

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

*Building Brighter Futures Together*

# Childcare Program Update

April 9, 2024

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# Outline

1. FY24-25 Admission Priorities  
| Selection Criteria and Recruitment Plan
2. Childcare Center Services
3. Budget
4. Monitoring
5. Region IX Communication
6. Current Events
7. Recommendation



HANDOUT ATTACHED

# Enrollment

Admission Priorities / Selection Criteria  
Recruitment Plan



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# FY23-24 Admissions Priorities | Selection Criteria

## Infants and Toddlers Ages 0-2

1. Recipients of Child Protective Services (CPS) | At risk for CPS | In Foster Care
2. Lowest Income (tie breaker criteria)

## Pre-School Aged 3-5

1. Recipients of Child Protective Services | At risk for CPS | in Foster Care
2. With disabilities
3. 4 year-olds not in Transitional Kindergarten (tie breaker criteria)
4. 3 year-olds with lowest income (tie breaker criteria)
5. Income no more than 15% above income guidelines (tie breaker criteria)



# Recruitment Plan

Head Start Program Performance Standards 1302.13, mandates a program have a recruitment plan that includes specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. Our plan, attached in your packet, includes our extensive outreach efforts to recruit.



Recruitment Plan

# Childcare Center Services

Enrollment and Vacant Slots

Attendance Rate

Meals and Snacks Served

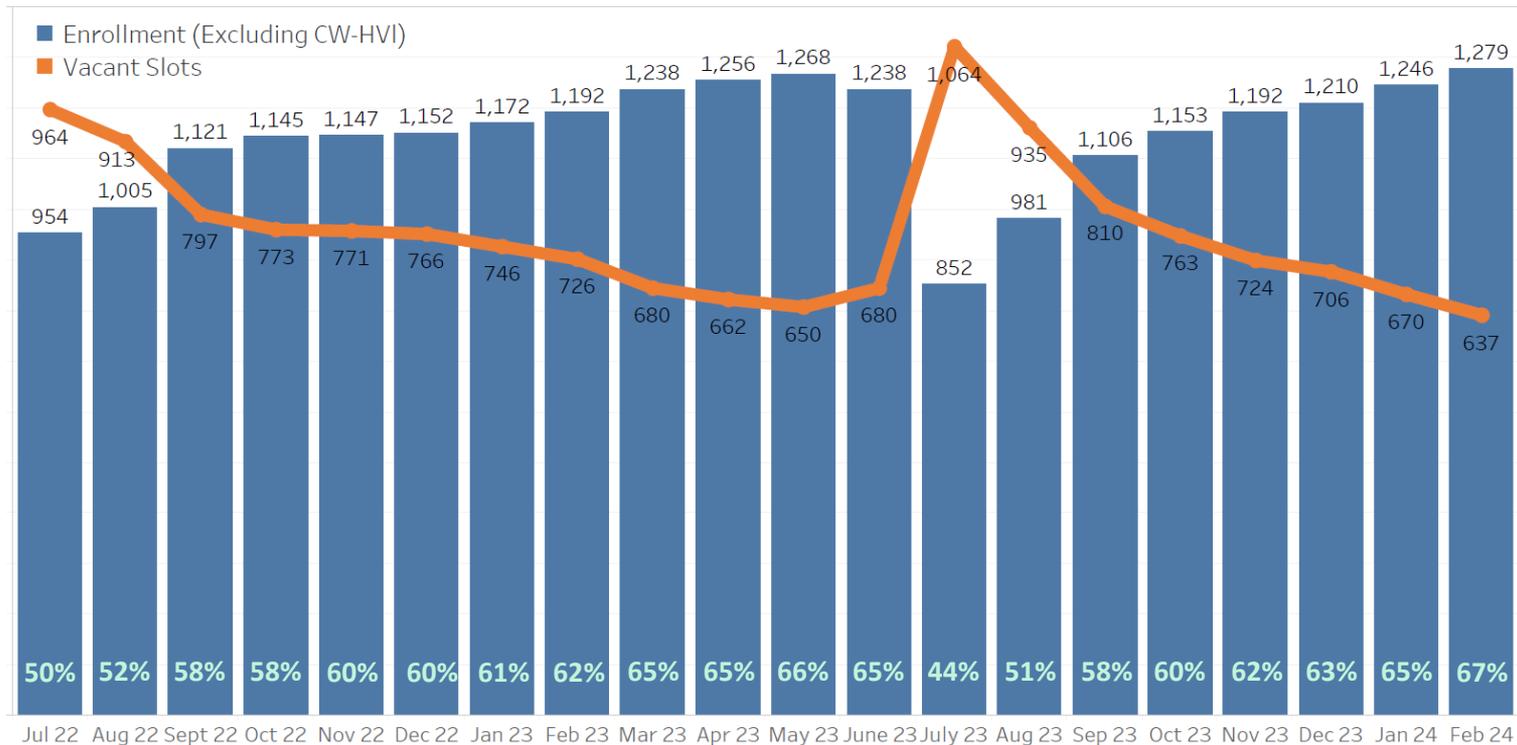
Childcare Vacancies Trend



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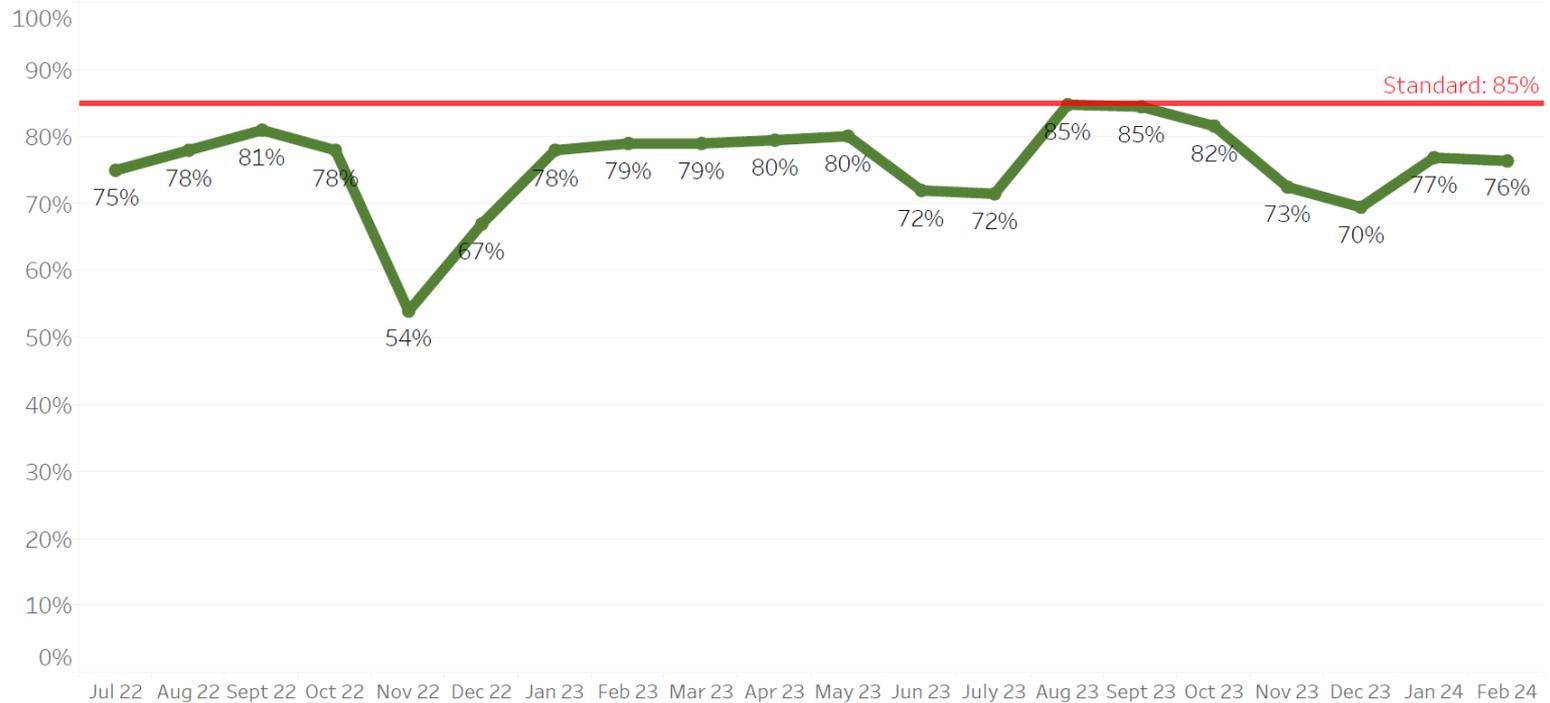
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# Enrollment and Vacant Slots

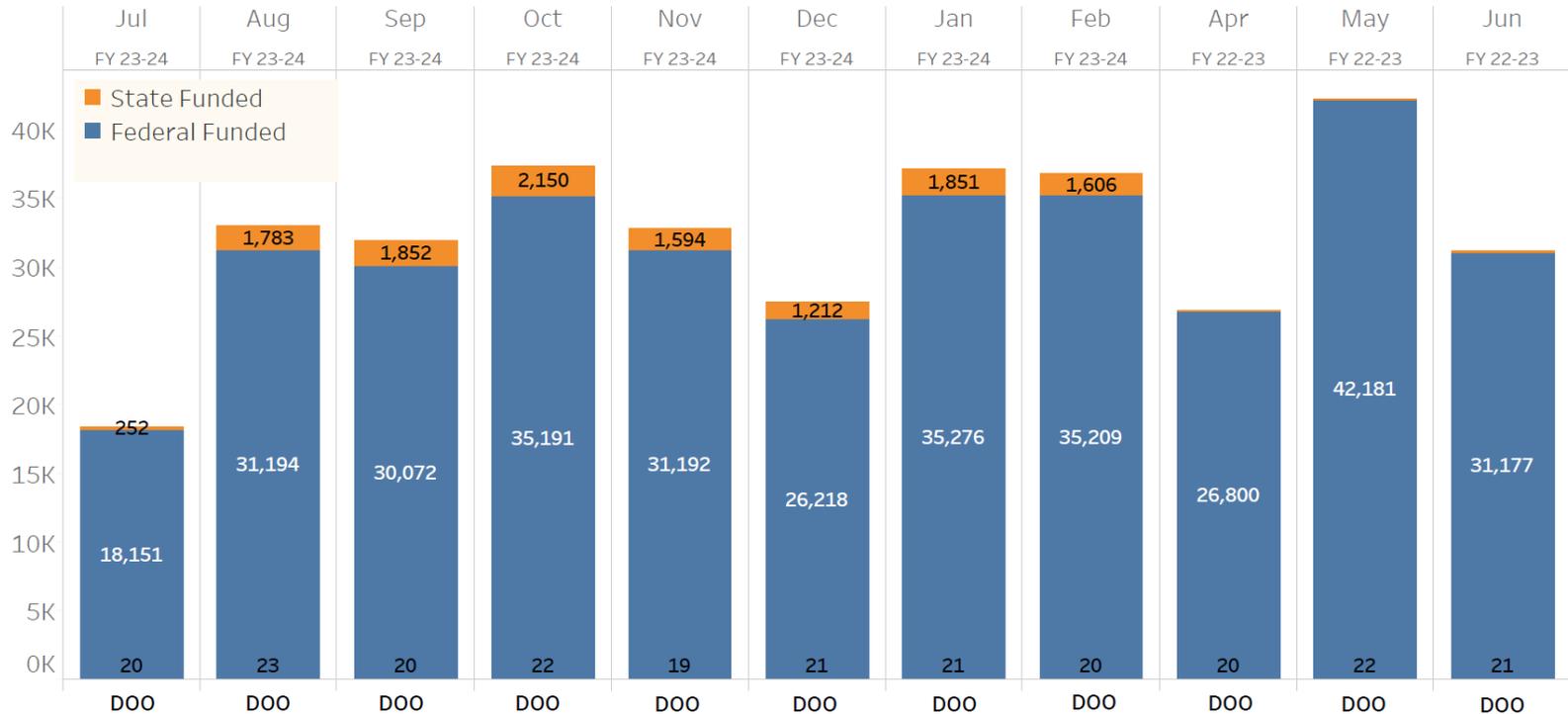


Enrollment  
rate goal:  
97%

# Attendance Rate



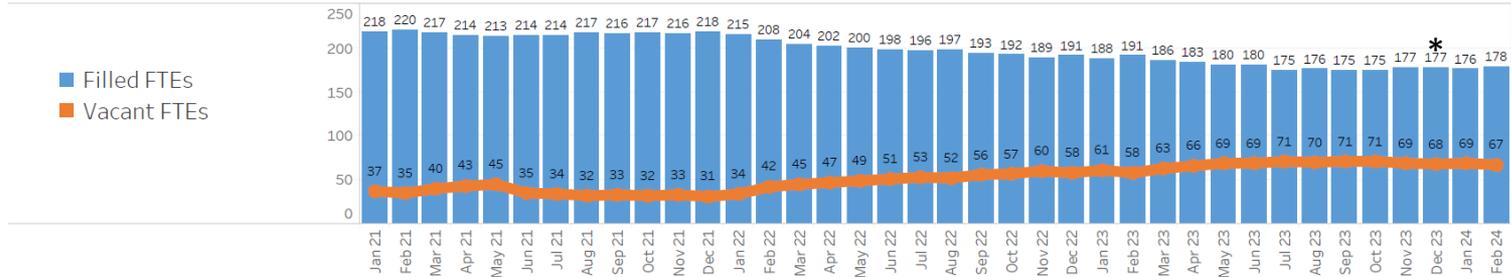
# Meals and Snacks Served



Note: DOO = Days of Operation

# Childcare Vacancies Trend

## Filled vs Vacant FTEs 2021 - 2024



## Vacant FTEs by Classification 2021 - 2024

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24		
Associate Teacher-Project	7	7	6	7	7	4	3	4	4	4	3	3	4	7	8	10	12	13	18	19	18	18	18	18	17	17	17	17	17	17	17	14	14	14	14	14	14	15	15	
Child Nutrition Assistant-Proj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Child Nutrtr Fd Svc Trns-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Child Nutrtr Food Oper Supv-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Clerk-Experienced Level	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Comprehensive Svcs Asst Mgr-Pr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Comprehensive Svcs Man -Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Infant Toddler Assoc Tch-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Infant Toddler Teacher-Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Inf/Tod Master Teacher-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intermediate Clerk-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Master Teacher-Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Senior Clerk-Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site Supervisor I-Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Site Supervisor II - Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerk-Specialist Level	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher-Project	4	4	6	6	6	6	7	6	6	7	7	7	9	10	11	11	11	12	13	18	18	18	18	18	18	17	17	17	17	17	17	14	14	14	14	14	14	15	15	
Grand Total	37	35	40	43	45	35	34	32	33	32	33	31	34	42	45	47	49	51	53	52	56	57	60	58	61	58	63	66	69	69	71	70	71	71	69	68	69	67		

\* Note: Between Nov 23 and Dec 23, one Clerk position was traded for a Division Manager position. As a result, there is one less position beginning Dec 23.

# Budget

State Childcare Budget  
Early Head Start / Head Start Budget  
Credit Card Expenditures

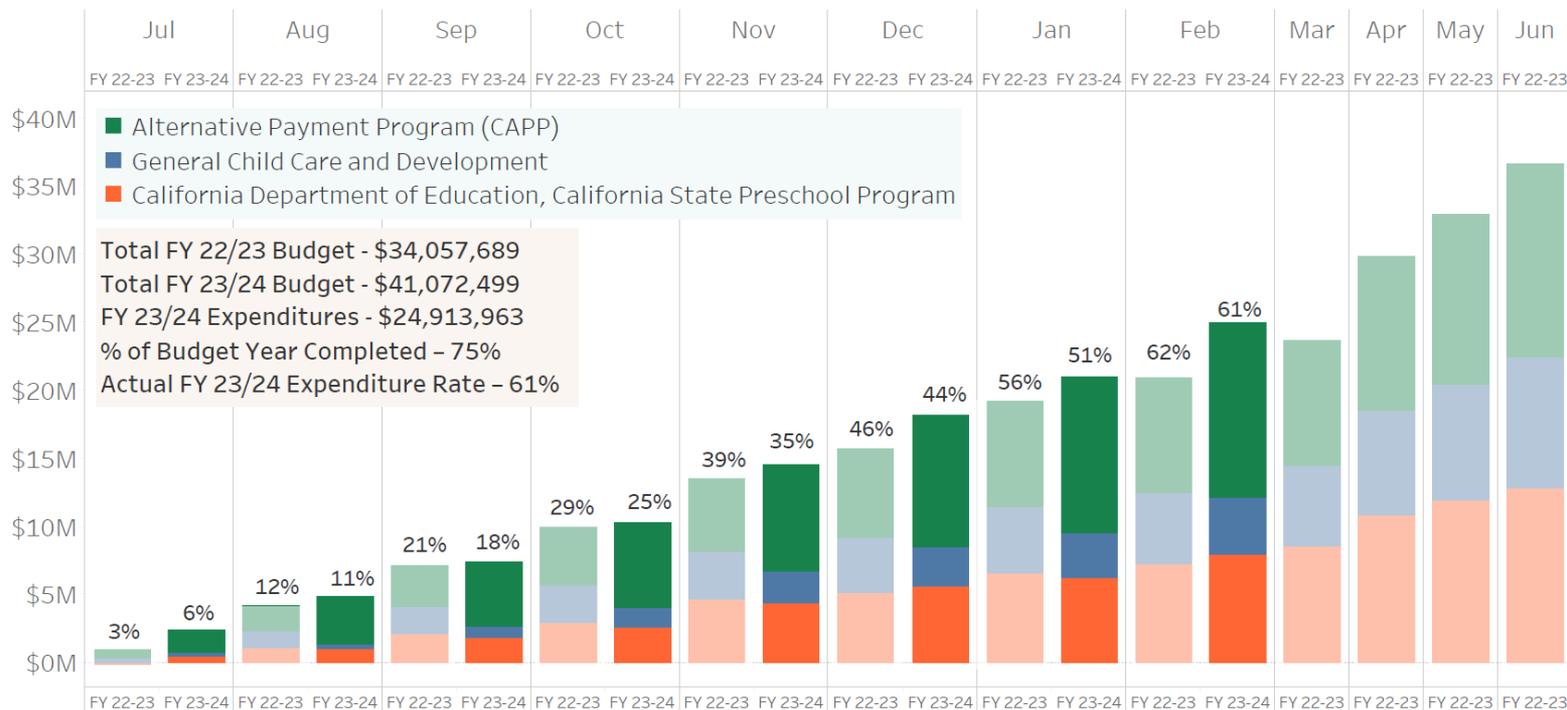


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BUREAU

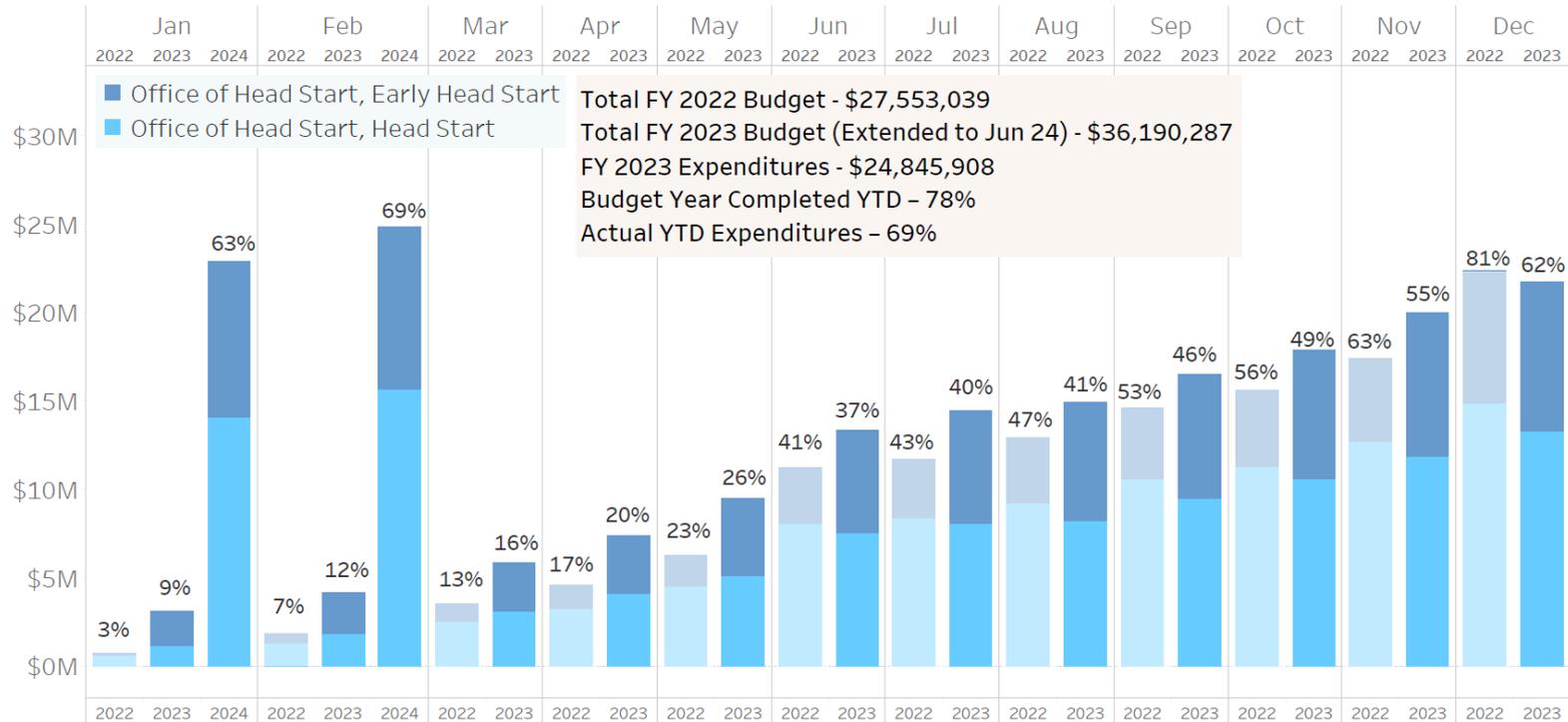
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# State Childcare Budget



# Early Head Start / Head Start Budget



# Credit Card Expenditures



# Monitoring

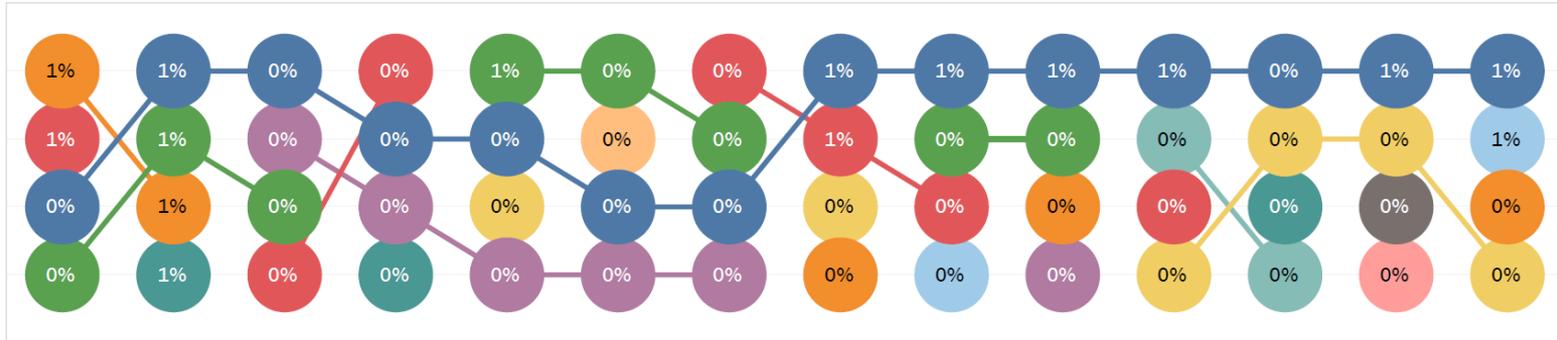
Monthly Monitoring Reports  
Unusual Incidents  
Unusual Incidents Trended



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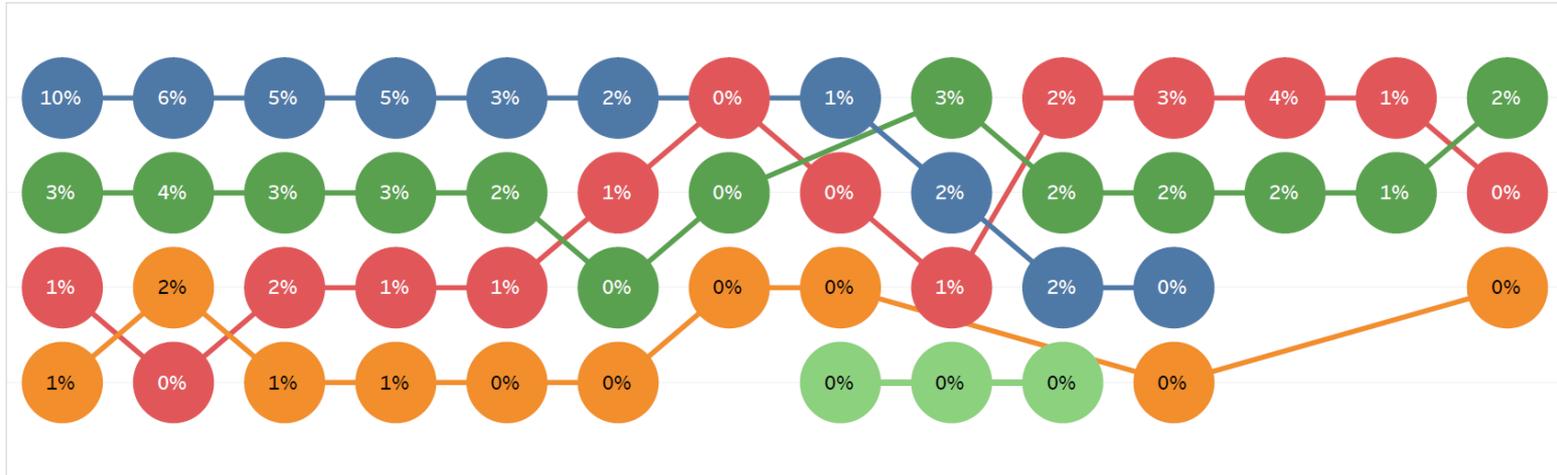
# Daily Classroom Health & Safety Checklist



Jan 2023 1,666 Measured    Feb 2023 1,565 Measured    Mar 2023 1,925 Measured    Apr 2023 1,664 Measured    May 2023 1,875 Measured    Jun 2023 1,591 Measured    Jul 2023 1,402 Measured    Aug 2023 1,761 Measured    Sep 2023 1,671 Measured    Oct 2023 1,837 Measured    Nov 2023\* 1,553 Measured    Dec 2023 1,529 Measured    Jan 2024 1,821 Measured    Feb 2024 1,733 Measured

- 09, All door alarms are on and in good working order, if applicable.
- 03, Wallpad/Tablet are in working order and used as intended.
- 11, The spaces in classrooms, hallways, and other areas are clear, clean & free of objects including trip hazards, fall hazards, piles/clutter, etc.
- 12, All cabinets are secured and locked.
- 07, Zoning maps for indoors and outdoors are posted.
- 01, All Electrical Outlets are covered.
- 05, Children's food allergy list posted and kept confidential.
- 02, Wallpad/Tablet correctly reflects enrolled children in correct classroom.
- 03, The lesson plan includes individualized activities to promote positive social emotional learning, and a health & safety activity.
- 04, Children's food allergy list posted near food prep area and kept confidential.
- 04, Health & Safety component is included in the lesson plan.
- 06, White boards are posted in visible location.

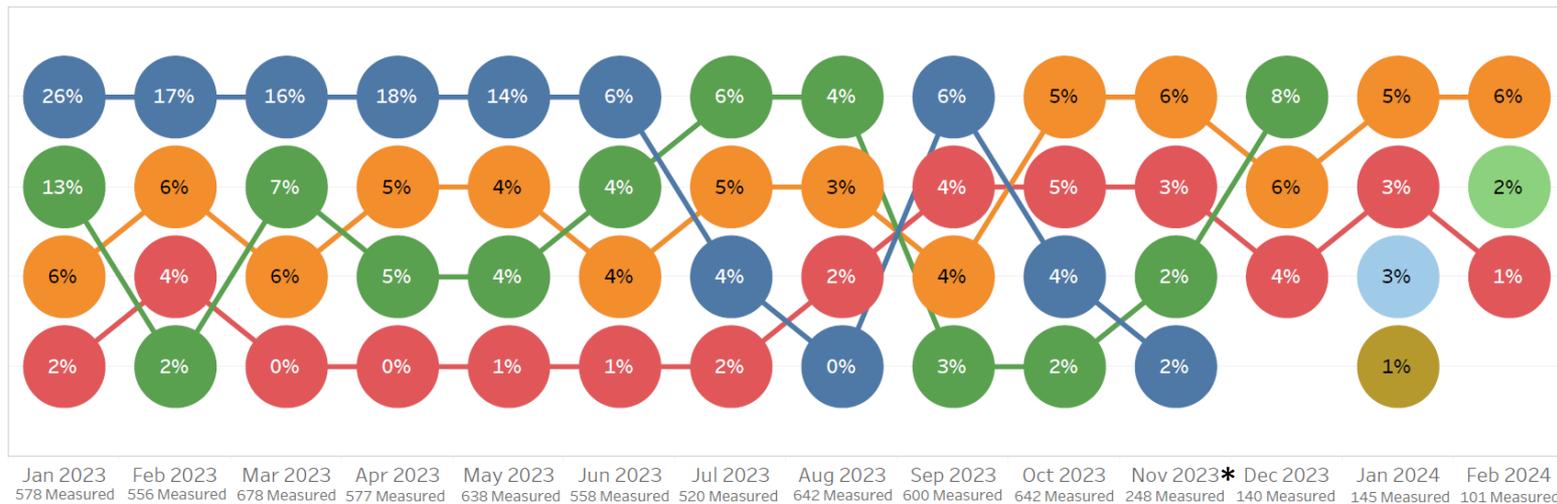
# Daily Playground Safety Checklist



Jan 2023 1,087   Feb 2023 1,020   Mar 2023 1,228   Apr 2023 1,040   May 2023 1,148   Jun 2023 1067   Jul 2023 982   Aug 2023 1169   Sep 2023 1057   Oct 2023 1131   Nov 2023\* 961   Dec 2023 936   Jan 2024 1,117   Feb 2024 1,077

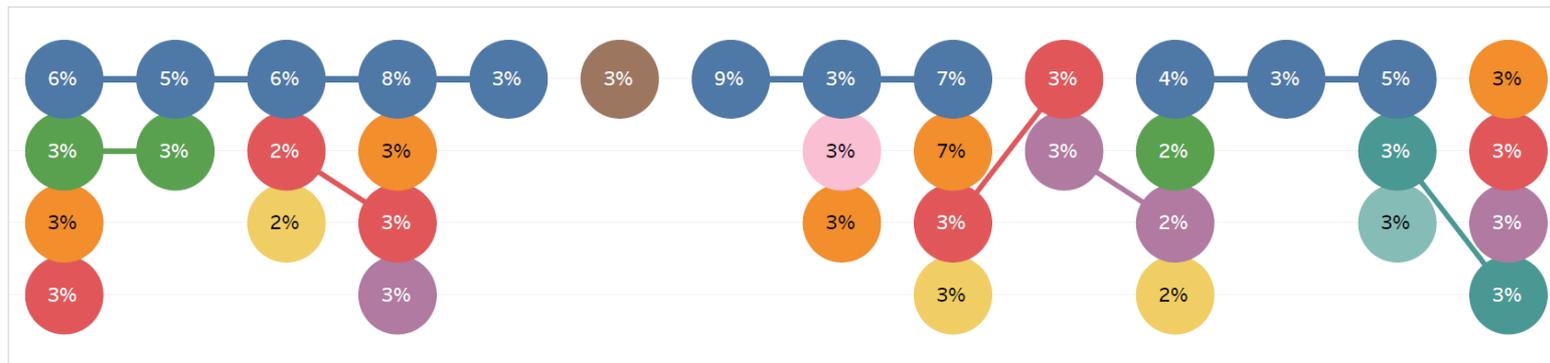
- Measured   Measured
- 1, Equipment and Parts: All play equipment is in good repair with no cracks or jagged edges, or blocked from children’s access.
- 5, Boundaries: Fencing or other barrier zone play areas are locked, secure and in good repair, including gate latches and alarms.
- 3, Play Materials: All additional play materials such as small blocks, books, dramatic play items, and other toys are in good repair and age appropriate for the children using them.
- 4, Litter: The area is free of glass, sharp objects, animal feces, branches, wasp nests, vagrants, and abandoned clothing.
- 6, Zoning Maps: Zoning maps are posted outside in a visible location.

# Facility Safety Checklist



- 03, Environment(s) are free of rust.
- 03, Outdoor environment(s) are free of weeds and leaves.
- 01, Outdoor environment is free of litter and unsafe debris.
- 04, Alarms, if applicable, and locks in hallways, front doors, and gates are in working order.
- 02, Hallways/Common areas are free of clutter and tripping hazards.
- 03, Fallen leaves and weeds are not excessive to the point that it poses a tripping hazard on the property.
- 06, All community area postings are current, relevant, and bilingual.

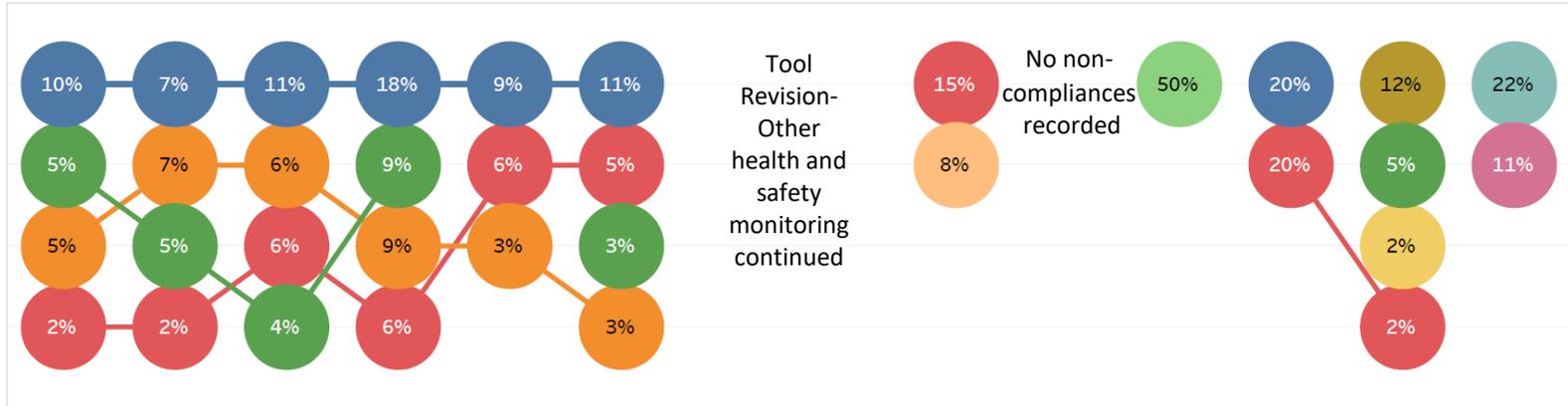
# Monthly Playground Safety Checklist



Jan 2023 35 Measured Feb 2023 40 Measured Mar 2023 49 Measured Apr 2023 40 Measured May 2023 37 Measured Jun 2023 35 Measured Jul 2023 35 Measured Aug 2023 36 Measured Sep 2023 29 Measured Oct 2023 34 Measured Nov 2023\* 52 Measured Dec 2023 29 Measured Jan 2024 39 Measured Feb 2024 39 Measured

- 04, RUST: No rust is visible.
- 12, LOCATION: Structures are six (6) feet away from walls, fences, and pathways.
- 14, BOUNDARIES: Fencing or other barrier zone play areas, fence gate is closed, upper edges of fencing is bent under.
- 15, GATES: Latched and locked appropriately.
- 06, METAL: Slide beds and other metal parts are shaded from the sun.
- 05, WOOD: There are no splinters, cracks, rotting, or sharp ends.
- 02, FOUNDATION: Footings are not exposed. Concrete is solid and slopes downward to keep water from pooling around the metal.
- 03, BOLTS, NUTS, SCREWS, NAILS, AND OTHER HARDWARE: No pieces are missing, loose, or exposed. Pinch or crush points are covered; no open S-hooks or other hooks /exposed nails.
- 10, EQUIPMENT OR PARTS: All equipment is age-appropriate with no heavy swing seats, in good repair free of cracks, jagged edges, rust, and chipped paint. Slides and climbers have appropriate railings.
- 11, SURFACE: A non-abrasive, appropriate cushioned surface is under the entire structure.
- 13, LITTER: The area is free of glass, sharp objects, animal feces, branches, wasp nests, vagrants, and abandoned clothing.

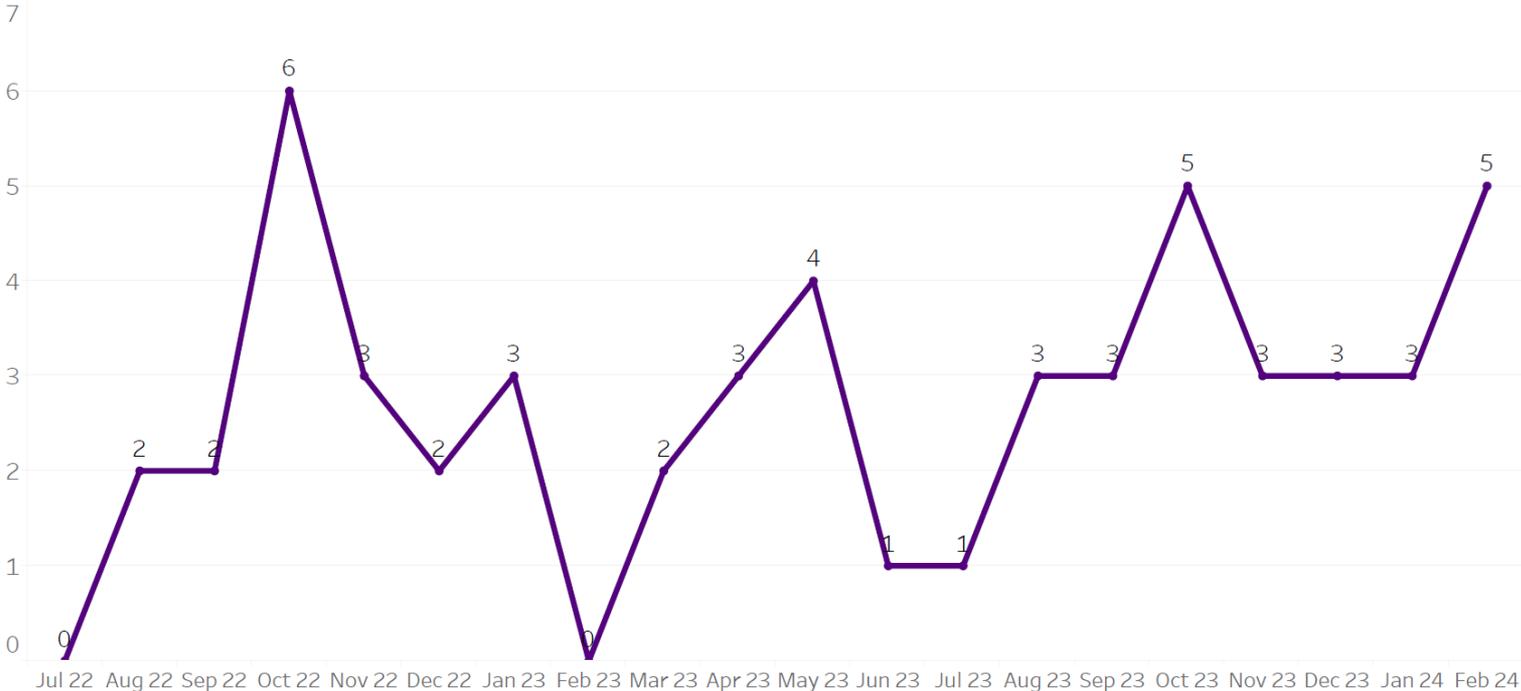
# Child Transition Safety & Monitoring



Jan 2023 41 Measured Feb 2023 43 Measured Mar 2023 54 Measured Apr 2023 34 Measured May 2023 34 Measured Jun 2023 38 Measured Jul 2023 16 Measured Aug 2023 11 Measured Sep 2023 13 Measured Oct 2023 13 Measured Nov 2023\* 2 Measured Dec 2023 15 Measured Jan 2024 41 Measured Feb 2024 9 Measured

- 14, Safe Environments are evident: clean, no hazards, uncluttered walls (from postings) and uncluttered tops of shelves.
- 6, Classroom Transition Tracking Sheet (CSB700 or designated form) observed being used during transitions.
- 7, Classroom Transition Tracking Sheet (or designated form) correctly documents number of children transitioning.
- 2, Positive Teacher/Child Interactions in Compliance with Child's Personal Rights and Standards of Conduct.
- 3, Safe Environments are evident and promote active supervision of all children, including door alarms.
- 4, Safe sleep practices are observed.
- 4, Wallpad/Tablet correctly reflects enrolled children in correct classroom.
- 8, Classroom head count whiteboard accurately reflects the number of children and staff currently in room.
- 8, Current lesson plan is posted and includes individualization activities and at least one Health & Safety component.
- 10, The site/center parent communication board has current, relevant, and translated material posted.

# Unusual Incidents Trended



# Unusual Incidents February 2024

## **Reportable incidents as defined by the Office of Head Start (OHS)**

OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#), or results in a child being left alone, unsupervised, or released to an unauthorized adult. A program must report all significant incidents affecting the health and safety of children within 7 days.

## **California Department of Social Services Community Care Licensing Citations**

Type A: An immediate risk to the health, safety or personal rights of children in care.

Type B: If not corrected right away, may be a risk to the health, safety, and personal rights of the children in care.

## **Reportable Health & Safety Unusual Incidents-February 2024**

1. Staff Concern of Enrolled Child-No action from CCL
2. Minor Child Injury-No action from CCL
3. Minor Child Injury-No action from CCL
4. Minor Child Injury-No action from CCL
5. Minor Child Injury-No action from CCL

# Region IX Communications

None in February 2024



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# Current Events

March 2024



# March 2024 Events

Give Kids a Smile Day!



# March 2024 Events

Professional Development at the Region 9

Early Childhood STEM Institute



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# Recommendation

CONSIDER accepting monthly update on the activities and oversight of the County's Head Start Program, as recommended by the Employment and Human Services Director, and provide guidance.



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