

Highland Rim Head Start

Center Information

Houston County
Central Office
3215 Hwy 149
Erin, TN 37061
931-289-4135

Dickson Complex
119 west broad Street
Dickson, TN 37055
615-446-2576

Burns Center
905 Herschel Street
Burns, TN 37029
615-441-3599

McEwen Center
220 East Swift Street
McEwen, TN 37101
931-582-3278

Stewart Complex
500 Williams Road
Big Rock, TN 37020
931-232-7965

Charlotte Center
125 Doyle Hill
Charlotte, TN 37036
615-789-3316

Waverly Center
612 East Main Street
Waverly, TN 37185
931-296-7401



Highland Rim Head Start

Annual Report
2007-2008



Mission Statement

The mission of Highland Rim Economic Corporation is to empower eligible families toward self-sufficiency by providing a wide range of services through collaboration with local, state and federal resources.

Highland Rim Head Start operates 12 classrooms in four counties in Tennessee.

Dickson County houses half of our classrooms with centers in Dickson, Burns, and Charlotte. Humphreys, Houston, and Stewart Counties have 2 classrooms each. All classrooms serve between 17 and 20 children.



Financial Audit

The Highland Rim Economic Corporations annual audit for July 1, 2007 through June 30, 2008 list the following findings:

Management oversight of financial reporting. The audit noted control deficiencies in management oversight of the accounting for fund balance. Adjusting entries were required for the Corporation's financial statements to be presented in conformity with generally accepted accounting principles. We recommend that management implement procedures to ensure that the financial statements are prepared in conformity with generally accepted accounting principles.

Lack of segregation of duties. The audit noted control deficiencies in the segregation of duties for the Corporation. The individual responsible for reconciling the bank accounts is also an authorized check signer. We recommend that an individual who is not an authorized check signer reconcile the bank accounts.

A correction plan was implemented and all concerns have been corrected.

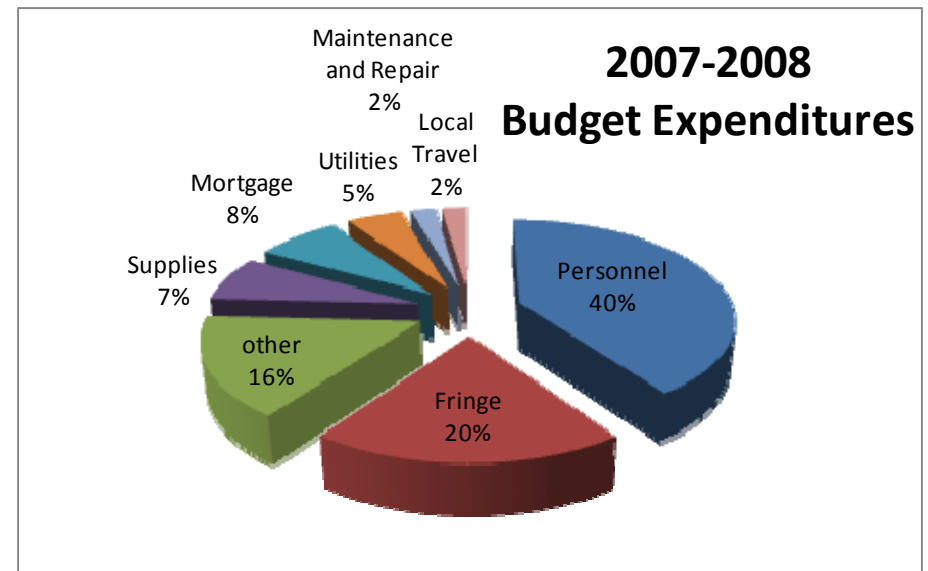
Federal Review

In November 2007 the Federal Monitoring Review of Head Start was conducted by a team of reviewers from across the United States. They identified two areas of non-compliance:

Grantee did not perform or obtain age-appropriate vision, hearing, behavioral, or developmental screening procedures with-in 45 days of each child's entry into the program.

A correction plan was created stating that the Health and Disability Manager will monitor reports after 30 days of enrollment. At that time if requirements are not met, staff will be notified. Health and disability manager will monitor reports through out the year to ensure screenings are completed to include late enrollees.

Grantee did not maintain statements signed by employees stating children were income-eligible to participate in the program. A second review team came and reviewed children's files and closed the previously identified areas of non-compliance.

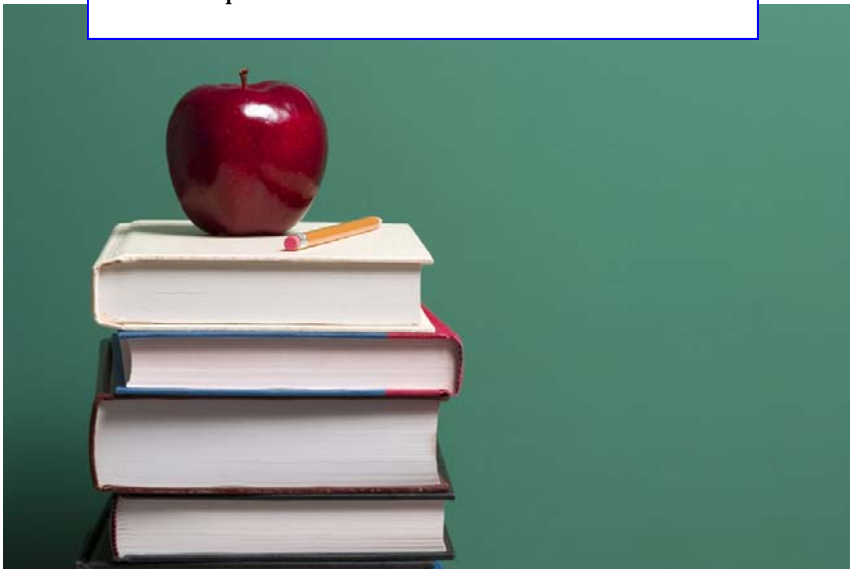


Highland Rim Head Start receives funding from the following sources...

Federal Head Start Grant: PA22 - \$1,712,500
PA20 - \$20,865

In-Kind: - \$400,056

USDA Child and Adult Care food Program:
\$128,963



In 2007-2008...

Highland Rim Head Start served 261 children with an average monthly enrollment of 100%.



93% of children served were income eligible.

Of these children, 99% of children received dental exams and 97% received medical exams.

Parent Involvement

Parents were encouraged to become volunteers in their child's classroom and activities. Most parents signed up for their child's classroom activities, field trips, crafts, and attended monthly parent committee meetings. As parent volunteers, they became familiar with the teacher's classroom rules and classroom schedule and they learned children's names and used them, talked with them, asked questions and answer them. Fathers were invited to come into the classrooms to read, play, and show some craft work with their children. An instructor from Lowe's came to help the children construct mini crafts such as, race cars, time capsules, and games with the collaboration of the children and their families.



Kindergarten Readiness

During the second parent teacher conference, teaching staff discuss the upcoming transition to kindergarten. Parents were given information for public school registration. Teaching staff also discussed activities parents could do with children to reinforce skills they worked on in the classroom. Teachers worked on the necessary cognitive skills children need to be successful in school and also social skills that will enable children to interact effectively with peers and adults in the school environment. Parents had an opportunity to meet with representatives from the school system during parent meetings. Children were taken on field trips to introduce them to a kindergarten class.