



**Lakewood**  
Colorado

# City of Lakewood Head Start



## Annual Report 2015-2016





**CITY OF LAKEWOOD**  
**Department of Community Resources**

**Head Start Program**

**12100 W. Alameda Parkway**  
**Lakewood, CO 80228-2803**

**Phone: (303) 987-2490**

Dear Community Stakeholder:

The City of Lakewood Head Start Advisory Committee, Policy Council, and program staff members are proud to present you with this Head Start Annual Report for 2015-2016. This report highlights some of the program accomplishments, provides information about the operating budget and expenditures, and includes some of the significant statistical data for the program.

The Head Start (HS) program is primarily funded through a federal grant and has provided services to 100 children ages 3 to 5 in our community this year. The Early Head Start (EHS) program was developed in response to a community need to support our youngest children ages birth to 3. The program began with 19 slots for infants to toddlers and one prenatal mom. The focus of HS and EHS is to prepare children and their families for future school success. Each program is required to match federal funds at 20 percent through locally raised means, so the City of Lakewood chooses to provide those funds in-kind and through administrative support because of the immense value the programs bring to our community.

The vast majority of the children in HS and EHS are experiencing school readiness for the first time and come from families with extremely low incomes. The program is comprehensive in nature and works with the whole family to prepare each child for his or her future school experiences, engaging the family in shared goal development. The progress of kindergarten-bound children is included in this report.

If you have any questions about HS or EH or would like to refer a child or family to the program, please contact the Wilbur Rogers Center staff at 303-987-2490, and a member of our team will be happy to assist you.

Sincerely,

City of Lakewood Head Start

## City of Lakewood Head Start

Since 1997, the City of Lakewood has provided high quality Head Start services for children and their families. During these 19 years, over 2,645 children have walked through the doors to participate in the local preschool program. Lakewood's City Council, Policy Council and Head Start Advisory Committee are pleased to present this Annual Report.

The City's center-based preschool program was funded to provide services to 100 children during the 2015-2016 school year. Parents choose from part-day programs in either the morning or afternoon, an extended day program, or a single classroom option that provides before- and after-care for families that need a full-day option.

In July 2015, the Federal Office of Head Start (OHS) approved the program's request to provide community services for prenatal mothers and children from birth to 3 years of age through the Early Head Start Home-Based Program. This new program served 21 mothers and children in its first year of operation.

The locally designed program is aligned with the OHS' standards to help prepare each child for kindergarten.



*Early Head Start Socialization: The children learn about our community.*

## Program Governance

### Governing Board

Lakewood's City Council holds the legal and fiduciary responsibilities for the City's Head Start program. The City Council consists of the mayor and two elected officials from each of the City's five wards. The mayor appoints three members to serve as the Advisory Committee.\* The Advisory Committee has the authority to make decisions for the Head Start program. The Lakewood City Council members at the end of 2015-2016 school year were as follows:

#### City Council:

|                 |                  |
|-----------------|------------------|
| Adam Paul       | Mayor            |
| Ramey Johnson   |                  |
| Charley Able*   | Vice-Chairperson |
| Scott Koop      |                  |
| Sharon Vincent* | Secretary        |
| Shakti*         |                  |
| Pete Roybal     |                  |
| David Wiechman  |                  |
| Barb Franks     |                  |
| Karen Harrison* | Chairperson      |
| Dana Gutwein    |                  |

#### Policy Council

The Policy Council consists of one representative from each of the eight Head Start classrooms, a former Head Start parent and two representatives from the community at-large. The Policy Council members for the 2015-2016 school year were as follows:

|                   |                  |
|-------------------|------------------|
| Deanna Hereford   | Chairperson      |
| Cabrini Vasquez   |                  |
| Ashley Cress      |                  |
| Monica Lucero     | Secretary        |
| Ashley Garcia     |                  |
| Chantele Trujillo |                  |
| Sindy Pelayo      | Early Head Start |
| Rachel Vasquez    | Alternate        |
| Erika Gutierrez   | Alternate        |
| Stacey Langer     | Community        |
| Becky Weidhaus    | Community        |

#### Shared Governance

The Policy Council and the Advisory Committee participated in discussions about the full grant application, the program goals and objectives, and the budget. The by-laws were amended to include two Early Head Start Representatives.

## Budget & Expenditures

The Head Start program's operating budget from federal funds was \$1,011,370 for the 2015-2016 program year.

### Funds for 2015-2016 Program Year

|                            |                     |
|----------------------------|---------------------|
| Initial Grant              |                     |
| G084122 (HS)               | \$ 822,381          |
| G084125 (EHS)              | 173,590             |
| G084120 (HS, Training)     | 11,999              |
| G084121 (EHS, Training)    | 3,400               |
| Cost of Living Adjustment  | 0                   |
| <b>Total Federal Funds</b> | <b>\$ 1,011,370</b> |

### Sources of Nonfederal Funds

The Head Start program is required to match every \$1 of federal funds with 20 percent in-kind or local resources. The program received in-kind support as follows:

|                                |                   |
|--------------------------------|-------------------|
| Occupancy                      | \$ 85,292         |
| Business & Admin. Support      | 72,248            |
| Volunteers                     | 34,090            |
| Therapists                     | 33,131            |
| Head Start Director            | 14,898            |
| Executive Director             | 5,572             |
| Contractual                    | 5,134             |
| Other                          | 1,932             |
| Supplies                       | 1,000             |
| <b>Total Non-Federal Share</b> | <b>\$ 253,297</b> |

### Administrative Costs

The administrative costs to run the Head Start program cannot exceed 15 percent of the total budget. The City's administrative costs were:

|                   |           |
|-------------------|-----------|
| Total Cost        | \$126,533 |
| % of Total Budget | 10.00%    |

### Child and Adult Care Food Program (CACFP) Department of Agriculture

|                              |          |
|------------------------------|----------|
| Total CACFP Funds Received   | \$67,069 |
| Number of breakfasts served  | 11,281   |
| Number of lunches served     | 12,973   |
| Number of snacks served      | 6,470    |
| Total number of meals served | 30,724   |

## Budget Breakdown

The Head Start budget is broken into major categories as outlined in the chart below. The chart outlines actual expenses for the last program year and projects budget numbers for the next year. About 93 percent of all federal funds are budgeted to cover personnel costs and related benefit expenses. Employee benefits include a City of Lakewood's contribution to retirement, health, dental, and life insurance.

| Federal Budget Line Items | 2015-2016 Budget-HS | 2015-2016 Budget - EHS | 2016-2017 Budget HS & EHS |
|---------------------------|---------------------|------------------------|---------------------------|
| Personnel                 | \$607,740           | \$119,990              | 741,667                   |
| Benefits                  | 162,660             | 37,000                 | 202,531                   |
| Travel                    | 3,500               | 600                    | 4,100                     |
| Equipment                 | 0                   | 0                      | 0                         |
| Supplies                  | 13,800              | 8,200                  | 22,000                    |
| Contractual               | 9,500               | 0                      | 9,500                     |
| Other                     | 37,180              | 11,200                 | 49,480                    |
| <b>Total -Reg.</b>        | <b>\$834,380</b>    | <b>\$176,990</b>       | <b>\$ 1,029,278</b>       |

### Projected Budget for 2016-2017

The budget for the 2016-2017 school year has been set at \$1,029,278. This includes a 1.8 percent Cost of Living Adjustment (COLA).

### Audit

Independent auditors reviewed the Head Start program as part of the City audit process per the Single Audit Act. There were no audit findings. The City's Comprehensive Annual Financial Report (CAFR) can be viewed online at [www.Lakewood.org](http://www.Lakewood.org).

### Federal Review

The program completed Year One of the new five-year grant cycle. There will be five review events scheduled over the grant cycle. There were no scheduled review events during the 2015-2016 school year.

## Early Childhood Development and Health Services Program Philosophy

The City of Lakewood is committed to providing quality Head Start and Early Head Start services that encompass the following goals:

- Prepare children for school through individualized and appropriate language and literacy experiences, science concepts, social studies topics, and math skills.
- Support physical development and health with creative and stimulating approaches to learning.
- Provide social and emotional development.
- Enhance cognition and general knowledge.
- Promote optimal health and wellness of each child and family through nutrition and physical and mental health services.
- Support families in developing, achieving and maintaining personal goals as a foundation for self-sufficiency.

Each of these activities is conducted in partnership with the staff, the child, the family and the larger community.



*Early Head Start home visit with one student.*

## Education Progress of Children

Child progress is evaluated using the Teaching Strategies GOLD (TSGOLD) system at three checkpoints. The chart below illustrates the progress that the kindergarten-bound children made using the TSGOLD average scaled scores. Children demonstrated substantial growth in each domain area over the course of the school year and were within the upper end or above the expected range in all domain areas by the spring assessment.

|  | Fall 2015 | Winter 2016 | Spring 2016 |
|--|-----------|-------------|-------------|
| <b>Social/Emtnl</b><br>Typical for Pre-K 589-690 | 630       | 678         | 724         |
| <b>Physical</b><br>Typical for Pre-K 589-690     | 617       | 660         | 698         |
| <b>Language</b><br>Typical for Pre-K 578-698     | 626       | 677         | 726         |
| <b>Cognitive</b><br>Typical for Pre-K 580-721    | 648       | 709         | 756         |
| <b>Literacy</b><br>Typical for Pre-K 572-705     | 617       | 671         | 709         |
| <b>Mathematics</b><br>Typical for Pre-K 615-712  | 619       | 665         | 710         |

## Early Head Start

This past year, the City of Lakewood Head Start program became a birth-to-five program. Outreach was expanded to children and families through the addition of the home based program. Two qualified home visitors were hired to enroll families, meet with them for 90 minutes a week and develop family partnership plans. Families and children were engaged in their home setting using the Parents as Teachers model, an evidence-based home visiting program.

Families and children came together in a socialization experience two to three times each month. The families attended gymnastics classes, visited local parks, splash pads, a children's museum and had monthly visits from a Jeffco librarian. The year ended with three students graduating into the Head Start program.

## Health Services

### Early Head Start

Children's Advisory Network completed the vision and hearing screenings for infants and toddlers. The screenings were done with parental assistance at a designated monthly socialization meeting.

### Vision Screening – Head Start

Colorado Kidsight, along with the help of the local Lions Club volunteers, screened the children at the beginning of the school year.

### Vision Screenings

|                             |    |
|-----------------------------|----|
| Number of children screened | 94 |
| Number of children referred | 15 |

### Oral Health – Head Start

Cavity Free @ Three through the Metro Community Provider Network visited three times over the school year. At each visit the program provided an oral health screening and application of fluoride varnish.

### Oral Health Services

|                             |    |
|-----------------------------|----|
| Number of children screened | 81 |
| Number of children referred | 14 |

### Dental Statistics – HS and EHS

Number of children with regular access to dental services:

|                           |     |
|---------------------------|-----|
| At the time of enrollment | 113 |
| At the end of enrollment  | 113 |

|                                       |   |
|---------------------------------------|---|
| Number referred for further treatment | 9 |
| Number who received treatment         | 7 |

|                                |     |
|--------------------------------|-----|
| Total number of dental exams   | 113 |
| Percentage of total enrollment | 89% |

### Health Statistics – HS and EHS

Number of children with regular access to health services:

|                           |     |
|---------------------------|-----|
| At the time of enrollment | 118 |
| At the end of year        | 118 |

|  |     |
|--|-----|
| Number of children current on primary and preventative care per EPSDT* | 115 |
| Percentage of total enrollment   | 91% |

\*Early and Periodic Screening, Diagnostic and Treatment

## Disability Services

The Local Education Agency continued to provide a Child Find team for services to children with Individual Education Plans (IEP) at all five sites during the school year. This past year 22 children qualified for IEP's.

Early Head Start worked with Developmental Disabilities Resource Center (DDRC) to provide special education services for children birth to 3 years of age. This collaboration yielded referrals to the EHS program and provided additional home services for several families in the area of language, child development and motor skills through the development of an Individual Family Service Plan (IFSP).

### Developmental Screening

The Ages and Stages Questionnaire was administered on the initial home visit with families in HS and EHS. This parent information tool proved to be successful in identification of children with developmental concerns.

### Screening & Disability Services Statistics

|                                 |     |
|---------------------------------|-----|
| Number of children screened     | 115 |
| Number of children referred     | 27  |
| Number of children with an IEP  | 22  |
| Number of children with an IFSP | 3   |

## Mental Health Services

This year, the Youth and Family Services therapists supported the program in the implementation of the Pyramid Plus model. Positive Solutions for Parents classes were offered along with a Women's Enrichment Class. Short-term counseling was available to the children and their families at no cost through the Youth and Family Services Program at the City of Lakewood, with 12 families using the counseling services this year. Therapists enhanced their classroom visits and observations in an effort to better understand the children's needs while helping teachers to address emotional and behavioral issues.

## Nutrition Services

City of Lakewood Head Start, under the Child and Adult Care Food Program (CACFP), provided children with nutritious meals and snacks. The program contracted with Michael's of Denver food services, which provides freshly prepared items, whole grains, fresh fruits and vegetables, and low-fat milk. Meals were served family-style in a relaxed, encouraging environment. Accommodations were made for food allergies and intolerances, cultural needs, diet preferences (vegan and vegetarian), and those with special needs. Height, weight, and body mass index were measured twice during the year, and this information was shared with families.

Parents were encouraged to participate in Cooking Matters, a six-week class promoting nutrition education that offers hands-on cooking demonstrations with free groceries to prepare healthy meals at home. Cooking Matters at the Store classes were also offered, which feature a grocery store tour providing strategies for preparing healthy family meals on a budget.



*Students and families enjoy Family Game Night.*

## Family and Community Partnerships

### Family Engagement

The Head Start Parent, Family and Community Engagement framework recognizes that building strong relationships with families is truly the cornerstone to success for both the family and child. Building relationships occurs as families are encouraged to be active participants in every facet the HS program. Some of the many ways that families were engaged in the program this year include the following activities:

- Being elected to Policy Council
- Attending one of the following committee meetings:
  - School Readiness
  - Transition
  - Health Services Advisory
- Monthly parent meetings
- Volunteering in the classroom
- Going on field trips
- Contributing to new staff interviews
- Participating in parenting classes
- Taking part in their center's Coffee & Chats
- Assisting with staff recruitments

This year, two large family events were planned. Game Night, held in November, gave families a chance to gather at Lakewood Link Recreation Center and play board or other educational games with their children and staff members. Eighty-two people attended, and families left with a board game to play with their children at home. The second event, a Field Day in April, was canceled due to weather.

### Family Statistics

|                                      |            |
|--------------------------------------|------------|
| <b>Number of HS and EHS families</b> | <b>127</b> |
| <i>Two parent families</i>           | 55         |
| Both parents employed                | 9          |
| One parent employed                  | 34         |
| Both parents unemployed              | 12         |
| <i>Single parent families</i>        | 72         |
| Parent employed                      | 41         |
| Parent unemployed                    | 31         |
| <i>Military families</i>             | 3          |

## **Program Volunteers**

|                                   |       |
|-----------------------------------|-------|
| Total number of volunteers        | 249   |
| Total number of parent volunteers | 245   |
| Total number of volunteer hours   | 6,029 |

## **Community Partnerships**

Each year, Head Start programs receive support from a variety of agencies and from partnerships with other organizations in the community. This ensures that HS families and their children have access to a variety of services depending on their unique needs.

## **Culture of Wellness in Preschools**

Lakewood Head Start was asked to participate in a two year grant promoting a “culture of wellness.” The project includes the implementation of a range of programs and activities aimed at increasing daily healthy eating and activity for preschool students, staff and parents in early childhood centers.

Children participated in the Integrated Nutrition Education Program, a nutrition curriculum that delivers materials for 12 interactive lessons each year. These include tasting fruit and vegetables, learning about germs and healthy teeth, and preparing simple recipes. Children also engaged in the nationally recognized physical activity program, I am Moving, I am Learning.

Parents received newsletters with each nutrition lesson that shared what their children learned in the classroom. Parents were also invited to attend the Parent Wellness Workshop, a six-week course covering a variety of topics including “Helping Children Be Good Eaters” and “Staying Active as a Family.”

The Wellness Team worked during the year to identify and address environment and policy changes needed to optimize healthy eating and active lifestyles for our families and staff. The team developed a wellness program policy, which can be viewed in each classroom. Staff workplace wellness activities were also conducted throughout the year.

## **Community Partner Recognition**

We would like to especially recognize the following organizations:

- Action Center
  - Helping Hearts & Hands
- All About Kids
- Bright By Three
- City of Lakewood Police Department
- Children’s Advisory Network
- Colorado Head Start Association
- Colorado Garden Show Inc.
- Colorado State Extension – Supplemental Nutrition Assistance Program
- Columbine United Church Care Group
- Culture of Wellness Grant
- Denver Urban Gardens
- Developmental Disabilities Resource Center
- Family Tree
- Friends of Man
- Green Mountain Presbyterian Church
- Hands of the Carpenter
- Home Depot
- Jefferson County Public Schools
  - Colorado Preschool Programs
  - Child Find
- Jefferson County Department of Health and Environment
- Jefferson County Public Library
- Karlis Center
- Kids in Need of Dentistry (KIND)
- Kiwanis Club – West Alameda Branch
- Kohl’s
- Lakewood United Church of Christ
- Learning Source for Adults & Families
- Lions Club – Kidsight
- Metro West Housing Solutions
- Red Rocks Community College
  - Child Care Innovations
  - Early Childhood Professionals
- Share Our Strength
  - Cooking Matters
  - Shopping Matters
- Stride
- Target
- Temple Hoyne Buell Foundation
- Triad Early Childhood Council
- West Metro Fire District
- Whole Foods at Belmar
- Women Infant and Children (WIC)

