

Community Action of Southeast Iowa

Head Start & Early Head Start

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.

Classroom Locations

Des Moines County (319) 752-5692

Madison Head Start
Preschool & Early Learning Center
2132 Madison Ave., Suite 100
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

Central Office Location

Community Action of Southeast Iowa
Head Start and Early Head Start Programs
2850 Mt. Pleasant St., Suite 108
Burlington, IA 52601

Phone (319) 753-0193 * Fax (319) 753-0687

Head Start

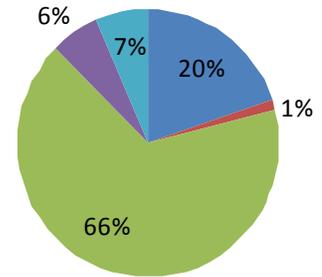
Children ages 3-5 years are served through two center-based program options in Head Start: full day and part day programs. Full day programs are for children whose parents are working, in school, or in training. State Shared Visions funds partially fund the six full day Head Start classrooms. These funds serve as “wrap around” funds that extend the daily program hours for five days per week. 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 2015-2016

- Children Served: 305
74% of eligible applicants were served
- Families Served: 286
- Funded Enrollment: 264
- Average Monthly Enrollment: 98.6%
- Average Daily Attendance: 81.4%

HS Eligibility

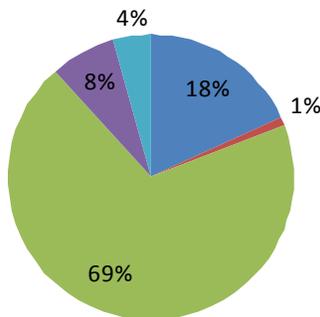
- Public Assistance: TANF, SSI
- Foster Child/Homeless
- Income below 100% poverty
- Income 100-130% poverty
- Over Income (above 131%)



Actual Enrollment by Eligibility Category

EHS Eligibility

- Public Assistance: TANF, SSI
- Foster Child/Homeless
- Income below 100% poverty
- Income 100-130% poverty
- Over Income (above 131%)



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 2015–2016

- Children Served: 80
77% of eligible applicants were served
- Pregnant Women Served: 14
- Families Served: 75
- Funded Enrollment: 70
- Average Monthly Enrollment: 94.6%
- Average Daily Attendance: 79.8%

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

- * Head Start Act & Head Start Program 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/classrooms)
- * 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 comprehensive approach to our services. In addition to educating children academically, we teach children about hygiene, 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)	99%	96%
B) Children with all possible immunizations as of the end of the program year	100%	100%
C) Children receiving medical treatment (since 9/1/14) for the following chronic conditions:		
Anemia	1	1
Asthma	12	6
Hearing Difficulties	13	11
Vision Problems	25	1
High Lead Levels	5	1

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	82%	(n/a)
Of these, the number of children identified as needing dental treatment	13%	(n/a)
C) HS children receiving a fluoride treatment	96%	(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 or teachers have a concern.

A) Children receiving an individual mental health assessment	15	2
B) Children/families referred for further mental health services	8	3

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	41	5
*32 speech/language impairments	*8 non-categorical/developmental delay	
*1 Hearing Impairment	*5 (EHS) uncategorized	

Kindergarten Transition

Head Start helps age-eligible children, and their families, prepare for the kindergarten transition.

Transition support provided to the *children*:

- Teachers worked with children to increase social skills and problem solving abilities by using Positive Behavioral Intervention & Supports (“PBIS”) strategies.
- Teachers read books about getting ready for kindergarten to alleviate any of the children’s concerns.
- Children viewed the video “Kindergarten, Here I Come”.
- Children went on a field trip to the school they will be attending.
- Children practiced eating lunch “cafeteria style”. They discussed the differences between that and eating family style in Head Start.



Transition support provided to the *families*:

- Books about kindergarten were available for families to borrow from the classroom Lending Library.
- Teachers discussed kindergarten transitioning at each of the two Parent-Teacher Conferences and answered the family’s questions.
- Family Development Specialists provided training to families on advocating for their children during the transition process and once they move on to the public school.
- Families received a summer calendar that included transition ideas for the children entering kindergarten.
- Families received a copy of the pamphlet Getting School Ready in Iowa.
- Families received training from Family Development Specialists on the transition process. At the final home visit, families received and reviewed “From Head Start to Kindergarten—A Parent’s Guide to Transitioning”.

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 2015-2016 program year was the fifth 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 areas of development, as well as growth since the previous checkpoint. An example of the data is provided in the *Spring 2016* 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 2016 checkpoint.

Spring 2016	
Areas of Development	Percent of Children Meeting/Exceeding Expectations
Social Emotional	88%
Physical-Gross Motor	86%
Physical-Fine Motor	96%
Language	87%
Cognitive	89%
Literacy	88%
Mathematics	79%

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 assist them with identifying their needs and achieving their personal goals as they work to become self-sufficient. In 2015-2016, Strength & Needs Assessments were completed and Family Partnerships were developed with the families of over 375 children. 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 such as: 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, Family Development Specialists help families access health insurance, schedule appointments for medical and dental care, and can provide transportation to and from those appointments.



Family Development Specialists are also an important part of the Head Start to Kindergarten School Readiness 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 and families. 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.

Parent/Family 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. 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 in their lives.

Families 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, safety, and nature.



Families plan and participate in special events that take place at the centers. The Teddy Bear Clinic is a popular event with families. 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 with teachers and other staff as members of their local Parent Committee (or Parent Group) to make plans for their individual centers. Parents are also members of the Policy Council and Board of Directors where they make decisions about the program, budget, and personnel. Others help with interviews for potential staff as members of the Personnel Committee. There is also a Menu Planning Committee where they can 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!

2015–2016
Head Start / Early Head Start Funding

FEDERAL HEAD START GRANT FUNDING	Proposed Budget	Budgetary Expenditures
Personnel -Includes all HS/EHS staff wages	\$1,701,580	\$1,670,297
Fringe Benefits -Includes benefits for all HS/EHS staff	\$865,056	\$858,133
Travel -Includes out-of-area travel costs	\$6,692	\$5,090
Supplies -Includes all office, classroom and program supplies	\$82,472	\$47,100
Other	\$300,699	\$380,992
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.	\$363,139	\$358,026
TOTAL	\$3,319,638	\$3,319,638

Federal Head Start Grant Funding*

- Head Start—\$2,201,283
- Head Start Training—\$32,341
- Early Head Start—\$1,066,063
- Early Head Start Training—\$19,951

*See chart above for an explanation of budgetary expenditures.

Child and Adult Care Food Program Reimbursement

- Breakfast—\$44,860
- Snack—\$12,649
- Lunch—\$117,919

Other Funding That Supports the Program

- Iowa DOE Shared Visions—\$430,611
- Early Childhood Iowa
 - Henry & Des Moines County—\$48,336
 - Lee & Van Buren County—\$32,200
- Donated Space, Services and Materials—\$297,847



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 2015-2016 school year!

- **740 volunteer hours** were contributed from September 1st of 2015 through August 31st of 2016. That translated to a **donation valued at \$44,857!** 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 2015-2016 school year, **material donations were valued at \$32,726!**
- In addition to the donations noted above, Head Start also received donations in the form of **discounted/donated space** at several of our locations, as well as **labor, funds, and material donations to help relocate our Des Moines County classrooms.** These additional donations during the 2015-16 program year totaled **\$220,264.**

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



During the current 2016-2017 program year, Community Action of Southeast Iowa’s matching funds requirement is expected to be **\$856,401.** If you are interested in making a donation of your time, funds, or materials, please contact our Central Office at 319-753-0193, or your local Head Start Family Development Specialist.

2016-2017 Proposed Federal Grant Funding

Personnel	\$1,719,691
Fringe Benefits	\$909,173
Travel	\$6,692
Supplies	\$82,756
Other	\$335,043
Indirect Costs	\$372,247
TOTAL	\$3,425,602