



HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIPS



ANNUAL REPORT 2017-2018



**Head Start advocates
for families, works
within the community
to help resolve issues,
and more importantly,
empowers the families
to help themselves.**



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Contents

Introduction2

Family Survey Summary, CLASS Data4

School Readiness5

Family Engagement, Nutrition, and Physical Activity.....7

Staff Qualifications and Development8

Early Head Start Child Care Partnerships.....9

Enrollment, and Program Highlights10

Service Options13

Family Story.....14

External and Internal Audits and Reviews17

**Early/Head Start & Early Head Start
Child Care Partnership Budget 18**

Child & Family Services - Actual Revenue & Expenses 19

Locations21



Greetings,

In January of 1964, President Lyndon B. Johnson declared The War on Poverty in his State of the Union speech. Shortly thereafter, Sargent Shriver took the lead in assembling a panel of experts to develop a comprehensive child development program that would help communities meet the needs of disadvantaged preschool children. This was the birth of Head Start, which was also one of Kennebec Valley Community Action Program's first programs!

We are proud of all the accomplishments in the Child & Family Services Department, including high quality Early/Head Start and our collaborations with public schools and the communities we serve. Over 11,500 children and families in our communities have received high quality, comprehensive services and supports in northern Kennebec and Somerset Counties over the past 50+ years.

The Board of Directors and KVCAP's Senior Management Team know that this agency's success is due to the hard work and excellent skills of staff, as well as guidance from the Policy Council. Working together, your contributions help create lasting change and a brighter future for children, families and individuals in our communities. We all win when we work with our communities to build systems and services that help children be successful in school and life, our families be financially stable, and people to make healthy choices.

Thank you for your unwavering commitment to KVCAP's mission and for your support for children, families and communities as we continue our "War on Poverty"!

With gratitude,


Suzanne Walsh,
Chief Executive Officer


Kathryn Colfer,
Director of Child & Family Services

KVCAP Child & Family Services

Vision: to ensure every child arrives at school healthy and ready to succeed.

Mission: through an integrated approach, provide each child with the high quality early care and education that honors her/his unique characteristics and promotes the development of social, emotional, physical, and cognitive skills essential for a healthy, successful, and productive life. Child Development Services is an integral partner in delivery of service in all settings.



2018 Family Survey Summary

The family survey is an important component in the self assessment process as it gives management and staff a glimpse into parents' perceptions of the program. Overall, the results revealed that parents feel Early/Head Start is providing excellent customer service and children and families are receiving comprehensive, quality services. Some highlights from the survey, including those from the Early Head Start Child Care Partnerships are below:

- 100% of families feel they have the opportunity to discuss their children's learning and development.
- 100% of families feel their child's progress is shared in language they understand and in ways that are respectful to them and their family.
- Health Insurance, Transportation, Adequate Childcare, Dental Care, and Affordable Housing were the areas identified that present the most identified challenges.
- Families report that they are their child's first teacher and play an important role in their child's education.
- Over 95% of families feel they are comfortable when they have concerns letting staff know and working together to find a solution that works for both family and staff.
- 100% of families feel their child has the opportunity to use a variety of materials (i.e. age appropriate toys, materials, etc.) that meet his/her individual needs while attending the program.
- Over 98% of families report that they understand how their child's progress is measured.
- Over 95% of families feel the program/Provider provides nutritious snacks and meals and works with the family to meet their child's nutritional needs.

Classroom Assessment Scoring System

The **Classroom Assessment Scoring System (CLASS)** is a system for observing and assessing the quality of interactions between teachers and children in preschool classrooms. The CLASS examines social-emotional and instructional interactions that contribute to children's social competence and academic achievement. The CLASS measure includes 10 subscales organized into three domains: **(1) Emotional Support, (2) Classroom Organization, and (3) Instructional Support**. Each subscale is scored on a 7-point scale, with a score of 1 and 2 considered to be in the low-range; 3, 4, and 5 are mid-range; and 6 and 7 are high range.

KVCAP Child & Family Services Average CLASS Scores:

Emotional Support: 6.32
Classroom Organization: 6.15
Instructional Support: 3.56

CLASS Dimensions

Instructional Support

Concept Development
Quality of Feedback
Language Modeling

Classroom Organization

Behavior Management
Productivity
Instructional Learning Formats

Emotional Support

Positive Climate
Negative Climate
Teacher Sensitivity
Regard for Child Perspective



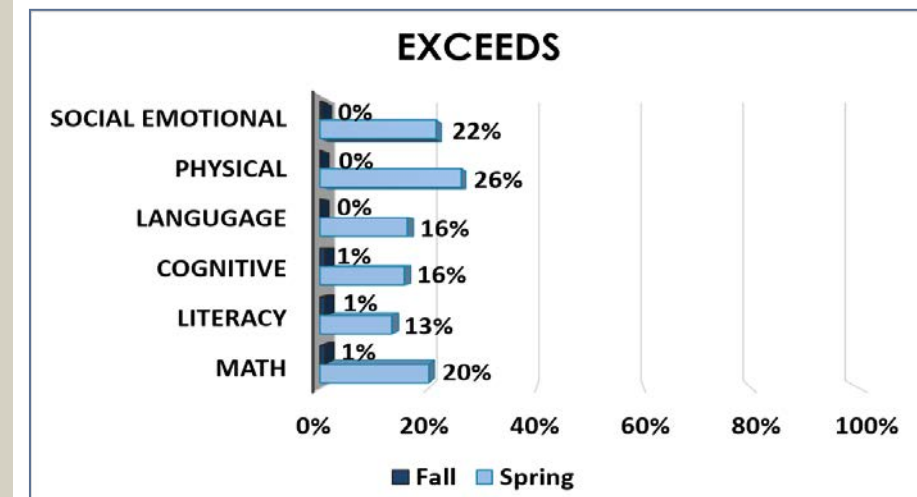
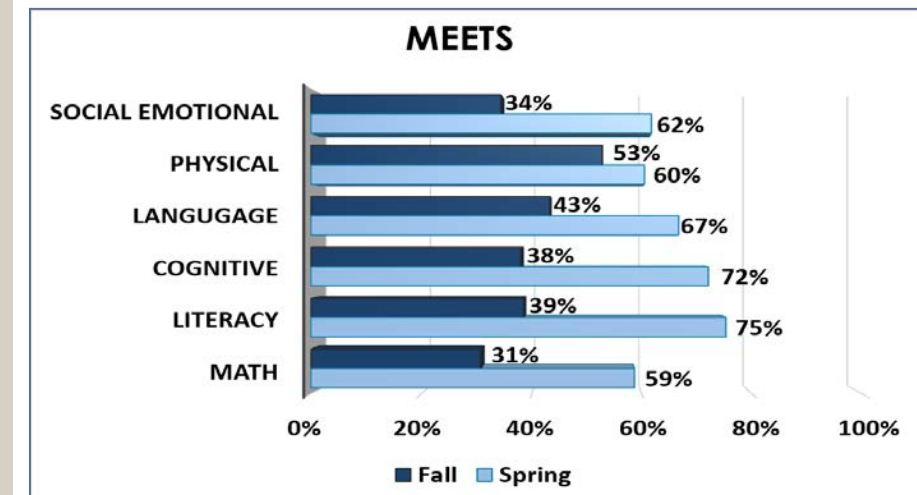
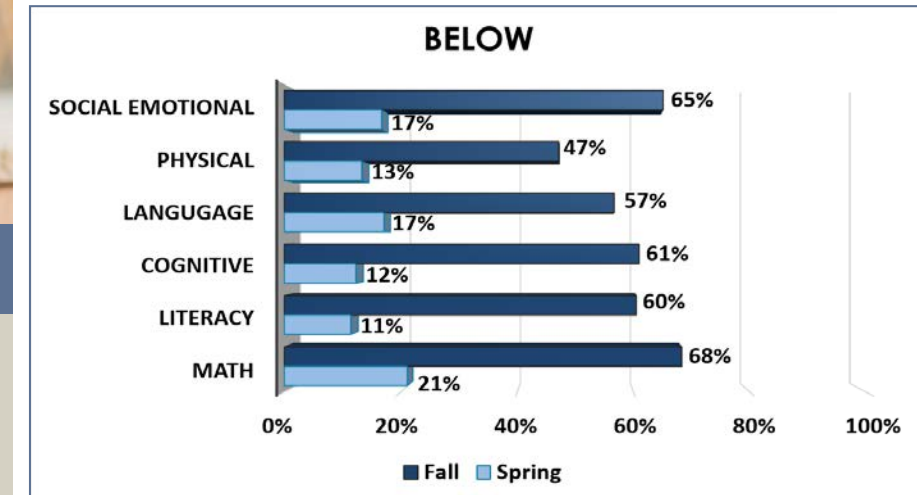
School Readiness

KVCAP's School Readiness Plan includes indicators in each of the development areas comprising the Head Start Child Development and Learning Framework and outlines the essential areas of learning and development for children. This Framework serves as a lens for analyzing data in order to understand child progress and to identify areas that need additional resources and attention. Multiple assessment tools or procedures (Classroom Scoring Assessment System (CLASS), Infant/Toddler Environment Rating Scale (ITERS), Early Childhood Environment Rating Scale (ECERS), mental health observations, etc.) are utilized to fully understand children's progress across all areas of child development and early learning.

These essential areas of learning and development are used by staff in a number of ways to guide local decision-making and action leading to positive outcomes for children, including:

- The selection and implementation of curriculum and assessment tools as part of an overall approach to promoting positive outcomes for children;
- Connecting child assessment data to various aspects of program planning and design;
- Establishing school readiness goals consistent with federal, state and local expectations;
- Monitoring children's progress; and
- Promoting continuous quality improvement in programs, child well-being, and success.

Head Start Child Outcomes - Ages 3-5 Fall to Spring 2017-18*



* Data reflects children who were enrolled at both checkpoints
**210 children

**Children leave Head Start
prepared for kindergarten,
excited about learning,
confident in their own abilities,
and ready to succeed.**

Family Engagement

Family Engagement is a cornerstone of service delivery. Family involvement opportunities include decision making, program planning and evaluation, Policy Council, parent committees, training and networking opportunities, comprehensive health services for their children, and curriculum planning. Approximately 763 parents volunteered their services to the program this year and/or participated in goal setting, home visits, planning, training or direct participation in their child's classroom or family childcare home. The program promotes the involvement of the whole family and coordinates specific activities to encourage male involvement.

Family Enrichment

A variety of education, social connection, and service opportunities were offered to families throughout program locations. Some of the highlights include: Conscious Discipline training, Head Start Goes to Augusta, relationship building workshops, career counseling services, and cooking classes.

Parent:Child Activities and Events

In order to support parents in their important role as children's first and best educators, family events and activities are offered throughout the year in all service locations. A favorite event for many families is an annual art show that honors children's creativity and emerging artistic skills. Other highlights include literacy and math nights, family meal times, field trips and fall festivals.

Nutrition

Meals and snacks are provided to meet the nutritional needs of young children and support the child's physical health and well-being. Meal times and nutrition activities are planned that foster a positive learning environment, supports child development and promotes school readiness. There are many opportunities for families to join a variety of activities that promote nutrition education and provide nutritious meals and snacks helping families establish good eating habits, including cooking classes, nutrition displays and activities promoting locally grown foods and farmer's markets.

Physical Activity

I Am Moving, I Am Learning (IMIL) is a proactive approach for addressing childhood obesity in children. IMIL seeks to increase daily moderate to vigorous physical activity, improve the quality of movement activities intentionally planned and facilitated by adults, and promote healthy food choices every day.

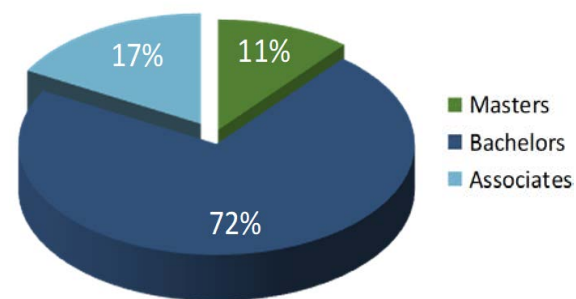
Choosy is a role model who encourages healthy decision making and wants to help prevent childhood obesity. Choosy assists parents, teachers, and health professionals by supplying consistent health messages and recognizes that preferences for food and physical activity are "learned" from others early in life. Choosy also helps grown ups to intentionally facilitate movement and nutrition experiences of young children so that healthy preferences are reinforced early and often. Choosy's name is tied to his behavior, and his message is simple:
Be Choosy Be Healthy.



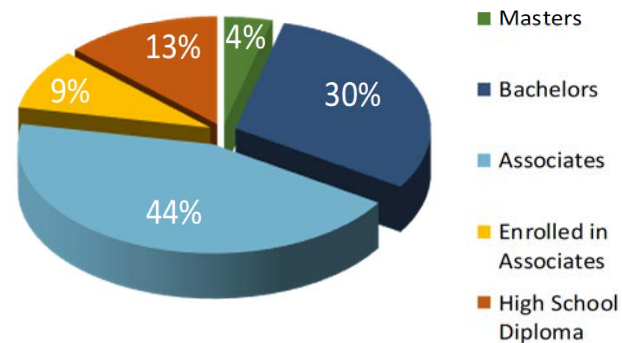
Staff Qualifications & Development

Professional Development is a major focus within Child & Family Services. Staff discuss professional development needs during his/her orientation period, and reviews/ revises this plan as part of his/her annual evaluation process.

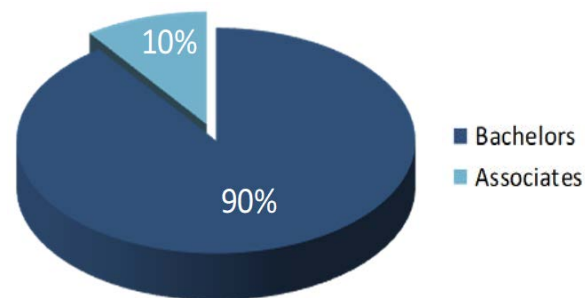
Teachers and Mentor Teachers



Teacher Assistants

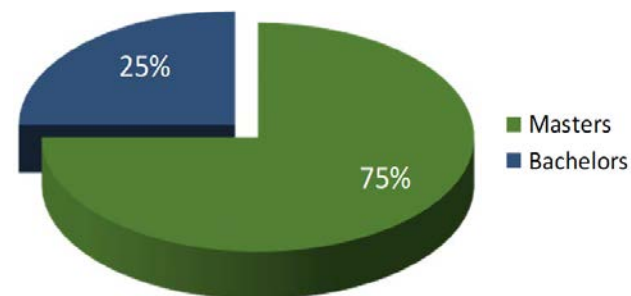


Family Service Coordinators

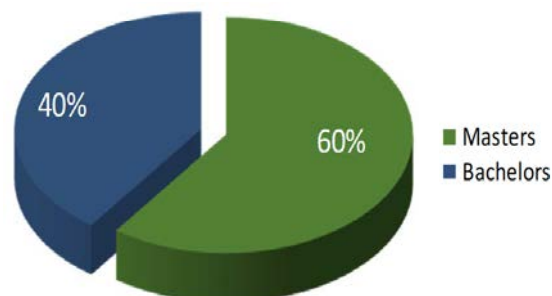


Content Specialists

Education, Infant/Toddler, Health & Nutrition,



Early Childhood Coach



Home Visitors &



Early Head Start Child Care Partnerships

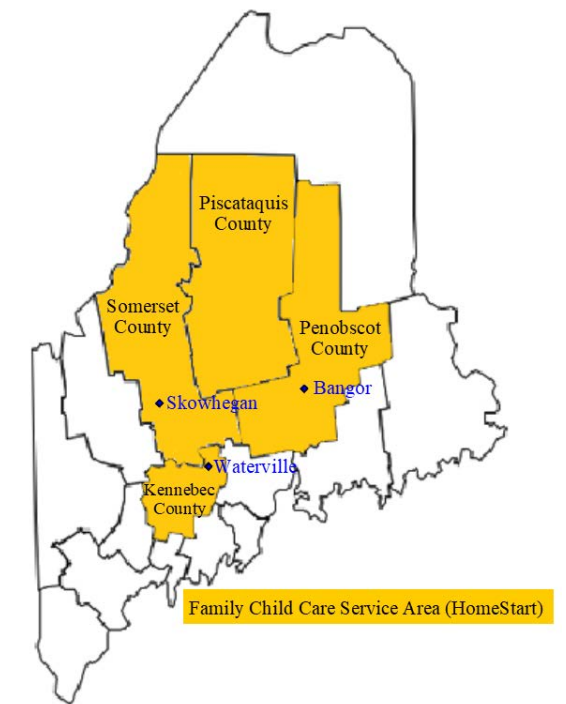
KVCAP was awarded and Early Head Start (EHS) Child Care Partnerships grant for \$1.329 million annually for 5 years. This program year marks the 4th year. The purpose of the grant is to assist community providers (centers and family child care) in accessing supports that enable them to meet the comprehensive Head Start Performance Standards (HSPS). Infants and toddlers in centers, and infants, toddlers and 3 year olds in family child care, are enrolled in EHS while staff support compliance with the HSPS (must meet within 18 months).

KVCAP is the hub for coordination and service delivery. KVCAP's partner, Educare Central Maine (ECM), supports participating providers through utilization of its high quality early learning and teaching facility for trainings and assessment support.

The grant increases providers' skills, knowledge, and capacity to measurably increase the social, emotional, health, and learning outcomes for low-income infants and toddlers (and 3 year olds in family child care), which includes children with disabilities, who are served in targeted communities across northern Kennebec, Somerset, Piscataquis, and Penobscot counties with high cumulative risk factors including child poverty, child welfare involvement, rural isolation, teen/single parent stress, unemployment, and lack of access to quality early care and education.

The EHS Child Care Partnership grant ensures participating family child care (HomeStart) and center-based providers serve children and families with quality comprehensive services which include: (1) evidence-based instructional practices aligning curricula and assessment; (2) culturally -competent and effective parent/family engagement and partnership in the child's development; (3) effective referral and partnerships with community-based services; and (4) ensure continuity of service through blended federal, state, and private funds.

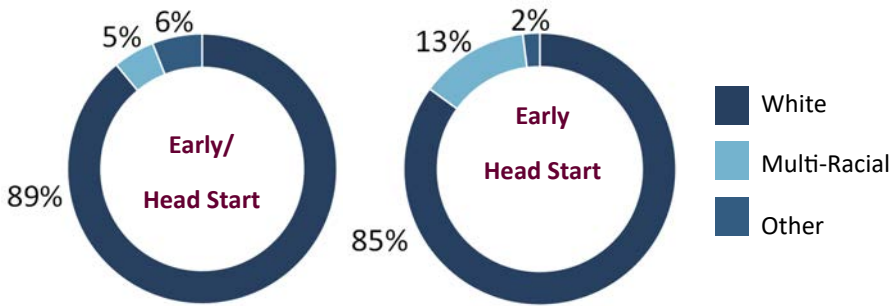
Finally, the EHS Child Care Partnership grant builds upon KVCAP's collaborations with Maine and national foundations, a local donor, and the Maine Early Learning Investment Group (MELIG), a group of Chief Executive Officer's committed to replicating a high quality birth to kindergarten-entry system, and to invest private resources that ensure the uninterrupted continuity of services for the children served through this partnership.



Enrollment

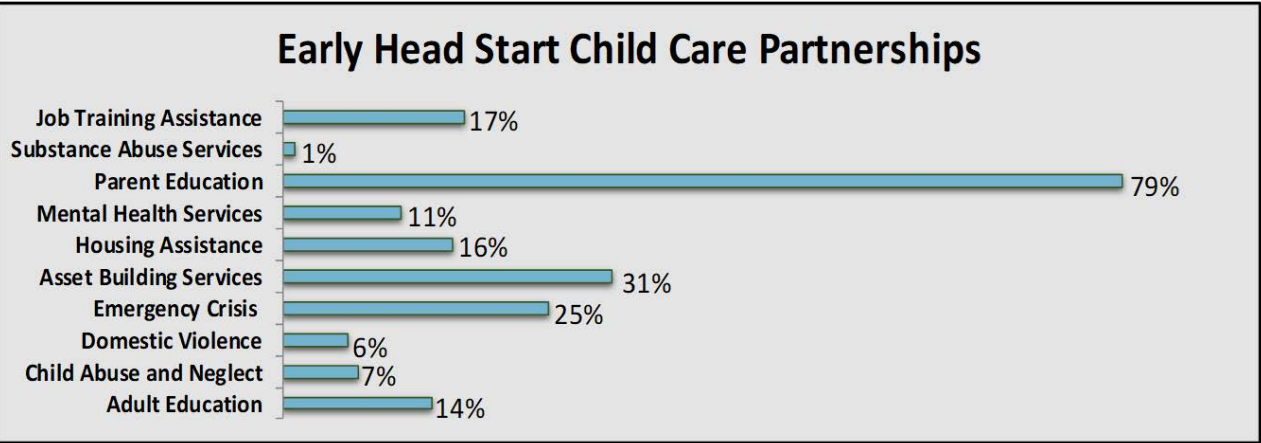
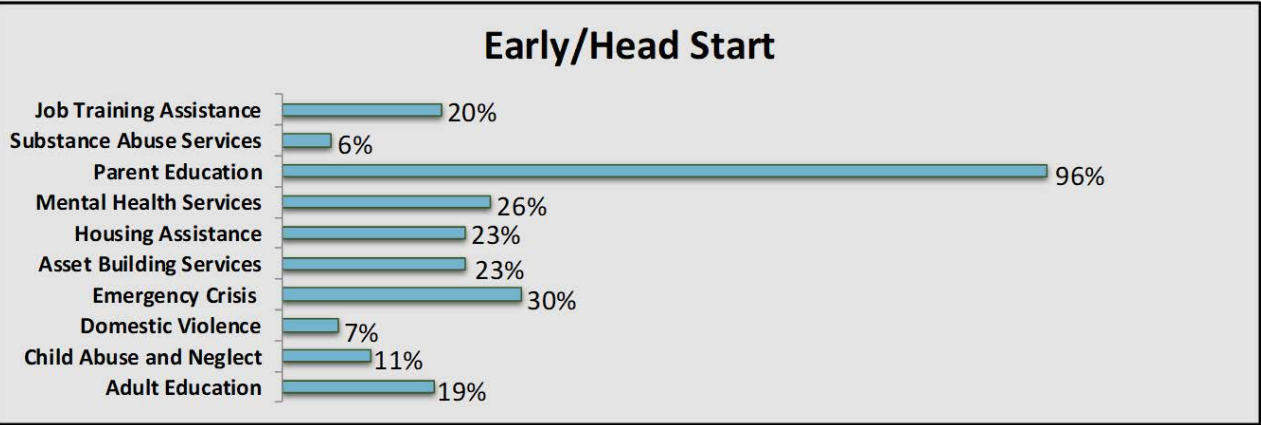
KVCAP is federally funded to serve 257 Head Start preschool-aged children (ages 3-5) and 56 Early Head Start infants, toddlers and pregnant women. Early Head Start Child Care Partnerships serves 60 infants and toddlers (and 3 year olds in family child care settings).

Ethnicity/Race



Family Services

Head Start assists parents in their efforts to improve the quality of life for themselves and their children. The following services/referrals were made for families in 2017-2018:



Program Highlights

Attendance

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Average daily attendance in center-based programs	88%	85%
Average funded enrollment	100%	100%
Number of homeless families served	23	1
Number of homeless families who obtained housing during the year	13	0
Number of nutritious meals and snacks served	92,431	

Child Health Attendance

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Children with developmental assessment within 45 days	93%	97%
Children who had access to ongoing, continuous and preventive dental care	87%	63%
Children up-to-date on immunizations	77%	73%
Children up-to-date on EPSDT*	85%	88%
Children who had access to ongoing, preventive and acute medical care	97%	99%

Child Disability Services

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Children with a diagnosed disability	22%	5%
Number of children with an IEP/IFSP	84	5

*Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)



**Head Start
partners with
parents in
developing their
child into a
healthy,
well-adjusted,
productive adult.**

Service Options

Service options for infants and toddlers and preschool children include Center based, Preschool, Home-based and HomeStart. All assure that Head Start Performance Standards are met.

Infants & Toddlers

Full-day center based services for children ages 6 weeks to 3 years are available at Educare Central Maine in Waterville and Skowhegan Early Head Start in Skowhegan.

Our multi-age infant-toddler program features: Individualized infant feeding and sleeping routines; small group size of 8 children; primary caregivers; breastfeeding friendly environments; daily written communication; and staff trained in infant/toddler development and care.

Preschoolers

Children participate in age-appropriate learning experiences that promote school readiness and support holistic development.

Part-day, part-year preschool classrooms for children ages 3 to 5 years* are offered in collaboration with the public schools in AOS #92, RSU #19, RSU #54, RSU #74 and MSAD #49.

RSU #54 and RSU #74 are also extended day locations, offering services 5 days per week, 6 hours per day, school year.

Full-day, center-based services are also available at Educare Central Maine in Waterville for children ages 3 to 5 years. The child care option includes all of the learning experiences offered in the part-day preschool program, with extended care hours to meet the needs of families working or going to school.

We focus on literacy; numeracy and math skills; creativity; health and nutrition; and social-emotional development.

**Service is not available for 3 year olds in all part-day, part-year locations.*

Home Based

The home based option provides families with the opportunity to receive Early Head Start services in their homes for children ages birth to 3 years.

The home based option offers: playgroups with other home based families; weekly home visit; developmentally appropriate educational activities; and support, guidance, and education designed for each individual family.

HomeStart

The HomeStart option combines Early Head Start and Family Child Care into a full-day, full-year childhood experience for children ages 6 weeks to age 4.

Family Child Care providers, Early Head Start staff, and parents work together as a team to offer: health and nutrition services; parent involvement opportunities; social services coordination; and, a supportive educational experience for each child.

Yvonne's story...

I live in Canaan with my husband, our son, and two dogs. My husband works full time and I paint commissioned artwork and teach art classes, so it was important to us to find great childcare that was also affordable. I received help from HomeStart in applying for and getting a full time childcare voucher and we are super happy with our sons spot at D's Daycare in Skowhegan. D is an amazing women and a real role model to parents. We love her teaching style! This confidence in his care has given me the ability to work and stay on track financially. I am so proud of how smart our son is and continue to be amazed at how advanced his speech and abilities are!

When we moved to this area we were living with family and hoped to purchase a home of our own. In a short amount of time, we have been able to find a rental home that we can afford, pay off a personal loan, and watch in amazement as our son grows into an amazingly smart young man!

Currently, HomeStart is working with us as we strive to develop a monthly budget and get the heating assistance we need this winter. We also have regular goals that we are working on with our son in order to help him learn and grow.

~Yvonne



**“Our children are our
greatest resource and
Head Start helps them
reach their full
potential”**





External & Internal Audits and Reviews

Independent Audit Report

The Independent Audit Report is completed by PFBF, Certified Public Accounts. Our most recent report was for the year ending September 30, 2017. The reports required by *Government Auditing Standards* and *Uniform Guidance* did not contain any findings. The report required by *Maine Uniform Accounting and Auditing Practices for Community Agencies* also contained no findings to the Child & Family Services program.

Self Assessment & Community Assessment

An annual self-assessment is completed as a part of our internal ongoing monitoring process (February 2017). Staff, community-partners and parents use a variety of tools and methods to determine the effectiveness of the program's service delivery system in all content areas. A Training and Technical Assistance plan was developed to continue to enhance staff skills and improve quality. KVCAP's full Community Assessment can be found by visiting www.kvcap.org.

Federal Monitoring Review

The office of Head Start uses the Head Start Monitoring System to measure the performance and accountability of Head Start programs across the country. The Office of Head Start assesses grantee compliance with the Head Start Performance Standards, the Head Start Act, and other regulations. The Head Start Monitoring System gives the Office of Head Start a multi-year perspective on grantee operations with a focus on performance, progress, and compliance. It also provides grantees with opportunities for continuous improvement. This system conducts off- and on-site reviews, and disseminates its findings through formal monitoring reports.

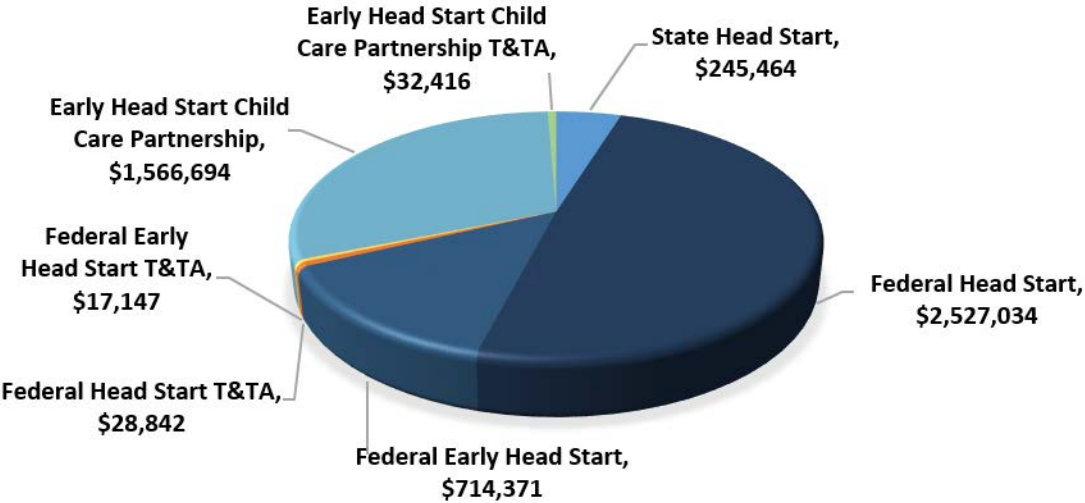
The federal monitoring review is conducted in 3 parts:

- (1) Classroom Assessment Scoring System (CLASS)
- (2) Focus Area One: Understanding the Approach to Program Services
- (3) Focus Area Two: Understanding Performance for Continuous Program Improvement

The Aligned Monitoring System will provide the Office of Head Start with the performance data needed by year four of the grant cycle. The data is used to determine whether the grantee will need to compete for further Head Start funding according to the Designation Renewal System. The Office of Head Start also will better distinguish between compliance and quality, enabling them to identify and track elements that reflect strong performance.

Kennebec Valley Community Action Program was fully compliant in its last federal monitoring review.

*Early/Head Start & Early Head Start Child Care Partnerships
FY 2017-2018 Federal & State Revenue
\$5,131,968*



	State Head Start	Federal Head Start	Federal Early Head Start	Federal Head Start T&TA	Federal Early Head Start T&TA	Early Head Start Child Care Partnerships	Early Head Start Child Care Partnerships T&TA
Personnel	\$149,860	\$1,502,873	\$431,656	-	-	\$547,686	-
Fringe	\$60,379	\$474,718	\$129,502	-	-	\$221,738	-
Travel (Out of Town)	-	\$359	\$50	\$4,887	\$3,620	\$93	\$494
Equipment	-	-	-	-	-	-	-
Supplies	-	\$54,828	\$17,673	-	-	\$20,288	\$2,000
Contractual	-	\$33,933	\$20,674	-	\$620	\$398,017	-
Construction	-	-	-	-	-	-	\$925
Other	\$8	\$106,836	\$13,371	\$23,955	\$12,907	\$250,162	\$28,997
Indirect	\$35,217	\$353,487	\$101,445	-	-	\$128,710	-
Total	\$245,464	\$2,527,034	\$714,371	\$28,842	\$17,147	\$1,566,694	\$32,416

*Child & Family Services
Actual Revenue & Expenses
October 1, 2017 - September 30, 2018*

Revenue	
Federal	\$ 4,708,889
State	\$ 554,791
Client Fees/Scholarships	\$ 1,259,642
Local	\$ 1,557,643
Other	\$ 646,749
In-Kind	\$ 958,325
Total Revenue	\$ 9,686,039

Expenses by Category	
Personnel	\$ 4,313,063
Fringe	\$ 1,351,231
Contract Services	\$ 813,227
Travel	\$ 28,489
Equipment	\$ 0
Supplies	\$ 174,818
Other	\$ 987,060
Indirect	\$ 1,021,987
In-Kind	\$ 958,325
Total Expenses	\$ 9,648,200

Variance	\$ 37,839
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Head Start is designed to ensure that all children - regardless of their family's background - are able to enter kindergarten ready to learn.

KVCAP Child & Family Services Site Locations

Canaan Preschool

Canaan Elementary School
178 Main Street
Canaan, ME 04924
(207) 474-3901

Clinton Preschool

Clinton Elementary School
75 Morrison Avenue
Clinton, ME 04927
(207) 426-2181

Educare Central Maine

56 Drummond Avenue
Waterville, ME 04901
(207) 680-7200

Fairfield Preschool

Fairfield Primary School
63 High Street
Fairfield, ME 04937
(207) 453-4220 x330

Mill Stream Preschool

Mill Stream Elementary School
26 Mercer Road
Norridgewock, ME 04957
(207) 858-1400

MSAD #74 Preschool - Garret Schenck

Garret Schenck Elementary School
19 Ken Taylor Avenue
Anson, ME 04911
(207) 696-3753

MSAD #74 Preschool - Solon

Solon Elementary School
76 South Main Street
Solon, ME 04979
(207) 643-2491

North Elementary Preschool

North Elementary School
33 Jewett Street
Skowhegan, ME 04976
(207) 458-4372

Skowhegan Early Head Start

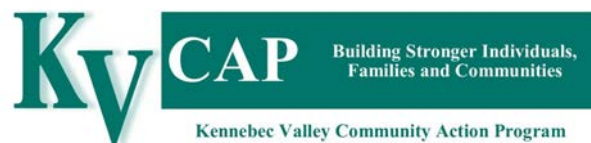
130 Academy Circle
Skowhegan, ME 04976
(207) 858-1453

St. Albans Preschool

St. Albans Consolidated School
129 Hartland Avenue
St. Albans, ME 04971
(207) 938-3159

**Home Based services provided throughout
Northern Kennebec and Somerset Counties.**

**HomeStart services provided throughout
Northern Kennebec, Somerset, Penobscot, and
Piscataquis Counties.**



97 Water Street • Waterville • Maine • 04901 • www.kvcap.org