

Options

Head Start



Annual Report
2013–2014 Program Year

OPTIONS | A CHILD CARE
AND HUMAN
SERVICES AGENCY



Options Head Start

Directors' Messages

Dolores Meade

Director, Head Start

This was an exciting year for Options' Head Start program. In June 2013, Options became the Head Start grantee for six new communities: Pasadena, Altadena, South Pasadena, San Marino, Arcadia, and Sierra Madre. In January, 2014 Options' service area for Head Start expanded again with the addition of San Dimas, La Verne, Claremont, Duarte, Azusa, Rowland Heights, and a portion of La Puente. Options' Head Start program grew from 945 children to 2,210 children. As a result of this significant expansion, Options established a second Head Start Division office which is located in Pasadena.

The work to welcome parents and children from these new communities into our program was done with dedication by the Head Start and Child Start staff, our board of directors, and our Policy Council. New staff were hired and trained, new classrooms were licensed and supplies purchased, families were recruited and enrolled and then the excitement of learning began for our Head Start children.

The school year was filled with a wide variety of experiences and activities supporting physical development and health, social and emotional development, language development, logic and reasoning, literacy, mathematics knowledge, science skills, creative arts expression, social studies and English language development.

Parents were a vital part of each classroom by working with the teaching staff to develop and implement classroom activities. Parents from the home based program actively participated with their child during weekly home visits. Community volunteers also shared their talents and expertise with children and parents. Our Policy Council expanded to include representatives from all three Head Start grants and communities we serve. Members worked together with management to guide the program through an exciting year of learning and growth.

Denise McCullough

Director, Full-day Preschool/Child Start

Our Child Start program expanded in the 2013-14 year! The year brought change, growth, new partners, new communities, and new staff. We licensed and opened six new sites with a total of 13 new classrooms. Options is now providing full-day Head Start preschool services in eight cities across the San Gabriel Valley.

Due to the expansion of the program we were able to serve a total of 691 children throughout the year and we hired 49 new staff members to support the expansion of the program.

I continue to be proud to serve the children and families enrolled in Options' Child Start program.

Head Start Works for Kids *and* Families

The Three Models: Half-Day, Full-Day/Full-Year, and Home Based

Options Head Start continues to offer a variety of programs to accommodate families whose children are ready to start preschool.

- South El Monte grant was federally funded to provide comprehensive Head Start services to a total of 942 children. The half-day model served 554 children, the full-day/full-year model served 238 children, and the home based model served 150 children.
- Pasadena grant was funded for 700 Head Start children. The half-day model served 420 children, the full-day/full-year model served 220 children, and the home based model served 60 children.
- Foothill grant was funded to serve 450 Head Start children. During the first year of this grant all of the children were enrolled in the half-day model. Starting with the 2014-15 school year, parents enrolling their child will be able to choose from all three models: half-day, full-day/ full-year, and home based.



HEAD START PAYS OFF! Research on educational, quality preschool programs, like Options retained a grade in school, higher high school graduation rates, higher co

■ Giving Kids a Solid Found

Models 1 & 2: In the Classroom Half-Day or Full-Day

Teachers provide experiences for each child in all of the areas of development. Self-care, nutrition, physical safety, large motor control, fine motor control, interacting with adults and peers, development of a sense of self, co-operative play, creativity, reasoning and problem solving, use of symbols, receptive and expressive language, phonological awareness, alphabet letters, writing, seriation, counting, shapes and patterns, scientific exploration, and cultural diversity are all part of the rich preschool experience from which each child benefits. English language learners usually benefit from having at least one adult in the classroom that speaks their home language and supports their efforts to increase their receptive and expressive English skills.



Model 3: Home Based Head Start

Options' parent educators go to the home of each child every week. Each parent educator has a cluster of 10 to 12 families with whom she works. Options' parent educators have a college degree in child development and a teacher's permit granted by the State of California. The role of the parent educator is to work closely with each parent to provide school readiness activities in the child's home environment. The parent is the primary teacher of her child and the parent educator guides and supports the parent. The parent implements individualized, age-appropriate learning activities with her child. The parent educator and the parent, working together, use materials found in the child's home for the activities. Twice a month parents and children from the home based cluster come together for group socialization experiences.

Head Start Strategies and Goals

Family Engagement Strategies

There is a strong commitment to relationship building between Head Start staff and enrolled families. Each family works with the family service specialist to develop a Family Partnership Agreement. The Family Partnership Agreement starts with an assessment of the strengths of each family and culminates with the parent developing one or more goals for the family to work toward during the school year.

Parents are a vital resource and are involved in all aspects of the Head Start program. They help greet arriving children, assist with small and large group activities, help prepare meals and clean the classroom. Parents work with the teachers to plan classroom activities, field trips and give input on donations or purchases needed for classroom materials.

During the school year there are multiple opportunities, including home visits, parent conferences, and daily conversations at drop off/pick up times, for parents and teachers to share their observations about the child's development and to plan activities to support the child. Parents work with the teacher to establish individualized goals for their child and to develop activities to help the child reach the goals.

Kindergarten Readiness in Head Start

Educational goals for Head Start children are the basis for Options' School Readiness Goals. Parents and staff receive a copy of the School Readiness Goals and use it as the basis for planning and implementing an engaging, educational program for enrolled children. The goals provide the focus for staff, parents, and management to plan activities, field trips, and the purchase of materials that will move all children toward the mastery of preschool skills and to prepare them for the challenges of kindergarten.

Head Start, demonstrates real and lasting benefits, including: **higher grades in school, fewer children are illegals, lower crime rates, lower welfare rates, and higher earnings and more taxes paid as adults.**

ation for Life

REPORT: SOUTH EL MONTE HEAD START

PROPOSED 12/1/13 – 11/30/14 BUDGET: \$7,725,174

ACTUAL 12/1/12 – 11/30/13 REVENUE AND EXPENSE:

Revenue		Expenses (Head Start Funds Only)	
Federal Grants	\$7,084,361	Salary	\$4,044,192
Interest Income	\$10	Equipment	\$3,560
State Funds	\$91,417	Benefits	\$1,381,214
Total	\$7,175,788	Rents, utilities, other	\$613,933
		Supplies	\$483,465
		Indirect Costs	\$468,996
		Contracts	\$89,011
		Total	\$7,084,371

AUDIT RESULTS

Options' 2012-2013 audit was performed by Vasin, Heyn & Company, an independent CPA firm. The auditors found Options' financial statements to be fairly presented, in all material respects, with no findings and no questioned costs. The audit was "unqualified".

FINANCIAL NARRATIVE

Budgetary expenditures for the most recent fiscal year include:

Salary: Total combined salaries of all Head Start classroom and support staff. **Benefits:** Benefits provided to Head Start staff that included health, vision and dental insurance, social security, worker's comp., etc.

Supplies: Included all instructional and classroom materials, printing, office, custodial, repairs, etc. **Contracts:** Outside contractors for office and classroom cleaning, facility repairs, staff training, computer support, etc.

Equipment: Copier **Other:** Rents, utilities, mileage, insurance, audit, personnel advertising, etc. **Indirect:** Accounting, payroll, human resources, etc.

SERVICES (January–June 2014)

Our Families/Our Services:

Total number of children & families served	1,181	Average monthly enrollment:	100%
Percentage of eligible children served	100%		
Funded enrollment	942	Ages of Children Served	
Full-day: 238 Part-day: 554 Home based: 150		2 years old: 29 3 years old: 513 4 years old: 639	
Percentage of children who received:		Ethnicity	
Medical exams: 96%		Hispanic/Latino origin: 973	
Dental exams: 98%		Non-Hispanic/Non-Latino: 208	

Parent Involvement and Activities

Total number of Volunteers	1,247	(current and former parent volunteers)	1,163
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Family Services

Emergency/crisis intervention	52	Housing assistance	10
Mental health services	32	English as a Second Language (ESL)	58
Adult education (GED/college selection)	110	Job training	56
Substance abuse prevention	1	Child abuse and neglect services	4
Domestic violence services	3	Child support assistance	4
Health education	91	Parenting education	274
Relationship/marriage education	7	Intervention/disability services	69
Asst. to families of incarcerated individuals	1		

HEAD START PASSES FEDERAL REVIEW Options Head Start had its federal review in February 2012 from the national Office of Head Start. The review found Options to be in 100% compliance, with no findings reported.

Giving Kids a Future

REPORT: PASADENA HEAD START

PROPOSED 12/1/13 – 11/30/14 BUDGET: \$7,017,872

ACTUAL 6/1/13 – 11/30/13 REVENUE AND EXPENSE:

Revenue		Expenses (Head Start Funds Only)	
Federal Grants	\$2,316,727	Salary	\$1,085,658
State Funds	\$101,148	Benefits	\$280,083
Total	\$2,417,875	Rents, utilities, other	\$403,327
		Supplies	\$389,886
		Indirect Costs	\$143,815
		Contracts	\$13,958
		Total	\$2,316,727

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FINANCIAL NARRATIVE

Budgetary expenditures for the most recent fiscal year include:

Salary: Total combined salaries of all Head Start classroom and support staff. **Benefits:** Benefits provided to Head Start staff that included health, vision and dental insurance, social security, worker's comp., etc. **Supplies:** Included all instructional and classroom materials, printing, office, custodial, repairs, etc. **Contracts:** Outside contractors for office and classroom cleaning, facility repairs, staff training, computer support, etc. **Other:** Rents, utilities, mileage, insurance, audit, personnel advertising, etc. **Indirect:** Accounting, payroll, human resources, etc.

SERVICES

Our Families/Our Services:

Total number of children & families served	784	Average monthly enrollment	80%
Percentage of eligible children served	100%	Ages of Children Served	
Funded enrollment	700	2 years old: 113	3 years old: 335
Full-day: 220	Part-day: 420	Home based: 60	4 years old: 336
Percentage of children who received:		Ethnicity:	
Medical exams: 98%		Hispanic/Latino origin: 626	
Dental exams: 96%		Non-Hispanic/Non-Latino: 158	

Parent Involvement and Activities

Total number of Volunteers	865	(current and former parent volunteers)	827
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Family Services

Emergency/crisis intervention	65	Housing assistance	26
Mental health services	18	English as a Second Language (ESL)	160
Adult education (GED/college selection)	151	Job training	86
Substance abuse prevention	3	Child abuse and neglect services	1
Domestic violence services	1	Child support assistance	6
Health education	27	Parenting education	77
Relationship/marriage education	5	Intervention/disability services	105
Asst. to families of incarcerated individuals	2		

REPORT: FOOTHILL HEAD START

PROPOSED 1/1/14 – 11/30/14 BUDGET: \$4,284,824

SERVICES (January – June 2014)

Our Families/Our Services:

Total number of children & families served	505	Average monthly enrollment	98%
Percentage of eligible children served	100%		
Funded enrollment	450	Ages of Children Served	
Part-day: 430		2 years old: 38	3 years old: 205
Home based: 20		4 years old: 262	
Percentage of children who received:		Ethnicity:	
Medical exams: 91%		Hispanic/Latino origin: 422	
Dental exams: 98%		Non-Hispanic/Non-Latino: 83	

Parent Involvement and Activities

Total number of Volunteers	495	(current and former parent volunteers)	472
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Family Services

Emergency/crisis intervention	10	Housing assistance	5
Mental health services	22	English as a Second Language (ESL)	53
Adult education (GED/college selection)	61	Job training	25
Substance abuse prevention	6	Child abuse and neglect services	2
Domestic violence services	2	Child support assistance	1
Health education	6	Parenting education	80
Relationship/marriage education	4	Intervention/disability services	17
Asst. to families of incarcerated individuals	3		

OPTIONS

A CHILD CARE
AND HUMAN
SERVICES AGENCY

2013-2014 HEAD START POLICY COUNCIL

- Nick Meechoovet, Chair
- David Ruiz, Vice Chair
- Candy Figueroa, Secretary
- Beatriz Hernandez, Treasurer
- Stephanie Critchfield,
Parent Representative to Board
- Charlene Hyatt,
Parent Representative to Board

OPTIONS BOARD OF DIRECTORS

- Patricia Huffman, Chair
- Dave Wilbur, Vice Chair
- Veronica Galarneau, Secretary
- Howard Friedman, CPA, Treasurer
- Susan Keith
- Pam Gardner
- Tim Le
- Michelle Capistrand
- Peggy Sisson

HEAD START DIVISION—PASADENA

2555 E. Colorado Blvd, Suite 301
Pasadena, CA 91107
(626) 204-8900

FULL-DAY PRESCHOOL DIVISION

885 S. Village Oaks Drive, Suite 12
Covina, CA. 91724
(626) 858-0527

HEAD START DIVISION—SOUTH EL MONTE

1330 N. Potrero Avenue
South El Monte, CA. 91733
(626) 459-4299

CORPORATE HEADQUARTERS

885 S. Village Oaks Drive
Covina, CA. 91724
(626) 967-7848