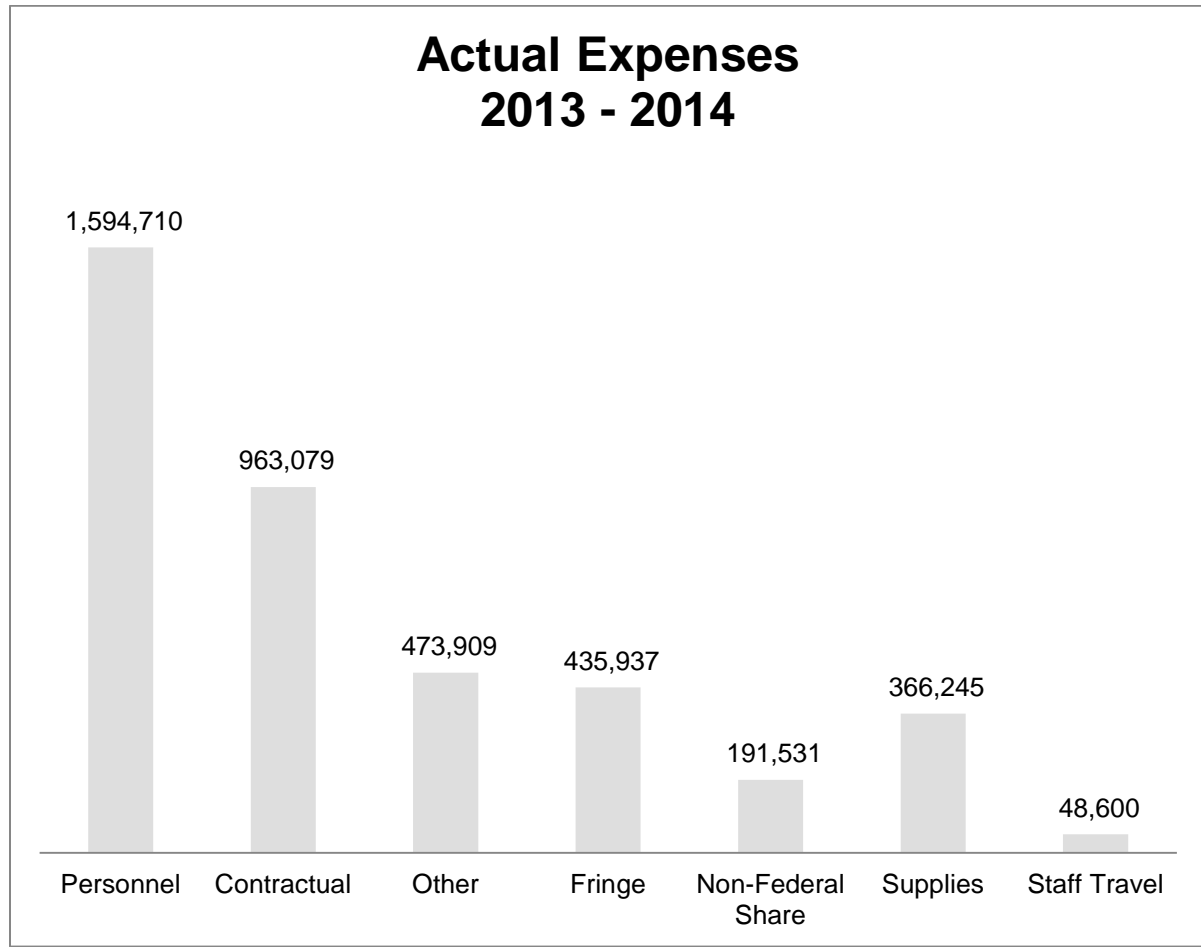
Seton Hill Child Services exists as a support service to families with young children in Westmoreland County. We believe that the family is the foundation of a healthy, happy society. Parents are, and should always remain, the primary educators and caregivers of their children.

Seton Hill Child Services recognizes that a quality group experience in a loving, accepting environment enhances the development of children emotionally, socially, cognitively, and physically. Education, health, safety, nutrition, self-help skills, parent involvement, and the availability of social services are all essential aspects of a quality childcare program.

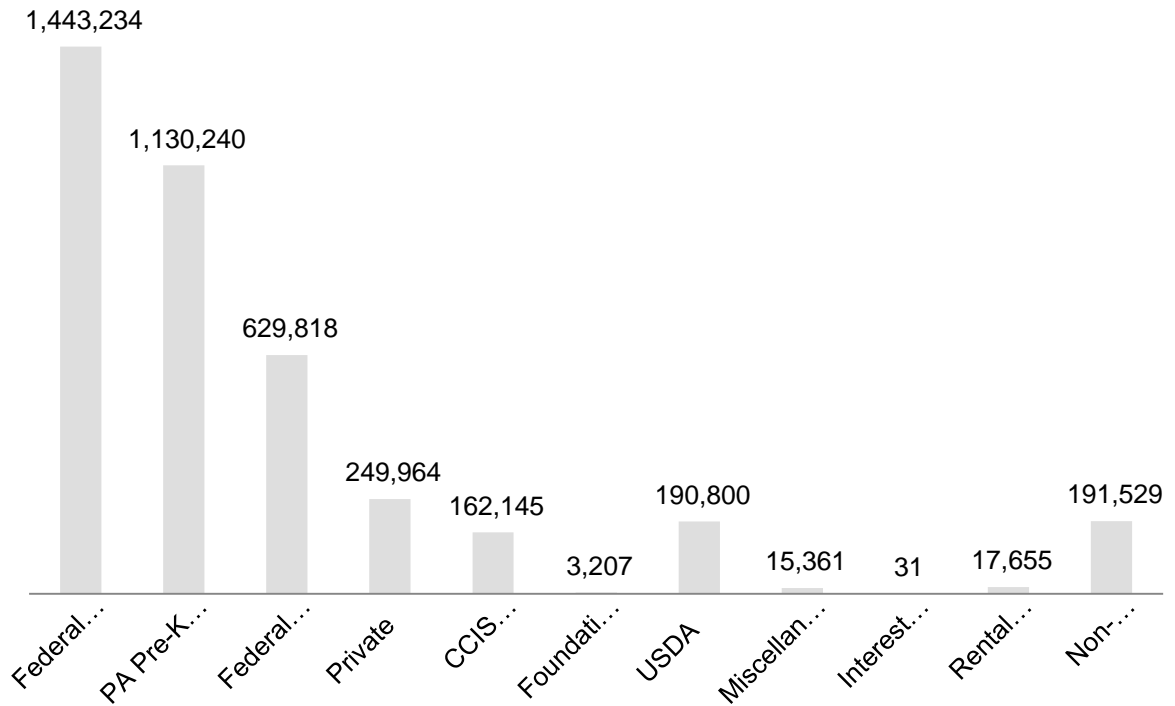
CORE VALUES

Customers	The needs and preferences of our families are always considered.
Integrity	Quality services and ethical behavior on the part of every member of our organization.
Staff	Are our greatest assets and are treated with dignity and respect.
Teamwork	Transforms acts of creativity and innovation into services of value through collaboration of talented employees and parents.

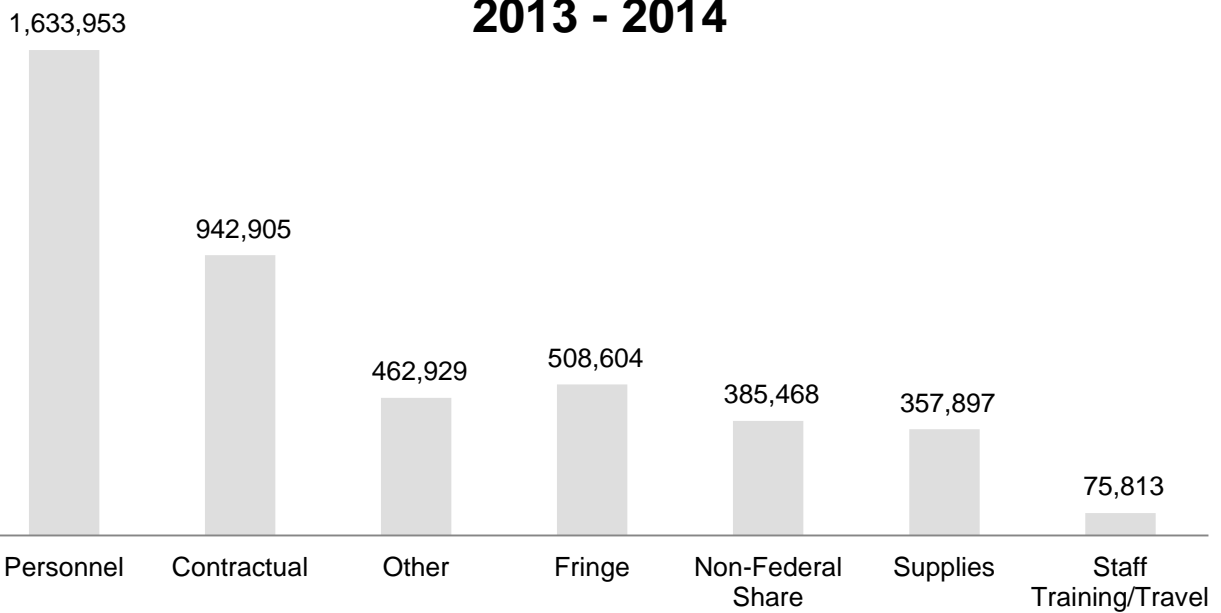
FUNDING & BUDGETS



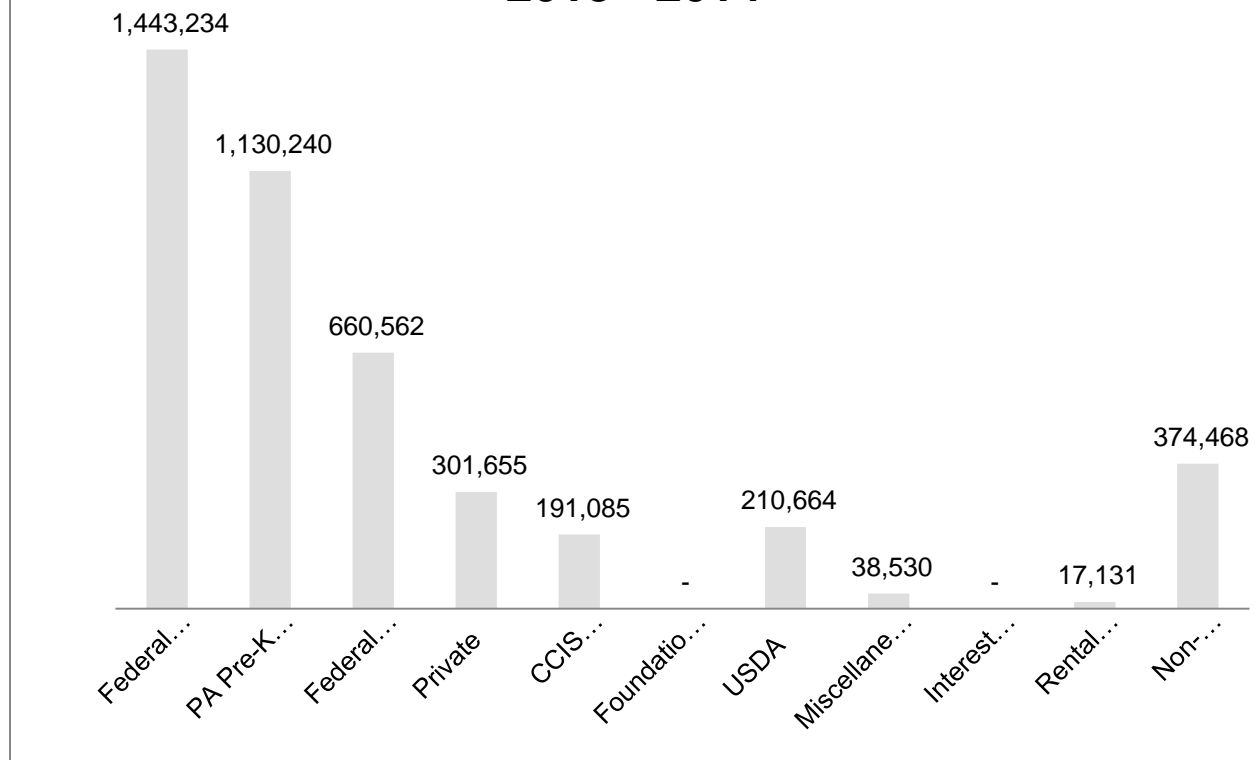
Actual Revenue and Other Support 2013 - 2014



Budget Expenses 2013 - 2014



Budgeted Revenue and Other Support 2013 - 2014



FINANCIAL FOOTNOTES

- The fiscal year for Seton Hill Child Services, Inc. runs from July 1 to June 30.
- The program year runs from September through August.
- Expenditures and funding for this report run from July 1, 2013 to June 30, 2014.
- Non-Federal match is required. These contributions come from volunteers, donations of supplies, space, and parent's time and community support.
- Eligibility for and timing of applications for funding from PA Keystone STARS vary annually so these sources cannot be included in the agency budget until appropriated.
- 67.84% of the expenditures were for wages and fringe benefits for educational staff, family resource staff, nutrition/health services staff, clerical staff and management.
- Fringe benefits include FICA, 401(k) plan, Worker's Compensation, Unemployment insurance, health insurance, life insurance, and short and long term disability insurance.

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- Insurance costs include building liability, property, theft bond, professional liability, children's injury, umbrella coverage, and Officers and Directors insurance.
 - Professional Development includes tuition reimbursement and trainings in order to meet Head Start, Early Head Start and Pre-K Counts, requirements, maintain our Department of Public Welfare licenses, and maintain/improve our Keystone STARS ratings.
 - Nutrition and Food includes providing breakfast, lunch, morning snack and afternoon snack. Our Health/Nutrition department includes a registered nurse and a registered dietician who designs menus. They work closely with our centers to adapt specialized menus.
 - Seton Hill Child Services, Inc. is required to have a yearly single audit completed by an independent auditing firm.
 - The CPA firm Horner, Wible, Terek completed the single audit for the period of July 1, 2013 to June 30, 2014.
 - The audit found no material weaknesses, no significant deficiencies, no non-compliance, and no questioned or disallowed costs.
 - The audit is available for review at 226 South Maple Ave Suite 116, Greensburg, PA 15601, Monday through Friday between 9:30 a.m. to 4:30 p.m.

PROGRAM OPTIONS

Early Head Start (EHS):

- Federally-funded program for low-income infants and toddlers, ages birth to 36 months
- Center-based , four hours per day, five days per week, year round, and delegated home based slots
- Experiences and environments enhance children's physical, social, emotional, and intellectual development
- Develops and supports the building blocks of skill development and cognitive learning to enhance the path to school readiness
- Supports parents' efforts to fulfill their parental roles
- Helps parents move toward self-sufficiency
- Offered in Greensburg Jeannette and New Kensington Centers

Head Start (HS):

- Federally-funded program for low-income children, 3-5 years of age
- Center based, 6 or 8 hours per day, five days per week, year round
- Promotes school readiness by enhancing the social and cognitive development of children

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- Provides educational, health, nutritional, social and other services to enrolled children and families
 - Supports families in making progress toward their educational, literacy and employment goals
 - Offered in the communities of Irwin, Greensburg, Jeannette, Latrobe, and New Kensington

PA Pre-K Counts:

- Commonwealth-funded preschool program
- Six hours per day, five days per week, 180 days between September and May
- For at-risk children from the age of three until the entry age for kindergarten
- Family income of up to 300% of federal poverty level
- Offered in SHCS's Greensburg, Irwin, Jeannette centers
- Partner agencies provide full and part day services in communities of Latrobe, Ligonier, New Kensington and Youngwood

Childcare:

- Fee-for-service option provided in our Greensburg and Irwin locations
- For children from six weeks to 10 or 12 years of age, depending on center capacity and community need
- Children may attend full or part time according to the parents' needs and preferences
- Parents may use childcare as wrap around to extend hours of care provided through another program option
- Children receive the same services as Early Head Start, Head Start and PA Pre-K Counts during hours of care

ENROLLMENT & KEY INDICATORS

- Early Head Start's 28 slots were fully enrolled. We served 43 children from 41 families. 100% of the children had current health assessments and dental screenings.
- Head Start's 158 slots were fully enrolled all year. We served a total of 210 children from 186 families. 100% of the children had current health assessments and access to regular dental care.
- PA Pre K Counts was funded for 104 full time slots and 80 part time slots for a total of 184. Seton Hill Child Services held 66 of the full time slots and the remaining slots were allocated to our four partner providers. Seton Hill Child Services served a total of 78 children as children withdrew and were replaced from the waiting list.
- Childcare total enrollment averaged 62 per month including all ages and all locations
- All the children were screened for delays. Out of the 331 children enrolled, 16% of the Early Head Start children, 19% of the Head Start children and 10% of the Pre-K counts children were identified with special needs

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- The total enrollment from our state and federal funded programs reflected an estimated 18% of the total eligible children within the county

CURRICULUM, SCREENING & ASSESSMENT

Seton Hill Child Services provides comprehensive programs to meet children's emotional, social, health, nutritional, and developmental needs for all children, regardless of funding. Classrooms are operated with a philosophy that serves not only the child, but also the family of that child. Each participant in the program is welcomed and provisions are made for his/her particular needs through regular communication with the family.

Curriculum

Our Infant and Toddler teachers use *The Creative Curriculum for Infants, Toddlers & Twos* and Preschool teachers use *The Core Knowledge Curriculum*. Both curricula cover all areas of child development and are linked to assessments and the early learning standards. Teachers use the curricula along with individual child screening and assessment results to design daily lesson plans that meet the needs of individual children and the group.

Screening

Teachers use *Ages and Stages Questionnaire* (ASQ) for children up to age three. Parents are asked to answer questions based on their observations of their child's development. If the parent prefers, the teacher and parents may complete the screening together. Preschool teachers use the *Brigance Preschool Screen* and *Fluharty Speech and Language Screen*. The results of the screenings are used to assist staff in planning an appropriate program for the children and help to identify children with special needs as early as possible. The teachers share the result of the screenings with parents and make referrals for further evaluation if indicated.

Ongoing Assessment

Each child's development is assessed periodically through the use of a standardized assessment tool along with informal procedures such as conversations with parents and caregivers and observations of the children in their daily routines.

The Ounce Scale is used for children from birth to three years of age and is designed to offer a meaningful way to evaluate and document children's growth, accomplishments, areas of difficulty, and temperament in six major developmental areas: Personal Connections; Feelings About Self; Relationships with Other Children; Understanding and Communicating; Exploration and Problem Solving; and Movement and Coordination.

The Work Sampling System for three to five year olds provides observational assessment of children's skills, knowledge, behavior, and academic accomplishments in seven domains: Personal and Social Development; Language and Literacy; Mathematical Thinking; Scientific Thinking; Social Studies; The Arts; and Physical Development and Health.

Data is collected at the beginning, middle and end of the program year to track each child's progress. Children are scored as Not Yet, In Progress, or Proficient. Teachers use this information to develop individual goals in partnership with the child's parents during parent-teacher conferences which occur at least twice per program year.

PARENT INVOLVEMENT ACTIVITIES

The parents' involvement in their children's development is critical to the child's success in early care and throughout their school experiences. To assist Head Start Parents in taking an active role in their children's education, both now and in the future, the program emphasizes parent involvement. Seton Hill Child Services teaches parents about the stages of child development and what they can do to nurture development at each stage.

Beginning at enrollment, parents are made aware of parent involvement activities through the Family Resource Specialist. The parent completes a form that indicates what ways he or she will be willing to volunteer within the agency. The Parent and Community Involvement Specialist then contacts the parent via e-mail or phone call about the selection(s) the parent checks to be involved with on the form completed at intake.

Communication between parent and teacher is essential and is reinforced daily through morning sign in, health checks, and individual written daily reports of each child's activities and successes of the day. Teachers assign enrichment activity calendars to parents so that they can work on activities and tasks that directly relate to what the weekly lesson plans are.

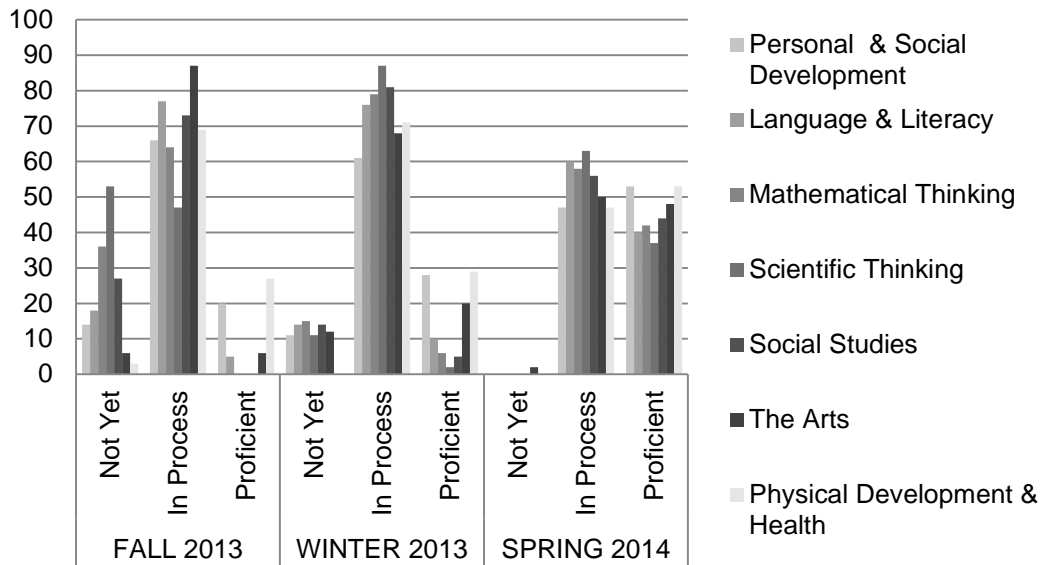
All centers include Fatherhood Involvement information at center parent meetings, and offer at least one male-only fatherhood activity per year to promote father or male involvement in the program. In addition, the Parent and Community Involvement Specialist encourages parents and extended family members to participate by volunteering in the classroom or center; attending monthly parent meetings; sitting on advisory committees; and representing their center by joining the Parent Policy Council.

TRANSITION ACTIVITIES

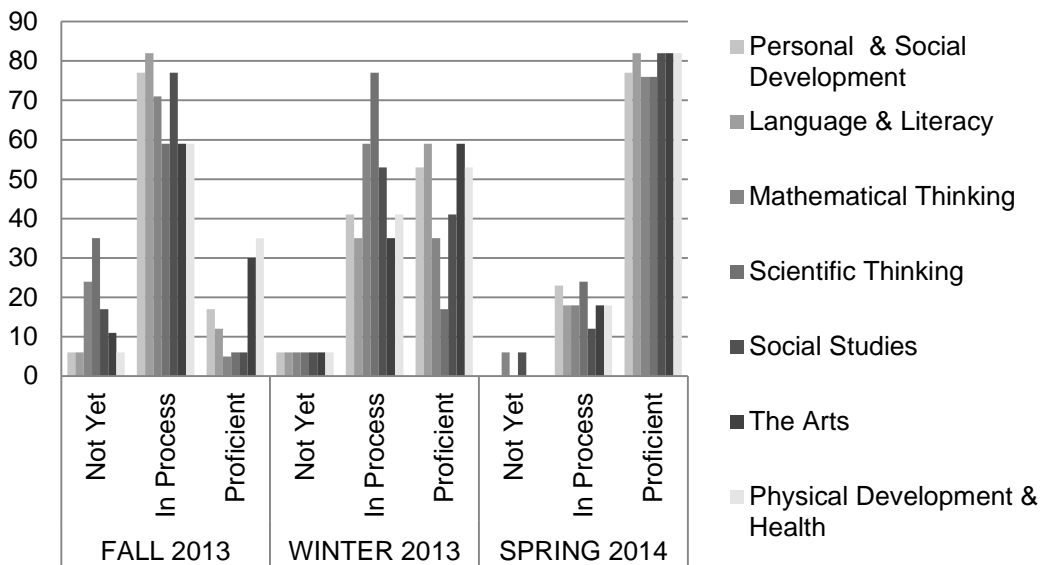
The teacher and parents, along with family support staff, meet to develop a plan months prior to a child transitioning from one age group to another with our center. The process is expanded when the child is ready to move from preschool to kindergarten. Agency staff work with teachers from the local kindergarten classrooms to arrange presentations and visits for both parents and children, beginning in late winter and continuing until the child enters kindergarten. Staff also work with local school districts to design project and events throughout the year for children that will enter kindergarten in the fall.



Seton Hill Child Services, Inc. Child Outcomes-Head Start 2013-2014 Program Year



Seton Hill Child Services, Inc. Child Outcomes-Pre-K counts 2013-2014 Program Year



CENTER CONTACT INFORMATION

Greensburg Early Care & Education Center

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Fax: 724-836-6508

Latrobe Early Care & Education Center

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Latrobe, PA 15650
724-537-7445
Fax: 724-537-3889

Irwin Early Care & Education Center

Holy Trinity Lutheran Church
502 Main Street
Irwin, PA 15642
724-864-0700
Fax: 724-861-9449

New Ken Early Care & Education Center

730 Church Street
New Kensington, PA 15068
724-335-4311
Fax: 724-335-8570

Jeannette Early Care & Education Center

320 North Seventh Street
Jeannette, PA 15644
724-527-3923
Fax: 724-523-9722

Central Office

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