

ANNUAL REPORT



FY 2016-2017

Financial overview, family and community engagement, and student achievement data for program year August 1, 2016 – July 31, 2017

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INTRODUCTION

It is with great pleasure to share with you our 2016-2017 annual report. This year marks our 50th anniversary! Over the years, our programs have always remained consistent – to provide children and their families with early childhood programs to promote a *head start* for their future. We now provide Head Start and Early Head Start services, both federally funded programs, as well as private pay child care services. This year alone we served more than 420 children!

Our executive director, Kristin Wise, celebrates her 10th year with us and her 5th year of leading the organization. Under her direction, as well as the dedication of our program staff, our Early Head Start program is excelling and almost all students were meeting or exceeding expectation by the end of the program year. Additionally, in the Spring of 2017, 75-98% of children were successful in all areas of development for Head Start. As school readiness and student achievement are the forefront of our programs, these findings are an important resource to gauge our impact in the children we serve. Year after year, we have continued to see improvements over the program year, showing our success in preparing children for their future.

Additionally, this year we saw a complete revision of the Program Performance Standards from the Office of Head Start which includes our Head Start and Early Head Start programs. The Performance Standards are the requirements we must meet in order to provide quality services to child and families. Our management team attended training on the implementation and impact these changes will have on our organization. All staff has been working hard to understand the changes and to ensure compliance with all areas of the revisions.

Lastly, I would like to thank all our teachers, teacher assistants, floaters, bus drivers, food service associates, coaches, advocates, and program administrators. Day in and day out, our staff shows their commitment to assisting families and enabling our children to succeed. Without them, we would not be the organization we are today.

Here is to another 50 years of success!

Heidi Geerlings
Board President

AGENCY OVERVIEW

HISTORY

Child Development Services of Ottawa County, Inc. (CDS Lakeshore Head Start) was founded in 1966 by a group of church members in Holland who were concerned that families were without alternative resources for child care. Through their efforts, Holland Day Care was established for 30 children.

The agency has since expanded to include federally funded Head Start and Early Head Start services along with private pay child care services. CDS, now serving over 400 children in six locations throughout Ottawa County, is a single purpose, private, non-profit corporation with 501(c)(3) status. All classrooms are licensed through the State of Michigan.

The United Way, service groups, churches, and community-minded businesses in Ottawa and Allegan counties have played a crucial role in the founding, development, and support of the early childhood programs administered by CDS.

VISION

To be recognized as a premier educational agency providing young children and their families a head start toward a positive future.

MISSION

In accordance with Head Start, a national program, CDS will promote 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.

FEDERAL REVIEW

During the week of April 21, 2014, the Administration for Children and Families sent a team to inspect the Head Start and Early Head Start operation of CDS. CDS Lakeshore Head Start's program was in compliance with all applicable Head Start Program Performance Standards, laws and regulations. There were no deficiencies and no corrective action was required.

TOTAL PUBLIC AND PRIVATE FUNDS RECEIVED

US Department Health and Human Services (DHHS)

· Head Start Operations.....	\$2,637,547
· Head Start Training and Technical Assistance.....	33,967
· Early Head Start Operations.....	703,043
· Early Head Start Training and Technical Assistance.....	16,385

US Department of Agriculture (USDA)

· Child and Adult Care Food Program.....	194,675
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State of Michigan DHS Child Development and Care..... 56,526

United Way..... 34,666

Great Start Readiness Program..... 129,736

Child Care Tuition..... 148,913

Golf Outing Fundraiser..... 24,354

Miscellaneous Contributions..... 562

Interest Earned on Savings..... 75

Gain on Disposal/Sale of Assets..... 4,500

Total Agency Funding..... \$3,984,271

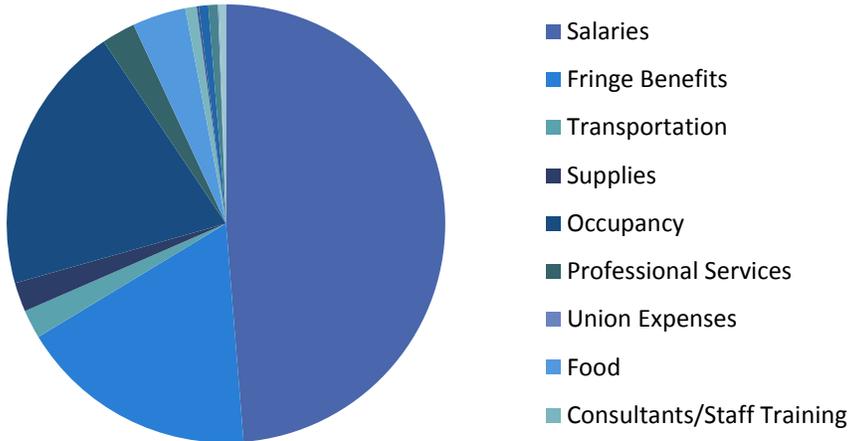


IN-KIND

CDS Lakeshore Head Start is required to provide at least 20% of our federal budget with in-kind from non-federal sources. For the grant year ending 7/31/2017, this totaled \$843,344 consisting of the value of donated space, services and supplies.

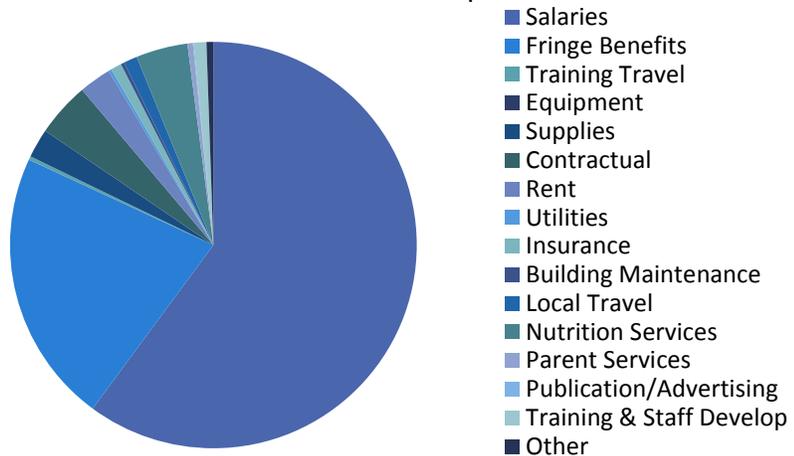
EXPENSES & PROPOSED BUDGET

2016-2017 Expenses \$4,749,263



2017-18 Proposed Budget \$3,956,780

*Does not include In-Kind Expense



INDEPENDENT AUDIT

The Independent Audit for August 1, 2016 through July 31, 2017 was issued on January 20, 2017 by Meyaard, Tolman & Venlet, p.c. with no findings. The complete audit report and 990 tax return is available upon request and can be viewed online at www.cdsoc.org.

EDUCATION & STUDENT PROGRESS DATA

Kindergarten and school readiness are at the forefront of what CDS Lakeshore Head Start strives to achieve. We begin this process immediately, when children enter our classroom doors. This starts for some children at 6 weeks old in our Early Head Start and child care programs, prenatally in our home based program and at three to four years old in our Head Start program. All of our programs utilize Creative Curriculum GOLD, which spans ages from birth to third grade. Because of this, we can ensure each child is receiving a quality education.



Throughout the year our teachers observe, document, individualize and differentiate to meet the needs of all children in our programs. Through pictures, portfolio artifacts, observations, screenings and assessments, we are able to track children's successes and areas for improvement. Our teachers input this data into the online curriculum to see the level at which the children are functioning. Three times per year, comprehensive assessments (GOLD Checkpoints) are completed to show if children are below, meeting or exceeding expectations (*see graphs on page 6-7*). We then use this data to plan activities that are effective and appropriate for the children we serve in order to continue improving the children's scores. After looking over the data from the fall, winter, and spring most children have growth in all areas within the 2016-2017 program year! By referencing Michigan State Early Learning Standards and the Head Start Early Learning Outcomes Framework in conjunction with our curriculum and readiness goals, we are helping to ensure children are prepared for kindergarten. It is our goal to provide multiple opportunities for each child to feel and become successful.

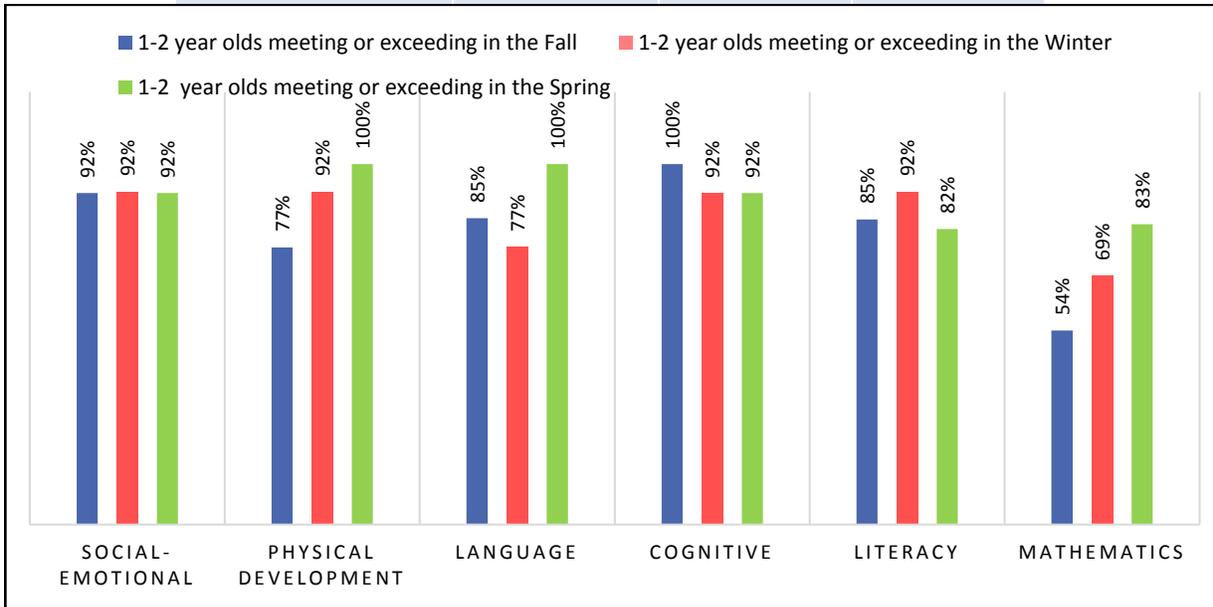
In addition, the partnerships we maintain with local school districts, as well as the Intermediate School District, allow our staff to be well-informed of the requirements of our children when they enter kindergarten in Ottawa County. Through professional development opportunities and individual trainings and coaching sessions, our teaching staff are constantly aware of any changes that may be occurring in the early childhood education field.

EDUCATION & STUDENT PROGRESS DATA



1-2 Year Olds

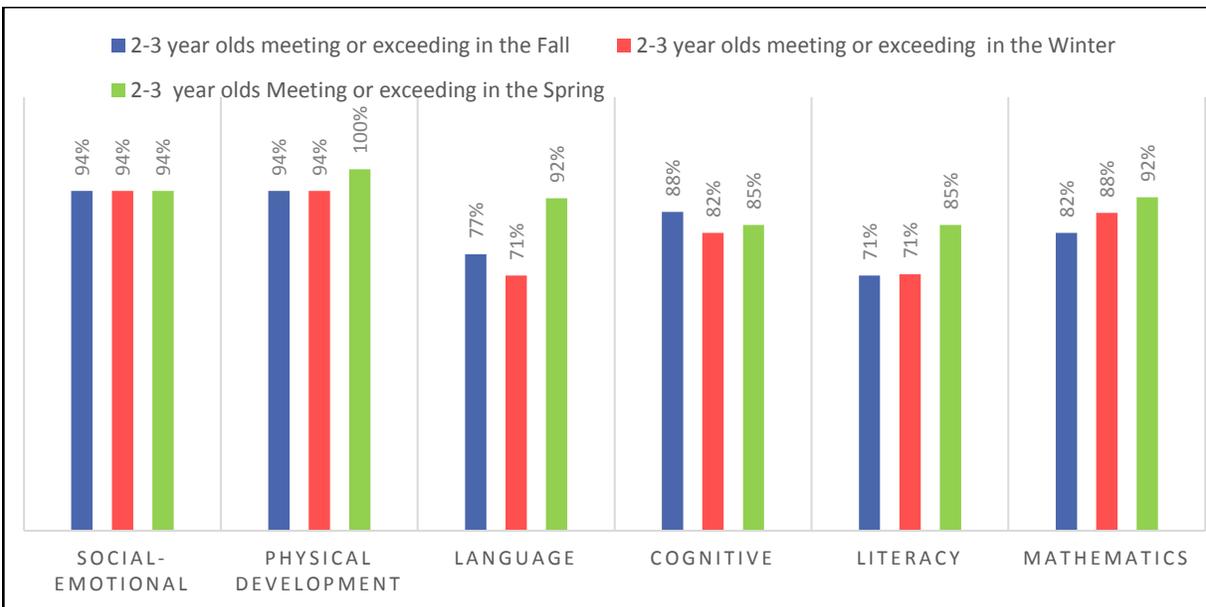
Full Year Data	1-2 year olds meeting or exceeding in the Fall	1-2 year olds meeting or exceeding in the Winter	1-2 year olds meeting or exceeding in the Spring
Social-Emotional	92%	92%	92%
Physical Development	77%	92%	100%
Language	85%	77%	100%
Cognitive	100%	92%	92%
Literacy	85%	92%	82%
Mathematics	54%	69%	83%



EDUCATION & STUDENT PROGRESS DATA

2-3 Year olds

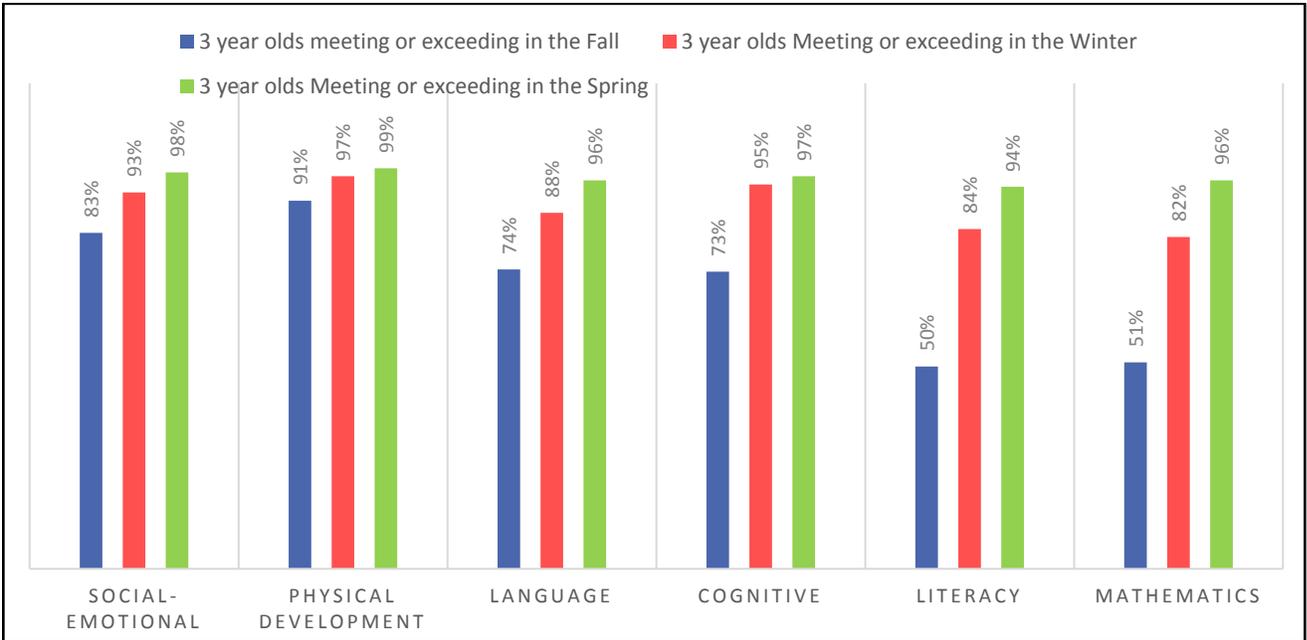
Full Year Data	2-3 year olds meeting or exceeding in the Fall	2-3 year olds meeting or exceeding in the Winter	2-3 year olds Meeting or exceeding in the Spring
Social-Emotional	94%	94%	94%
Physical Development	94%	94%	100%
Language	77%	71%	92%
Cognitive	88%	82%	85%
Literacy	71%	71%	85%
Mathematics	82%	88%	92%



EDUCATION & STUDENT PROGRESS DATA

3 Year Olds

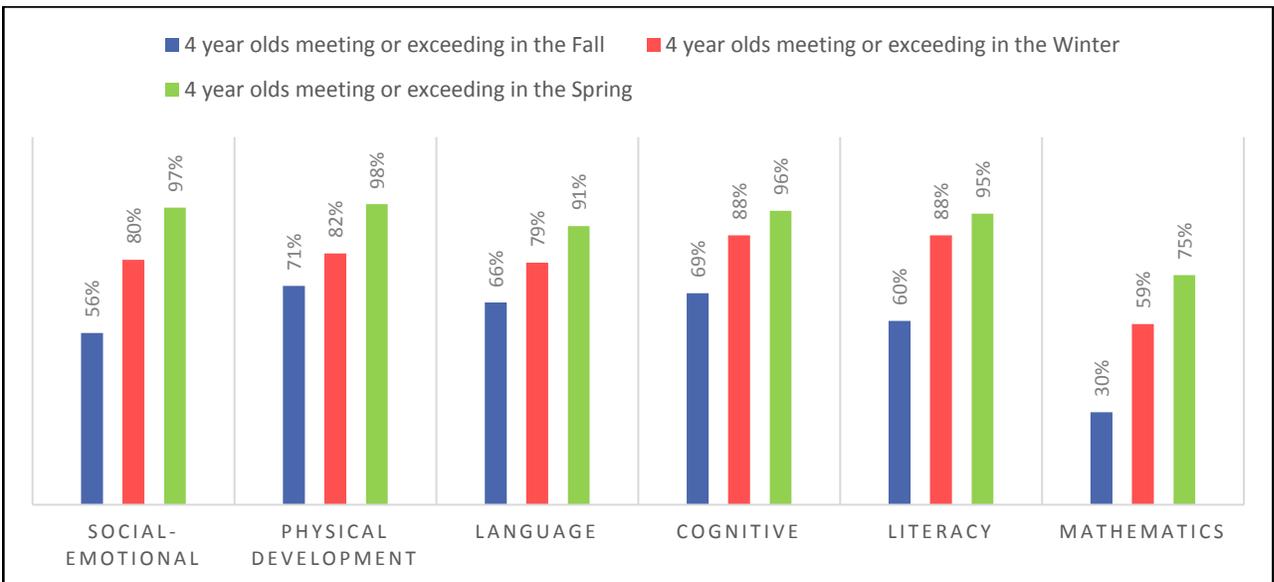
Full Year Data	3 year olds meeting or exceeding in the Fall	3 year olds Meeting or exceeding in the Winter	3 year olds Meeting or exceeding in the Spring
Social-Emotional	83%	93%	98%
Physical Development	91%	97%	99%
Language	74%	88%	96%
Cognitive	73%	95%	97%
Literacy	50%	84%	94%
Mathematics	51%	82%	96%



EDUCATION & STUDENT PROGRESS DATA

4 Year Olds

Full Year Data	4 year olds meeting or exceeding in the Fall	4 year olds meeting or exceeding in the Winter	4 year olds meeting or exceeding in the Spring
Social-Emotional	56%	80%	97%
Physical Development	71%	82%	98%
Language	66%	79%	91%
Cognitive	69%	88%	96%
Literacy	60%	88%	95%
Mathematics	30%	59%	75%



ENROLLMENT

Eligibility & Attendance

- The total number of families/children served during the 2016-2017 school year was 72 families representing 108 children in Early Head Start and 351 families representing 380 children in Head Start.
- Monthly enrollment (as a percent of funded enrollment) was 100% for August 2016-July 2017 for Head Start. Early Head Start was also at 100% for August 2016-2017
- The percentage of eligible children served was 80% in Head Start and 70% in Early Head Start. These percentages represent the number of children served versus the number of eligible applications received.
- Statistics for the year showed 53% of children served were 4 year-olds in Head Start and 50% were minorities. Early Head Start showed 49% of children served were minorities.
- End of month waiting lists ranged from 0-25 for Early Head Start and 0-110 for Head Start. According to census data, there were 2,222 children under the age of 5 living in poverty in Ottawa County in 2010.
- Average daily attendance rates for the program year in Early Head Start was 87.98% and in Head Start was 87.06%, which were both above the required rate of 85% attendance.

MEDICAL & DENTAL EXAMS

- 95% of the 380 **Head Start** children served at any time during the 2016-2017 program year had a dental exam in the last 12 months.
- 91% of children were up-to-date on a schedule of health services which includes: Physicals, Hearing & Vision Screenings, Growth Assessments, Hemoglobin, Blood Pressure, and Blood Lead Level.

ENROLLMENT

DISABILITIES & MENTAL HEALTH

CDS recruits children with disabilities and maintains a minimum of 10% enrollment for children who have a disability that requires special education services. CDS screens all children for possible delays and works closely with the local school districts on referrals for additional assessments and providing on-site special education services when possible. CDS does not deny placement on the basis of a disability when Head Start is an appropriate placement according to the child's Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

- CDS Lakeshore Head Start utilizes the PLS-5 Screener (Preschool Language Scale) to help identify children with possible speech or language delays. From those screeners, 29 enrolled children were referred for further assessments.
- 11.49 % of funded enrollment were children with special education needs.
- 30 children entered the program with an IEP and 16 children received an IEP during the program year. 10 children entered with an IFSP and 6 children received an IFSP during the program year.
- 40 children were identified for a mental health consultation with our on-staff mental health consultant who works with teachers and families to support positive behavior and social/emotional growth in children.
- 12 children were referred to local mental health agencies during the school year.



PARENT & COMMUNITY ENGAGEMENT

PARENT INVOLVEMENT

Parents are strongly encouraged to be involved in their child’s education, as parents are the first and most important teachers of their children. There are many opportunities for parents to participate and be engaged in the programs at CDS. Parents are provided weekly “Home Link” activities to work on with their children at home to continue the lessons and themes taking place in the classrooms. Parents are always invited to volunteer in their child’s classroom as well as work from home to complete needed projects.

Parents provide valuable input into program operations, policies and procedures by serving on the agency’s Policy Council where they review monthly finance statements, enrollment and attendance, and approve all hiring decisions. CDS also hosts two committees that parents are encouraged to participate in: Health Advisory and Education Advisory where they discuss nutrition concerns and components of the curriculum. In addition, parents assist with our annual self-assessment process, attend family nights, fatherhood events, and field trips.

COMMUNITY PARTNERS

CDS would not be able to provide the necessary services to children and families without the support of our surrounding community. We actively seek and maintain meaningful community partnerships and would like to thank the following:

Allendale Public Schools	Grand Haven Public Schools	Muskegon Public Schools - Head Start
Allendale Township Library	Grand Valley State University	Ottawa Area Intermediate School District
Bethany Christian Services	Great Start Collaborative	Ottawa County Department of Public Health
Buen Pastor Ministries – Migrant Head Start	Great Start School Readiness Program	Ottawa County Dept. of Public Health - Miles of Smiles
CALL 2-1-1 of Ottawa County	Head Start of Kent County	Outdoor Discovery Center
Center for Women in Transition	Herrick District Library	Pathways
Child Protective Services	Holland Christian Schools	Ready for School
City on a Hill Ministries	Holland Hospital Behavioral Health	SCAN Council
Community Action Agency of Allegan County	Holland Public Schools	Spring Lake District Library
Community Action Agency of Ottawa County	Holland Rescue Mission	Spring Lake Public Schools
Community Action House	Hudsonville Public Schools	United Way – Greater Ottawa County
Community Mental Health	Hudsonville United Congregational Church	West Michigan Pediatric Dentistry
Coopersville Public Schools	InterCare Community Health Network	West Ottawa Public Schools
Coopersville Township Library	Jenison Public Schools	WIC of Ottawa County
Early On	Loutit Public Library	Zeeland Public Schools
Good Samaritan Ministries	Michigan West Coast Chamber of Commerce	

