



Community Action Head Start
Washington County, Oregon

Annual Report Program Year 2009-10



Head Start and Early Head Start

Community Action Head Start works with parents and community partners to prepare children for educational success, and assists their families to achieve their goals.



Community Action Head Start

About Our Program

Community Action, located in Hillsboro, Oregon, has served low-income Washington County families for over 45 years. Our Head Start program for children ages 3-5 and our Early Head Start program for children ages 6 weeks – 3 years prepare Washington County children for success in school and assist their families to meet their goals.

Our teachers are qualified and trained to provide the children in their care with the highest quality early childhood education possible. The children in our program have experienced challenges such as extreme poverty, domestic violence, incarcerated parents, lack of medical care, and limited English language skills. By providing a positive, nurturing environment and classroom experiences informed by a research-based curriculum, we hope to ensure that all children in our program are healthy and ready to learn when they begin school.

We are proud of our programs' success in helping parents understand their role as their children's primary teachers and in supporting families as they work to create better lives for their children.

Community support for Head Start and Early Head Start programs is vital. Last year, volunteers contributed over 10,000 hours of time to Head Start and Early Head Start classrooms.



To learn more about Community Action Head Start, contact our Director of Child Development.

Community Action Head Start

1001 Southwest Baseline Street
Hillsboro, OR 97123

Farzana Siddiqui, Director of Child Development

(503) 693-3268

fsiddiqui@caowash.org

Program Options

To meet the needs of Washington County children and families, we offer several Head Start and Early Head Start program options.

- The **Part-Day/Part Year Head Start** program option serves children 3-5 years of age. It operates four days per week, three and one-half hours per day, from September through May. Children receive lunch and breakfast or snack. Teachers conduct two home visits and two parent-teacher conferences during the year. The classes operate in public schools throughout Washington County and include three classrooms in the Child Development Centers. Bus transportation is provided for most classes.
- **Full-Day/Full-Year Head Start and Early Head Start** program options provide full-day services for working parents with children ages 6 weeks - 5 years who are eligible to receive Employment Related Day Care (ERDC) funds from the State of Oregon. The program operates from 7:00 am – 5:30pm, five days a week, all year round. Children receive breakfast, lunch, and snacks. Teachers conduct two home visits and two parent-teacher conferences during the year.
- **The Early Head Start Home Based** program option serves children ages 0-3 in Beaverton and Hillsboro. Services include weekly home visits to families, socialization for children and their families two times per month, and parent training.
- The **Combination or Part-Day/Full-Year Early Head Start** program option serves parents and children ages 6 weeks-36 months. Parents and children attend class together in a nurturing play environment on Tuesdays and Thursdays from 9:00 am – 12:30 pm. Classes are led by qualified and trained teachers who encourage parents to strengthen their parenting skills through observation, play, practice, and fun. Teachers conduct two 90-minute home visits per month with each family.
- **Combination or Part-Day/Full-Year Early Head Start at Coffee Creek Correctional Facility.** This program option serves eight children ages 0-3, their caregivers, and their incarcerated mothers in our Early Head Start classroom located at the Coffee Creek facility. Our qualified and trained teachers facilitate the interactions that help parents bond with their children, learn parenting skills, and prepare for parenting after they are released from prison.



Who We Served

In the 2009-10 program year, Community Action Head Start and Early Head Start programs served a total of **946** children and **854** families.

Children

Total cumulative enrollment

In school year 2009-10, Community Action Head Start and Early Head Start programs served **946** children and their families.

- 798 Head Start
- 148 Early Head Start

Program slots

In 2009-10, our programs had 838 funded slots available.

- 727 Head Start slots
 - 308 federally funded
 - 379 funded by the State of Oregon Pre-Kindergarten (OPK) program
 - 40 dually funded by federal and state funds
- 111 Early Head Start slots
 - 80 federally funded
 - 24 Early Head Start slots funded through an American Recovery and Reinvestment Act (ARRA) expansion grant received in 2008-09
 - 7 funded by the Oregon Early Head Start Connections pilot program.



Average monthly enrollment

100% in all months except for June when we were 99% enrolled.

(The program stops enrolling children 60 days before the last day of school.)

Wait list

During 2009-10, an average of **579** children were on our wait list for a slot in one of our programs.

- 479 wait listed for Head Start (3-5 years of age)
- 100 wait listed for Early Head Start (6 weeks – 3 years of age)

In August 2010, a total of **430** children were on our wait list.

Who We Served

Families

Our programs served 854 families during the 2009-10 program year.

Family structure

- **455** two-parent families
 - 26% had two parents/guardians employed.
 - 63% had one parent/guardian employed.
 - 11% had no parents/guardians employed, including those who were unemployed, retired, and disabled.
- **399** single-parent families
 - 61% of the single parents were employed.
 - 39% were unemployed, retired, or disabled.



Education

The highest level of education obtained by the child's parent or guardian was:

- Bachelor's degree or advanced degree: **4%**
- Associate degree, some college, or vocational school: **15%**
- High school diploma or GED: **26%**
- Less than a high school diploma: **45%**



Family income

- **77%** of children came from families with incomes below 100% of the federal poverty guidelines. (\$22,050 per year for a family of four.)
- **6%** of children came from families with incomes between 100% and 130% of the federal poverty guidelines.
- An additional **7%** were receiving public assistance such as Temporary Assistance to Needy Families (TANF) or Social Security benefits (SSI).

Who We Served

Race and ethnicity

Community Action Head Start continues to serve the diverse population of Washington County. As the County's population continues to diversify, so do the children in our program.



- Hispanic or Latino: **66%**
- Caucasian, without Hispanic or Latino origins: **34%**
- Black or African American: **3%**
- Native Hawaiian and Pacific Islander: **1%**
- American Indian and Alaska Native: **1%**
- Asian: **<1%**
- Biracial or multiracial: **6%**
- Unspecified: **24%**

Some parents chose not to declare their children's ethnicity.

Languages

In 2009-10, over half of the families served by our programs speak a language other than English at home.

- **43%** speak Spanish
- **35%** speak English
- **2%** speak an African language
- **25%** did not specify a language



How We Helped

Family Services

Community Action Head Start works with families in our program to help them meet their goals. This year, almost **30%** of families in our program received some kind of family assistance.

- **25%** received emergency assistance with food, clothing, or shelter.
- **11%** received help with education.
- **10%** received English as a Second Language (ESL) training.
- **8%** received assistance with parenting education.
- **7%** received some form of health education.
- **5%** received mental health services.
- **3%** received housing assistance for rent, utilities, or repairs.
- **3%** received job training.

This year our Head Start and Early Head Start programs served 32 families and 35 children who were homeless or who had experienced homelessness within the past 12 months. Of these, eight families acquired housing during the program year.

We were also able to refer families and connect them with resources for substance abuse prevention and treatment, domestic violence issues, child abuse and neglect services, marriage education, and help for families of incarcerated individuals.

Health Outcomes

Children in our program receive medical and dental care; developmental and behavioral screenings; and Early Intervention services if needed.

By the end of the 2009-10 program year:

- **94%** of all enrolled children were up to date on a schedule of age-appropriate preventive and primary health care.
- **94%** of all enrolled children had a “medical home” – a source of continuous, accessible medical care.
- **100%** of Early Head Start children and **94%** of Head Start children who were diagnosed during the 2009-10 program year as needing medical treatment received medical services.
- **90%** of Head Start children who needed dental treatment received dental services.
- **98%** of all enrolled children received dental examinations.
- The number of enrolled children with no health insurance had been reduced from 5% to 3%.
- **51%** of all enrolled children were up to date on all immunizations. An additional 43% had been determined by a health care professional to have received all immunizations possible at the time.
- **9%** of Head Start and **3%** of Early Head Start enrolled children received referrals for mental health services.



How We Helped

Educational Outcomes

Our 2009 Self Assessment found that children in our program are learning and progressing well. Teachers report that Head Start children who transition to kindergarten are well prepared for school. Children in our program showed gains in physical, social/emotional, and cognitive development, as well as increased early literacy and mathematical knowledge.

- **94%** of children ages 3-5 could identify their names.
- **94%** could name at least one of their teachers.
- **91%** could describe the sequence of their day.
- All children made progress in each of the developmental domains assessed.



Children with Special Needs

Our program serves many children with special needs. At least 10% of enrollment opportunities in our program are made available to children with special needs and disabilities.

In this program year, **18%** of the children in our Head Start and Early Head Start programs had either an Individualized Education Plan (IEP) or an Individual Family Service Plan (IFSP), indicating that they are eligible for Early Intervention or Early Childhood Special Education services.

- **18%** in Head Start
- **18%** in Early Head Start



Fiscal Information

Funding sources

Community Action Head Start and Early Head Start programs are funded by federal grants provided by the Administration for Children and Families — Office of Head Start. We also receive state grants provided by the Oregon Department of Education (ODE). Seven Early Head Start slots were funded through the Oregon Early Head Start Connections pilot program.

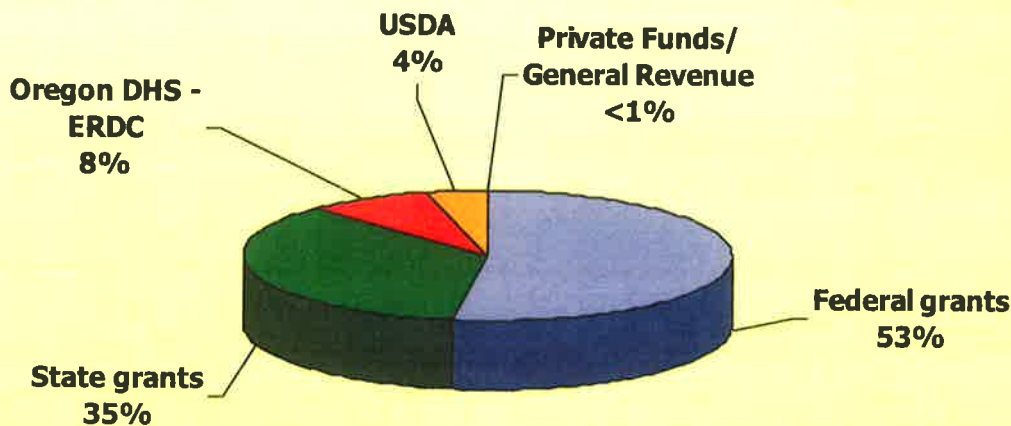
These federal and state grants also provide funding for staff training and technical assistance (T&TA).

In 2009-10, 24 of our Early Head Start program slots were funded through an American Recovery and Reinvestment Act (ARRA) expansion grant.

The United States Department of Agriculture (USDA) provides reimbursements for the costs of meals we serve to the children in our care.

In 2009-10, the participation of 75 children in our Full Day, Full Year program option was subsidized by funds from Oregon Department of Human Services (DHS) Employment Related Day Care (ERDC) subsidy. The remaining 35 Full-Day, Full-Year slots were supported by Direct Pay Unit subsidies. However, due to a 2010 policy change in ERDC eligibility, fewer families will be eligible for ERDC funds in 2010-11 and we have had to reduce the number of full-day full-year program slots.

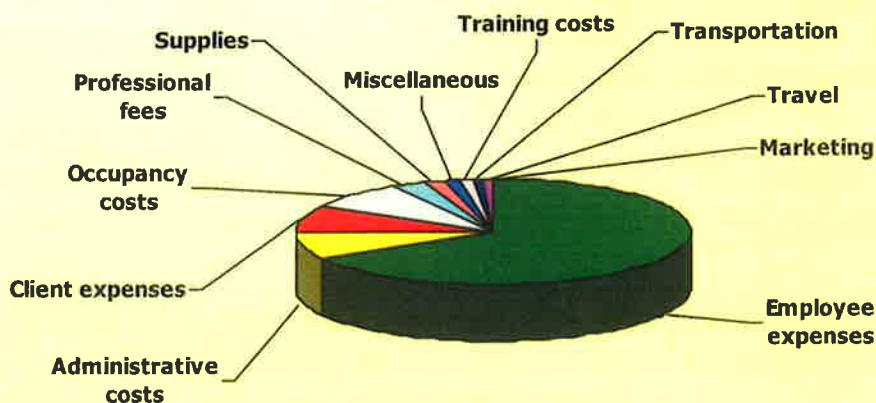
Source	Amount
Federal grants for Head Start and Early Head Start	\$4,964,895
State of Oregon grants for Pre-K and Early Head Start	\$3,336,548
Oregon DHS — ERDC funds	\$804,829
USDA – Reimbursement for vended meals	\$382,853
Private contributions and general revenue	\$6,622.00
Total 2009-10 revenue	\$9,495,747



Fiscal Information

Expenses

Expense	Amount
Employee expenses (Includes salaries, benefits, & taxes)	\$6,345,908
Training costs	\$99,306
Client expenses (Includes food, diapers, classroom supplies, Policy Council expenses, disabilities supplies, medical and dental fees, client transportation, mental health consultation, and Registered Dietician and Nurse contracts.)	\$782,277
Supplies (Includes office supplies, computers, printing, postage, office equipment maintenance and repair, janitorial and classroom supplies.)	\$177,252
Transportation (Includes bus purchase costs and fuel)	\$89,214
Professional fees (Includes contracts and consultations)	\$263,149
Occupancy costs (Includes rent, insurance, utility costs, repairs, maintenance, and communications costs)	\$777,883
Travel	\$63,060
Marketing	\$3,330
Miscellaneous (Includes dues, subscriptions, licenses, employee testing, translation costs)	\$116,446
Administrative costs	\$818,106
Total expenses	\$9,535,931



Audit results

Our financial statements were audited by Aiken & Sanders, Inc. PS, Certified Public Accountants and Management Consultants, in 2009. The independent auditors found no irregularities in our finances. The Independent Auditor's Report we received on June 30, 2009, states:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CAO as of June 30, 2009, and the changes in its net assets and its cash flows for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.”

Parent Involvement



Parents are an integral part of our Head Start and Early Head Start programs. The family is the primary influence on a child, and we encourage parents to be actively involved in our program. We especially encourage fathers and father figures to take an active role.

Our Head Start program has a Policy Council that includes parents of enrolled children, the Director of Child Development, and at least one member of the Community Action Board of Directors. Parents who serve on Policy Council develop leadership skills, participate in training opportunities, and offer an important perspective on our program. During the 2009-10 program year, Policy Council parents made valuable contributions to discussions about food service, selection criteria, staffing decisions, and enrollment processes.

During the 2009-10 program year:

- 69 parents served on Policy Council.
- 8 Policy Council parent representatives attended the Parent Summit and Fatherhood Summit in Seattle, 2 Oregon Head Start Association Policy Council representatives attended three state meetings, and the Policy Council chair and vice chair participated in leadership training in Bend, Oregon. 664 parents participated in trainings in 12 categories including Incredible Years, Parents as Teachers, and Guidance and Discipline.
- The fathers and father figures of 430 children in our programs participated in activities that promote father/male involvement.
- 1272 current and former Head Start parents volunteered in our program for a total of 10,233 hours.
- Parent volunteers and community volunteers worked together to prepare fun and educational classroom activities for children.



Next Steps: Transitioning to Kindergarten

Our Head Start program prepares children to enter school ready to learn. This year 495 children in our program transitioned to kindergarten in local public schools. We collaborate with local schools and parents to ensure a smooth transition.

- Teachers in Head Start classes that are located in public elementary schools develop working relationships with the schools' kindergarten teachers.
- Program staff provides kindergarten transition information to parents of transitioning children throughout the year. In April, teachers include transition information in the topics presented at Parent Site Meetings and encourage parents to schedule spring visits to their children's new kindergarten classes.
- In August of each program year our Education Coordinator sends each school district a list of potential incoming students.
- Head Start staff members actively participate in the Hillsboro School District Kinderfair for all incoming kindergarten students.
- At the end of each program year, our teachers hold Parent-Teacher Conferences with the parents of each transitioning child to ensure that the family is prepared for the transition.
- For every child transitioning to kindergarten, Head Start teachers send Transition Letters to the receiving school with important information about the child.
- Children with special needs who are on Individual Family Service Plans (IFSPs) receive transition conferences with the receiving school districts to determine if they are eligible for Special Education services at their new schools.



Thanks to everyone — staff, parents, and volunteers — who made 2009-10 such a successful program year!