

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.

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
Website: www.caofseia.org

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



2018–2019
Head Start / Early Head Start Funding

FEDERAL HEAD START GRANT FUNDING	Proposed Budget	Budgetary Expenditures
Personnel -Includes all HS/EHS staff wages	\$1,823,425	\$1,867,717
Fringe Benefits -Includes benefits for all HS/EHS staff	\$1,021,522	\$939,683
Travel -Includes out-of-area travel costs	\$6,692	\$3,131
Equipment –New bus purchase	\$0	\$0
Supplies -Includes all office, classroom and program supplies	\$121,277	\$137,790
Other	\$341,581	\$371,019
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.	\$402,371	\$397,528
TOTAL	\$3,716,868	\$3,716,868

Federal Head Start Grant Funding

Head Start Operations—\$2,534,012

Early Head Start Operations—\$1,124,605

Head Start Training—\$32,341

Early Head Start Training—\$25,911

Child and Adult Care Food Program Reimbursement

- \$200,493

Non-Federal Funding That Supports the Program

- Iowa DOE Shared Visions—\$357,794
- Early Childhood Iowa
 - Henry & Des Moines County—\$45,920
 - Lee & Van Buren County—\$20,000
- Donated Space, Services and Materials—\$405,503



2019-2020 Proposed Federal Grant Funding	
Personnel	\$1,823,350
Fringe Benefits	\$996,226
Travel	\$6,548
Supplies	\$117,292
Other	\$309,110
Indirect Costs	\$399,252
TOTAL	\$3,651,778

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. These funds are received from the community and other non-federal sources. In other words, **for every \$5 it costs to operate the program, we only receive \$4 in federal funding and the rest comes from our community.**

For 2018-2019, our in-kind requirement was \$829,217. We appreciate the community members that were able to help us meet that requirement! Please consider supporting Head Start through one of the means below.

- **Monetary donations** help us tremendously! Gifts can be sent to our administration office and can be for the program to use as we see fit, or can be earmarked for a specific site/classroom. Please see the donation slip on the back cover, or contact the Head Start Director at (319) 753-0193.
- **Volunteer hours** are assigned a dollar value to contribute towards the in-kind requirement. During our 2018-2019 program year, we had a total of 574 volunteer hours! Volunteer hours come in many forms such as parents helping in the classroom, people sharing hobbies with the children, and specialists volunteering professional time. Volunteers can come from all different backgrounds and education levels, volunteering anywhere from a couple hours per year to several hours each week.
- **Donated materials** can contribute to our in-kind requirements as well. A variety of materials have been donated to the program including art supplies, office supplies, parking lot material to fill holes, diapers, etc. Items come from individuals, community groups and local organizations. Donations can be made to central office for the whole program or dropped off for use in a specific center or classroom.
- Head Start also receives donations in the form of **discounted/donated space** at several of our locations.
- **During the current 2019-2020 program year**, matching funds requirement is expected to be **\$912,945.**

All donations and volunteer



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, 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. Iowa Wesleyan University also has students that complete internships in our program. We Partner with the SCC Nursing Program for our Teddy Bear Clinic in our schools.

It is through these continued, strong partnerships that we are able to meet the needs of low-income children within our communities.

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)
- * Early Childhood Iowa
- * Iowa Department of Education (IDOE)
 - * Transportation
 - * Shared Visions Program
- * National Association for the Education of Young Children (NAEYC) (applicable sites/classrooms)

If you are interested in supporting our classrooms, please contact our leadership team at 319-753-0193 or your local Head Start Family Development Specialist. Your support will enable us to continue offering high quality services to children and families in our communities.

Head Start

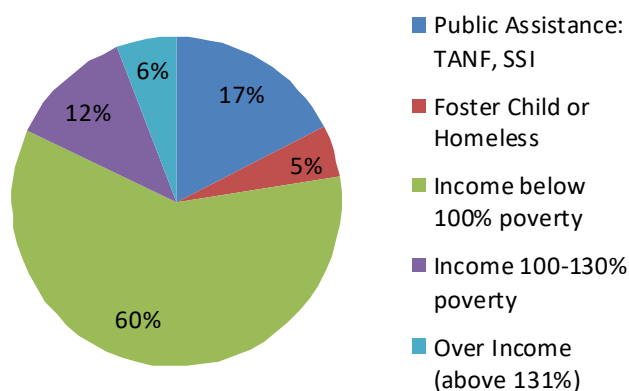
Children ages 3-5 years are served through three center-based program options in Head Start: part day, duration, and full day. Part day classrooms operate for 3.5 or 4 hours, 4 days per week, and may offer transportation. Duration classrooms operate Monday through Friday for a 6 hour school day. Full day classrooms operate Monday through Friday, 8-12 hours per day, and are available for children whose parents are working, in school or in training.

The extended hours of the full day classrooms are available through state funding from the Iowa Shared Visions program. The Head Start program also receives funding from Early Childhood Iowa to assist with transportation costs in each of the counties.

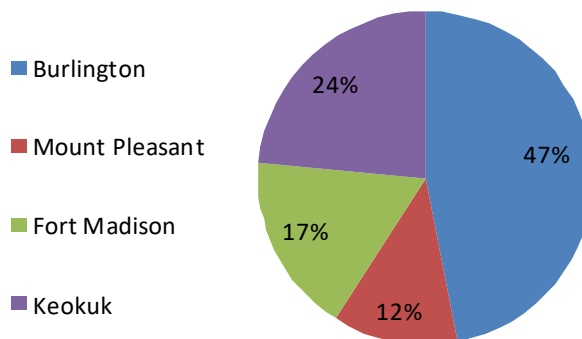
85% of Eligible Applicants were Served in 2018-2019

- Children Served: 307
- Families Served: 279
- Funded Enrollment: 264
- Average Monthly Enrollment: 100%
- Average Daily Attendance: 82%

Enrollment by Eligibility Category



Funded Enrollment by Location



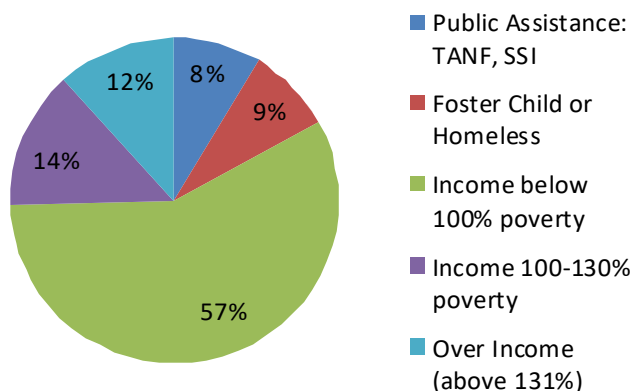
Early Head Start

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, in school or in training, as well as pregnant women.

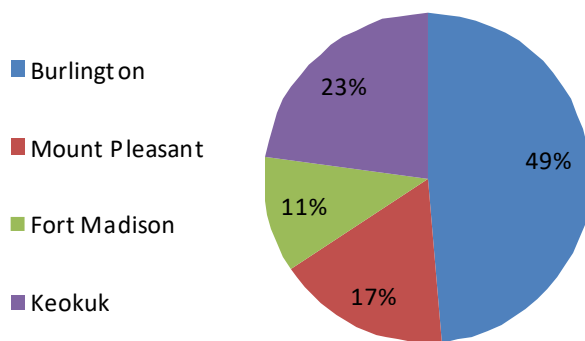
59% of Eligible Applicants were Served in 2018–2019

- Children Served: 74
- Pregnant Women Served: 20
- Families Served: 80
- Funded Enrollment: 70
- Average Monthly Enrollment: 100%
- Average Daily Attendance: 82%

Enrollment by Eligibility Category



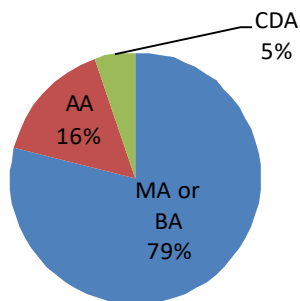
Funded Enrollment by Location



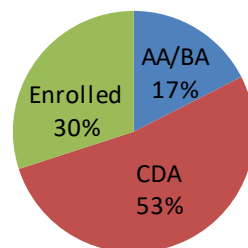
Teaching Staff

It is our goal that 100% of our Lead Teachers have a Bachelors (BA) degree or higher in Early Childhood Education (ECE), or equivalent. Another goal is that 100% of our Associate Teachers have a Child Development Associate (CDA) credential or college degree, preferably in ECE. We encourage and support staff along their educational journey.

Education Level of Lead Teachers



Education Level of Associate Teachers



Health Services: 2018-2019



Head Start/Early Head Start knows that healthy children are more apt to succeed academically. 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)**

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 review, and health history assessment.

A) Children with current physical exams (excluding those enrolled less than 30 days)	98%	98%
B) Children with all possible immunizations as of the end of the program year	98%	94%
C) Children receiving medical treatment for the following chronic conditions:		
Anemia	1	0
Asthma	6	4
Hearing Difficulties	6	1
Vision Problems	4	1
High Lead Levels	4	1
Diabetes	0	0

Oral Health Services

Dental exams are required within 90 days of entry into the program. For EHS children, a “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)	93%
B) HS children receiving a professional dental exam	90%	(n/a)
Of these, the number of children identified as needing dental treatment	5%	(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 (with parental consent) when parents or teachers have a concern.

A) Children receiving an individual mental health assessment	12	0
B) Children referred for further mental health services	11	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	47*	6**
*34 speech/language impairments	*1 learning disability	
*8 non-categorical/developmental delay	*1 Autism	
*2 emotional disorders		
*1 multiple disabilities	**EHS: 6 uncategorized	

Child Assessment

Head Start/Early Head Start classrooms have been using the Teaching Strategies GOLD® (GOLD®) assessment system since 2011. This system allows us to create individual child profiles identifying what each child knows and scaffolding his or her learning accordingly.

Teaching staff document multiple observations on each child, focusing on 23 research-based objectives for development and learning that are grouped into six (6) areas of development. Data are then reviewed and summarized 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 (Summer) checkpoint.

An example of the data is provided in the chart to the right. Using data from the Fall 2018 and Spring 2019 checkpoints, the chart shows six (6) areas of development and the percentage of our Head Start (3-5 year old) children that were meeting or exceeding the “widely-held expectations” for those areas.

2018–2019		
Areas of Development	Percent of Head Start Children Meeting/ Exceeding Expectations	
	Fall '18	Spring '19
Social Emotional	66%	91%
Physical	80%	96%
Language	70%	90%
Cognitive	59%	90%
Literacy	42%	87%
Mathematics	35%	74%

GOLD® checkpoint data are used for identifying growth and setting goals for individual children and classrooms, planning staff development, and reporting progress to parents & funding sources. Data is also used to monitor progress toward our School Readiness Goals, which are focused goals that our program has established to further enhance the school readiness of children. The Head Start and Early Head Start School Readiness Goals can be viewed on our agency website at <http://caofseia.org/services/head-start/documents/>.

Kindergarten Transition

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

Transition support provided to the *children*:

- Teachers worked with children to increase social skills and problem solving abilities by using Second Step Social-Emotional Learning curriculum and Positive Behavior Interventions & Support (“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 attended a field trip to a local school.
- Children practiced eating lunch “cafeteria style”. They discussed the differences between that and eating family style in Head Start.

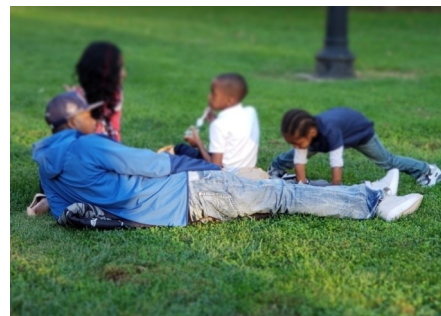


Transition support provided to the *families*:

- Books about kindergarten were available for families to borrow from the classroom Lending Library.
- Staff discussed kindergarten transitioning at each of the Parent-Teacher Conferences and Home Visits and answered the family’s questions.
- Family Development Specialists provided training to families during parent group meetings on advocating for their children during the transition process and once they move on to the public school.
- The Family Development Specialists share the dates and times of Kindergarten Round-up with families and talked with them about what to expect.
- 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 Family’s Guide to Transitioning”.

Family Support

A unique attribute of 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 **2018-2019**, Strength & Needs Assessments were completed and Family Partnerships were developed with the families of over 380 children. The Family Development Specialists provide ongoing resources and support to the families during their child's involvement in our program. 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. 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.



Parent/Family Involvement

At Community Action of Southeast Iowa, we embrace the fact 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. Parents have also joined us for neighborhood walks to teach 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 receive a "check-up" by a nurse. This activity helps children know what to expect at the doctor's office and allows them to be more comfortable at their own check-ups. We also have events and family activities that take place in the evenings. Family dance night, pumpkin decorating, Kindness Rock painting, baseball games and bowling are some examples of activities that families have chosen to do.



Parents are involved in the decision-making process at Head Start & Early Head Start. As members of their local Parent Committee (or Parent Group), they make plans for their individual centers. Parents are also members of the Health Advisory Committee, Policy Council and Board of Directors where they make decisions about the program, budget, and personnel. There are also many educational opportunities that families may take advantage of both locally and at the state level.

At Head Start, there truly is something for everyone!

I believe in the mission of empowering the children & families in Southeast Iowa to embrace their potential for success in life!

Enclosed is my gift of:

☐ \$5,000 ☐ \$2,500 ☐ \$1,500 ☐ \$500 ☐ \$150 ☐ Other \$ _____

☐ I am interested in including Community Action of Southeast Iowa, Head Start in my estate plan.
Please contact me.

☐ My company will match this gift for \$ _____

☐ I wish to make a tribute gift for \$ _____ In honor of _____

Occasion _____ In memory of _____

Please send my gift acknowledgment to _____

All gifts are tax deductible to the extent allowed by law.

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

☐ Check enclosed; payable to Community Action of Southeast Iowa,

Thank you! Please mail gifts to Community Action of Southeast Iowa Head Start, 2850 Mt. Pleasant St,



Head Start Program
2850 Mount Pleasant St, STE 108
Burlington, Iowa 52601



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