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# SETON HILL CHILD SERVICES, INC.

## ANNUAL REPORT

### 2015-2016

Serving Westmoreland County since 1966



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## **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**

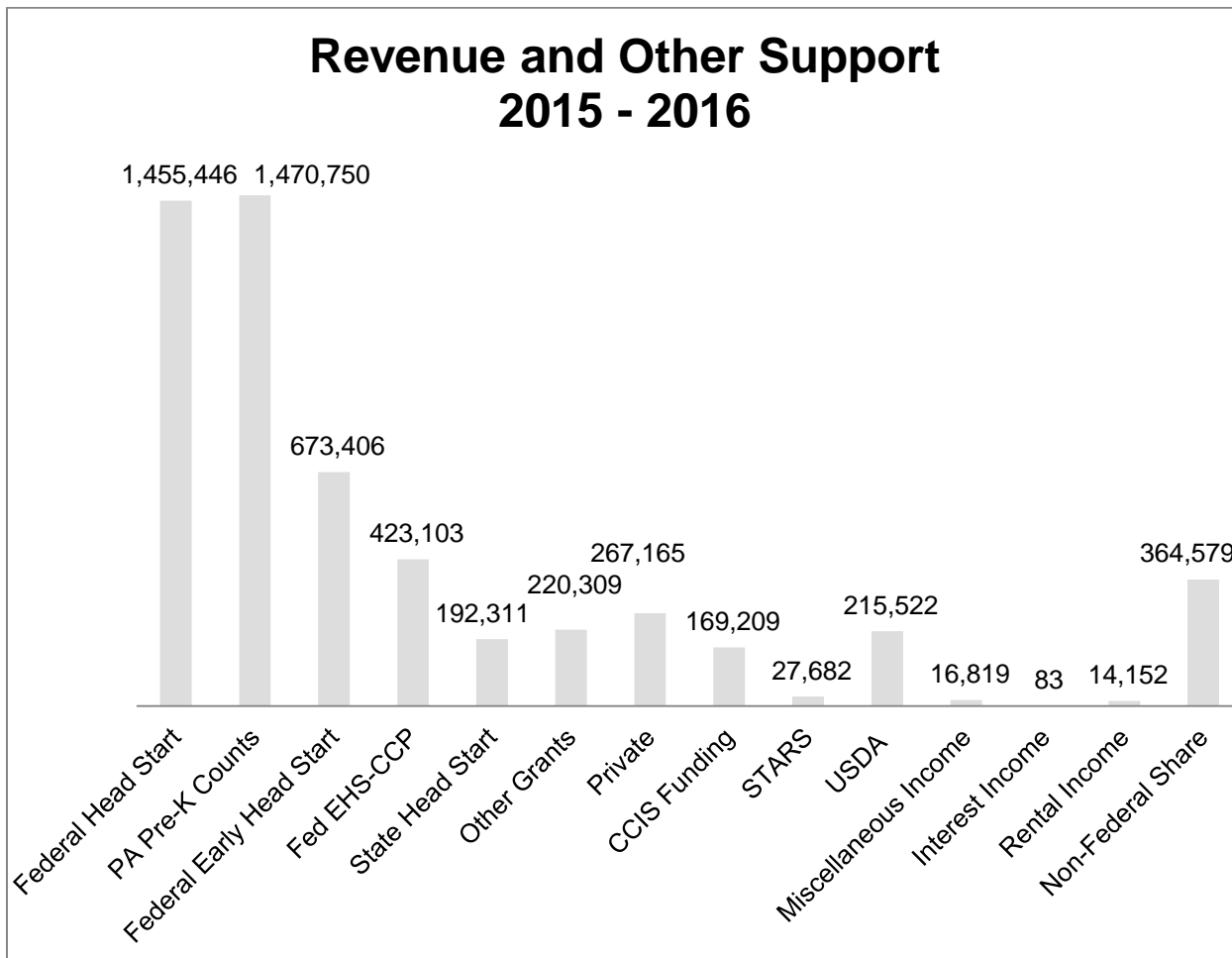
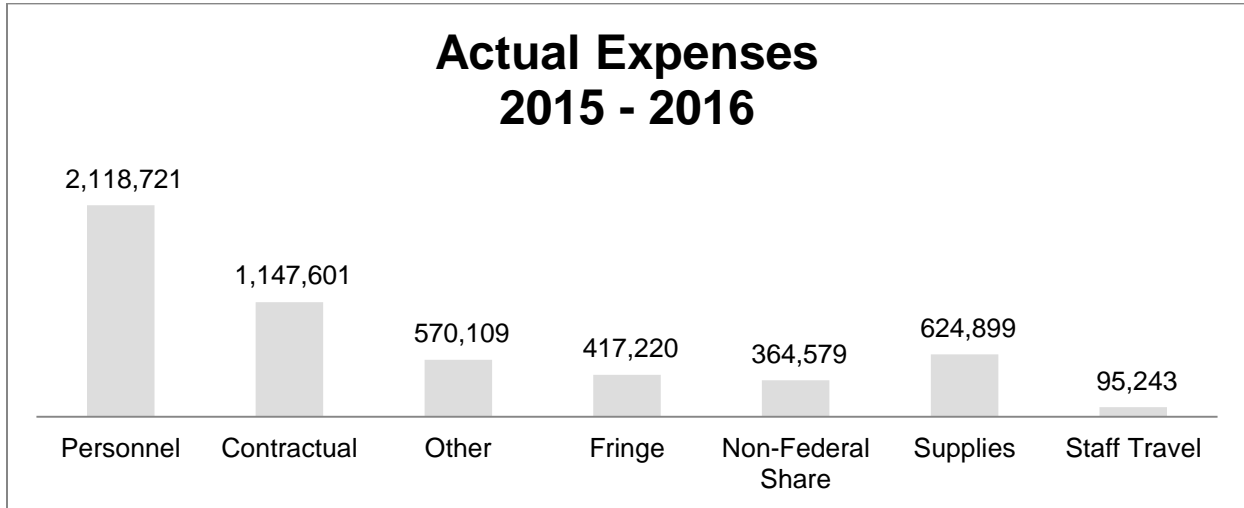
Seton Hill Child Services exists as a support service to families with young children in Westmoreland County. We believe that the family is the foundation of a healthy, happy society. Parents are, and should always remain, the primary educators and caregivers of their children.

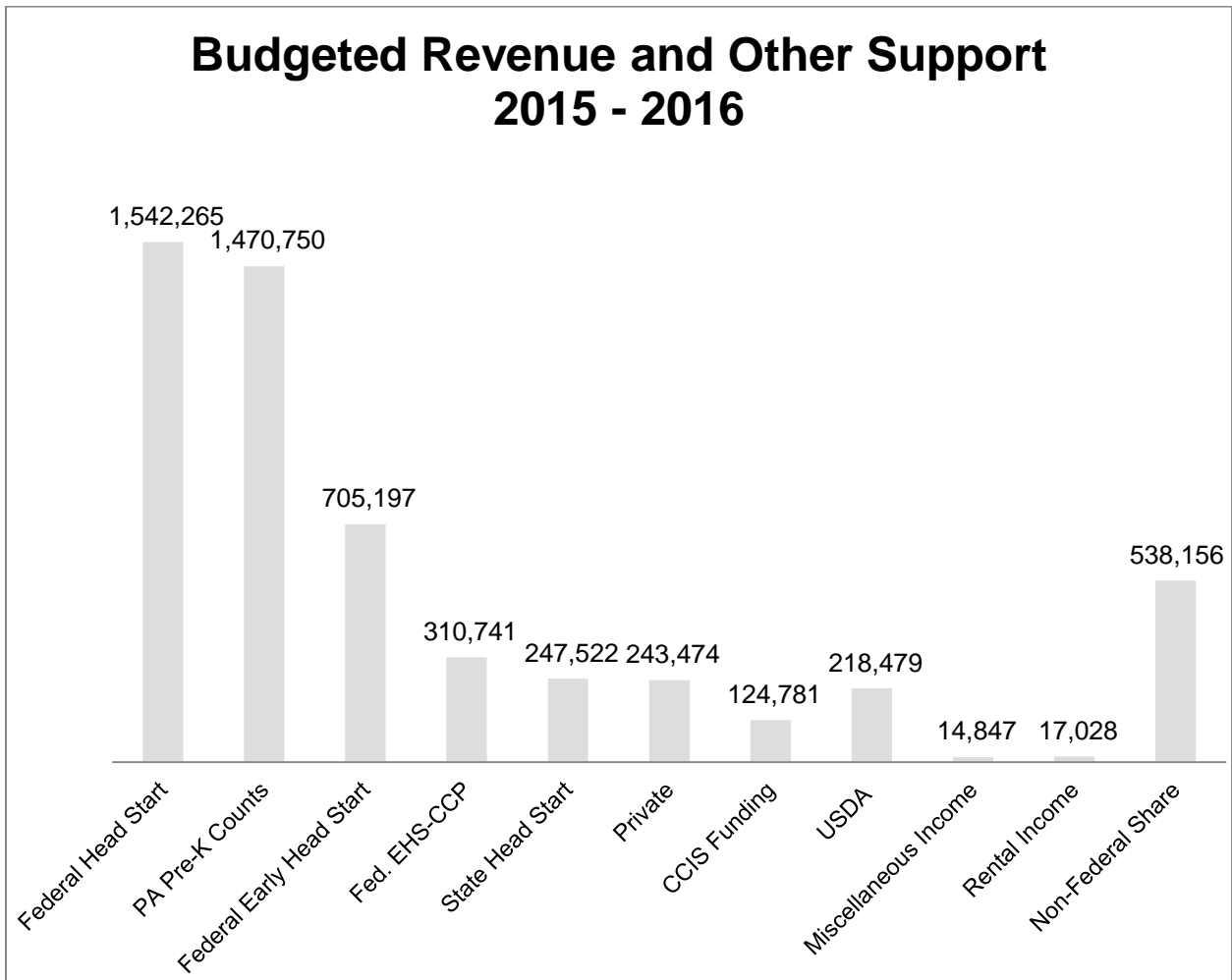
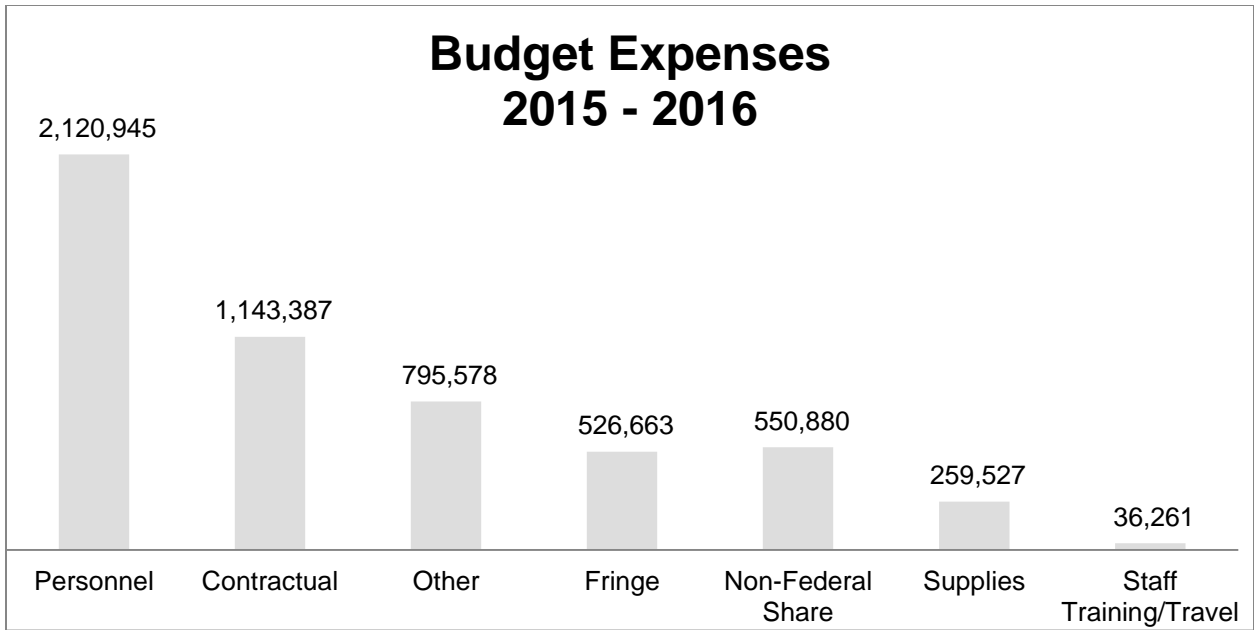
Seton Hill Child Services recognizes that a quality group experience in a loving, accepting environment enhances the development of children emotionally, socially, cognitively, and physically. Education, health, safety, nutrition, self-help skills, parent involvement, and the availability of social services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





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## **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, 2015 to June 30, 2016.
- 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.
- During the 2015/2016 fiscal year Seton Hill Child Services received a \$200,000 grant from the Mellon Foundation. The purpose of this grant was for teacher training, family communications, improved security, and facility repairs.
- 64.74% 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.
- 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, State Head Start and Pre-K Counts requirements, maintain our PA Department of Human Services Certifications, 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 nutrition specialist. 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, 2015 to June 30, 2016.

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- 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 105 Harman Drive Suite 204, Greensburg, PA 15601, Monday through Friday between 9:00 a.m. to 4:00 p.m.

### **PROGRAM OPTIONS**

#### **Early Head Start (EHS):**

- Federally-funded program for low-income infants and toddlers, ages birth to 36 months
- 32 Center-based slots, 6.5 hours per day, five days per week, year round, and 43 slots delegated to Westmoreland Community Action for home based services.
- 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
- 135 Center based slots, 6.5 or 8 hours per day, five days per week, year round
- Promotes school readiness by enhancing the social and cognitive development of children
- 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

#### **Head Start Supplemental Assistance Program (HSSAP)**

- State-funded program for low-income children, 3-5 years of age
- 44 Center based slots, 6.5 per day, five days per week, year round
- Promotes school readiness by enhancing the social and cognitive development of children
- 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

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### **PA Pre-K Counts:**

- Commonwealth-funded preschool program
- 6 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, New Kensington centers
- Partner agencies provide full day services in communities of Latrobe, Ligonier, New Florence, and Youngwood

### **Childcare:**

- Fee-for-service option provided in our Greensburg and Irwin locations
- For children from six weeks to 12 years of age
- 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
- Seton Hill Child Services offers before and after school care for school-age children and a Summer-Camp program.

### **Early Head Start Childcare Partnerships (EHS-CCP):**

In 2015, Seton Hill Child Services became a sub recipient of EHS-CCP funds through the lead Agency COTRAIC. The agency was awarded 20 slots, and those slots have been distributed through the SHCS Greensburg and New Kensington sites as well as 8 slots through Ligonier Valley School District at their Laurel Valley elementary location.

- Replicates the model of EHS detailed above within the following components:
- Federally-funded program for low-income infants and toddlers, ages birth to 36 months
- 28 Center-based slots, up to 10 hours per day, five days per week, year round
- 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

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## **ENROLLMENT & KEY INDICATORS**

- Early Head Start's 32 slots were fully enrolled. We served 57 children from 53 families. 100% of the children had current health assessments and dental screenings.
- Head Start's 139 slots were fully enrolled all year. We served a total of 172 children from 157 families. 100% of the children had current health assessments and access to regular dental care.
- PA Pre K Counts was funded for 214 full time slots. Seton Hill Child Services held 98 of the full time slots and the remaining full time slots were allocated to our four partner providers. Seton Hill Child Services served a total of 103 children as children withdrew and were replaced from the waiting list.
- Childcare total enrollment averaged 48 per month including all ages and all locations
- All the children were screened for delays. Out of the 417 children enrolled, 31% of the Early Head Start children, 25% the Early Head Start/CCP children, 30% of the Head Start children, 13% of the HSSAP children and 17% of the Pre-K counts children were identified with special needs
- The total enrollment from our state and federal funded programs reflected an estimated 4% 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 Creative Curriculum for Preschoolers*. The 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.



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### **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.

**Teaching Strategies GOLD** is an authentic, ongoing observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of every day experiences, which is an effective way to learn what they know and can do. Teaching Strategies GOLD is based on 38 objectives for development and learning that include predictors of school success and are based on school readiness standards. The objectives are aligned with the Common Core State Standards, state early learning guidelines, and the Head Start Child Development and Early Learning Framework. These objectives are at the heart of the system; teachers use them to focus their observations as they gather information to make classroom decisions.

Ongoing Assessment Is • Happening during regular, everyday activities • Implemented on a continuous basis throughout the year • Helping teachers meet children where they are • Helping children meet challenging and achievable learning goals • A broader and more meaningful picture of development

Ongoing Assessment Is Not • Formal or standardized • A narrow picture of a child's ability at a given moment • A one-dimensional measure of ability • Performed outside of everyday activities • A screening tool

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. The Parent and Community Involvement Specialist also works closely with the teachers to develop a monthly take home calendar for the parents. The calendar correlates directly with the lesson plans and encourages the parents to work at home on different tasks with their children.

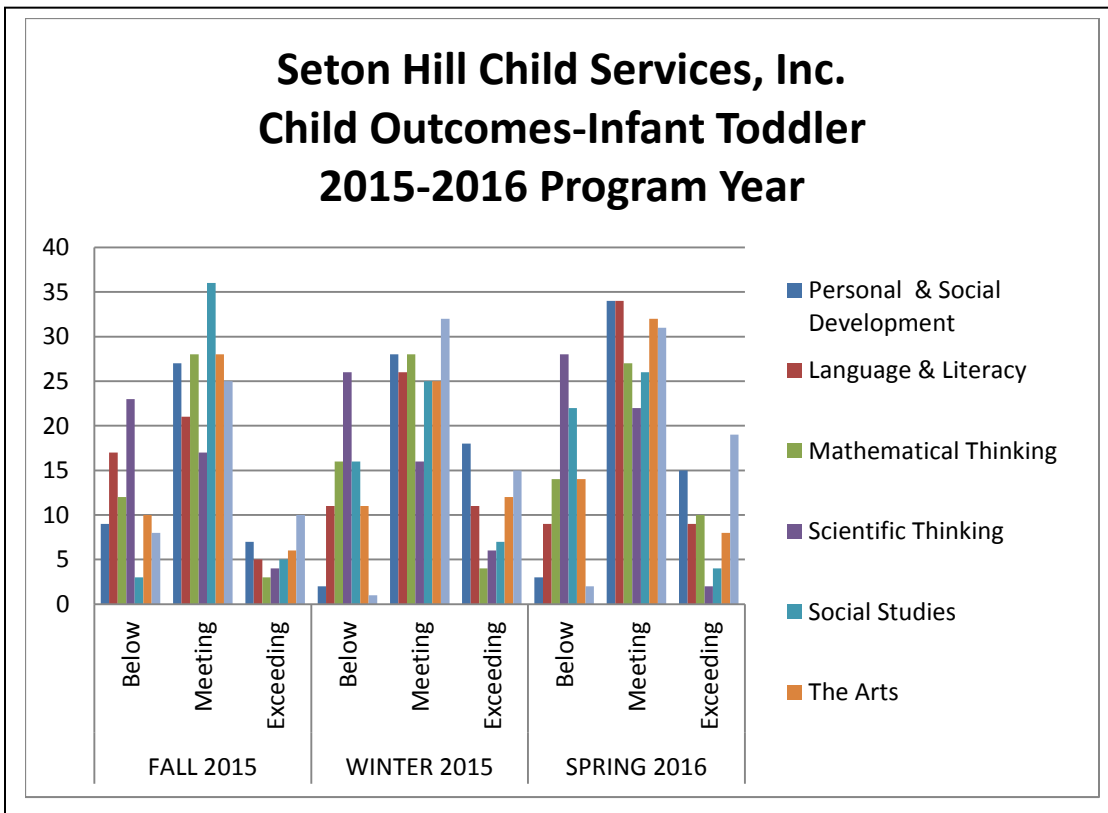
Communication between parent and teacher is essential and is reinforced daily through morning sign in, health checks, and individual written daily reports of each child's activities and successes of the day.

All centers include Fatherhood Involvement information at center Family Nights, and offer at least one male-only fatherhood activity per year to promote father or male involvement in

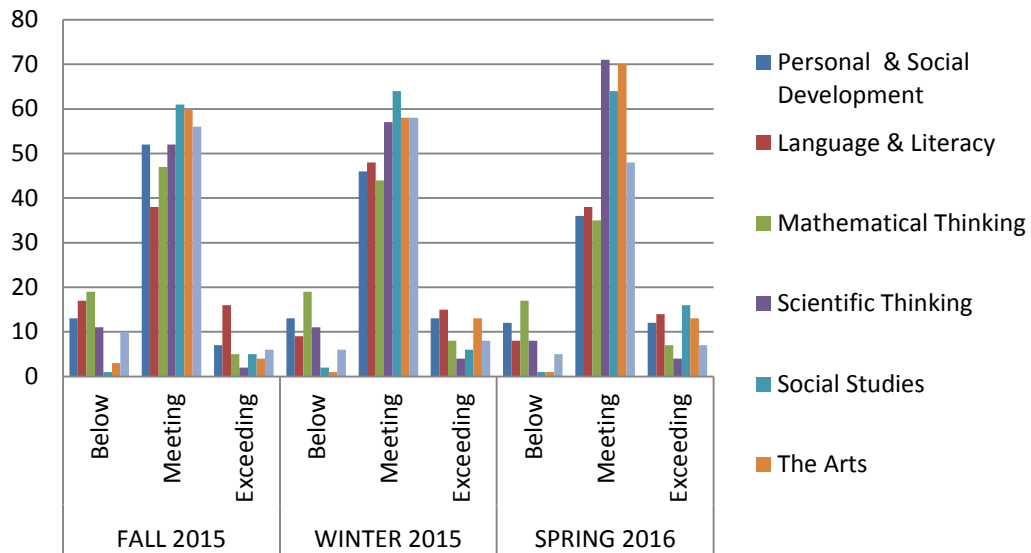
the program. In addition, the Parent and Community Involvement Specialist encourages parents and extended family members to participate by volunteering in the classroom or center; attending monthly parent meetings; sitting on advisory committees; and representing their center by joining the Parent Policy Council.

### TRANSITION ACTIVITIES

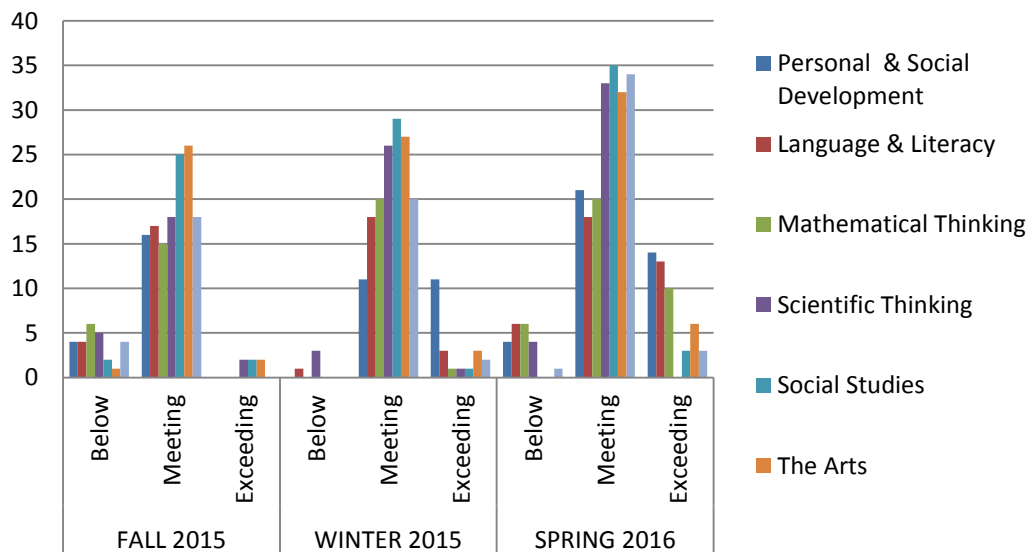
The teacher and parents, along with family support staff, meet to develop a plan months prior to a child transitioning from one age group to another with our center. The process is expanded when the child is ready to move from preschool to kindergarten. Agency staff work with teachers from the local 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 2015-2016 Program Year



## Seton Hill Child Services, Inc. Child Outcomes-Pre-K Counts 2015-2016 Program Year



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## **CENTER CONTACT INFORMATION**

### **Greensburg Early Care and Education Center**

535 Taylor Street  
Greensburg, PA 15601  
**724-836-4510**  
Fax: 724-836-6508

### **Latrobe Early Care & Education Center**

1111<sup>1/2</sup> Ligonier Street  
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

### **Laurel Valley Elementary School (EHSCCP)**

137 Education Way  
New Florence, PA 15944  
**724-235-9748**

### **Jeannette Early Care & Education Center**

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

### **New Ken Early Care & Education Center**

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

### **Central Office**

105 Hartman Road Suite 204  
Greensburg, PA 15601  
**724-836-0099**  
Fax: 724-836-1346

### **RK Mellon Elementary School (EHSCCP)**

559 Bell Street  
Ligonier, PA 15658  
**724-238-8100**

**724-836-0099**

**[www.shchildservices.org](http://www.shchildservices.org)**

**[info@shchildservices.org](mailto:info@shchildservices.org)**

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