

Letter from the Executive Director

Dear Friends of IHSD,

2012 – 2013 has been an eventful school year for IHSD. Our agency went through an extensive re-competition grant process, and is proud to be awarded the Head Start and Early Head Start contracts for the next five years. We were then faced with making difficult budget decisions due to the Federal Sequestration. With the support of our local partner, San Mateo County Office of Education, we were able to minimize the disruption of services to our children and families.

We would like to thank all of our community partners who supported our work, parents who inspired us to provide the best for their children, staff who remained focused and motivated, and a Board of Directors who provided the vision for excellence.

While going through the re-competition and sequestration cuts, IHSD continued to focus on our mission and put our energy into what we do best, which is creating a love of learning in our children. Providing a high quality early care and child development program to children is important to IHSD, therefore I am proud to announce two additional NAEYC-accredited sites this year – Fair Oaks and Magnolia Head Start sites- and the re-accreditation of our Serramonte Head Start site.

IHSD also continued to build partnerships to improve our services, with a strong emphasis on School Readiness and Parent Engagement. We are excited about our participation in an innovative program called the Virtual Dental Home Project, a collaboration between Ravenswood Health Clinic and the University of Pacific Dental School. We are also proud of our efforts to improve school readiness and child outcomes, which is reflected in our recent partnership with the First 5 Child Signature Program. This year, we developed integrated School Readiness and Parent Engagement systems to support families and children. All of this exciting work is a culmination of IHSD's roadmap to excellence and a perfect gift for our 30th year serving San Mateo County. Happy Birthday IHSD!

We hope you can visit us at our new administrative office at 155 Bovet Road in the city of San Mateo. Thank you again for all of your support.

All the best,

Angel Barrios, Executive/Program Director

Board of Directors

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2012-13 Policy Council

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Agency Overview

Since 1983, the Institute for Human and Social Development, Inc. (IHSD) has been providing comprehensive child development and family support services to low-income families through Head Start and Early Head Start programs in San Mateo County. In 1999, IHSD became a subcontractor for the State Preschool Program, a part-day comprehensive child development program for preschool-aged children. IHSD now combines Head Start and State Preschool at certain sites across the county, to provide full-day, year-round care for working families.

IHSD manages family literacy projects and a variety of family support and health services, and strives to be a leader in the development of inclusion programs for children with special needs.

Through our child care centers, family child care homes, and home-visiting programs we offer early education and development services that are built upon the needs of the children ages birth to five, families, and communities. IHSD's services establish a foundation for children and families to achieve their fullest potential and effectively contribute to a changing society. We deliver high quality services through our caring and knowledgeable staff that is committed to advancing and expanding their expertise and skill base.

Mission Statement

IHSD provides excellent comprehensive child development and support services to the highest need children 0-5 years old and their families in partnership with the community of San Mateo County.

Description of Options

Early Head Start serves pregnant women, children birth to 3, and their families.

Head Start serves children 3 to 5 and their families.

Families can choose from these service options:

Center-Based Option

IHSD operates part-day and full-day child development centers where children receive care and education. The center-based programs use the *Creative Curriculum*, a research-based curriculum model.

Home-Based Option

For parents who choose to stay home with their child, IHSD staff provides weekly home visits and socialization meetings to support parents as educators.

Family Child Care Option

(only for Early Head Start)

IHSD contracts with independent Family Child Care providers to offer full-day child care for children birth to 3. Staff provides support services to families and the providers.

Parent Testimonial

I became involved with IHSD in 2005, when my older child was at Half Moon Bay Head Start. I liked volunteering at school because it helped me grow and learn more English. Because my daughter went to school at a young age, she was reclassified from ELD in 3rd grade. Her grades continue to be really good now that she is in middle school.



When my youngest child was 18 months, I had recently separated from my husband. I noticed that my son had speech delays. He started at Moonridge Early Head Start; Teachers Ines, Sofia, and Arcelia gave him the attention he needed and referred him for Speech and Language services. His speech improved and he is now at the same level as other children his age.

I liked being involved in everything at school. I became the Chairperson for our PCC and a member of the Policy Council. I got to go to the Head Start conference in San Diego and attended the trainings, which helped me in my education. I really liked the training on how to have quality time with my children, after the problems I had as a victim of Domestic Violence.

I am motivated to continue learning English and further my education. Mariamne the Family Advocate gave me information so I could continue my ESL classes. Learning English has opened a lot of doors for me and helped me grow. Being part of Head Start has also helped me economically. I had monetary problems, but now I could save the money I was paying for child care. At Moonridge, my child was well taken care of and he received free meals.

I want to thank IHSD for the support and benefits that I had received as part of this program. I hope Head Start will be here to help others in the future like I was helped; I really hope that my education grows and I can become a Teacher for IHSD Head Start.

~ Catalina M.

Enrollment

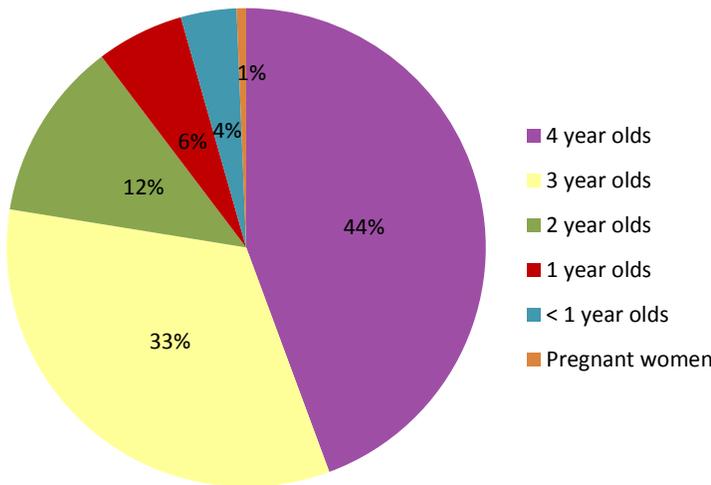
IHSD is currently funded to serve 20% of the 3,899 eligible children in San Mateo County.

In 2012-13, IHSD was funded to serve a total of 809 children ages birth to 5, including 662 three and four-year-olds in Head Start and 147 infants, toddlers and pregnant women in Early Head Start. In total, 925 children and 6 pregnant women were served (114% of funded enrollment).

Average monthly enrollment was 100% of funded enrollment.

At the end of the 2012-13 program year, more than one third of the children served by IHSD, 350 children, transitioned to kindergarten.

Enrollment by Age



Diversity

Children and families served through IHSD come from diverse backgrounds. IHSD values diversity in the children and families we serve, as well as our staff.

The great majority of the children and families served by IHSD are of Hispanic descent. In San Mateo County, children of Hispanic descent are four times more likely to live in poverty than White or Asian children and Spanish is the main language spoken by English Language Learners in San Mateo County school districts.

To support the needs of the families and children, IHSD staff members are culturally diverse, and knowledgeable of cultural practices of families and communities served. Sixty-two percent of IHSD’s staff are Hispanic.

The program strives to support the home languages of children and families. Two-thirds of staff is proficient in a language other than English with most of these staff members speaking Spanish. Staff also speaks Tagalog, Vietnamese, Chinese, and Arabic.

Eligibility

Among the 931 children and pregnant women served in 2012-13, 76% were eligible based on having annual household incomes at or below the Federal Poverty Level. Another 18% were automatically eligible based on the family receiving public assistance. Less than 1% was eligible because of their homeless or foster child status.

As mandated, fewer than 10% of the enrolled students came from households above the Federal Poverty Level (“over-income”); however all of these families have incomes well below what is needed for self-sufficiency in San Mateo County.

Enrollment At-A-Glance

Program	Funded Enrollment	Children Served	Families Served
Early Head Start	147	188*	175
Head Start	662	743	707
Total	809	931	882

* Includes 6 pregnant women enrolled in Home-Based Option

Funded Enrollment by Option

Head Start / Center-Based	640
Head Start / Home-Based	22
Early Head Start / Center-Based	16
Early Head Start / Home-Based	89
Family Child Care	42

Federal Review

In December 2009, IHSD underwent a triennial Federal review. Of the several hundred requirements reviewed, five areas of non-compliance were identified. Based on these findings of non-compliance, IHSD was required to submit a recompetition application for Head Start and Early Head Start funding in 2011.

In Spring 2013, IHSD was awarded a five-year grant to continue providing Head Start and Early Head Start services.

Parent Engagement

Parents and family members volunteer, plan, and participate in classroom activities, meetings, and events. Examples include:

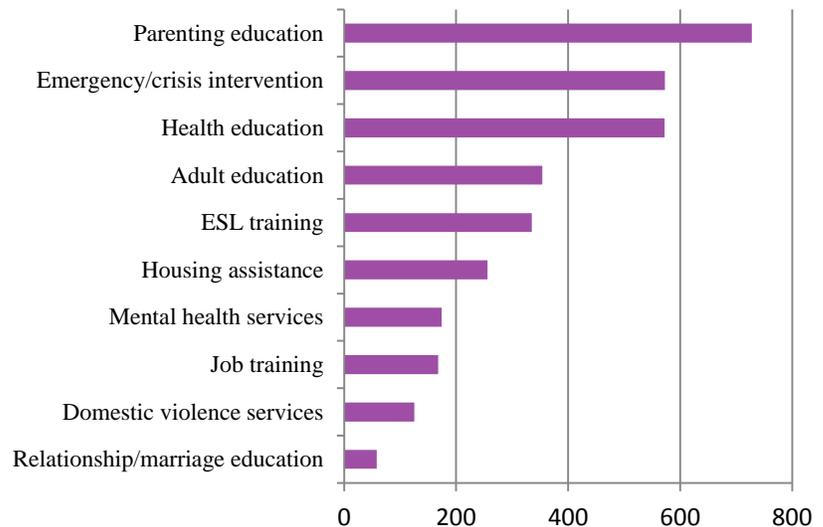
- Policy Council and Advisory Committee meetings, where parents play an advisory and decision making role in the program
- Financial Literacy events through a partnership with the San Mateo Credit Union and South San Francisco Library
- Participation in the Fatherhood Collaborative of San Mateo County
- Male Involvement activities such as Dad and Me events
- Kindergarten Transition events
- Participation in the Children's Collaborative Action Team through the Child Abuse Prevention Council
- Participation in monthly food distribution events and CalFresh through a partnership with the Second Harvest Food Bank
- Virtual Pre-K Math Home Activities
- Raising a Reader book bag program
- Reading is Fundamental Family Literacy events

Parent Involvement

In 2012-13, IHSD had a total of 427 parent volunteers. This represents 48% of the families served by the agency.

IHSD provides comprehensive services to families to engage them in their children's development, support them in developing family goals, and connect them to resources in their community.

Ninety-two percent of the 882 families served by IHSD in 2012-13 utilized some form of parent services. The following chart shows the number of parents participating in IHSD's ten most popular family services.



Serving Children with Special Needs

IHSD believes in working with each child to maximize their potential. The program actively recruits children with special needs and work closely with their families and other service providers to provide a program that meets the needs of each child in an integrated setting.

Head Start programs are required to allocate 10% of all program slots for children with disabilities, regardless of income. In 2012-13, 14% of the children served in IHSD's Early Head Start program and 14.1% of the children in its Head Start program have special needs. The most common disabilities were related to speech and language disorders, followed by orthopedic impairments. All children with disabilities received special services while enrolled in the program.

The staff individualizes their teaching and classroom practices to best support the needs of all children. The Developmental Services Manager also provides ongoing training and technical assistance to staff.



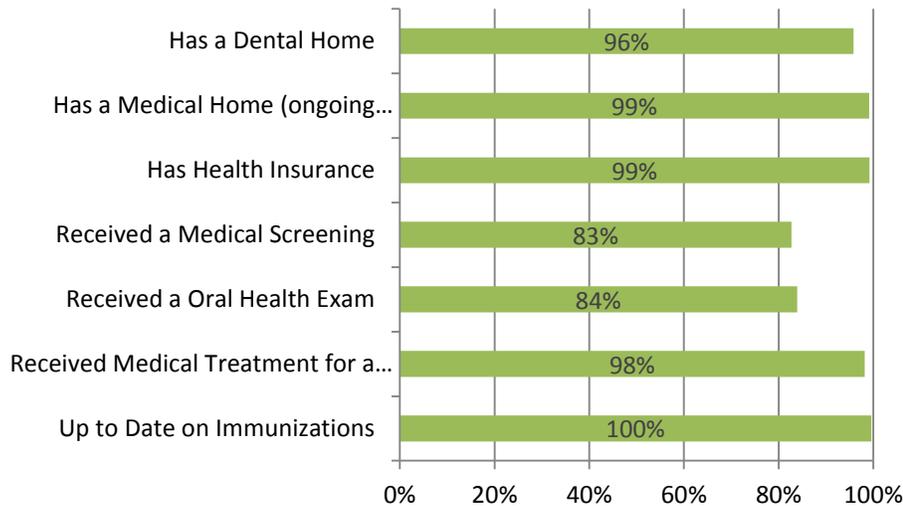
Inclusion Program - Collaboration with Life Steps

IHSD formed a new partnership with the Life Steps Foundation Children and Family Services Program to serve preschoolers with moderate to severe disabilities and their families. The opportunity to participate in this inclusion program is an option for children receiving services through Life Steps Foundation who are transitioning to preschool and qualify for Head Start services. The inclusion classroom is situated at IHSD's South San Francisco site.

Full integration and inclusion are integral components of both agencies' programs. Teaching staff in the inclusion classroom will work together to provide shared activities, individualized instructional time, and family involvement opportunities. Each child's Individual Education Team will work together to develop a curriculum that meets the needs of the child.

Health and Nutrition

IHSD provides direct and indirect health and nutrition services. Staff promote preventive health by supporting immunization as well as on-site hearing and vision screenings. The *I Am Moving, I Am Learning* program is integrated into Head Start activities in order to encourage healthy activity and address risk factors for childhood obesity. By the end of the program year, children in Early Head Start and Head Start showed the following results on key health indicators:



Over the course of the program year, the number of children who were up-to date on all immunizations appropriate for their age increased from 93% to 100%.

To identify any developmental concerns, IHSD uses the *Ages and Stages Questionnaire (ASQ)* and the *ASQ: Social-Emotional* as screening tools.



Virtual Dental Home

IHSD participated in a groundbreaking telehealth pilot project called the “Virtual Dental Home.” Virtual Dental Home (VDH) is a new collaboration between First 5 San Mateo, IHSD, Ravenswood Family Health Center and the Pacific Center for Special Care at the University of the Pacific’s Arthur A. Dugoni School of Dentistry. Funding is provided by First 5 San Mateo County. This partnership provides an opportunity for children to receive oral health screenings, risk assessment and preventive treatment without having to visit a traditional dental clinic.

Under the VDH model, specially trained dental hygienists and assistants examine children at an IHSD site. The dental records for these children are uploaded to a secure, cloud-based Internet site where a dentist at Ravenswood Family Dentistry reviews them and recommends a treatment plan if needed. Case management is provided to support families who need access to additional dental care.

The VDH system was in use at 6 IHSD Head Start sites in 2012-13. 309 risk-based preventive care visits were provided to 187 IHSD children. VDH will be expanded to 12 sites this year, including Early Head Start sites.

NAEYC Accreditation

Since IHSD strives for program excellence, it is the agency’s goal to have every center accredited by the NAEYC (National Association for the Education of Young Children). NAEYC accreditation is a national, voluntary accreditation system that sets professional standards for early childhood education programs. In 2012-13 IHSD had 2 new sites accredited, thanks to the hard work of experienced staff. The 10 accredited sites are:

- East Palo Alto Head Start
- Fair Oaks Head Start
- George Hall Child Development Center
- Half Moon Bay Head Start
- Laurel Head Start
- Magnolia Head Start
- Menlo Park Head Start
- Moonridge Child Development Center
- Serramonte Head Start
- South San Francisco Head Start



To ensure quality instruction throughout all programs, IHSD also employs the NAEYC instructional teaching criteria in the methods employed by teaching staff.

School Readiness

IHSD defines school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life. Our goal is to ensure that all children who leave IHSD will enter kindergarten ready to learn and with the foundation needed to become successful, lifelong learners and whose parents stay actively involved in their learning experiences.

IHSD's school readiness model supports whole child development for school success. We understand that in order to provide a successful school readiness program, communities, families, and schools have to provide high quality learning environments for the children. Our School Readiness Advisory Committee has representation from community partners, parents, staff, and the Board of Directors. The committee provides recommendations for program improvement and to set school readiness goals.

IHSD recognizes the importance of home language development and its positive impact on school readiness, especially in early literacy and mathematics development. Two-thirds of our staff are bilingual or multi-lingual. Staff support home language development in children to promote school readiness. IHSD's Family Services staff engage our parents by providing regular home visits, parent focus groups, parent leadership, child development, health and safety trainings to build upon the families' strengths to support the child at home.

To capture a comprehensive picture of each child's development, and the professional development needs of our staff, IHSD employs a structured data monitoring system to allow real-time data sharing among staff for continuous program improvement and planning.

Our school readiness model is data-driven, multifaceted, and culturally relevant. We look forward to continuing to provide leadership and collaboration with our community partners to provide high-quality services to our families.

Assessment and Results

IHSD utilizes the Desired Results Developmental Profile (DRDP), Desired Results Developmental Profile-Infant/Toddler (DRDP-IT) and Hawaii Early Learning Profile (HELP) as child level developmental assessment tools. These tools provide IHSD teaching staff and home-based specialists with real time information to develop an Individualized Learning Plan (ILP) for each child in collaboration with parents. The ILP includes individual learning goals and school readiness goals, which Head Start teachers and home-based specialists review regularly to assess each child's progress in achieving objectives and to determine new ones.

These assessments are conducted 3 times during the program year. In 2012-13, more than 60% of children increased one or more developmental levels between the Fall and Spring Assessments across the five domains addressed in the School Readiness Plan.

The three domains where HS and EHS children made the most gains were:

- 1) Cognitive Development
- 2) Language and Literacy Development
- 3) Health

For classroom level assessments, IHSD uses the Environment Rating Scales (ECERS-R, ITERS-R, and FCCERS-R) for center-based and Family Child Care programs to measure the quality of the learning environments. The Classroom Assessment Scoring System (CLASS) is used to measure the quality of interactions between preschool children and teachers. Assessment results provide teachers and coaches feedback to develop plans to improve the quality of children's learning.

Child Signature Program

The Child Signature Program (CSP) is a statewide First 5 California initiative to improve and support quality in preschool and infant-toddler programs.

In 2012, in partnership with First 5 San Mateo, IHSD became a California First 5 Child Signature Program (CSP) through a Request of Application process, enabling the demonstration of service excellence. The California CSP focuses on three quality components that are aligned with IHSD's learning goals. These include 1) instructional strategies and teacher-child interactions, 2) social-emotional development, and 3) parent involvement and support.

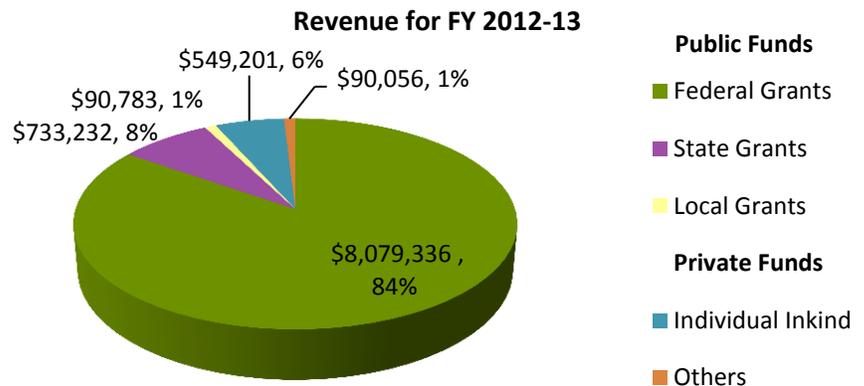
IHSD's selected CSP Sites are Serramonte-Rm A, Laurel, George Hall, San Mateo, South San Francisco-Rm 1, and Baden Infant Center.



Fiscal Report 2012-13

IHSD receives the majority of its funding from federal and state grants. This report is based on the audited financials for the fiscal year from March 1, 2012 to February 28, 2013. Federal funding includes non-OHS grants such as Child and Adult Care Food Program funds. State grants are from the California Department of Education Child Development Division.

Total Revenue for FY2012-13 was \$9,542,608.



	Expenditures FY 2012-13	Budgeted FY 2013-14	Explanation of Expense
Personnel costs	\$ 6,435,188	\$ 6,554,476	Salaries, wages, and fringe benefits
Contractual services	\$ 1,357,312	\$ 1,254,678	Family child care services; Professional Development training; mental health services; IT/legal/audit services
Occupancy and insurance	\$ 329,522	\$ 316,525	Rent, liability, property and other insurance
Supplies and equipment	\$ 201,474	\$ 235,527	Office supplies, furniture, equipment, etc.
Facilities/repairs/ maintenance	\$ 225,093	\$ 208,677	Facility maintenance/repair and janitorial
Telephone and utilities	\$ 186,061	\$ 193,665	Gas and electricity, water, telephone
Training and travel	\$ 100,637	\$ 100,527	Employee mileage; travel; registration fees
Donated professional fees & rent	\$ 549,201	\$ 450,000	Pro bono professional services; free rent
Misc – Other	\$ 140,826	\$ 122,844	Taxes, licenses, stipends, etc.
Total	\$ 9,525,314	\$ 9,436,919	

Audit Results

An annual independent audit was conducted in compliance with the requirements outlined in the U.S Office of Management and Budget (OMB) circular A-133. The summary of the report by the independent accountants for the fiscal year ending February 28, 2013 showed no audit findings. The audit results indicated IHSD complied with the requirements applicable to each of its major federal programs.



Staff Qualifications

IHSD meets or exceeds all requirements for Head Start Teacher and Teacher Assistant credentials.

Population	Requirement	IHSD
Head Start Assistant Teachers	100% must have a Child Development Associate credential or equivalent by Sept. 30, 2013	100% as of Sept. 2013
Head Start Teachers	50% must have a BA in Early Childhood Education (ECE) or equivalent	63%
Head Start Classrooms	100% of classrooms must have a teacher with a degree in ECE or equivalent	100%

Staff Development

IHSD is committed to the professional growth of our staff. The agency's Staff Qualification Program provides support for staff attending school.

During the 2012-13 program year, all IHSD teaching staff received training on the Center on the Social and Emotional Foundations for Early Learning (CSEFL)'s practices for promoting children's social and emotional development.

All Preschool staff received training on the Classroom Assessment Scoring System (CLASS) observational tool.

Community partners such as the county office of education and local colleges provide opportunities for professional development, recruitment of staff, and access to best practices and research.

How to Enroll

If you are:

- A resident of San Mateo County
- Pregnant or have a child less than five years old
- Meet Federal income guidelines or your child has a disability

We encourage you to apply!

Applications are available on our website, www.ihsdinc.org, or may be requested by phone or in person at the IHSD Main Office, (650) 578-3440.

Fostering children's development and strengthening families through Head Start, Early Head Start, and other comprehensive programs

IHSD Center Locations

Baden Early Head Start Infant Center
825 Southwood Drive, South San Francisco
(650) 737-5702

East Palo Alto Head Start Center
1385 Bay Road, East Palo Alto
(650) 566-8639

Fair Oaks Head Start Center
3502 Middlefield Road, Menlo Park
(650) 368-0869

George Hall Head Start Center
130 San Miguel Way, San Mateo
(650) 638-1658

Half Moon Bay Head Start Center
900 N. Cabrillo Highway, Half Moon Bay
(650) 726-3869

Lakewood Child Development Center
65 Tower Road, San Mateo
(650) 578-3440

Laurel Head Start Center
1019 Laurel Avenue, East Palo Alto
(650) 330-1595

Family Child Care

Family Child Care providers offer full-day child care in Daly City, Foster City, Redwood City, San Mateo, and South San Francisco.

Magnolia Head Start Center
1425 Bay Road, East Palo Alto
(650) 323-2949

Menlo Park Head Start Center
419 6th Avenue, Menlo Park
(650) 369-7888

Moonridge Head Start Center
2001 Miramontes Point Rd., Half Moon Bay
(650) 712-8729

Moonridge Early Head Start Infant Center
2001 Miramontes Point Rd., Half Moon Bay
(650) 712-9684

San Mateo Head Start Center
Turnbull Learning Academy
715 Indian Avenue, San Mateo
(650) 343-7908

Serramonte Head Start Center
Serramonte High School
699 Serramonte Blvd., Daly City
(650) 992-6027

South San Francisco Head Start Center
825 Southwood Drive, South San Francisco
(650) 737-5702

Home-Based

For parents who choose to stay home with their children, IHSD staff provides weekly home visit and socialization meetings throughout San Mateo County.



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