

Tacoma Public Schools

# Head Start

## Annual Report

### 2009-2010



## Building Our Future!

*Head Start is a federally funded national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.*



Tacoma Public Schools Head Start Administration and Enrollment Office  
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**Head Start Program Approach**

The Head Start program is based on the premise that all children share certain needs, and that children of low-income families, in particular, can benefit from a comprehensive developmental program to meet those needs. The Head Start program approach is based on the philosophy that:

1. A child can benefit most from a comprehensive, interdisciplinary program to foster development and remedy problems as expressed in a broad range of services.
2. The child’s entire family, as well as the community, must be involved. The program should maximize the strengths and unique experiences of each child. The family, which is perceived as the principal influence on the child’s development, must be a direct participant in the program.

**TPS Head Start Classrooms**

Tacoma Public Schools Head Start is a center-based, part-day program that runs five days a week, Monday through Friday. There are a total of 29 classrooms located within 15 different elementary schools and the Madison complex. The classroom staff consists of a Head Start teacher and a classroom assistant. A Head Start advocate is assigned to each classroom and provides support to families for a wide variety of needs. Each classroom is supported and guided by a program specialist, health specialist, disabilities & training specialist, and a family/community specialist.

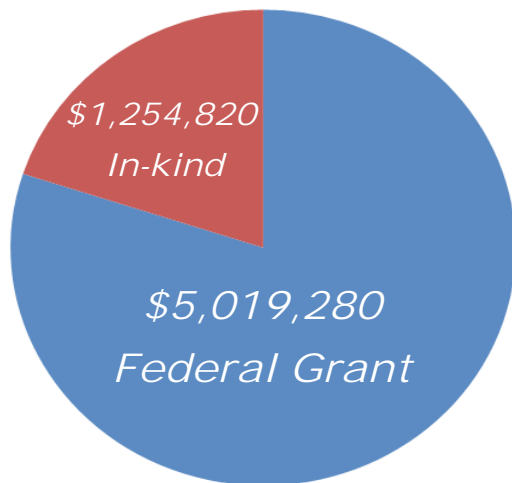
*Head Start Sites*

<b>Arlington Elementary</b> 3002 S. 72nd. St. 2 Classrooms	<b>Edison Elementary</b> 5830 S. Pine St. 1 Classroom	<b>Madison Complex</b> 3101 S. 43rd St. 4 Classrooms	<b>Reed Elementary</b> 1802 S. 36th St. 1 Classroom
<b>Birney Elementary</b> 1202 S. 76th St. 2 Classrooms	<b>Jefferson Elementary</b> 4302 N. 13th St. 2 Classrooms	<b>Mann Elementary</b> 5211 S. K St. 1 Classroom	<b>Roosevelt Elementary</b> 3550 E. Roosevelt St. 3 Classrooms
<b>Blix Elementary</b> 1302 E. 38th St. 1 Classroom	<b>Lister Elementary</b> 2106 E. 44th St. 2 Classrooms	<b>McCarver Elementary</b> 2111 S. J St. 3 Classrooms	<b>Stanley Elementary</b> 1712 S. 17th St. 1 Classroom
<b>Downing Elementary</b> 2502 N. Orchard St. 2 Classrooms	<b>Lyon Elementary</b> 101 E. 46th St. 2 Classrooms	<b>Pt. Defiance Elementary</b> 4330 N. Visscher St. 1 Classroom	<b>Whitman Elementary</b> 1120 South 39th St. 1 Classroom



**TPS Head Start Program Funding**

Tacoma Public Schools Head Start is funded by the Federal Head Start Continuation Grant and through in-kind contributions to serve 563 children.



In-kind contributions are non-cash donations which can be given a cash value. Examples of in-kind contributions are:

- A government agency or private company donates materials to a classroom.
- A consultant or volunteer donates his/her time to the Head Start program.
- A parent donates his/her time or materials to the classroom

**Budgeted Expenses vs. Actual Expenses**

When applying for the Federal Head Start Continuation Grant, a proposed budget for the total amount of the award is presented. Budgeted and actual amounts are indicated below:

Expenses	Budgeted	Actual
Personnel	\$2,744,710	\$2,984,721
Fringe Benefits	\$1,232,511	\$1,301,031
Travel	\$9,510	\$18,141
Equipment	\$0	\$0
Supplies	\$216,496	\$250,032
Contractual	\$13,110	\$10,224
Facilities/Construction	\$0	\$0
Other	\$431,145	\$137,215
Direct Costs	\$4,647,482	\$4,588,421
Indirect Costs	\$371,798	\$371,798

### Program Eligibility and Families Served

Head Start is a free preschool program for low-income families living within the boundaries of the Tacoma Public Schools (TPS).

<b>Number of Families Served</b>	<b>630</b>
<i>Two parent families</i>	281
<i>Single parent families</i>	349



<b>Families Receiving Federal or Other Assistance</b>	
<i>TANF benefits</i>	232
<i>SSI benefits</i>	36

<b>Employment - Two Parent Families</b>	
<i>Both parents employed</i>	45
<i>One parent employed</i>	169
<i>Both parents not working</i>	67

<b>Families - Education Level</b>	
<i>BA or advanced degree</i>	31
<i>Some college, vocational or AA</i>	214
<i>High school graduate or GED</i>	251
<i>Less than high school graduate</i>	134

<b>Employment - Single Parent Families</b>	
<i>Parent employed</i>	146
<i>Parent not working</i>	169
<i>Both parents not working</i>	67

### Demographics

For the 2009-2010 school year, TPS Head Start had a total of 642 children enrolled in the program. Enrollment priority is given to eligible children who are four years of age as of August 31 based on Washington state kindergarten eligibility date. Within each age range, the selection criteria are used to determine the lowest income eligible families with the highest need for services.

**Number of Enrolled Children:**

**642**

*461 - Four year olds*

*181 - Three year olds*

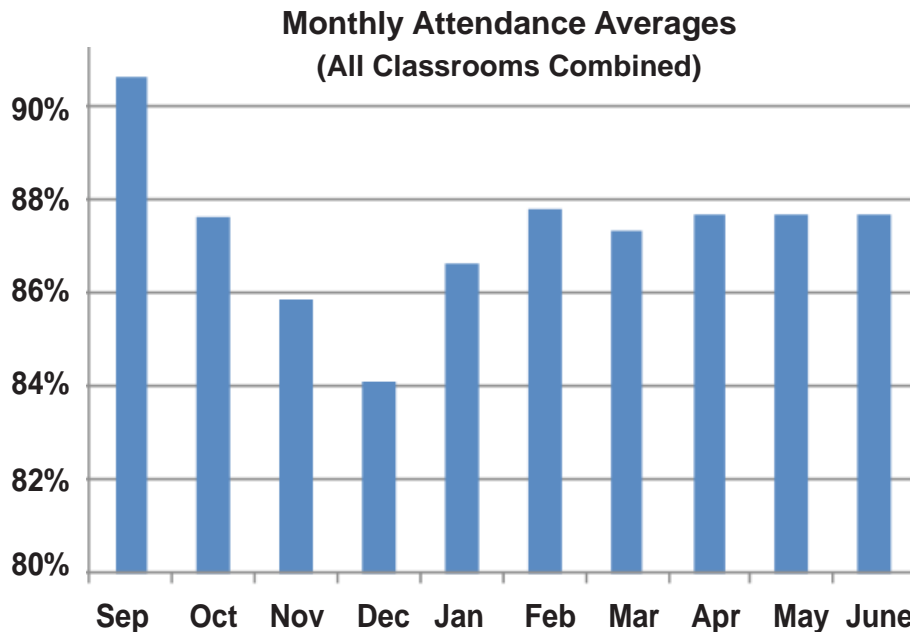


<b>Return Students (Prior Enrollment)</b>	
<i>Second Year in HS</i>	181
<i>Three (or more) in HS</i>	0

<b>Children by Eligibility Type</b>	
<i>Income Eligibility</i>	325
<i>Receipt of Public Assistance</i>	188
<i>Foster Children</i>	1
<i>Homeless Children</i>	15
<i>Over Income</i>	15
<i>Income 100-130% of Poverty</i>	98

### Average Monthly Attendance

Head Start classrooms are expected to maintain attendance at 85% or above to ensure program-wide compliance of 85%. Both excused and unexcused absences and enrollment vacancies are included in the 15% absence margin.



### Children’s Health - Medical and Dental Exams

The Head Start advocate works with families to ensure that each enrolled child receives a physical and dental examination within 90 days of enrollment. For families without health insurance, the advocate assists with providing access to coverage and medical providers. The importance of annual physical exams and six-month dental exams is continually highlighted throughout the school year.

Head Start children are screened in the classroom for vision, hearing, eye muscle balance, height and weight within 45 calendar days of the child’s first day of school. If any concerns are found, the Head Start health specialist will inform the parents and provide assistance in addressing the issue with a medical provider if needed.

**The Federal goal is 90% compliance**



**Received a  
physical exam  
83.68%**



**Received a  
dental exam  
85.62%**



### Child Assessments and Kindergarten Readiness

TPS Head Start gives preschoolers the tools and knowledge they need to be successful in kindergarten and beyond. To ensure that Head Start students were progressing, students were assessed three times a year (fall, winter, spring) using the Creative Curriculum Child Developmental Continuum (CCDC). This assessment tool measures progress made in four domains: social/emotional, physical, cognitive, and language. Within these four domains, the following skills are identified and assessed:

- Language Development
- Literacy
- Mathematics
- Social/Emotional Development
- Approaches to Learning
- Fine Motor Skills
- Science
- Creative Arts
- Physical Health & Well-Being

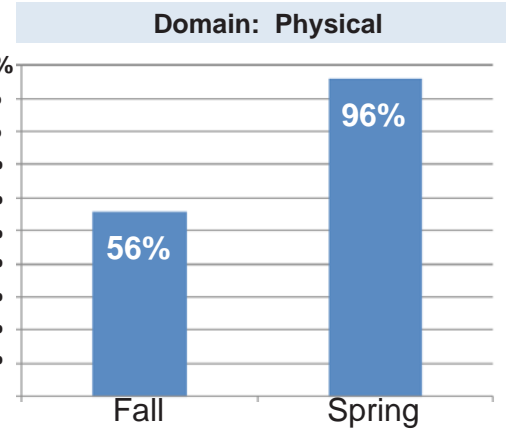
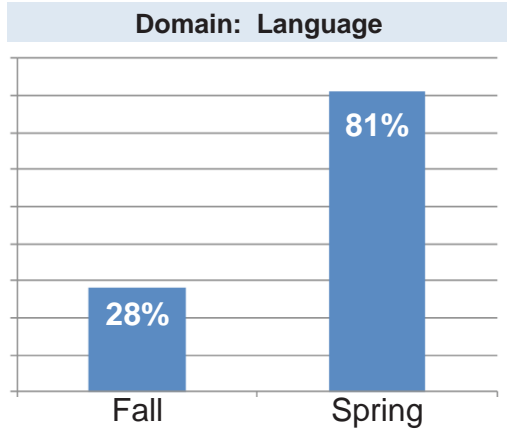
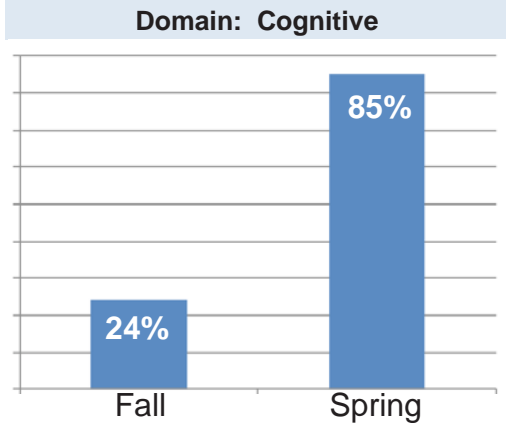
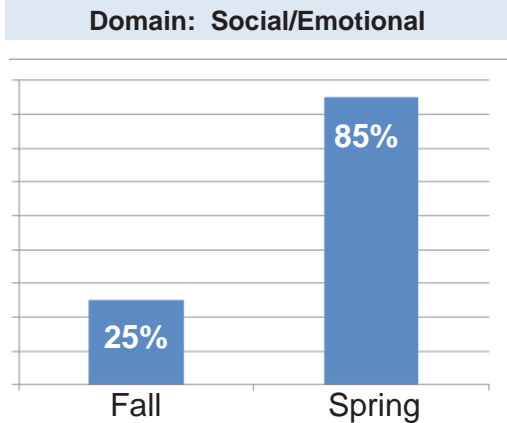
A child can be scored as:

- Forerunner 1
- Forerunner 2
- Forerunner 3
- Step I - *Beginning level of development*
- Step II
- Step III

*Emerging skills leading to beginning level of development*

*Prepared for kindergarten entry*

**Assessment Data:** Head Start’s focus is on kindergarten preparation. The following graphs show the percentage of children who were assessed to be either at a Step II or a Step III level for each domain for both the fall assessment and the spring assessment. Step II or Step III is considered ready for kindergarten entry.



## **Parent Involvement**

Parents are a child's first teacher and TPS Head Start encourages parents to take an active role in their child's education. Parents are offered numerous opportunities to participate and be part of the Head Start program.

### **▶ Head Start Welcome BBQ**

*At the beginning of the school year parents were invited to the Madison Complex for a BBQ and resource fair.*

### **▶ Classroom Volunteer**

*Parents are strongly encouraged to volunteer in their child's classroom. A volunteer training course is offered to parents several times a year.*

### **▶ Pizza and Pops**

*An opportunity for dads, grandfathers, uncles or any important male figure in the Head Start child's life, to have a fun evening together of pizza and games.*

### **▶ Policy Council**

*A group of elected Head Start parents and community members that participate and share in the decision-making process in various areas of Head Start services.*

### **Numerous other opportunities that were available to parents:**

- *Jr. Daffodil Parade*
- *Field trips*
- *Literacy Night with Dr. Suess*
- *Superintendent's parent advisory committee*
- *WSA advocacy day*
- *Bowling with Dad*
- *Parent center committee meetings*
- *Classroom activities*
- *School-sponsored events*
- *Program self assessment teams*
- *Interviews for new staff*
- *Parent subcommittees*



**Federal Audit Report**

The Washington State Auditor’s office performed a Federal Single Audit for all of Tacoma Public Schools Federal Programs. The audit period was Sept. 1, 2009, through Aug. 31, 2010. The final audit report was issued May 31, 2011. The following major programs under audit were:

84.010	Title I Part A
84.027	Special Education Cluster - Grants to States (IDEA Part B)
84.173	Special Education Cluster - Preschool Grants (IDEA Preschool)
84.367	Improving Teacher Quality
84.388	ARRA - School Improvement Grant (Recovery Act)
84.389	ARRA - Title I Cluster, Part A (Recovery Act)
84.391	ARRA - Special Education Cluster, IDEA Part B (Recovery Act)
84.392	ARRA - Special Education Cluster, Preschool Grants (Recovery Act)
84.394	ARRA - State Fiscal Stabilization Fund - Education State Grants (Recovery Act)
<b>93.600</b>	<b>Head Start</b>
<b>93.708</b>	<b>ARRA - Head Start (Recovery Act)</b>

**Audit Summary & Results**

Below are excerpts from the audit summary stating that an unqualified opinion was issued for the district’s 2009-2010 Federal Audit.

**Financial Statements**

An unqualified opinion was issued on the financial statements of the governmental activities each major fund and the aggregate remaining fund information. We noted no instances of noncompliance that were material to the financial statements of the district.

**Federal Awards**

We issued an unqualified opinion on the district’s compliance with requirements applicable to each of its major federal programs. We reported no findings that are required to be disclosed under section 510(a) of OMB Circular A-133.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the district’s financial statements are free of material misstatement, we performed tests of the District’s compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed no instances of noncompliance or other matters that required to be reported under *Government Auditing Standards*.

An “Unqualified Opinion” is accounting terminology for a **clean audit**.

