

Head Start & Early Head Start

Annual Report to the Public

2014-2015



Agency Mission Statement

Community Action is dedicated to alleviating the conditions and causes of poverty by building partnerships and strengthening people through quality services.

Head Start Mission Statement

Head Start – A program where children and families are educated, challenged, and empowered to embrace their potential for success in life – one child, one family at a time.

About us

Community Action of Southeast Iowa Head Start and Early Head Start programs provide center-based Head Start/Early Head Start services for eligible families in Des Moines, Henry, and Lee counties in Southeast Iowa. Children are served through two program options in Head Start – part day and full day programs. Part day children are offered transportation to and from school. Full day programs are for parents who are working, in school or in training. All Early Head Start classrooms are full day programs.

Community Action of Southeast Iowa Head Start and Early Head Start

Central Office (Administrative Staff)
2850 Mt. Pleasant St., Suite 108
Burlington, IA 52601
Phone (319) 753-0193
Fax (319) 753-0687



Program Locations

Des Moines County (319) 752-5692

Flint Hills Head Start & Early Head Start
509 Melrose
Burlington, IA 52601

UCC Head Start
611 Columbia
Burlington, IA 52601

Henry County (319) 385-2310

Tolson Community Action Center
Head Start & Early Head Start
1303 West Washington
Mt. Pleasant, IA 52641

North Lee County (319) 372-4471

Eichacker Community Action Center Head Start
3433 Ave O
Ft. Madison, IA 52627

Richardson Head Start & Early Head Start
1020 34th St.
Ft. Madison, IA 52627

South Lee County (319) 524-6383

Marie Tallarico Community Action Center
Head Start & Early Head Start
220 South 22nd
Keokuk, IA 52632

Head Start

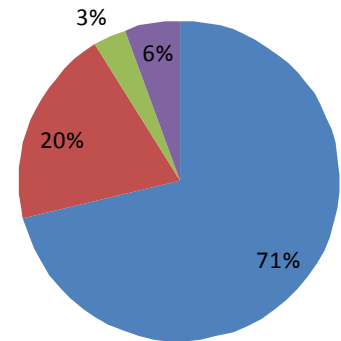
Children ages 3-5 years are served through two center-based program options in Head Start: full day and part day programs. Full day programs are for children whose parents are working, in school, or in training. State Shared Visions funds partially fund the six full day Head Start classrooms. These funds serve as “wrap around” funds that extend the program hours for those children whose parents work or are in school/training. Part day programs operate for 3.5 or 4 hours per day, 4 days per week, and offer transportation. The Head Start program also receives funding from Early Childhood Iowa to assist with transportation costs in each of the counties.

Children and Families Served in 2014-2015

- Children Served: 350
86% of eligible applicants were served
- Families Served: 323
- Funded Enrollment: 304
- Average Monthly Enrollment: 98.4%
- Average Daily Attendance: 78.43%

HS Eligibility

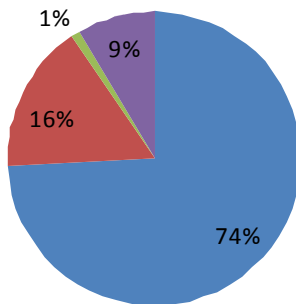
- Income Eligible
- Public Assistance: TANF, SSI
- Foster Child/Homeless
- Over Income



Actual Enrollment by Eligibility Category

EHS Eligibility

- Income Eligible
- Public Assistance: TANF, SSI
- Foster Child/Homeless
- Over Income



Actual Enrollment by Eligibility Category

Early Head Start

The Early Head Start program is a full day, full year, center-based program for children 0-3 years of age whose parents are working or in school/training, as well as pregnant women.

Children and Families Served in 2014–2015

- Children Served: 85
71% of eligible applicants were served
- Pregnant Women Served: 20
- Families Served: 94
- Funded Enrollment: 62
- Average Monthly Enrollment: 98.4%
- Average Daily Attendance: 77%

Our programs maintain full compliance with the standards and regulations of the following:

- * Head Start Act & Head Start Performance Standards
- * State (DHS) Childcare/Preschool Licensing
- * Child and Adult Care Food Program (CACFP)
- * Iowa Department of Education (IDOE) Transportation
- * National Association for the Education of Young Children (NAEYC) (applicable sites)
- * Early Childhood Iowa
- * Iowa Department of Education (IDOE) Shared Visions Program

Our most recent federal review reflects 100% compliance!

Health Services



Head Start/Early Head Start knows that healthy children are more apt to succeed academically. That is why we take a holistic approach to our services. In addition to educating children academically, we teach children about hygiene care, nutrition, dental care, etc. We arrange for children to have multiple screenings to help identify possible health or academic need, making referrals to specialist when necessary. We also work with families to ensure that children are able to receive needed services.

Head Start (HS)	Early Head Start (EHS)
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Medical Services

Within 45 days of entry, children receive a: physical exam or well baby check, lead level check, hemoglobin/hematocrit level check, vision screening, hearing screening, nutrition assessment, growth assessment, birth history assessment, and health history assessment.

A) Children with current physical exams (excluding those enrolled less than 30 days)	98%	100%
B) Children with all possible immunizations as of the end of the program year	99.7%	100%
C) Children receiving medical treatment (since 9/1/14) for the following chronic conditions:		
Anemia	1	1
Asthma	11	4
Hearing Difficulties	6	6
Vision Problems	41	0
High Lead Levels	4	2

Oral Health Services

Dental exams are required within 90 days of entry into the program. For EHS children, a brief “lift the lip” exam can be completed in the classroom. Iowa Department of Public Health’s I-Smile program visits our HS and EHS classrooms 3 times per year to apply protective varnish to the children's teeth.

A) EHS children receiving dental exams or preventative care	(n/a)	98%
B) HS children receiving a dental exam	97%	(n/a)
C) Children identified as needing dental treatment	13%	(n/a)
D) HS children receiving a fluoride treatment	94%	(n/a)

Mental Health Services

Mental Health Consultants observe our Head Start and Early Head Start classrooms a minimum of 3 times per year to ensure that our classrooms are positive environments in which children can thrive. The consultants will also observe individual children when parents and teachers have a concern.

A) Children receiving an individual mental health assessment	5	0
B) Children/families referred for further mental health services	9	0

Disability Services

Within 45 days of entry, children receive Brigance and ASQ screenings to help identify possible developmental concerns. Children are observed and further concerns are referred to a specialist.

A) Children with a diagnosed disability resulting in an IEP or IFSP	44	1
*37 speech/language impairments *6 non-categorical/developmental delay		
*1 Hearing Impairment *1 (EHS) uncategorized		
B) Children with a diagnosed disability not resulting in an IEP or IFSP	1	0
*1 (HS) cerebral palsy		

Kindergarten Transition

1. The families with children eligible for kindergarten the following year, received a copy of the pamphlet Getting School Ready in Iowa.
2. During the year, teachers read books about getting ready for kindergarten to alleviate any of the children's concerns.
3. Books about kindergarten were available for parents to borrow from the classroom Lending Library.
4. Teachers discussed kindergarten transitioning at each of the two Parent Teacher Conferences and answered parent's questions.
5. Family Development Specialists provided training to parents on the transition process and how to advocate for their children, both during the transition process and once they move on to the public school.
6. Children viewed the video "Kindergarten, Here I Come" during the second half of the school year.
7. Children went on a field trip to the school they would be attending.
8. Families with children eligible for kindergarten received a summer calendar that included transition ideas for the children entering kindergarten.
9. The children practiced eating lunch "cafeteria style". The teacher discussed the differences between that and eating family style in Head Start.
10. There was an increase in kindergarten round-up participation from the previous year.
11. Teachers worked with children to increase social skills and problem solving abilities by using "PBIS" strategies.



Teaching Strategies GOLD Assessment System

In our Head Start/Early Head Start classrooms we are using the Teaching Strategies GOLD assessment system (referred to as GOLD). The 2014-2015 program year was the fourth year that GOLD was fully implemented into our programs.

Teaching staff document multiple observations on each child, in each area of development. The documentation is entered into each child's GOLD record. Data are reviewed at scheduled intervals, called checkpoints. Head Start has three checkpoints each year: Fall, Winter, Spring. Our full year Early Head Start classrooms also have a fourth checkpoint: Summer.

At the time of these checkpoints, we run reports in order to summarize the data. We identify the children's skill level in each of the domains, as well as growth since the previous checkpoint. An example of the data is provided in the *Spring 2015* chart. The chart shows each area of development and the percentage of our Head Start children that were meeting or exceeding the *widely-held expectations* for that area, as of the Spring 2015 checkpoint.

Spring 2015	
Areas of Development	Percent of Children Meeting/Exceeding
Social Emotional	87%
Physical-Gross Motor	79%
Physical-Fine Motor	95%
Language	83%
Cognitive	86%
Literacy	89%
Mathematics	76%

GOLD checkpoint data are used for setting goals for individual children and classrooms, planning staff development, and reporting progress to parents & funding sources.

Family Support

The most unique thing about our programs is our Family Support System. Family Development Specialists work closely with each family to identify their needs and to achieve their personal goals as they work to become self-sufficient. In 2014-2015, Strength & Needs Assessments were completed and Family Partnerships were developed with over 350 families. During this process, the Family Development Specialists provide ongoing resources and support to the families. They work especially close with those families experiencing emergency and/or crisis needs like homelessness, lack of adequate food or clothing, loss of benefits, mental health concerns, etc. The Family Development Specialists are also there to fill in the gaps. In order to ensure that children receive appropriate medical, dental and mental health care, they help families access health insurance, set up appointments for medical and dental care needed, and provide transportation to and from those appointments.



Family Development Specialists are also an important part of the Head Start to Kindergarten Transition process. Training, regarding the transition process and parent advocacy, was provided at Parent Group meetings and in the home. The Family Development Specialists work closely with teachers and principals at the public schools to set up transition visits to the Kindergarten classrooms and even attend those visits with the children. The Family Development Specialists also share the dates and times of Kindergarten Round-Up with families and talked with them about what to expect.

Community Partnerships

Another big part of our program is the partnerships we have with local service providers in our communities. We partner with the local health departments via their *I-Smile* program to offer free fluoride varnishing (3 times a year) to the children. We also work with the Lion's Club to provide free vision screening for each child. Local mental health providers, such as Young House Family Services and Optima Life Services, visit our classrooms to provide observations and recommendations to the teachers for children experiencing difficulties. They also provide individualized therapy services for Head Start & Early Head Start children. We partner with Great Prairie Area Education Agency (AEA) and the local school districts to coordinate services for children with developmental, speech and physical delays and disabilities. It is through these continued, strong partnerships that we are able to meet the needs of low-income children within our communities.



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arent Involvement

At Community Action of Southeast Iowa, we understand that parents are the most important influence on a child's development and education. Research has shown that children whose parents are involved in their learning, enjoy school more **and** do better in school. That is why we make parent involvement such a big part of our program. We encourage and welcome parents, and extended family members, to be involved in their child's experiences and education throughout the school year. A variety of participation options are available as we understand that everyone has different interests and limitations on their time.

Parents have been involved with the classroom by spending time at school with their children, helping the teachers make materials for the classroom, or joining us for meals, classroom cooking experiences, or field trips. Field trips are always a favorite for the children and their families. Some field trips have included the Mexican Fiesta in Fort Madison, the Farm & Home store in Keokuk to see new baby chicks, the park, library, post office and to a local restaurant to learn how to make pizzas. Parents have also joined us for neighborhood walks aimed at teaching the children about direction, their community, and nature.



Parents plan and participate in special events that take place at the centers. The Teddy Bear Clinic is a popular event that families like to participate in. Children bring a teddy bear, or another stuffed animal, to school to be "checked out" by a nurse to make sure he or she is healthy. The nurse checks the bear's height, weight, and blood pressure. We also have events and family activities that take place in the evenings. Family dance night, pumpkin decorating, miniature golf, cookouts in the park, and making seasonal decorations are just a few examples of activities that families have chosen to do.



Parents are also involved in the decision-making process at Head Start & Early Head Start. They work closely with teachers and other staff as members of their local Parent Committee (or Parent Group) to make plans for their individual centers. Some parents are members of the Policy Council and Board of Directors where they make decisions about the program, budget, and personnel. Some are members of the Health Advisory Committee (an inter-agency meeting to discuss health concerns as they relate to HS families) and others sit in on interviews for potential staff as members of the Personnel Committee. There is also a Menu Planning Committee where they review, plan and make suggestions about the food served at Head Start.

There are also many educational opportunities provided. Families have attended meetings to learn more about Child Abuse Prevention, parenting strategies/techniques, Positive Behavioral Interventions & Supports (PBIS), Raising the Thinking Child, the Head Start to Kindergarten Transition process and expectations, Parent Leadership & Advocacy, Lead Poisoning (signs and prevention), Mental Health & Stress Management, Family Budgeting & Money Management, Tax preparation, etc.

At Head Start, there truly is something for everyone!

2014–2015
Head Start / Early Head Start Funding

FEDERAL HEAD START GRANT FUNDING	Proposed Budget	Budgetary Expenditures
Personnel -Includes all HS/EHS staff wages	\$1,775,903	\$1,722,747
Fringe Benefits -Includes benefits for all HS/EHS staff	\$770,199	\$744,339
Travel -Includes out-of-area travel costs	\$6,692	\$1,362
Supplies -Includes all office, classroom and program supplies	\$70,968	\$125,089
Other	\$332,141	\$376,801
Indirect Costs -Includes salary and fringe benefit costs for positions that provide services to all programs within the agency, such as fiscal, HR, agency administration and management. Also includes related operating costs such as required audits, space, phone, utilities, etc.	\$363,735	\$349,300
TOTAL	\$3,319,638	\$3,319,638

Federal Head Start Grant Funding*

- Head Start—\$2,458,915
- Head Start Training—\$32,341
- Early Head Start—\$808,431
- Early Head Start Training—\$19,951

*See chart above for an explanation of budgetary expenditures.

Child and Adult Care Food Program Reimbursement

- Breakfast—\$46,057
- Snack—\$14,683
- Lunch—\$127,777

Other Funding That Supports the Program

- Iowa DOE Shared Visions—\$333,646
- Early Childhood Iowa
 - Henry & Washington County—\$13,000
 - Lee & Van Buren County—\$32,200
- Donated Services and Materials—\$401,064



Agency Financial Audit

We are proud to report that our most recent audit, completed by
Meriwether, Wilson & Company, P.L.C. Showed **100% compliance!**



Community Support

The Office of Head Start understands the importance of **involving families and communities** in the support and overall education of local children. To promote community involvement, Head Start requires that each program obtain at least 20% of the total grant amount in matching “in-kind” funds, which are received from the community and other non-federal sources. In other words, for every \$5 it costs to run the program, we only receive \$4 in federal funding.

Cash donations from the community help us towards our goal. Donated materials and time (volunteer hours) are assigned a dollar value to contribute towards the matching funds requirement as well. This means that volunteer hours and donated funds and supplies help our program twice; once in direct contribution and once in helping us to meet our required support amount!

We appreciate the community members that were able to donate during the 2014-2015 school year!

- **623 volunteer hours** were contributed from September 1st of 2014 through August 31st of 2015. That translated to a **donation valued at \$9,125!** Volunteer hours come in many forms such as parents and people from the community helping in the classroom, people sharing their hobbies with the children, and specialists volunteering their professional time. Volunteers are from all different backgrounds and education levels, volunteering anywhere from a couple hours per year to several hours each week. Parents help with lunch time and reading books; firemen share fire safety information with children; speech therapists work with many children; we have even had a visit by a pony!
- A variety of materials have been donated to the program including hats, mittens, coats, art supplies, parking lot material to fill holes, diapers, etc. Items come from individuals, community groups and local organizations. Some donations are made at central office for the whole program to make use of while other items are dropped off for use in a specific center or classroom. During the 2014-2015 school year, **material donations were valued at \$50,160!**
- Head Start also receives **discounted/donated space** at a few of our locations. The total value of those donations for 2014-2015 was **\$135,594!**

As you can see, all donations add up and are much appreciated!



During the current 2015-2016 program year, Community Action of Southeast Iowa’s matching funds requirement is expected to be \$829,910. If you are interested in making a donation of your time, funds or materials, please contact our Central Office at 319-753-0193.

2015-2016 Proposed Federal Grant Funding	
Personnel	\$1,701,580
Fringe Benefits	\$865,056
Travel	\$6,692
Supplies	\$82,472
Other	\$300,699
Indirect Costs	\$363,139
TOTAL	\$3,319,638