



Child & Family Services

Head Start, Early Head Start and Early Head Start Child Care Partnerships



ANNUAL REPORT 2018-2019

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



**KVCAP
Board of Directors**

Heather Merrow, President
Julie Redwine, Secretary
Richard Staples, Treasurer
Sheryl Gregory, Past President
Jeff Johnson*
George Joseph*
Betty St. Hilaire*
Mark St. John*
Denver Brown
Dennis Carrillo
Anna Court
Michael Mitchell
Michael Mosley
Flavia Oliveira
Richard St. Pierre
Pamela Thompson
Kelly Wheeler

*Outgoing Board Members

Policy Council

Michele Gonya, Chairperson
Emma Kroemer, Vice-Chairperson
Katherine Obert, Secretary
Carolyn Courtney, Treasurer
Karina Beadling
Erika Bernardini
Kelly Clauson
Vicki Dodge
Ashley Hebert
Michelle Humphrey
Michael Mosley
Richard Yocum
Amy Witt
Kasey Woodman



Contents

Introduction2

Service Models/Options.....4

Family Survey Summary, CLASS Data6

School Readiness.....7

Family Engagement, Nutrition, and Physical Activity.....9

Staff Qualifications and Development10

Enrollment, and Program Highlights12

Family Story14

External and Internal Audits and Reviews17

Child & Family Services - Actual Revenue & Expenses.....19

Current Site Locations 2019/202021



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 the many 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
Suzanne Walsh,
Chief Executive Officer

Tracye Fortin
Tracye Fortin,
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.



Service Models

Head Start

Head Start supports children’s growth and development in a positive learning environment through a variety of services, which include:

- **Early learning:** Children’s readiness for school and beyond is fostered through individualized learning experiences. Through relationships with adults, play, and planned and spontaneous instruction, children grow their social skills and emotional well-being, along with language and literacy learning, and concept development
- **Health:** All children receive health and development screenings, nutritious meals, oral health and mental health support. Staff connect families with medical, dental, and mental health services to ensure that children are receiving the services they need.
- **Family Services:** Parents and families are supported in achieving their own goals, such as housing stability, continued education, transportation, and financial security. Programming supports and strengthens parent-child relationships and staff engage families around children’s learning and development.

Early Head Start

Early Head Start (EHS) provides similar services as preschool Head Start programs and are tailored for the unique needs of infants and toddlers. Early Head Start programs promote the physical, cognitive, social, and emotional development of infants and toddlers through safe and developmentally enriching caregiving. This prepares children for continued growth and development and eventual success in school and life.

Following the Head Start model, Early Head Start programs support parents, both mothers and fathers, in their role as primary caregivers and teachers of their children. Staff assist families in meeting their own personal goals and achieving self-sufficiency, such as housing stability, continued education, transportation and financial security.

Early Head Start programs also mobilize the local community to provide the resources and environment necessary to ensure a comprehensive, integrated array of services and support for children and families.

Early Head Start Child Care Partnerships

The EHS-CC Partnerships program brings together the strengths of child care and EHS programs. Child care centers and family child care Providers respond to the needs of working families by offering flexible and convenient full-day/full-year services. In addition, child care Providers have experience providing care that is strongly grounded in the cultural, linguistic, and social needs of the families and their local communities.

Through the EHS-CC Partnerships program, child care centers and family child care Providers have access to resources to provide the comprehensive services needed to support better outcomes for our communities most vulnerable children. EHS is a research-based program that emphasizes the importance of responsive and caring relationships to support the optimal development of infants and toddlers.

EHS provides comprehensive family-centered services that adhere to the Head Start Program Performance Standards (HSPPS) to support high-quality learning environments. Integrating EHS comprehensive services and resources into the array of traditional child care and family child care settings creates new opportunities to improve outcomes for infants, toddlers, and their families.



Model Options

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 support holistic development and promote school readiness.

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

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

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/year-round 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 Visiting

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

The home visiting option offers: weekly home visits; playgroups with other families; developmentally appropriate educational activities; and support, guidance, and education individually designed for each 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: a supportive educational experience for each child; health and nutrition services; parent involvement opportunities; and, social services coordination.

2019 Family Survey Summary

The family survey is an important component in the self assessment process as it gives management and staff further information about parents' experiences and perceptions of the program. Results revealed that parents feel Early/Head Start is providing excellent 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.
- 94% of families feel their contributions are valued by program staff/Providers.
- 100% of families feel they are comfortable when they have concerns letting staff/Providers know and working together to find a solution that works for both family and staff.
- 93% of parents are comfortable recommending the program to others.
- 100% of families feel their input helped teachers/Providers individualize for their child(ren).

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 measures: (1) **Emotional Support**, (2) **Classroom Organization**, and (3) **Instructional Support**.

CLASS Dimensions

Instructional Support

Concept Development
Quality of Feedback
Language Modeling

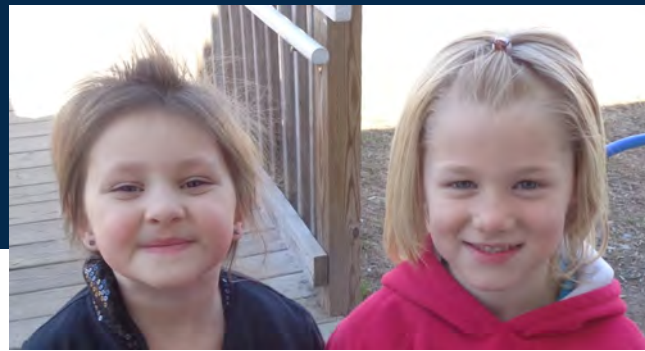
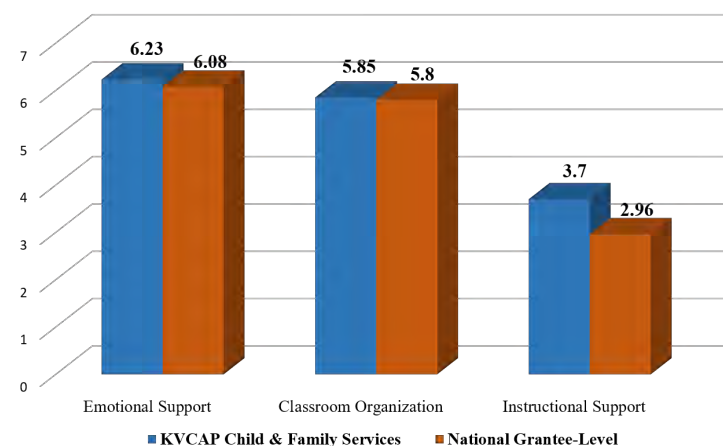
Classroom Organization

Behavior Management
Productivity
Instructional Learning Formats

Emotional Support

Positive Climate
Negative Climate
Teacher Sensitivity
Regard for Child Perspective

CLASS Scores
KVCAP Child & Family Services and National Grantee-Level



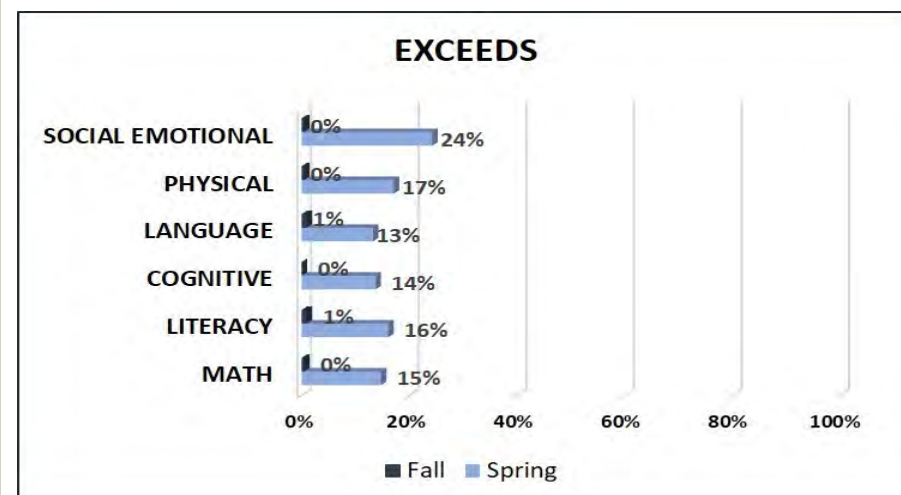
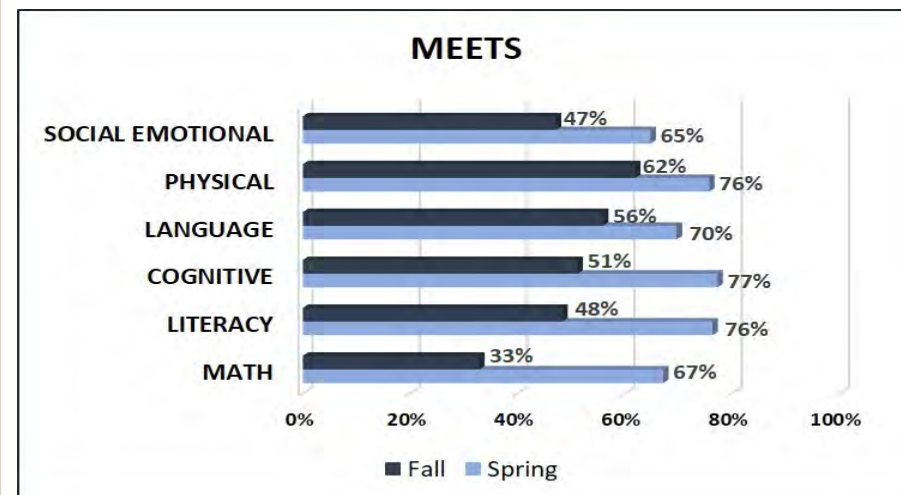
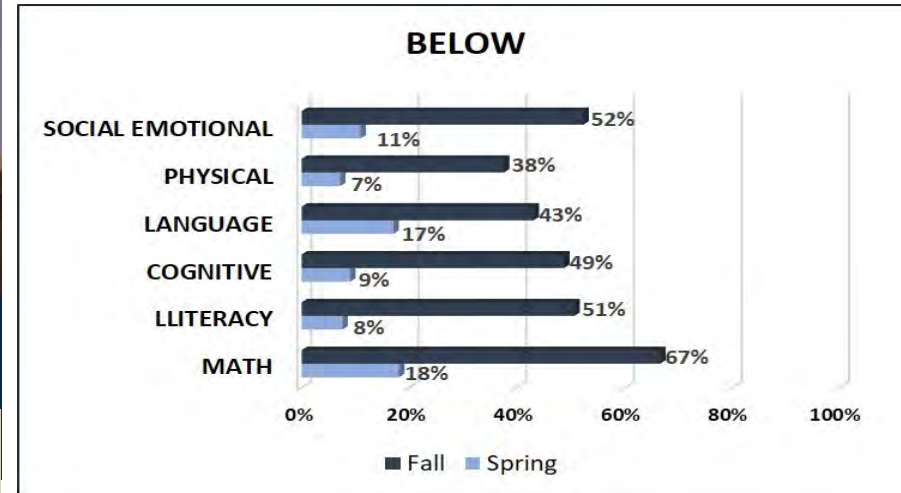
School Readiness

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.

Staff use data in a number of ways to guide local decision-making and action leading to positive outcomes for children, including:

- The selection and implementation of research-based curriculum and assessment tools;
- 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 2018-19*



* Data reflects children who were enrolled at both checkpoints
**211 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 are 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, support child development and promote 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.

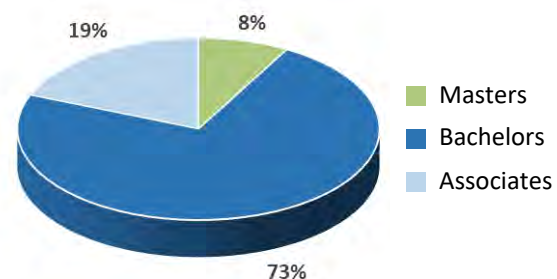
Choosy is a role model who encourages healthy decision making and wants to help prevent childhood obesity. Choosy assists parents, teachers, and health professionals by supplying consistent health messages and recognizes that preferences for food and physical activity are "learned" from others early 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.



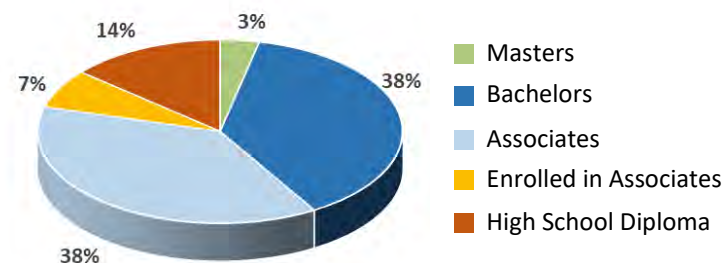
Staff Qualifications & Development

We value our highly trained staff! 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 for continuous improvement.

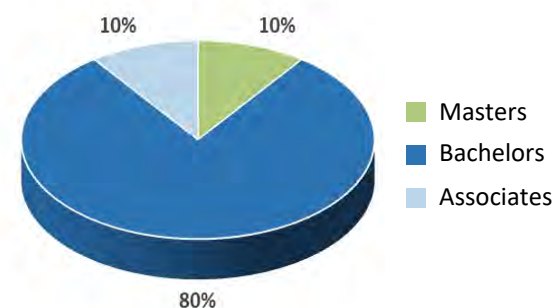
Teachers



Teacher Assistants

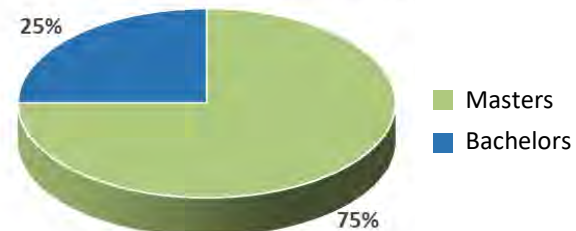


Family Service Coordinators

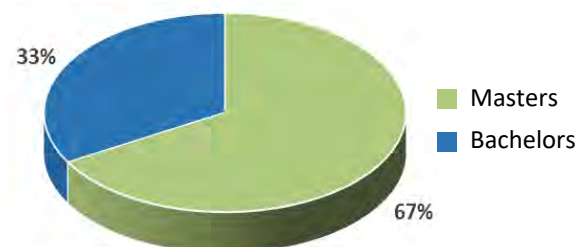


Content Specialists

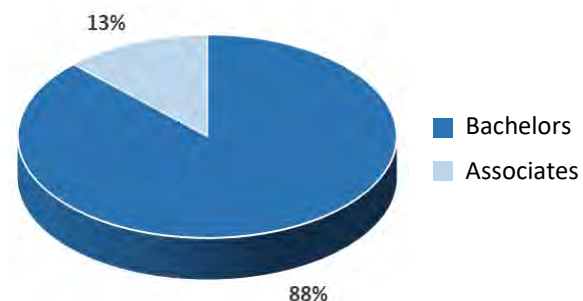
Education, Infant/Toddler, Health & Nutrition, Family Services, Mental Health, and Disabilities



Early Childhood Coach/Master Teacher



Home Visitors & HomeStart Coordinators



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

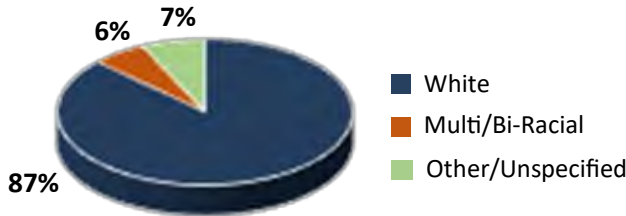




Enrollment

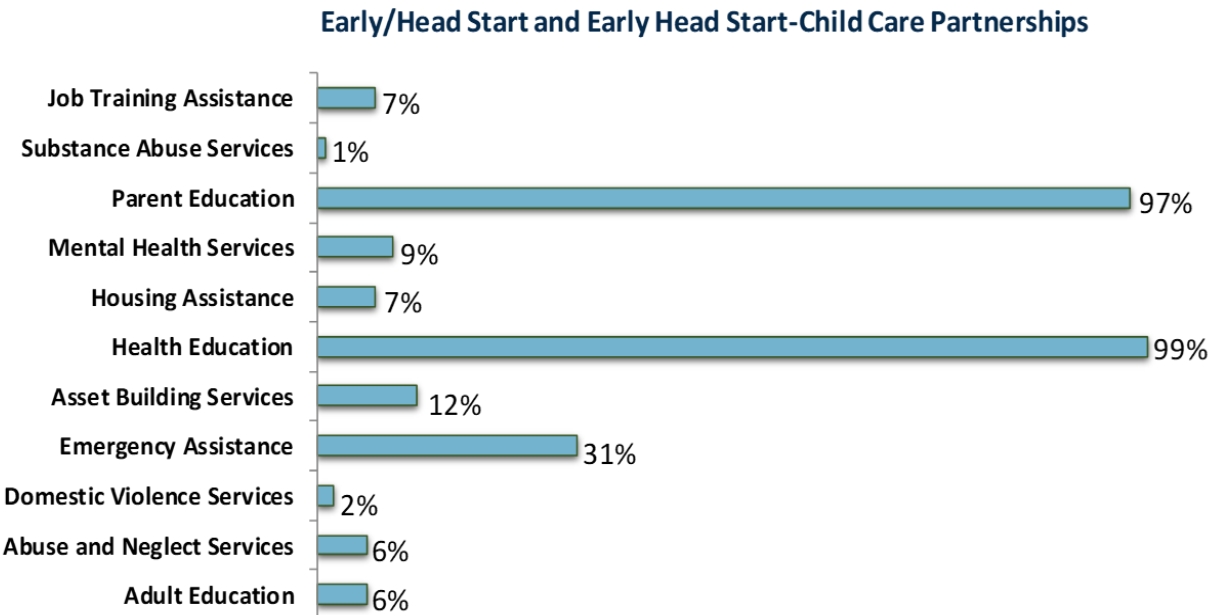
KVCAP is federally funded to serve 257 Head Start preschool-aged children (ages 3-5) and 56 Early Head Start infants, toddlers and pregnant women. Early Head Start Child Care Partnerships serves 100 infants and toddlers (and 3 year olds in family child care settings).

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 2018-2019:



Program Highlights

Attendance

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Average daily attendance	87%	86%
Average monthly enrollment	88%	86%
Number of homeless families served	26	1
Number of homeless families who obtained housing during the year	11	0
Number of nutritious meals and snacks served	80,055	

Child Health Attendance

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Children with developmental assessment within 45 days	88%	95%
Children who accessed ongoing, continuous and preventive dental care	82%	63%
Children up-to-date on immunizations	80%	63%
Children up-to-date on EPSDT* <i>*Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)</i>	83%	76%
Children who had access to ongoing, preventive and acute medical care	98%	96%

Child Disability Services

	Head Start/ Early Head Start	Early Head Start- Child Care Partnerships
Children with a diagnosed disability	24%	17%
Number of children with an Individualized Education Plan/ Individualized Family Service Plan	75	10





Kim's story...

My name is Kim Bishop. My family and I have been clients in the Child & Family Services program at KVCAP for eight years. My journey began when I enrolled my son, Dustin, at Educare while completing my degree. I was fortunate to have received grant/scholarship monies and was working toward a degree in Psychology with a minor in Elementary Education. Once I accomplished my educational goal, I postponed my career to be a stay at home mom. I felt it was important to be home while Dustin was in his formative years. When I no longer qualified for Educare, I was offered and enrolled

in the HomeBased option, which included weekly home visits and a monthly playgroup.

My family has had weekly visits from our home visitor for seven years. During the first year, our second son was born. Derrick Jr. was also enrolled in the HomeBased program and the home visits became even more valuable. Our Home Visitor provided parenting support, guidance and encouragement, and was able to connect us to other resources to help our family. Things like budget education, care packages when food was low and money scarce, and monthly playgroup opportunities made a world of difference to me and my boys. When Dustin turned three, our Home Visitor coordinated enrollment for him at KVCAP's Hartland Preschool. Dustin was able to attend a quality preschool while I remained at home with his brother, continuing to receive weekly visits.

In April of 2016, I lost my dad. A month later, our third child, Adalynn, was born. I experienced an emotional roller-coaster, grieving the loss of my father while trying to care for a newborn, as well as my other two young children. The support I received from our Home Visitor and the Hartland Preschool teachers was vitally important to me through this emotional time in my life.

One of my family's goals was to own our own home. Using the Head Start SMART model, we were able to accomplish small steps and eventually meet our goal! In early 2017, with my husband doing well in his job and my own part-time income, we were able to purchase our first home. Dustin was in kindergarten, Derrick Jr. had made the transition into Hartland Preschool and I remained home with Adalynn.

Unfortunately, my husband and I went through some extremely difficult relationship challenges and we divorced in 2018. One of us needed to leave the home and my ex-husband refused to go. In order to keep my children's lives as stable as possible, I made the sacrifice of moving out and allowing my children to remain in the home with their dad. For six months, I was homeless, staying with relatives for periods of time, while staying close to my children. I went to the house each morning to get the children dressed, fed and the boys off to school. I returned each day to meet the bus and stayed at the house until bedtime when their father came home from work. During this period, I started my career with a part time position at the local school, which eventually became a full time position.

When my ex-husband went to work out of state and would not allow me to move back into the home with my children, I took a second job to acquire our own housing. We moved into a mobile home just in time for Christmas.

I have worked diligently over the past year to become financially stable and provide a good home for myself and my children. The support I have received through KVCAP's home visiting program and the Hartland Preschool were imperative to my current stability. I was able to be a constant force in my children's lives and always put their needs first.

I am now in a relationship with someone who values me and is helping me to feel emotionally stable, safe and secure. I look forward to one day introducing him to my children.

~ Kim

**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 was completed by One River, Certified Public Accountants for the year ending September 30, 2018. 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 2019). 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. Program goals are developed with an accompanying Training and Technical Assistance plan 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 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.



Child & Family Services
Actual Revenue & Expenses
October 1, 2018 - September 30, 2019

Revenue by Category	
Federal	\$ 4,993,661
State	\$ 512,526
Client Fees/Scholarships	\$ 1,787,888
Local	\$ 1,838,152
Other	\$ 222,078
In-Kind	\$ 1,293,118
Total Revenue	\$ 10,647,423

Expenses by Category	
Personnel	\$ 4,458,323
Fringe	\$ 1,455,367
Contract Services	\$ 926,103
Travel	\$ 104,915
Equipment	\$ 0
Supplies	\$ 281,236
Other	\$ 800,839
Indirect	\$ 1,047,514
In-Kind	\$ 1,293,118
Total Expenses	\$ 10,367,515



Head Start is designed to ensure that all children enter kindergarten ready to learn.

KVCAP Child & Family Services

Current Site Locations for 2019-2020

<u>Albion Preschool</u> Albion Elementary School 20 School Street Albion, ME 04901 (207) 437-2616	<u>Educare Central Maine</u> 56 Drummond Avenue Waterville, ME 04901 (207) 680-7200	<u>Skowhegan Early Head Start</u> 130 Academy Circle Skowhegan, ME 04976 (207) 858-1453
<u>Anson Preschool</u> Garret Schenck Elementary School 19 Ken Taylor Avenue Anson, ME 04911 (207) 696-3753	<u>Fairfield Preschool</u> Fairfield Primary School 63 High Street Fairfield, ME 04937 (207) 453-4220 x330	<u>Solon Preschool</u> Solon Elementary School 76 South Main Street Solon, ME 04979 (207) 643-2491
<u>Canaan Preschool</u> Canaan Elementary School 178 Main Street Canaan, ME 04924 (207) 474-3901	<u>Mill Stream Preschool</u> Mill Stream Elementary School 26 Mercer Road Norridgewock, ME 04957 (207) 858-1400	<u>Somerset Preschool</u> Somerset Elementary School 45 Blake Street Hartland, ME 04943 (207) 938-4770
<u>Clinton Preschool</u> Clinton Elementary School 75 Morrison Avenue Clinton, ME 04927 (207) 426-2181	<u>North Elementary Preschool</u> North Elementary School 33 Jewett Street Skowhegan, ME 04976	

Partner Locations:

For more information about partner locations, please call (207) 859-1599

<u>100 Acre Wood Day Care</u> Dexter, ME	<u>Grins N' Giggles Child Care</u> Cornville, ME	<u>Otter Brook Child Care</u> Fairfield, ME
<u>Bouncing Bubbles Child Care</u> Skowhegan, ME	<u>Home Away From Home Family Daycare</u> Dover-Foxcroft, ME	<u>Penquis</u> Bangor, ME
<u>D's Daycare</u> Skowhegan, ME	<u>Kiddie Kape Day Care</u> Dover-Foxcroft, ME	<u>Quimby Child Care</u> Norridgewock, ME
<u>Darlene's Day Care</u> Pittsfield, ME	<u>Maine Children's Home</u> Waterville, ME	<u>Southern Kennebec Child Development Center</u> Farmingdale ME

Home Visiting:
Home Visiting is provided throughout northern Kennebec and Somerset Counties. For more information, please call (207) 859-1652.

