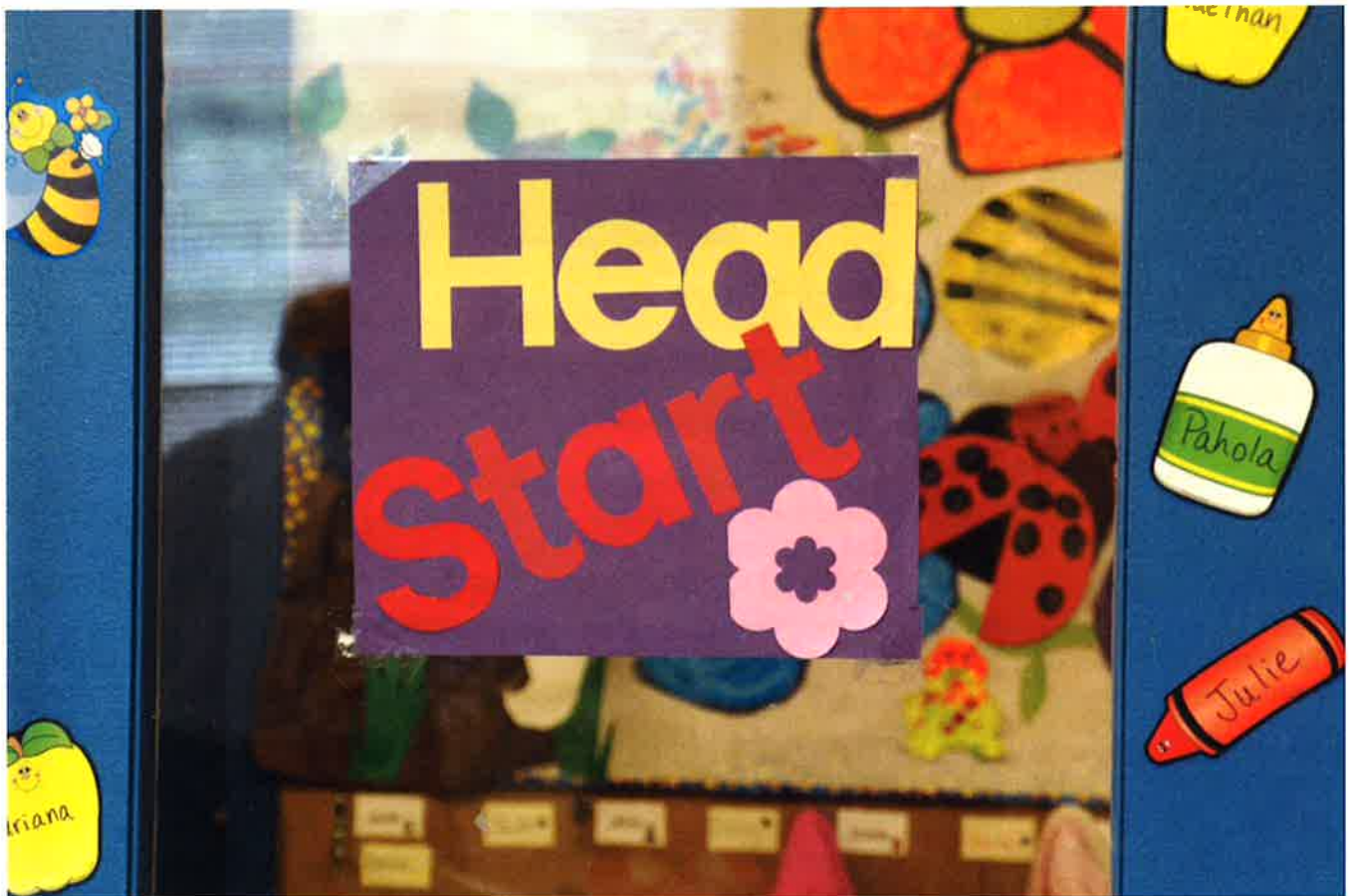




Head Start and Early Head Start

Washington County, Oregon



2014-15 Annual Report

Who We Are

Community Action, located in Hillsboro, Oregon, has worked for over 50 years to help Washington County residents live with dignity and security. When families in need connect with the right resources at the right time, they find paths out of poverty. Since 1965 we have continuously served economically disadvantaged community members with programs that meet local community needs and increase opportunities to thrive.

We operate a variety of programs, including Child Care Resource and Referral, Housing and Homeless Services, the Hillsboro Family Shelter, Energy Conservation, Energy and Emergency Rent assistance, Rent Well tenant education classes, the Healthy Families prenatal and family support program, and other Family Development programs.

Head Start and Early Head Start, our largest programs, support families of young children with a two-generation approach that builds on family strengths to support children's school readiness. We are proud of our history of helping children and families find paths out of poverty.



Head Start and Early Head Start

A successful life begins with success in education. Head Start and Early Head Start programs support the social, emotional, cognitive, and physical development of children, building a foundation for success in school and in life.

The mission of Head Start and Early Head Start is to promote the school readiness of young children from low-income families through agencies in their local community. Head Start and Early Head Start programs support the comprehensive development of children from birth to age five, in centers, child care partner locations, and in their own homes. Head Start services include early learning, health, and family well-being.

Head Start began in 1965 as a summer program for economically disadvantaged children ages three to five. In 1995 the first Early Head Start programs were funded to serve children from birth to age three. Today over a million children participate each year.

In addition to high quality early childhood education services, these programs provide children and their families with health, nutrition, and social services. Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.

Parents are engaged at all levels of the Head Start experience. The two-generation approach supports parents in their role as their children's first teachers. Monthly Parent Site Meetings give parents an opportunity to network, connect with helpful resources, and build on their strengths to support their children's school readiness. Parents also serve on the Head Start Policy Council, where they build leadership skills by participating in the governance of the program.

By supporting early learning and positive parent-child relationships, we prepare children for a healthy, successful future.

Our Program Options

In 2014-15 we offered a variety of program options to meet the needs of our local community.

Part-Day Pre-Kindergarten

Our largest program option for children ages three to five years old who live in the Hillsboro, Beaverton, and Tigard-Tualatin school district areas. Children attend class for three and a half hours per day, four days per week. They receive a high quality early childhood education that prepares them to succeed in kindergarten and beyond. Children eat healthy meals and snacks through our participation in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture program.* Bus transportation is provided at some sites.

Full-Day Full-Year Head Start and Early Head Start

This program option provides full-day services to children ages six weeks to five years whose parents are employed and eligible for Employment Related Day Care (ERDC) subsidies from the State of Oregon Department of Human Services. Children receive full-day, developmentally appropriate education services in age-level classes. They also receive health screenings and eat healthy, balanced meals and snacks. These full-day services enable working parents to remain employed while their children prepare for school.

Early Head Start Home Based Program Option

In this program option, Home Visitors provide weekly home visits to families with children aged birth to three. The purpose of the home visits is to help parents improve their parenting skills and to assist them in the use of the home as the child's primary learning environment. Twice per month, families come together for Socialization experiences at our Beaverton Child Development Center.

Early Head Start Combination Program Option

In 2014-15 this program option served parents and children under age three. Parents and children attend class together in a nurturing play environment twice per week and receive home visits to sustain the learning gains. Classes are led by qualified teachers who encourage parents to strengthen their parenting skills through observation, play, practice and fun.

Early Head Start at Coffee Creek

This innovative program serves eight children of incarcerated parents, their caregivers, and their incarcerated mothers in a special Early Head Start classroom at the Coffee Creek Correctional Facility. Through a collaboration with the Oregon Department of Corrections, teachers facilitate the interactions that help incarcerated mothers bond with their children, build parenting skills, and prepare for parenting after they are released from prison.

* See USDA Civil Rights Nondiscrimination Statement, page 11.

Who We Served

Our Head Start and Early Head Start programs serve Washington County children with family incomes at or below 130 percent of the federal poverty level for family size. Head Start serves children ages three to five; Early Head Start serves children from birth to age three. We use a prioritized wait list to enroll the children with the highest needs, including children with disabilities, children who come to us through foster care, children of incarcerated parents, and children from families who have experienced homelessness.

Eligibility

The United States Census Bureau reports that in 2014 there were 20,454 children under age 17 living in families with income at or below the federal poverty level. Of these, **6,775** were under age five.

Community Action Head Start and Early Head Start programs were able to serve **15.6 percent** of eligible children.



Enrollment

In 2014-15 we had a total of **927** funded slots.

- **816** in Head Start
- **111** in Early Head Start

We served a total of **1057** children.

- **926** in Head Start
- **131** in Early Head Start

Our average monthly enrollment as a percentage of funded slots was **100 percent**.

Children with Special Needs

Children with special needs and/or disabilities participate fully in Head Start and Early Head Start. Each child receives hearing, vision, developmental and behavioral screenings. Any child who may benefit from Early Intervention services is referred for evaluation. Children with special needs who require special services receive them in an inclusive setting where they learn along with their peers.

At least ten percent of our enrollment slots are made available to children with special needs.

In 2014-15 we served **202** children with special needs who were eligible for Early Intervention services. These children represented **19 percent** of our total enrollment. Forty-three of these children were identified through screenings during this program year.

Head Start in Our Community

Washington County is an economically, ethnically and linguistically diverse area. The children and families in our program reflect this. Families who are income-eligible for Head Start are often working one or more jobs. Sixty percent of families in our program were two-parent families.

Our children come from many cultures and speak many languages at home. We welcome children who are learning English. To include all families, we provide interpretation services at Parent Site Meetings and Policy Council meetings. We distribute program information in English and Spanish.

Race and Ethnicity

In 2014-15 we served **1057** children.

- 77 percent were Caucasian.
- 7 percent were Black or African American.
- 7 percent were biracial or multiracial.
- 4 percent were Asian.
- 1 percent were Native Hawaiian or Pacific Islander.
- **Less than 1** percent were American Indian or Alaska Native.

- **67** percent were of Hispanic or Latino origins (of any race).

(Some families chose not to declare their race/ethnicity.)

Families

The children we served came from **998** families.

- **632** two-parent families
- **366** single-parent families

Most families had at least one employed parent.

- In two-parent families, **92 percent** had at least one parent working.
- In single-parent families, **57 percent** of parents/guardians were employed.

Parents had a variety of educational backgrounds.

- **31** percent had less than a high school diploma.
- **52** percent had completed a high school diploma or GED.
- **10** percent had an Associate Degree, vocational school, or some college.
- 7 percent had a Baccalaureate or advanced degree.



Languages

Over 50 percent of children in our program speak a language other than English at home.

- **47** percent speak Spanish.
- **42** percent speak English.
- **4** percent speak an African language.
- **4** percent speak a Middle Eastern or South Asian language.
- **2** percent speak an East Asian language.
- **Less than 1** percent speak a European or Slavic language.

(Some families chose not to declare a home language.)

Health and Nutrition

A healthy, well-nourished child is able to learn much more easily than one who is hungry or struggling with illness. We work with families to ensure that each child receives a physical and dental exam, nutritious meals, and screenings to identify signs of developmental issues that may impact learning.

Physical and Dental Health

By the end of program year 2014-15:

- **93 percent** of children had a medical home—a source of continuous, accessible medical care.
- **83 percent** had received medical exams and were up to date on a schedule of age-appropriate primary health care.
- **89 percent** had received dental exams and had a source of continuous, accessible dental care provided by a dentist.

Nutrition

Children who attend class at our centers receive nutritious meals and snacks every day. These meals are provide through the **Child and Adult Care Food Program**, a United States Department of Agriculture program administered in our state by the Oregon Department of Education. Nutrition education is part of our curriculum. Families who are struggling with food insecurity receive referrals to community resources that can help them meet their children's needs.

In 2014-16 we served **45,964** breakfasts, **88,592** lunches, and **47,373** healthy snacks to Washington County children.

Family Services

Families in our community often struggle to meet their children's basic needs. When families are strong and live with dignity and security, their children are better positioned to succeed in school.

Each family in our program has the opportunity to develop Family Goals. This process includes a needs assessment that helps families identify resources that can help them meet their family goals or their immediate needs. In 2014-15 our families received referrals to a variety of resources. As in previous years, the largest category of referrals was to emergency/crisis intervention services to assist with food, clothing, and shelter.

- **22 percent** requested help meeting immediate needs for food, clothing, or shelter.
- **12 percent** were referred to English as a Second Language training.
- **12 percent** received referrals to parenting education resources.
- **10 percent** received referrals to adult education program.
- **6 percent** were referred to health education.
- **6 percent** received referrals to mental health services.
- **3 percent** requested housing assistance, including subsidies, utility assistance, and repairs.

Other families were referred to services related to job training, substance abuse prevention or treatment, domestic violence services, child support assistance, marriage education, and services to families of incarcerated individuals.

Preparing Children for Kindergarten



To provide a high quality early childhood education, we use the research-based, developmentally appropriate **Creative Curriculum®** and the **Parents as Teachers®** curriculum to provide a positive, enriching educational experience for each child.

We have established age-appropriate school readiness goals that are aligned to the Head Start Child Development and Early Learning Framework, state early learning standards, and the Oregon Kindergarten Readiness Assessment. Three times per year, we measure children's progress toward those goals using the research-based Teaching Strategies GOLD® assessment tool.

Many of our Head Start classrooms are located in the public schools where children will attend kindergarten. We work to establish positive relationships with the schools to ensure successful transitions for children and families.

When children are ready to move from Early Head Start to Head Start or from Head Start to kindergarten, teachers implement a Transition Plan. Parents are oriented to their child's next steps, children are prepared for the transitions, and program staff coordinate with the receiving school or classroom.

Early Learning Washington County

This year Community Action Head Start continued to participate in **Early Learning Washington County**, one of sixteen statewide Early Learning Hubs developed to implement a coordinated, culturally responsive, and effective early learning system, to ensure all children ages birth through six and their families are stable, healthy, and prepared for educational and life success.

Early Learning Washington County partners collaborate to apply the Equity Lens to several subgroups of children at particular risk for not being prepared for kindergarten, including children of color, children with disabilities, English language learners, low-income children, homeless and migrant children, and children who are affected by abuse and trauma. Head Start programs were developed to close the achievement gaps faced by these children, and we are proud to continue our work as part of a larger community.

What is QRIS?

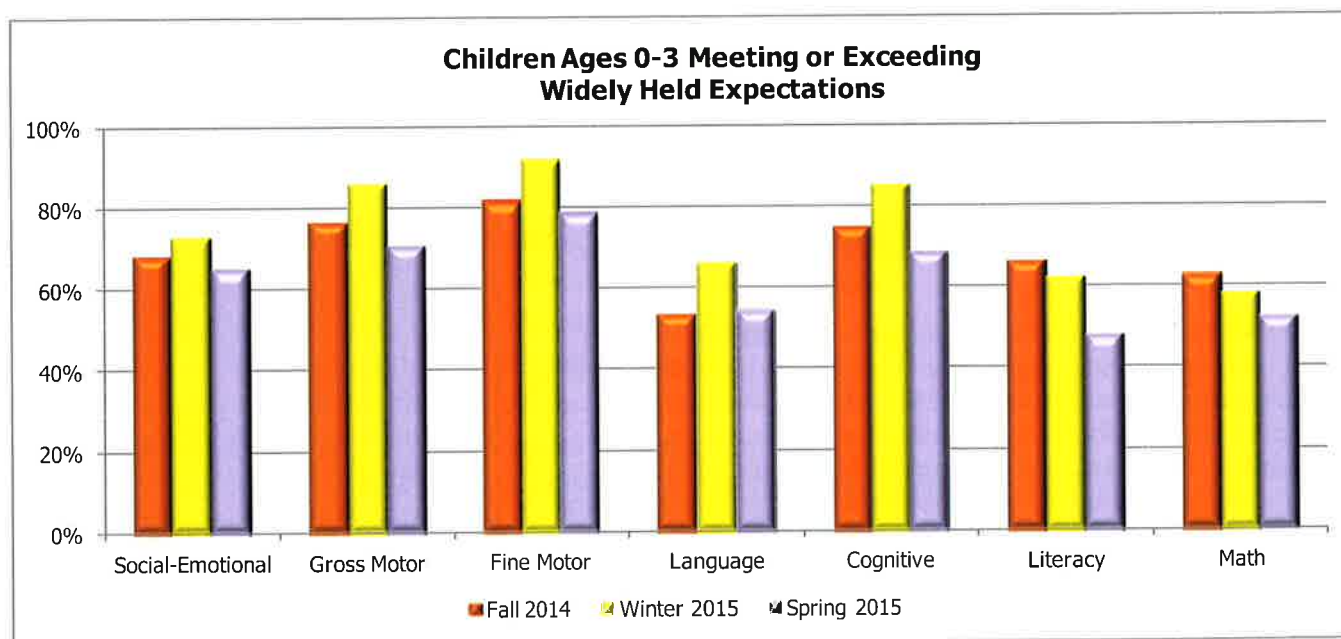
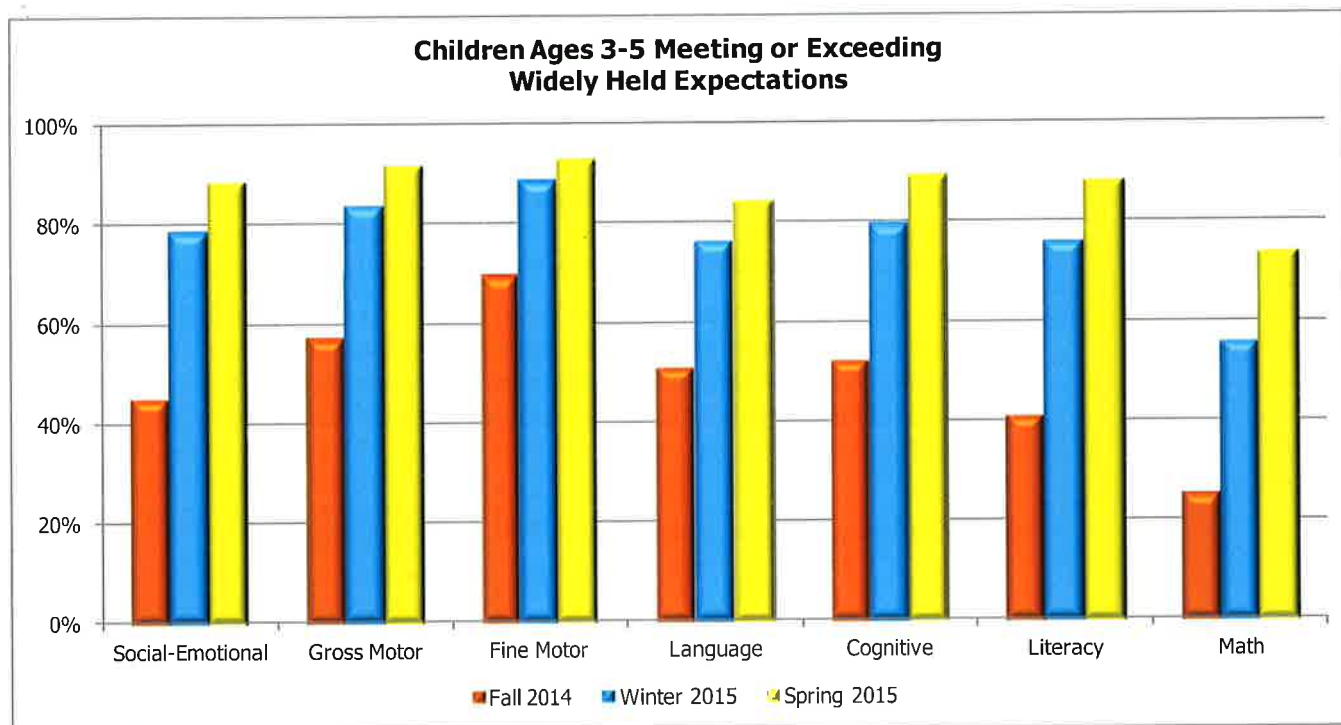
The Oregon Quality Rating and Improvement System is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs.

It raises the quality and consistency of child care and early learning programs across the state. The Quality Rating System recognizes, rewards and builds on what early learning and development programs are already doing well. It helps ensure children in QRIS programs are ready for kindergarten by connecting programs and providers with free tools, financial incentives and professional advice that they can put into practice with confidence.

This year our program began the process of receiving a Quality Rating Improvement System Star Rating for each of our sites.

Measuring Success

To measure our children's growth and development, we assess children three times per year using the Teaching Strategies GOLD® assessment tool. Children are observed and evaluated in seven domains, and their progress is compared to widely held expectations for their age group. Teaching staff use these observations to develop a classroom experience for each child that supports his or her growth and learning. From fall to spring, we can observe how children are developing and meeting their school readiness goals.



Parent Engagement



Parents are their children's first and most important teachers. Head Start recognizes this by engaging parents in all aspects of our program.

Parents are always welcome to volunteer in their children's classrooms. Each month, all parents are invited to attend Parent Site Meetings, where material and activities of interest to parents is presented. Our program uses the *Abriendo Puertas/Opening Doors* parent engagement curriculum, which employs a culturally relevant approach to build on family strengths.

Parents who serve as Policy Council representatives build skills and connections while serving as program leaders.

Parent Volunteers

During the 2014-15 program year, 696 Head Start parents contributed their valuable time to our program. These volunteer hours were valued at **\$5,318**.

Policy Council

The Head Start Policy Council is made up of parent representatives elected from each of our program sites. Policy Council shares the responsibility of program governance with our Community Action Board of Directors and our staff. Parents who participate develop leadership skills and contribute an essential voice to program decisions. Policy Council parents serve on hiring committees, review and approve financial reports and grant applications, and serve as liaisons to our Board and to the community. They represent our program at the Oregon Head Start Association and advocate for Head Start at state and local levels.



2014-15 Head Start Policy Council

Continuing Professional Development



Professional development for all staff is a priority in Head Start. In June 2015 Community Action held a two-week Summer Institute for our classroom staff, which was focused on supporting the social-emotional development of young children. Trainers with specialized areas of expertise presented information on many important topics, including the impact of adverse childhood experiences on children, best practices for infant and toddler care, building effective classroom environments, cultural competency, and health, nutrition, and sleep information. Participants also learned about self-care for caregivers, reflective practices, and changes to the way human services are delivered in the state of Oregon.

Office of Head Start Program Review

Our program received a comprehensive triennial review in 2010. At that time, reviewers found no issues or deficiencies in our program. Our strong partnership with the Northwest Regional Education Service District and our Early Head Start program at Coffee Creek were noted as Areas of Strength.

In 2015-16 we transitioned to a five-year grant cycle and have not yet been scheduled for or received a program review as part of this new grant cycle.

Civil Rights Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complain form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Financial Information

2014-15 Revenue		
Funding Source	2014-15 Budgeted	2014-15 Actual
Administration for Children and Families -Office of Head Start Head Start/Early Head Start federal grant funds	\$ 4,750,985.00	\$ 4,729,549.00
Oregon Department of Education Oregon Pre-Kindergarten state funds	\$ 4,071,655.00	\$ 4,040,694.00
US Dept of Agriculture Child and Adult Care Food Program	\$ 419,947.00	\$ 399,241.00
Oregon Dept of Human Services Employment Related Day Care (ERDC) reimbursement	\$ 419,744.00	\$ 371,033.00
Private Contributions / Other Funds	\$ -	\$ 116,314.00
Total	\$ 9,662,331.00	\$ 9,656,831.00

2014-15 Expenses		
Expense Category	2014-15 Budgeted	2014-15 Actual
Employment Expenses	\$ 7,182,859.00	\$ 6,886,292.00
Supplies	\$ 50,250.00	\$ 133,906.00
Training and Travel	\$ 167,069.00	\$ 126,067.00
Occupancy	\$ 448,309.00	\$ 533,403.00
Client Expenses	\$ 749,312.00	\$ 753,844.00
Communications and Marketing	\$ 10,750.00	\$ 40,589.00
Professional Fees	\$ -	\$ 1,428.00
Telecommunications	\$ 58,000.00	\$ 52,291.00
Equipment Leasing	\$ 6,602.00	\$ -
Insurance	\$ 42,239.00	\$ 39,323.00
Repairs and Maintenance	\$ 73,970.00	\$ 142,964.00
Other Expenses	\$ 40,347.00	\$ 39,084.00
Administration	\$ 832,624.00	\$ 862,676.00
Total	\$ 9,662,331.00	\$ 9,611,867.00

2014-15 Financial Audit Results

Our financial statements for the year July 1, 2014—June 30, 2015 were audited by the firm of McDonald Jacobs, PC. The auditors' opinion, issued November 12, 2015, was that our financial statements present fairly, in all material respects, the financial position of Community Action Organization as of June 30, 2015, and changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.



Community Action leads the way to eliminate conditions of poverty and creates opportunities for people and communities to thrive.

Executive Director
Renée Bruce

Head Start Director
Jane T. Hogue

2014-15 Executive Director
Jerralynn Ness

2014-15 Board of Directors

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Chair-elect: Richard M. Odell
Treasurer: Scott Gardner
Secretary: Leonor Garcia
At-Large: Tom Hughes
At-Large: Ann Barr-Gillespie

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Vice Chair: Krystle Willmore
Board of Directors Liaison: Luis Marin
Community Representative: Katy Payne
Oregon Head Start Association Representative:
Miguel A. Meriles

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