

## Message from the Executive/Program Director

Dear Friends of IHSD,

As I reflect on this year's accomplishments, I am reminded of the hard work of IHSD's dedicated staff, parents and volunteers. I invite you to review the details of their efforts in this year's agency report.

Highlights of program year 2008-09 include:

- served **916** children and families
- provided a **3%** Cost of Living Adjustment (COLA) to staff
- increased the capacity at the **Moonridge Infant Center** to serve more children
- Laurel and Magnolia centers received the **San Mateo County Child Care Asthma Award**
- Half Moon Bay, South San Francisco and Menlo Park centers successfully completed the **NAEYC accreditation** process
- in partnership with **Teach for America**, placed 5 new teachers at Head Start centers
- welcomed **3 new Board members**
- received **American Recovery and Reinvestment Act (ARRA) funds** for program quality improvement. ARRA funds will be used towards staff training and coaching, facility improvements and renovations, and a time-limited COLA

We experienced some challenges as well. After 4 years of operating a program at Shelter Network's First Step Child Development Center, we closed this site in June 2009. However, homeless children and families continue to receive services at other IHSD centers and contracted family child care homes.

Looking ahead, IHSD is in the final stages of a strategic planning process that began eight months ago. Community partners, staff, parents and Board members participated in interviews and focus groups. I look forward to sharing the assessment results, targeted priorities and objectives for the plan, to mark the next level of program excellence.

All the best,  
**Angel Barrios**



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### Mission Statement

IHSD's mission is to maximize and enhance the health, safety, productivity, and self-sufficiency of infants, children, and their families as members of a diverse society through the provision of comprehensive child development programs and supportive services, innovative training, and research.

### Board of Directors\*

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\* as of November 2009

## Numbers of Children and Families Served in 2008-09

IHSD had a total funded enrollment of 730 and served 916 children in Program Year 2008-09

Program	Funded Enrollment	Children served	Families served	# of Children on Waitlist	Average Monthly Enrollment	% of Eligible Children Served***
Early Head Start	98	178**	163	99	100%	7%
Head Start	632	742	696	215	100%	45%

\*\* Includes 4 pregnant women enrolled in the Home-Based program

\*\*\* Based on estimate of all Head Start/Early Head Start eligible children in San Mateo County

## Agency Overview

Since its inception in 1983, the Institute for Human and Social Development Inc. (IHSD) has been San Mateo County's sole Head Start and Early Head Start provider, providing comprehensive child development and family support services to low-income families.

In 1999, IHSD became a subcontractor for the State Preschool Program. This enabled IHSD to provide full-day, full-year child care at 6 centers, and operate a part-day State Preschool classroom.

More than 90% of children enrolled in IHSD programs are families receiving public assistance or living at or below poverty level. In 2009, federal poverty level for a family of three was an annual salary of \$18,310.

**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.

### 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 provide full-day child care. Staff provides support services to families and child care providers.

IHSD coordinates 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.

### Percentage of Enrolled Children who Received:

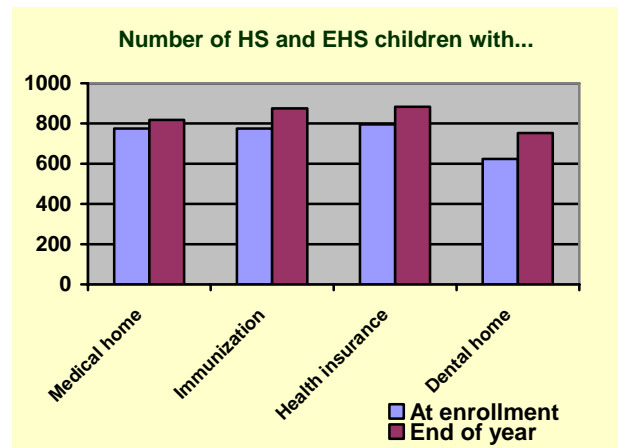
	Medical Exams	Dental Exams
Early Head Start	91%	N/A
Head Start	89%	85%

Of the children who were screened and diagnosed as needing medical treatment, 100% received treatment.

## Child and Family Services

IHSD supports families as the primary educators of their children. IHSD staff works with families to provide learning environments that help children with all aspects of their development, providing children with a foundation for lifelong learning.

IHSD staff works with each family to conduct developmental screening and assessments, identify any areas of concern and design an individualized learning plan for the child. Family conferences and home visits are held regularly to share information about the child's development.



The chart above shows the increases in the number of children with an ongoing source of medical care, up-to-date immunizations, health insurance, and a regular dentist by the end of 2008-09.

Prevention and early intervention are key components of IHSD programs. In 2008-09, IHSD served a total of 98 children with special needs; 60% of those children came into the program with a known special need, while 40% of those children were found eligible for special education services through developmental screenings.



IHSD staff provides families with resources in mental health, health, dental, nutrition, early intervention, and support in accessing these services. In Fall 2008, IHSD offered flu clinics in partnership with the

County of San Mateo. County health workers administered flu shots to approximately 300 children and parents from 7 IHSD centers.

## Parent Involvement

IHSD promotes parental involvement in all of its programs. Parents are involved in decision making for the program, designing their child's education plan, and setting family goals. Parents also volunteer in the program, and participate in the following ongoing activities:

- Parent-Organized Family Events
- Health Services Advisory Committee
- Parent Center Committee
- Policy Council



### Parent Involvement Activities

Highlights from program year 2008-09:

### Early Childhood Language Development Institute (ECLDI)

IHSD parents participated in on-site ECLDI workshops on supporting their children's home language and culture, as well as second language acquisition. ECLDI is a project of the San Mateo County Office of Education, and its mission is to prepare dual language learners to be eager and ready to learn and be successful in school and life.

### Father/Male Involvement

IHSD fathers or other significant males participate in all aspects of the program, as well as program events such as Male Involvement Breakfast and Dinner with Dad. IHSD co-sponsors activities with the Fatherhood Collaborative of San Mateo and encourages fathers to attend the county-wide Fatherhood Conference and Dads Count Breakfast.

### Raising a Reader Program (RAR)

Administered by the Silicon Valley Community Foundation, RAR is a take-home book bag program that encourages parents to read with their children.

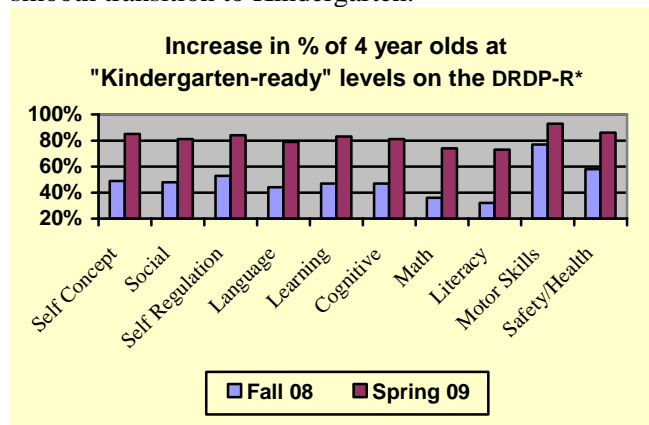
### Reading is Fundamental (RIF)

RIF promotes reading and literacy in children and families through workshops and activities organized by parents.

## Kindergarten Readiness

### Child Assessments- Desired Results

IHSD conducts regular child assessments, using the *Desired Results Developmental Profile- Revised* (DRDP-R), an observation-based tool developed by the California Department of Education. The DRDP-R is aligned with Head Start requirements. Assessment results are utilized by IHSD staff to ensure that children are equipped with the skills needed for a smooth transition to Kindergarten.



\* Data shows the increase in 4 year olds scoring in the *Building* and *Integrating* levels on the DRDP-R from the beginning to the end of the year.

### School Readiness Initiative- Kickoff to Kindergarten

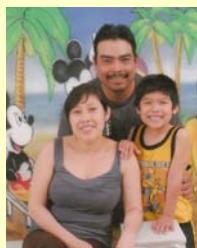
IHSD partners with the Silicon Valley Community Foundation School Readiness Initiative's Kickoff to Kindergarten, to introduce skills that children need to succeed in Kindergarten, such as self-care, self-regulation, academics, and social expression.

### Transition Activities

To help children and families transition to Kindergarten, IHSD invites Kindergarten teachers to parent meetings and organizes visits to elementary schools.

### UC Berkeley Math Project

IHSD participates in the Math Project, a 2-year intervention study that uses a curriculum that supports early mathematical development, to improve school readiness and prepare children for subsequent achievement in mathematics.



### A Parent's Testimonial

Our son had problems with his speech. His Speech Therapist told me that he would need more assistance with his speech therapy and recommended that I enroll him in a Head Start program so that he can continue to learn more. A couple of months after he started the program, **we noticed that he was beginning to speak, sing, paint, count, and was learning how to make friends.** He enjoys being around the teaching staff, especially teacher Angel Chang, who helped him learn a lot more. Thank you Head Start! - Yolanda N.

## Community Collaborations

IHSD collaborates with a diverse group of community agencies to meet the needs of families and children.

### Watch Me Grow (WMG)- First 5 San Mateo

Through the WMG Special Needs Project, IHSD is connected to a network of over 30 agencies working together to provide screening, identification, and Intervention for children with developmental or health concerns. Families receive resources, referrals, and ongoing support. WMG provides training to IHSD staff and mental health consultation to the South San Francisco site.



### Teach For America

IHSD contracts with Teach for America (TFA) to place teachers in Head Start centers. TFA teachers are college graduates who receive training and support from TFA to work in low-income communities.

### Second Harvest Food Bank Produce Mobile

IHSD hosts the Produce Mobile at the Serramonte and South San Francisco centers. The Produce Mobile delivers fresh fruits and vegetables to families in low-income communities to improve health and nutrition.

**Oral Health Initiative Project** With funding from the Head Start Oral Health Initiative, IHSD addresses the oral health needs of children and families through education, prevention, case management, and a referral network in collaboration with the San Mateo County Children's Dental Program. Families and staff receive training and supplies to support oral health.

### Early Childhood Mental Health Project (ECMH)

The Jewish Family and Children's Services ECMH project provides ongoing mental health consultations.



### A Teacher and Former Head Start Parent's Professional Journey

I discovered the Head Start program while I was unemployed, pregnant, and a mother of a four year old. I knew I needed to find employment and child care once my baby was born. I enrolled my four year old in the Head Start program. I asked about working for Head Start since I had previous teaching experience. I applied and was hired as an Assistant Teacher. **I became inspired to continue my education.** I completed the requirements for a Teacher Permit, and was promoted to a lead teacher. I was nominated for recognition of my professional growth through the San Mateo AEYC. I completed my AA in Child Development and became a Site Supervisor. I am now working on a Masters in Education and a Pupil Personal Service Credential, to be completed the summer of 2011. For the past five years, I worked

to develop a quality learning environment and led my center through NAEYC accreditation. As a Site Supervisor, I continue to promote high quality education for the children enrolled in our Head Start Centers. – Donna Yuriar

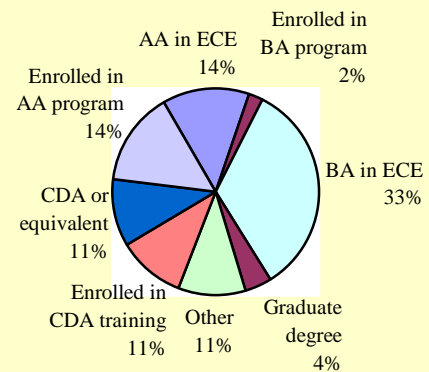
## Staff Development

IHSD supports the education and training of staff through a Professional Development Plan which:

- promotes the quality of IHSD's programs
- addresses Head Start's mandate to have 50% of classrooms include a teacher with Bachelor's or higher degrees by 2013
- assists IHSD in achieving its accreditation goals

Teachers enrolled in an Associate's degree program receive benefits such as: paid leave for certain classes, tutorial support, salary scale tied to educational achievement, and reimbursement for education costs.

### Qualifications of Child Development Staff



**In 2008-09, all 34 IHSD classrooms have at least one teacher with a college degree in Early Childhood Education or a related field**

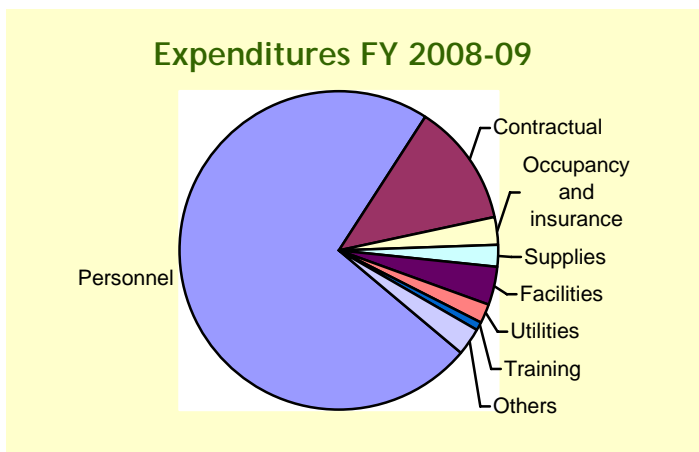
Staff are encouraged to complete ongoing professional development. IHSD supports teachers in obtaining Child Development Permits and encourages teachers to join the San Mateo CARES program, which provides stipends and support for teachers working towards their degrees. All staff participate in an annual pre-service orientation and monthly in-service staff training.

## Fiscal Report

IHSD Head Start/Early Head Start receives the majority of its funding from federal and state grants. This report covers the fiscal year from March 1, 2008 to February 28, 2009.

Public and Private Funds 2008-09		
Federal	\$ 6,987,157	84.38%
State	\$ 955,036	11.53%
County	\$ 244,428	2.95%
In-kind (Professional contractors)	\$ 56,767	0.69%
Misc- Other	\$ 37,265	0.45%
<b>Total</b>	<b>\$ 8,280,653</b>	<b>100.00%</b>

Expenditures 2008-09		
Personnel costs	\$ 6,041,879	73.03%
Contractual services	\$ 1,032,526	12.48%
Occupancy and insurance	\$ 234,335	2.83%
Supplies and equipment	\$ 179,642	2.17%
Facilities/repairs/ maintenance	\$ 317,986	3.84%
Telephone and utilities	\$ 165,216	2.00%
Training and travel	\$ 81,832	0.99%
Others	\$ 219,469	2.65%
<b>Total</b>	<b>\$ 8,272,885</b>	<b>100.00%</b>
<b>Net Revenue</b>	<b>\$ 7,768</b>	



Proposed Budget for Fiscal Year 2009-2010		
Personnel costs	\$ 6,335,173	74.11%
Contractual services	\$ 965,327	11.29%
Occupancy and insurance	\$ 307,209	3.59%
Supplies and equipment	\$ 217,609	2.55%
Facilities/repairs/ maintenance	\$ 356,784	4.17%
Telephone and utilities	\$ 155,064	1.81%
Training and travel	\$ 120,518	1.41%
Others	\$ 90,632	1.06%
<b>Total</b>	<b>\$ 8,548,316</b>	<b>100%</b>

### Audit results

The report for the fiscal audit conducted for fiscal year 2008-09 showed no audit findings. IHSD is in compliance with all relevant terms, conditions, and regulations.

### Federal Review

In January 2007, IHSD underwent an intensive on-site federal review. IHSD received the "Blue Certificate" and was found to be in full compliance with all Head Start and Early Head Start Performance Standards and regulations.



### A Parent's Testimonial

**My experience with the program has changed my life.** I never thought that [Head Start] would teach me to participate and communicate with children and parents and see the importance of their learning, their intelligence and their surprising ideas.

My children's experiences have been marvelous. **We have seen their growth and love how patient the teachers are at their center.** They come home and tell me that they have learned the days of the week. They ask me to repeat the days with them so that we are all learning. My children have learned to respect, coexist and excel by themselves. *-Pedro L.*



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Please consider a tax-deductible donation to the Amy Liew Scholarship Foundation, which provides financial support to IHSD staff pursuing college or post-graduate degrees. Donations can be made to: **IHSD- Amy Liew Scholarship Foundation, 1265 Mission Road, South San Francisco, CA 94080**

## List of Centers/Programs

### Head Start (3-5 years old) **Center-Based Program**

12 centers located in:

- Daly City
- East Palo Alto
- Half Moon Bay
- Menlo Park
- San Mateo
- South San Francisco



### **Home-Based Program**

Serves Central to South County

### Early Head Start (0-3 years old) **Center-Based Program**

3 centers located in: Half Moon Bay, San Mateo, South San Francisco

### **Family Child Care Program**

Contracts with providers in: Daly City, Menlo Park, Redwood City, San Mateo, South San Francisco

### **Home-Based Program** (includes prenatal program)

Serves North, Central, South County

## How to Enroll

IHSD serves families residing in San Mateo County. Applications can be requested by phone, in person at the IHSD office or on our website. Families are enrolled based on the program's enrollment priorities. Applicants for Head Start or Early Head Start must meet Federal income guidelines. At least 10% of slots are reserved for children with disabilities. The State Preschool program is available for families who meet State income guidelines.

IHSD enrolls eligible families regardless of race, color, religion, and/or disabilities.

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