



Embrace. Empower. Strengthen.



# ANNUAL REPORT

2014-2015

## A MESSAGE FROM THE EXECUTIVE DIRECTOR

Greetings,

The quote from Mahatma Gandhi, “*Be the change that you wish to see in the world,*” continues to inspire and empower the Montclair Child Development Center (MCDC). Since 1968, we have grown from serving 75 preschool-aged children to providing comprehensive early childhood education services to 490 children aged birth-to-five each year. Over 90% of our children are living at or below the federal poverty level and almost 10% of our children have special needs. We are privileged to serve the communities of Bloomfield, Montclair, Orange and West Orange. We are also pleased that over 60% of our employees live in the communities we serve and 25% are current or former Head Start parents. We are honored to carry out the mission of MCDC by embracing each child, empowering every family and ultimately strengthening the community.

We invite you to learn more about our program, services and people through our 2014-2015 Annual Report. Also, we invite you to visit us at [www.mcdcnj.org](http://www.mcdcnj.org), and join us on Facebook @Montclair Child Development Center and Twitter @mcdcnj. We are proud of our over four decades of service to children, families and the community. We are also grateful for the opportunity to be part of the change we wish to see in the world.

Thank you for your partnership,

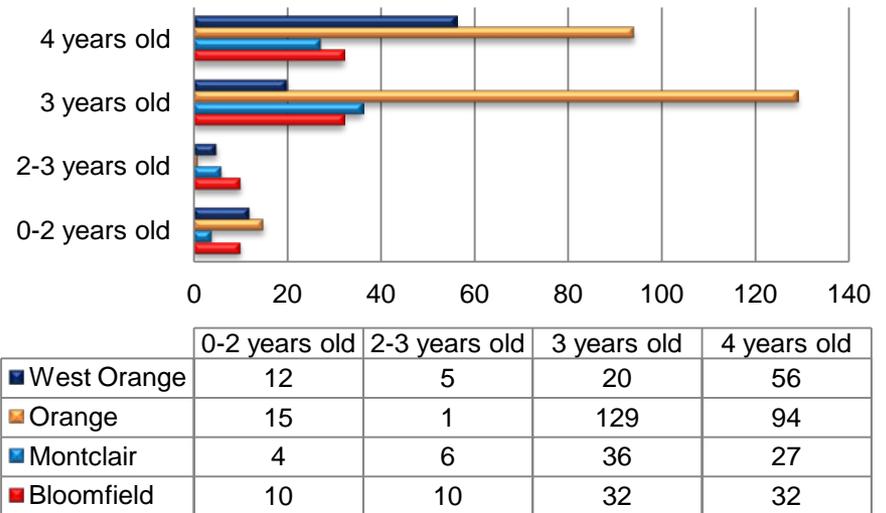


Tanya L. Poteat, Executive Director

## MISSION

The mission of the Montclair Child Development Center, Inc. is to provide successful encounters that EMBRACE the child, EMPOWER the family and STRENGTHEN the community.

## EARLY HEAD START AND HEAD START DEMOGRAPHICS



Total number of children and families served: **489**

Average monthly enrollment (as a percentage of funded enrollment) **93.2%**

Non-Hispanic enrollment: **58%**      Hispanic enrollment: **42%**

Percentage of eligible children served - **100%** of eligible children served

Percentage of enrolled children received Medical and Dental Exams:

Head Start - 99% medical exams and 100% dental exams

Early Head Start - 100% medical exams and 100% dental exams

## EDUCATION

The cornerstone of our agency is to provide high quality inclusive education for all MCDC Head Start and Early Head Start students. We do this by utilizing a highly respected and well researched curriculum:

- **HighScope Curriculum** - individualized lesson plans provide young children the opportunity to be fully engaged in activities and to pursue their own interests while being actively supported and challenged by adults.

Complemented by:

- **Reggio Emilia Inspired Approach to Learning (REIA)** - recognizes the child as an active participant in their learning and environment and the parent role as an essential resource for the child's learning. Teachers use a variety of documentation methods, such as cameras, tape recorders and journals to track children's thoughts and ideas.

Together, the HighScope Curriculum and REIA provides an educational continuum where children learn through active participation, exploration of personal interests, and engagement with peers and adults.

## HEALTH AND NUTRITION

- Perform health screenings to ensure vision, hearing, speech and language skills are properly developed within the first 45 days of each child's enrollment.
- Provide clean and safe environments throughout the centers and strive to reduce children's absenteeism rates.
- Provide healthy meals and snacks throughout the school day. Parents/guardians and community partners participate in our menu planning committee to discuss the menus and share healthy nutrition tips.

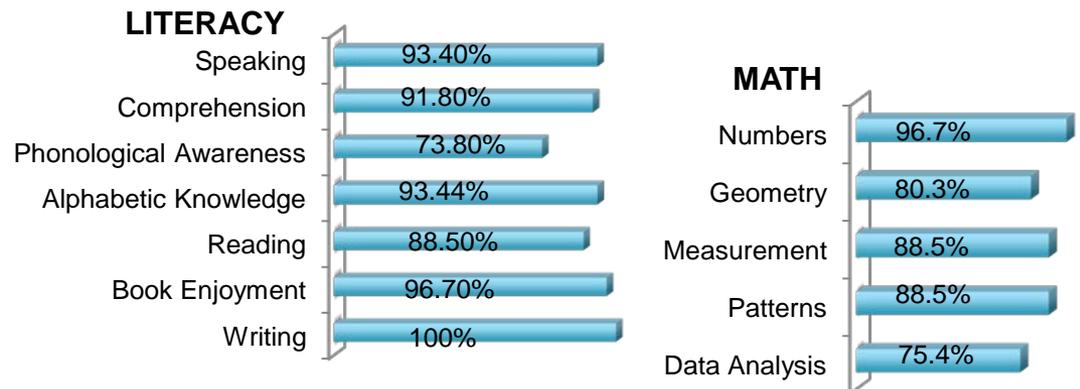
## CHILD DEVELOPMENT AND READINESS

Annually, MCDC prepares transitioning kindergarten students by:

- Hosting **kindergarten orientation and transition meetings** for parents to meet district staff, review the registration process and learn the expectations of kindergarten.
- **Conducting** kindergarten classroom visits to meet with teachers and tour schools.
- **Offering an eight-week kindergarten summer readiness program for 100 transitioning kindergartners.** The program reinforced all components of the Early Learning Framework, with a focus on Literacy and Mathematics.
- Providing each parent of a transitioning kindergartner with a **kindergarten Readiness Packet** of important literacy and mathematics skills to practice over the summer.

### 2014-2015 Kindergarten Summer Readiness Program Results

The data below reflects the percentage of transitioning kindergarten students that met the readiness cutoff score of 4 or greater on the High Scope COR Advantage in the following areas:



# EMPOWER

## FAMILY ENGAGEMENT

MCDC values parental involvement and family engagement to support the growth and development of children. The HighScope curriculum and REIA are both consistent with these values and promote understanding, embracing diverse backgrounds and the important role of parents in continuous lifelong learning. Our team actively:

- **Engages parents and families** in developmentally appropriate home school connection activities for parents to bond with their children.
- **Offers an open door policy** for parents to visit, spend quality time, have meaningful conversations and/or volunteer at any time.
- **Provides comprehensive** social services in order to support the role and enrichment of families.
- **Partners with social service and other agencies** to address the families' needs i.e. education, employment, emergency services, parental training.
- **Encourages parents and guardians to become actively involved** with the governance of the agency through participation on our Policy Council.



## PARENTS AS ASSISTANT TEACHERS TRAINING PROGRAM

In support of school readiness and as a way of strengthening the ongoing partnership with our parents, Montclair Child Development Center, (MCDC) held its annual "Parents As Assistant Teachers Training Program". More than 35 parents devoted three days, October 15-17, 2014, to learning about the cognitive, emotional and physical development of children and the importance of working collaboratively as a team to ensure their success. This enables parents to engage students at home in the same way they are engaged at school. It also develops parents' job readiness. In fact, over 20% of these parents were able to become successfully employed by MCDC.

## PROFESSIONAL DEVELOPMENT

- ❖ **Robust training program**, that includes an annual pre-service conference in August for all staff and on-going training sessions throughout the year. Each MCDC staff member receives over 35 hours of training annually.
- ❖ **Staff development opportunities**, including tuition reimbursement, allows Education staff to pursue advanced degrees and additional credentials.
- ❖ **Participation in Grow NJ Kids** that requires participation in early childhood education training and workshops.

# EMPOWER

MCDC provides a robust menu of activities to engage parents throughout the year; 100% of families participated in at least 1 program or event throughout the year.

Programs included:

**Building Blocks** - In partnership with COPE Center, Inc. MCDC offered “Building Blocks” Preschool Project, using the Early Learning Second Step Curriculum. The program is designed to foster and strengthen connections between parents/guardians and their children. It also supports and integrates parenting and social-emotional learning skills, empathy emotion management, friendship and problem solving.

**Immigration 101** - MCDC showcases our U.S. Citizenship and Immigration Services which we call “Immigration 101”. Twice a year we provide Civics/Citizenship Education and resources to Early Head Start/Head Start families from the community we serve. We have found a need in our community for immigrant families that needed help adjusting to life and Immigration status in the United States as well as assist in preparation for citizenship.

**Financial Literacy** - MCDC has an ongoing partnership with the United Way of Northern New Jersey and other community partners to bring Financial Empowerment Seminars to help families and individuals access local resources and free financial workshops. These opportunities include meetings with representatives from local agencies to get families connected to affordable housing, health care, continuing education, banking opportunities, child care, financial services, etc. Examples include: Credit Sense, Repair, Debt Management/Budgeting, Tax Prep, Credits and Financial Preparation for College and Vocational Careers and Predatory Lending/Identity Theft/Major Purchases.

**Project Launch** - In partnership with Family Connections, on-going parent training programs have been implemented using evidence-based curriculum that focuses on strengthening parenting competencies and fostering parent involvement in children’s school experiences. The goals are to promote children’s academic, social and emotional skills and reduce disciplinary concerns.



# STRENGTHEN

## COMMUNITY PARTNERS

MCDC proudly partners with: United Way, Programs for Parents, Orange Board of Education, Montclair Board of Education, Bloomfield Board of Education, West Orange Board of Education, Family Connections, Youth Consultation Services, University of Medicine & Dentistry, Essex County Mental Health Association, Mountainside Hospital, KinderSmile, Zufall Health Center, William Paterson University, NJ City University, Kean University, and Montclair State University.

## JOINT PARTNERSHIPS



In partnership with the **United Way of Northern New Jersey, the New York Jets, New Jersey National Guard and NFL Foundation** presented a symbolic check for \$45,000 to Montclair Child Development Center in Glen Ridge, representing the installation of a 60 Fitness Zone Playground at the child care center.

## BUDGET

	2014-15 Approved Budget
US Department of Human Services (Head Start)	\$ 4,660,758
US Department of Agriculture	\$ 400,000
NJ Department of Education (Abbott)	\$ 1,586,743
Other grants	\$ 30,000
Before and after care	\$ 25,000
<b>Program grants and fees</b>	<b>\$ 6,702,501</b>
Misc income	\$ 1,000
Rental, interest, and other income	\$ 5,000
<b>Total grants, fees, and income</b>	<b>\$ 6,708,501</b>
Salaries	\$ 3,606,450
Payroll taxes	\$ 450,800
Employee benefits	\$ 800,000
Retirement benefits	\$ 120,000
<b>Total fringe expenses</b>	<b>\$ 1,370,800</b>
<b>Total personnel expenses</b>	<b>\$ 4,977,250</b>
Staff supplements	\$ 98,000
Contractual services	\$ 96,000
Food service and supplies	\$ 400,000
Office supplies and equip	\$ 65,000
Classroom supplies, field trips, parent and child svcs	\$ 84,000
Training, development, travel	\$ 60,000
<b>Program operating expenses</b>	<b>\$ 803,000</b>
Grant expenditures for equipment, construction	\$ -
Janitorial costs	\$ 155,151
Building repairs	\$ 73,000
Utilities	\$ 115,000
Telephone and internet	\$ 40,000
Mortgage interest, taxes	\$ 91,000
Vehicles operations and maintenance	\$ 35,000
Depreciation & other	\$ 153,000
<b>Occupancy and vehicles</b>	<b>\$ 662,151</b>
Professional fees	\$ 92,100
Insurance	\$ 100,000
Other - postage, printing, advertising	\$ 25,000
Other - Parent Services	\$ 49,000
<b>Total operating expenses</b>	<b>\$ 1,731,251</b>
<b>Total expenses</b>	<b>\$ 6,708,501</b>
<b>Net income (loss)</b>	<b>\$ -</b>

# STRENGTHEN

## RESULTS

### Income Statement

December 1, 2013 to November 30, 2014

#### Revenue

US Department of Human Services (Head Start)	\$ 4,916,822
US Department of Agriculture	\$ 393,414
<b>Total Federal Grants</b>	<b>\$ 5,310,236</b>

NJ Department of Education (Abbott)	\$ 1,422,190
NJ Department of Health & Human Services	\$ 24,350
Corporate and individual contributions	\$ 19,851
<b>Total Support</b>	<b>\$ 6,776,627</b>

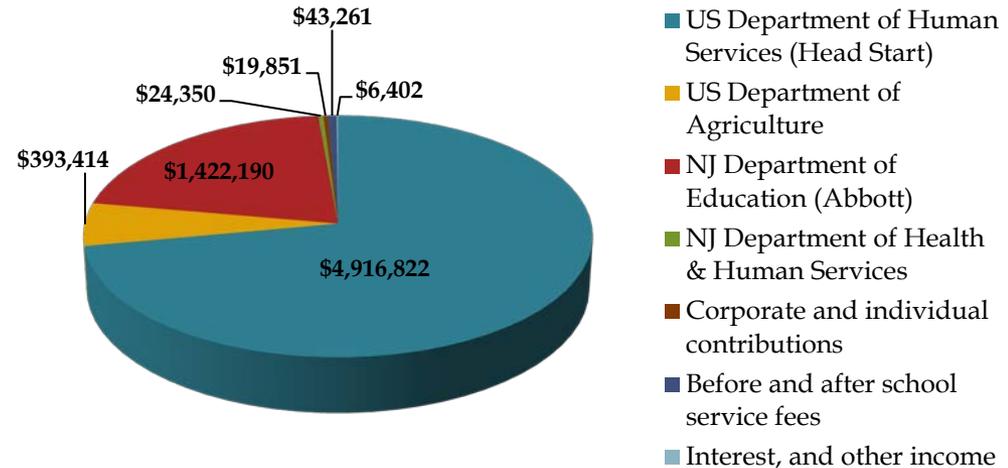
Before and after school service fees	\$ 43,261
Interest, and other income	\$ 6,402
<b>Total grants, fees, and income</b>	<b>\$ 6,826,290</b>

#### Expenses

Salaries	\$ 3,499,172
Payroll taxes	\$ 369,837
Employee benefits	\$ 735,860
<b>Total fringe expenses</b>	<b>\$ 1,105,697</b>
<b>Total personnel expenses</b>	<b>\$ 4,604,869</b>
Contractual services	\$ 322,495
Travel	\$ 2,191
Supplies	\$ 137,212
Food costs	\$ 430,415
Utilities/telephone	\$ 121,167
Occupancy	\$ 246,122
Vehicle maintenance	\$ 7,308
Vehicle operations	\$ 17,439
Insurance & bonding	\$ 91,912
Subscriptions/printing/advertising	\$ 13,398
Maintenance & repairs	\$ 390,516
Training	\$ 60,680
Field Trips	\$ 24,600
Fees & licenses	\$ 7,185
Other	\$ 260,800
<b>Total operating expenses</b>	<b>\$ 6,738,309</b>

<b>Net income (loss)</b>	<b>\$ 87,981</b>
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## GRANTS AND CONTRIBUTIONS



## AUDIT REPORT

The most recent audit report was approved by the Board of Trustees in April 2015. It contained no findings or areas of non-compliance.



Montclair **Child**  
Development Center

# Embrace. Empower. Strengthen.



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