

Milwaukee Public Schools

CARES Head Start Summer Program

1. Statement of Need

The Milwaukee Public Schools (MPS) Head Start program is seeking funding to implement a supplemental summer program to make up for time children lost as a result of program closures due to the coronavirus disease (COVID-19). The Head Start program will continue to follow all state and federal guidelines to maintain the health and safety of children, families, and staff.

On Friday, March 13, 2020, Wisconsin Governor Tony Evers ordered closures of all Wisconsin K-12 schools beginning Monday, March 16, 2020. Governor Tony Evers' "Safer At Home" has been extended until Tuesday, May 26, 2020, thus schools will be closed until the fall. Currently, Head Start teachers/staff are reaching out to Head Start families and children, and curriculum is being provided at MPS's 25 Stop, Grab and Go sites. However, there is a continued need for face-to-face teaching and interactions. The MPS Head Start program is working to determine how to transition from virtual learning to direct person-to-person contact taking into consideration the health and safety of all stakeholders engaged in the summer program.

By providing summer programming, the Head Start program can fill the gap of face-to-face time lost due to COVID-19 and continue to prepare children for kindergarten. In addition, having wrap around care allows parents the much needed time to work.

2. Proposed Plan/Schedule

The MPS Head Start program is seeking funding to provide half day summer sessions with wraparound services for students in K3 with special needs and K4 regular education and special education students, three days per week, for four weeks. Providing programming three days per week, allows families flexibility to participate. While it is not a requirement, families are encouraged to enroll their children. The summer program will align with MPS's summer school program to take place Monday-Friday, July 6th through July 31st from 7:30 a.m. until 11:30 a.m.

Summer School

The summer program sites have been selected because they are currently operating MPS summer school sites and they have Head Start classrooms that have been set up to align with Head Start's Performance Standards. The following MPS schools will serve as sites for the half day summer sessions:

- Bethune
- Congress
- Milwaukee Academy of Chinese Language (MACL)
- Longfellow (Bilingual)
- Doerfler (Bilingual)
- Grant Gordon

Each summer program site will have a minimum of two and a maximum of three staff members in each classroom including a paraprofessional, certified Head Start teacher, and additional support staff. Head Start staff will deliver high quality summer learning experiences including differentiated whole group and small group instruction aligned to Head Start Early Learning Outcomes Framework (HSELOF) and Wisconsin Model Early Learning Standards (WMELS) to promote school readiness and successful transition to kindergarten. The Frog Street and Second Step curriculum will be implemented to reflect the lessons from units that were not taught during face-to-face instruction due to the school closure as a result of COVID-19. In order to accommodate children with special needs, each summer school site will provide the services in each students' Individual Education Plans (IEPs). Every summer program site will also offer walk-in speech services for students who are not enrolled in the Head Start Summer School Program.

Summer School Wraparound Services

Wraparound services include after school programming such as camp or Community Learning Center (CLC) services. These services will be provided in the afternoons in the classrooms that have already been designated for the morning sessions with the exception of MACL (which does not offer after school programming). Two to three Head Start staff per site will assist with after school programming.

Needs of Summer School and Wraparound Services

There are various needs of the summer program and wraparound services. Specifically, there will be one trained staff member from the Head Start department who will focus solely on processing summer applications. Additionally, Head Start teachers will be hired to serve in classrooms. The MPS Head Start program hopes to hire three individuals to teach in each classroom, which will include a Head Start teacher and additional staff. Special education staff will be available to provide support for students with IEPs. Two half day training sessions will be provided to summer school employees regarding program expectations.

Also, there is a need to purchase Frog Street curriculum and kits as well as Second Step curriculum kits. Healthy snacks and beverages will be provided to every child that is enrolled in both the summer school program and wraparound services.

Academic kits will be assembled for students in K3 and K4. Items in the activity kit will be age appropriate and include: play-doh, cookie cutters, crayons, markers, pencil, journal notebook, books, magnetic alphabet letters and numbers, flashcards, and jigsaw puzzles. Head Start staff will distribute the academic kits on the first day of summer programming. Tracking sheets will be used to ensure that every enrolled child receives a kit regardless of their first day in the program.

Resources for Families

Additionally, there will be resources provided to families by MPS Head Start staff including “Make, Take, and Teach” activities. The instructional resources that families will make will be aligned to the Wisconsin Model Early Learning Standards (WMELS) and Head Start Early Learning Outcome Framework (HSELOF). Each of the activities will focus on the following developmental domains:

- Health and Physical Development
- Social and Emotional Development
- Language Development and Communication
- Approaches to Learning
- Cognition and General Knowledge

Some activities for the “Make, Take, and Teach” activities include, but are not limited to the following:

WMELS Developmental Domain	Performance Standard	Developmental Continuum	Example of Aligned Activity for “Make, Take, and Teach”
Health and Physical Development	A.EL. 3 Demonstrates a healthy lifestyle	Begins to take responsibility for personal hygiene and exercise needs.	Self-care/personal hygiene kits (toothbrushes, toothpaste, tissue, hand soap, hand towels)
Social and Emotional Development	A.EL.2 Understands and responds to others’ emotions	Uses verbal and nonverbal language to express emotions in appropriate situations	Books to teach children about emotions with sample lessons to send home with families

		such as distress, contentment, surprise, disgust, jealousy, and confusion.	including:
Language Development and Communication	A.EL. 2 Listens and responds to communication with others	Responds appropriately when asked to identify familiar objects/ person/body parts (nouns) or when asked to run, walk, jump (action words, verbs).	Make a book with pictures showing familiar objects, people, and actions.
Approaches to Learning	B. EL. 2 Expresses self creatively through music, movement, and art	Explores the process of using a variety of artistic materials, music, and movement.	Exploration Art Station
Cognition and General Knowledge	C.EL. 1 Uses observation to gather information	Discriminates properties of nature, using a variety of senses (part to whole, living/nonliving, weather, etc.).	Gardening activity: Start an indoor garden (that can later be transferred outside)

Head Start staff and any additional support staff, will be available at each of the sites that offer summer school to provide an hour daily session with the same activity per week of instructional resources that families will be able to use with their children at home.

Needs of Resources for Families

There are multiple supplies that will need to be purchased to support each of the “Make, Take, and Teach” activities listed in the chart above. For the Self-Care/Personal Hygiene Kits, toothbrushes, toothpaste, tissue, hand soap, and hand towels are necessary. Developmentally and culturally appropriate books to teach children about emotions includes: *The Unbudgeable Curmudgeon* by Matthew Burgess, *La Catrina: Emotions - Emociones* (English and Spanish Edition) by Patty Rodriguez & Ariana Stein, *The Pout-Pout Fish* board book by Deborah Diesen (available in Spanish), and *The Grouchy Ladybug* by Eric Carle (available in Spanish). Items for creating a booklet include: booklet paper, pre-printed pictures of familiar objects, people, and actions, markers, crayons, glue, and pencils. Additionally, the Exploration Art Station will include a toolkit with: colored pencils, chalk, watercolor paints, paper bags, construction paper, and freezer wrap paper. Also, materials required for the gardening starter kit include seed starting kits with: seed starting mix or soil, seeds, and pots.

Each of the aforementioned items will be sorted by staff members who will distribute the items organized by activity at each of the summer session sites. Twelve staff members will be hired, which include two per site to lead the “Make, Take, and Teach” activities at the sites that offer summer programming. Staff members will include FPAs and other paraprofessionals. The ERSEA Coordinator and Education Coordinators will train the staff members who are hired to lead each of the “Make, Take, and Teach” activities.

3. Summer Program Enrollment

The MPS Head Start summer program has prioritized enrollment for currently enrolled children entering kindergarten at the beginning of the 2020-2021 program year and currently enrolled children with Individualized Education Programs (IEPSs). Specifically, plans have been made to accommodate 527 students total; 360 in K4 (66 which have IEPs) and 167 K3 students with special needs. In the event that enrollment serves less than the 527 students as planned for, the MPS Head Start summer program will accommodate on a first come, first served basis until seats are filled for regular education K3 students currently enrolled in the Head Start program.

MPS will use all social media outlets, the district homepage, and district and school-specific robocalls for promotion. MPS will also update its COVID-19 Updates website to keep the community informed. Media outlets will be notified to quickly market the enhanced services.

In conclusion, the program is expected to provide social and emotionally supportive learning environments; consistent daily routines; opportunity to receive IEPs services provided by the district; support for families to bring their children up-to-date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

The MPS Head Start Program will determine its success based upon families receiving services during missed instructional time as a result of the COVID-19 pandemic. Specifically, students will receive academic instruction and resources through the morning summer program session

and “make, take, and teach” resources. Students will be able to receive speech services through the walk in services. Also, wraparound services will allow students to engage socially with their peers while parents/guardians are able to continue to go to work.

Milwaukee Public Schools
Head Start Summer Program Budget Justification

4. Budget Narrative and Justification

Title	Positions/ Hours	Salary/ Hourly	Total
PERSONNEL			
Teachers	360	\$43.34	\$15,602
Teacher Assistants	360	\$17.76	\$6,394
Support Staff	1,080	\$17.76	\$19,181
Extra hours for training for teachers	60	\$43.34	\$2,600
Extra hours for training Assistants and Support staff	120	\$17.76	\$2,131
TOTAL PERSONNEL			\$45,908
FRINGE BENEFITS			\$24,469
TRAVEL			\$0
EQUIPMENT			\$0
SUPPLIES			\$75,650
CONTRACTAUL			\$0
CONSTRUCTION			\$0
OTHER			\$0
TOTAL DIRECT CHARGES			\$146,028
INDIRECT CHARGES			\$9,550
TOTAL FEDERAL REQUEST			\$155,578

PERSONNEL

The Milwaukee Public Schools (MPS) proposes to employ the positions listed below in order to effectively provide high-quality, comprehensive early education programming to low-income

children and families so that children start school ready to succeed during summer programming. The MPS Office of Human Resources conducts wage surveys annually to ensure competitive and satisfactory wages throughout the program staff.

Three hundred and sixty hours (\$15,062) is budgeted for six Head Start teachers to facilitate learning Head Start students at the six summer program sites. Each of the MPS Head Start teachers holds at least a Bachelor's degree and is licensed by the Wisconsin Department of Public Instruction. The average hourly rate for a 10-month full-time teacher is \$43.34. Staff will work three days a week, five hours/day x four weeks.

Three hundred and sixty hours (\$6,394) is budgeted for six Teacher Assistants to support teachers and students within the learning environment in Head Start summer program sites. The average hourly rate for a 10-month teacher assistant working 35 hours per week is \$17.76. Staff will work three days a week, five hours/day x four weeks.

One thousand and eighty hours (\$19,181) has been budgeted to support staff at the summer program sites as well as at the wrap around CLC locations. Specifically, 360 hours (\$6,394) is budgeted for six support staff to support teachers and students within the learning environment in Head Start summer program sites. In addition, 720 hours (\$12,787) is budgeted for ten support staff (two staff at each of the five CLC sites) to support wrap around workers and students at the five CLC wrap around service sites. This allows for transition, support, and planning with the wrap around staff. The average hourly rate for a 10-month teacher assistant working 35 hours per week is \$17.76. Staff will work three days a week, five hours/day x four weeks.

Extra hours for teachers and support staff (\$4,732) is budgeted to support two half day (10 hours) of training for preparation of the summer programming. The average hourly rate for teachers is

\$43.34 (\$43.34 x 10 hours x 6 teachers = \$2,600). The average hourly rate for teacher assistants and support staff is \$17.76 (\$17.76 x 10 hours x 12 staff = \$2,131).

FRINGE BENEFITS

Fringe benefits are budgeted at a district average rate of 53.3%, which includes Social Security, pension and insurance for employees. The total budgeted is \$24,469.

TRAVEL – Not applicable

EQUIPMENT - Not applicable

SUPPLIES

MPS has budgeted \$75,650 for supplies designated for curriculum, educational materials, consumables, and family activities in addition to health, wellness and office needs.

Supply Item	Expense
Self-care/personal hygiene kits (toothbrushes, toothpaste, tissue, hand soap, hand towels). (\$20/kit x 550 families)	\$11,000
Academic Kits will include items in the activity kit will be age appropriate and include: play-doh, cookie cutters, crayons, markers, pencil, journal notebook, books, magnetic alphabet letters and numbers, flashcards, and jigsaw puzzles. (\$25/ kit x 550 families)	\$13,750
Books to teach children about emotions with sample lessons to send home with families including:(\$16/kit x 550 families)	\$8,800
Supplies to make a book with pictures showing familiar objects, people, and actions. (\$10/book x \$550 families)	\$5,500

Art supplies (\$15 x \$550 families)	\$8,250
Gardening activity: Start an indoor garden (that can later be transferred outside) (\$10/kit x \$550 families)	\$5,500
Gloves and bags to be used by MPS staff who are distributing the snacks, educational resources and health kits to families. The use of gloves and bags is in accordance with CDC guidelines. Approximately, 550 families each week will receive additional educational resources, and health and home kits. Budgeted is \$300 to purchase 3 boxes of bags, each bag has 1,000 gloves (\$50/box x 3 boxes). In addition, \$150 is budgeted to purchase 20 boxes of gloves (1,000 gloves/box x \$50/box).	\$450
Frog Street Curriculum kits, a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines, will be provided for each classroom. The cost is \$3,000 per classroom kit for 4 program summer sites (\$12,000) and \$3,700 (\$7,400) for two bilingual program summer sites.	\$19,400
Second Step, a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments, will be provided for each classroom. Second Step's holistic approach helps create a more empathetic society by providing education professionals, families, and the larger community with tools to enable them to take an active role in the social-emotional growth and safety of today's children. The cost is \$500 per classroom kit for the 6 summer program sites.	\$3,000
TOTAL	\$75,650

CONTRACTUAL – Not Applicable

CONSTRUCTION – Not Applicable

TOTAL DIRECT CHARGES

The total direct charges equal \$146,028

TOTAL INDIRECT CHARGES

The MPS approved indirect cost is 6.54%. This is calculated on all direct costs with the exception of contractual line items. The total amount budgeted is \$9,550. Attached to the full proposal is the document that establishes the indirect rate agreement with the Department of Public Instruction.