

Jefferson County Head Start Annual Report 2011-2012

Program Mission

Jefferson County Head Start is committed to providing education, health, nutrition, and family services to children and families in need. Jefferson County Head Start, in collaboration with families and communities, will assist families to become stronger, healthier and self-reliant.

Program Overview

Jefferson County Head Start has a funded enrollment of 406 children and their families in a four-county area, Jefferson, Park, Clear Creek, and Gilpin. Our program is part of Jefferson County government and operates under the **Department of Human Services**. We provide preschool educational programming for children ages 3 to 5, and resource and referral assistance to eligible families who are at the 100% poverty level. Jefferson County Head Start provides services to children in part-day (3.5 hours per day-4 days a week) and full-day (10 hours per day-five days per week) sessions. Jefferson County Head Start is committed to providing education in the areas of health, dental, mental health, disabilities, nutrition, and family support services to our families and children.

Arvada Head Start



During the 2011-2012 school year, Arvada Head Start served 432 children and their families in 12 double session classrooms. Children and their families are from the communities of Arvada, Edgewater, Golden, Littleton and Westminster.

Wheat Ridge Head Start



Wheat Ridge Head Start has 2 classrooms, 1 full day and 1 double session classroom and provided services to 64 children and their families. Children and their families were from the community of Wheat Ridge.

Program Governance

Jefferson County Head Start has an active Governing Board and Policy Council that assists the program with guidance and support.

The Governing Board for Jefferson County Head Start 2011-2012

- Fay Griffin- Jefferson County Commissioner- District 1
- John Odom- Jefferson County Commissioner- District 2
- Donald Rosier- Jefferson County Commissioner- District 3

The Policy Council consists of parents from the program, as well as community members. Parent representatives are elected from their peers at the first parent meeting (back to school night).

The Policy Council for Jefferson County Head Start 2011-2012

Arvada Head Start

Primary Representatives

Ed Walker
Adam Erwin
Judith Wood
John Bookstaver
Jon Gordon
Melissa Hunt

Alternate Representatives

Miranda Gamble
Heidi Knight
Lynae Johnson
Kim Davis
Christopher Baca
Ami Olsen

Wheat Ridge Head Start

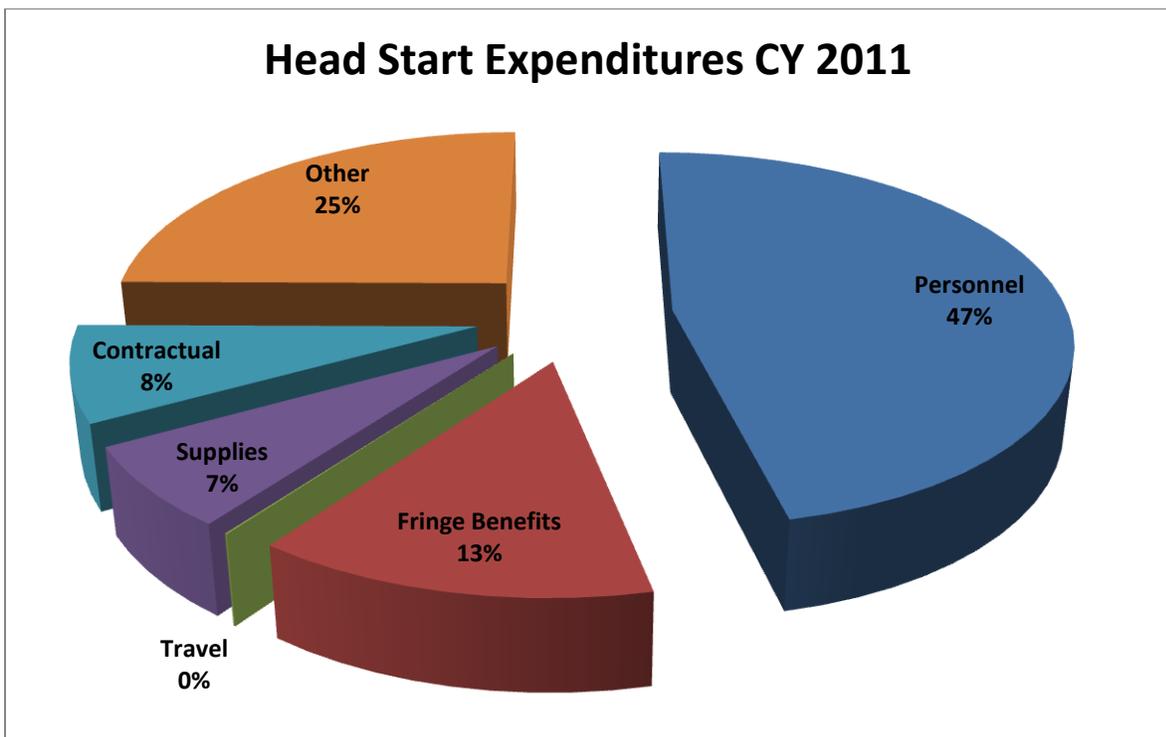
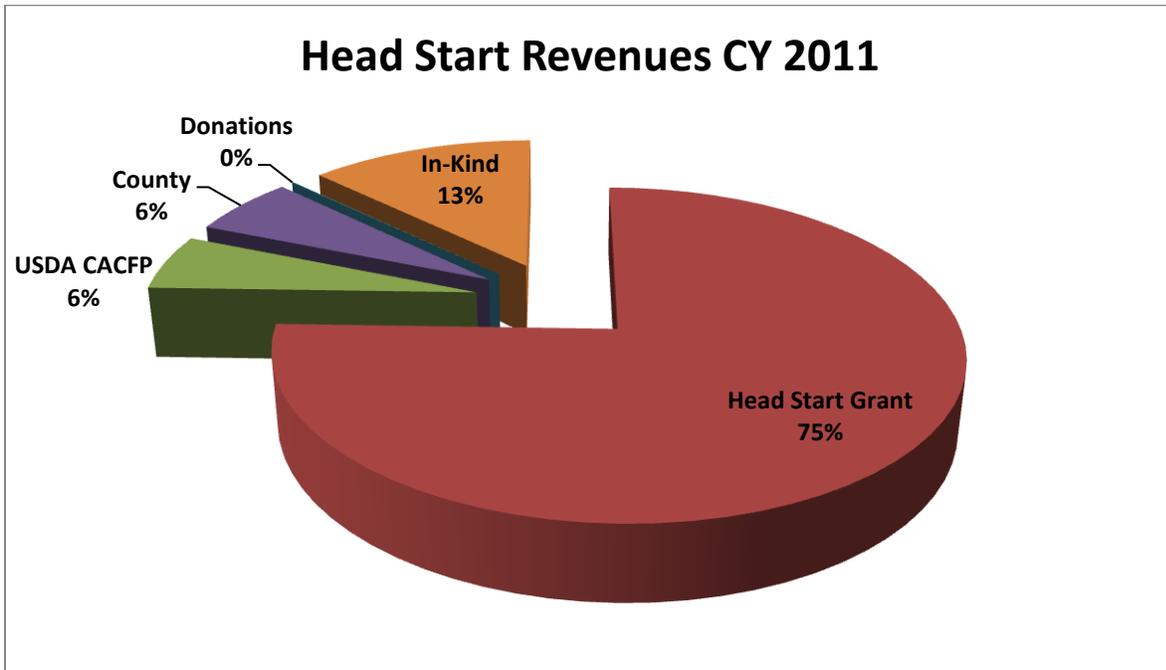
Selena Chavez
Teresa Cannon

Community representatives are selected from organizations that collaborate and provide support to Jefferson County Head Start. They are approved by parent representatives.

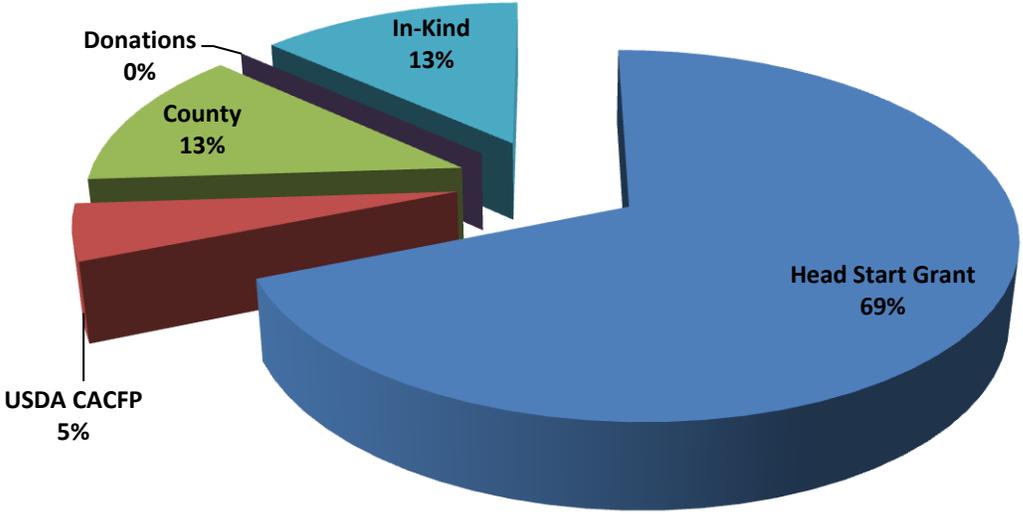
Community Representatives

Elainna Coleman- Jefferson Center for Mental Health
Natalie Mall- Jefferson County Human Services- Children, Youth and Families
Lisa Franklin- Jefferson County Public Schools Child Find
Jennifer Hayden- Jefferson County Public Library

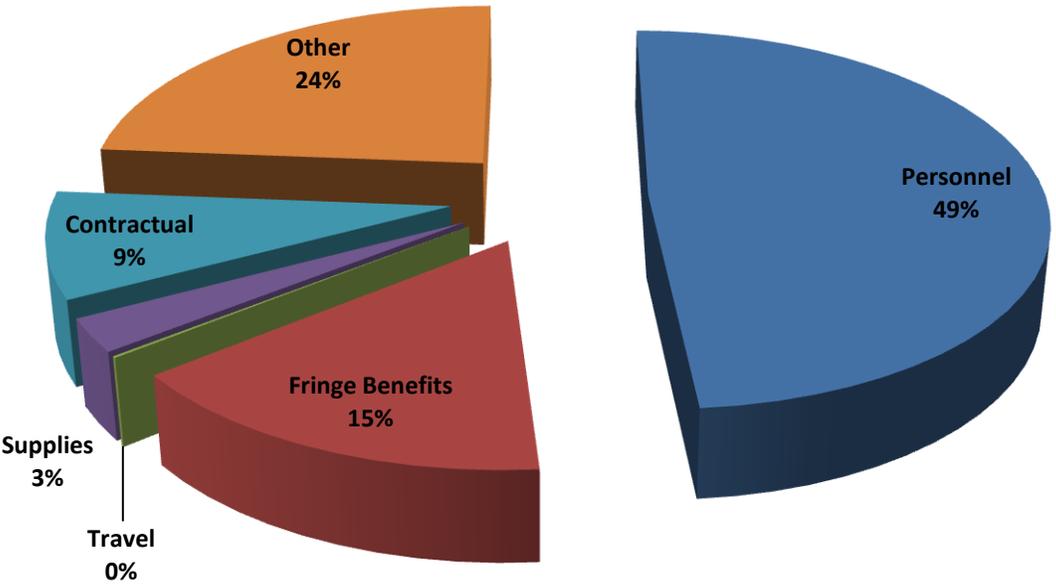
Funding and Budgets



Head Start Adopted Budget - Revenues CY 2012



Head Start Adopted Budget-Expenditures CY 2012



2011-12 Transportation Services

The transportation department consists of one full time and four part-time bus drivers, one back-up bus driver and five full time temporary bus monitors. During the 2011-2012 school year, Jefferson County Head Start transported over 100 children to Head Start classes. The bus services cover Jefferson County with bus routes and bus stops in Littleton, Golden, Edgewater, Wheat Ridge, Arvada and Westminster.

Jefferson County Head Start provided transportation for field trips as well as pedestrian safety training for children and parents plus bi-annual bus evacuation drills for all children.

Preparation for Kindergarten

Jefferson County Head Start begins preparing children for kindergarten by implementing activities in all developmental areas. Teachers assess and teach in the critical areas of the social emotional, physical, cognitive, literacy, language development and nutrition developmental domains.

Activities which are implemented in these developmental domains align with Jefferson County Head Start's School Readiness Plan as well as Teaching Strategies Gold. Teaching staff use the School Readiness Plan and Teaching Strategies Gold as guidelines to prepare children for kindergarten. The School Readiness Plan not only aligns with the Head Start Early Learning Framework, but focuses on 10 areas that are implemented throughout the school year. These 10 areas consist of social studies, physical development, social & emotional development, language, literacy, math, science, creative arts, dual language learners and professional development for staff. Student assessments are guided through the use of Teaching Strategies Gold for preschool. Both the curriculum and online assessments align with the Head Start Child Development and Early Learning Framework, as well as the Colorado Academic Standards.

Along with the curriculum, field trips to kindergarten classrooms are organized in the spring. Family Support Workers assist parents with the enrollment process for the child's home school. Along with the curriculum and kindergarten readiness, parent and community involvement is vital. Parents are encouraged to participate in the curriculum by attending two parent education meetings throughout the year. These meetings train parents on how to implement developmental appropriate activities at home, as well as how to personally access their child's online assessment information. Parents are also invited to attend their child's classroom planning day to give input into the monthly lesson plan. Community involvement is also very important to prepare children for kindergarten. Jefferson County Head Start strives to involve educators from the surrounding community by inviting them to attend parent meetings, become active members of our governing board, or meet with parents one-on-one to discuss the importance of kindergarten readiness. Overall, Jefferson County Head Start ensures that children and parents gain the information necessary to be ready for kindergarten by implementing Teaching Strategies Gold and the Jefferson County Head Start School Readiness Plan.

Monitoring Review and Financial Audits

Jefferson County Head Start was reviewed in October 2011 by the Office of Head Start, who identified several areas of strength. Head Start families received priority for services, and the County referred families to the Head Start program. One Commissioner acts as a liaison to the Policy Council and her attendance and ongoing interaction with the program and its families ensured a deeper understanding of the program by the Board and facilitated communication between the Policy Council and the governing body.

The review identified a noncompliance in the areas of Powers and Functions of Head Start Agencies. The Grantee did not ensure the Policy Council received financial statement information in sufficient detail to understand the financial operations of the organization. This noncompliance was corrected starting with the November 2011 Financial Statements to the Policy Council.

Jefferson County Head Start's Independent Audit Report was conducted by Eide Bailly in December 2011 and issued in May 2012. Head Start did receive several findings which are listed in the 2011 Single Audit Report (pages 26-28). This report includes the Jefferson County Head Start corrective action plan. Below is the link to the Financial Audit.

https://www.co.jefferson.co.us/jeffco/acct_uploads/2011_SA_Opinions_and_Reports_with_SEFA.pdf

Nutrition Services

A full time nutritionist oversees all of our nutritional needs and requirements. On a monthly basis, the teachers are required to implement a nutritional activity in their classroom. These activities include introducing new foods, as well as teaching children the importance of taste, texture and portion sizes. Parents are always encouraged to volunteer in the classroom to learn about their child's food explorations and experiences.

Mental Health & Disability Services:

Jefferson County Head Start staff work as a team with each family to ensure that every child is provided with an inclusive comprehensive learning environment. Jefferson County Head Start collaborates with the Local Education Agency (Jefferson County School District R-1) and other community organizations to provide the best possible services for children and families with identified or suspected disabilities within the program. We actively recruit children with an identified disability. A minimum of ten percent of enrolled children in the program are children with special needs.

All children in the Head Start program are administered a social and emotional assessment. Our Mental Health Specialist meets with parents to address social and emotional learning concerns or any other questions regarding their child's growth and development. In addition, our Mental Health Specialist works with the teachers to access and address concerns in the classroom about a child's social emotional development. If needed, the family is referred to the Jefferson Center for Mental Health to help address their child's needs.

Parent Involvement Activities

Nutrition classes: Various nutrition education events are held throughout the year for parents to learn new recipes and get ideas on how to introduce new food to their children, as well as talk with a dietician about the nutritional needs of preschoolers.

Jefferson County Head Start partnered with *Cooking Matters*, which is nationally sponsored by the ConAgra Foods Foundation and Walmart. Cooking Matters for Adults teaches low-income adults (primarily adults with children) how to prepare and shop sensibly for healthy meals on a limited budget. The program is often paired with *Cooking Matters EXTRA* for Parents of Preschoolers, an addendum focused specifically on adults with preschool-age children. Parents are invited to attend these six week ongoing courses to learn about the importance of nutrition at school and home.

Curriculum: Parent education meetings are offered twice a year. These meetings introduce parents to the Creative Curriculum for Preschoolers, Teaching Strategies Gold online assessment and instructions on how to implement developmentally appropriate activities at home. Parents are able to access their child's observations online to see growth throughout the school year, as well as support teachers in enhancing their child's educational needs at home. Though parents are invited to volunteer in their child's classroom on a regular basis, they are also invited to participate in their child's classroom lesson planning. Teachers use each Friday as a planning day to change the classroom environment, create a new theme for the month, research a field trip in conjunction with the classroom theme and share new ideas with other classrooms. The teachers have posted an invitation on each parent board encouraging parents to volunteer on Fridays to share ideas, ask questions or provide assistance to the classroom teachers.

Parent meetings: Parent meetings are held monthly for each classroom to discuss issues surrounding parenting young children and to share center news and activities with parents. A "Parent Lead" is nominated and elected by the parents to help lead the Parent Meetings and provide guidance for the structure and content of future meetings. Parents are encouraged to share their unique strengths during meetings and to discuss common parenting issues with the other parents.

Health Advisory Committee: Parents are also invited to participate in the Health Advisory committee, which is a group of health professionals from the community that meets twice per year to discuss health issues that affect Head Start children and families. Health professionals such as Cavity Free at Three, Jefferson County Health Department, The Carin' Clinic, Metro Community Providers Network, Jefferson Center for Mental Health and others have continued to participate in the Health Advisory Committee to help support JCHS in our on-going effort to provide full support to children and their families concerning health related issues.

Parenting Support: Several times during the school year, parenting classes are offered to parents and guardians who needed extra support in parenting their young children. JCHS uses the "Love and Logic" as the parenting class curriculum, which allows parents to discuss strategies and ask for help with particular situations.

Classroom and program volunteers: Jefferson County Head Start has a thriving program that allows us to connect to our community and expand our resources. Our volunteers come from all walks of life and bring to our program a wide array of talents and professions that help us meet our program objectives. Some of our professional volunteers include dentists, optometrists, nurses and more. We work with other Jefferson County Human Services departments to provide our mutual clients with the required community service hours or volunteer hours that they need to continue receiving community assistance benefits. Our community volunteers pass a background check, attend a volunteer orientation and submit a physical/TB screen before they begin to volunteer at our centers. Volunteers help to make our program and our community strong.

Parents are always welcome in the classroom and are a welcome addition to our volunteer program.

Back to School Night: At the beginning of the school year, parents are invited to come and learn about program goals and expectations, as well as meet the staff who will be working with their children throughout the school year. During the Back to School Night, the classroom teachers provide families with information about the curriculum and classroom structure. The Family Support Workers provide information about family partnership services. Community partners also present on in-home parenting assistance, and officers from the Arvada Police Department discuss the importance of safety in the school parking lot with the families. The Community Outreach Supervisor shares information about the shared governance structure of Head Start, and the parents vote on their Policy Council Representatives as well as the date and times of their monthly parent meetings. At the end of the Back to School Night, parents tour their child's classroom and discuss the upcoming lesson plans with their child's teacher.

Enrollment

Total Number of Families Served

Program: Head Start

Served 2011-2012: 478

Total Number of Children Served

Program: Head Start

Funded Enrollment: 406

Served 2011-2012: 496

Average Monthly Enrollment

Program: Head Start

Funded Enrollment: 406

Average Enrollment: 100%

Percentage of Eligible Children Served

Applications Received: 606

Eligible Children Served: 475

Percentage: 78%

Dental Exams

Head Start: 430 Percentage of enrolled: 87%

Medical Exams

Head Start: 441 Percentage of cumulative enrolled: 89%

Number of Children with Health Insurance

At enrollment: 474 96%

At end of enrollment year: 480 97%