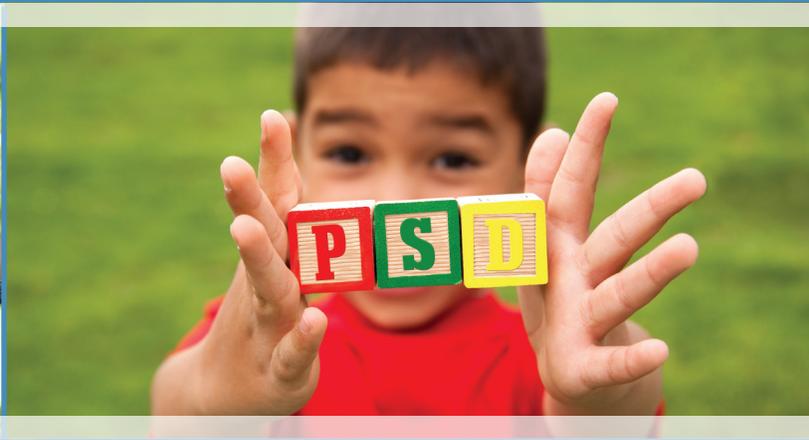


ANNUAL REPORT



2010-2011  
COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT



PRESCHOOL SERVICES  
DEPARTMENT

# Introduction

The County of San Bernardino Preschool Services Department (PSD) has operated the Head Start and State Preschool programs since 1965. PSD provides early childhood education and family services to over 6,000 children (ages 0-5) and their families at 43 locations countywide.

In addition, PSD gives priority to children living in poverty, foster care, homeless shelters, and those with special needs. Our programs offer comprehensive child development and family support services that are designed to address developmental goals for enrolled children and support for parents in fulfilling their parental role and becoming self-sufficient.

We are proud of both our challenges and our strengths. We feel that both have made our programs stronger. By far our largest challenge is the vast geographic size of our county. At 20,000 square miles, the County of San Bernardino is the largest county in the United States by area, and if you combined the square mileage of Connecticut, Delaware, Massachusetts and Rhode Island, the County of San Bernardino is still larger. In fact, we are bordered by 5 other counties and two states.

Besides our dedicated staff, our greatest strength is our status as a County department. As an actual County department, PSD has access to resources, oversight and services that would be largely unavailable to other Head Start or State Preschool Programs. In this way, we may be one of the most unique programs in the country. Our County partners include the Departments of Behavioral Health, Public Health, Children and Family Services, Transitional Assistance, First 5 and many more. All of these agencies are partners in ensuring the best possible services to children and families and maximizing our value to communities countywide.





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Preschool Services Department Shared  
Governance Board Diographics





Fourth District Supervisor and Chairman of the Board of Supervisors

The Fourth District includes the cities of Chino, Chino Hills, Montclair and Ontario. The Fourth District encompasses 133 square miles and is home to over 340,000 residents.

As a life long educator, having served 35 years as a teacher and coach, Mr, Ovitt serves as Chairman of the Head Start program for the County of San Bernardino and is involved in the County Schools Alliance for Education Partnership.

Mr. Ovitt also serves on a number of other Boards and Commissions including the Inland Empire Health Partnership (IEHP), California State Association of Counties (CSAC) and the National Association of Counties (NACO) among others.



MSW, Director, County of San Bernardino Department of Behavioral Health

Mr. Rawland has been the Director of the County of San Bernardino Department of Behavioral Health since 2005. Mr. Rawland has a wealth of knowledge and experience with over 44 years in the field of human services and community behavioral health, specifically in the areas of social policy development and advocacy, organizational administration and fiscal management, education, and community organization and planning.



MD., County of San Bernardino Public Health Officer

Dr. Ohikhuare has over 25 years experience in the medical field and currently serves as the County of San Bernardino Public Health Officer. He has also served as Chair of the Obstetric & Gynecology Department at the Riverside County Regional Medical Center.



M.S., Children's Network, Network Officer

Ms. Cousineau is the Network Officer for the Children's Network of the County of San Bernardino, which was created to help "children at risk" by improving communications, planning, coordination and cooperation among youth serving agencies; and implementing collaborative programs, public and private, to better served children and youth.

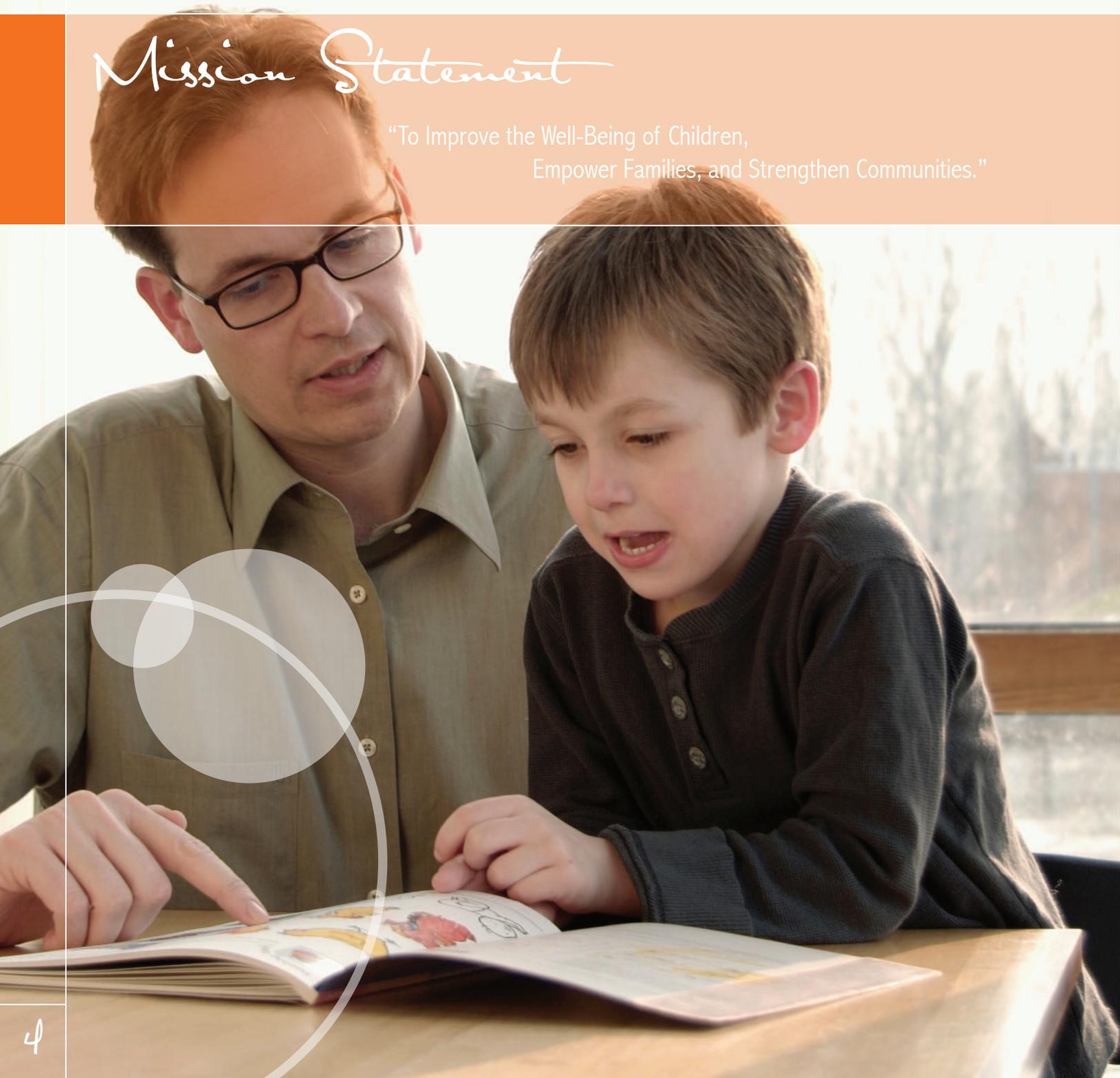


County Superintendent of Schools, State Preschool Manager

Ms. Thams is the State Preschool Manager for the County of San Bernardino Superintendent of Schools. She oversees 36 State Preschools throughout the County and is a permanent member of the Local Child Care Planning Council Executive Board.

# Mission Statement

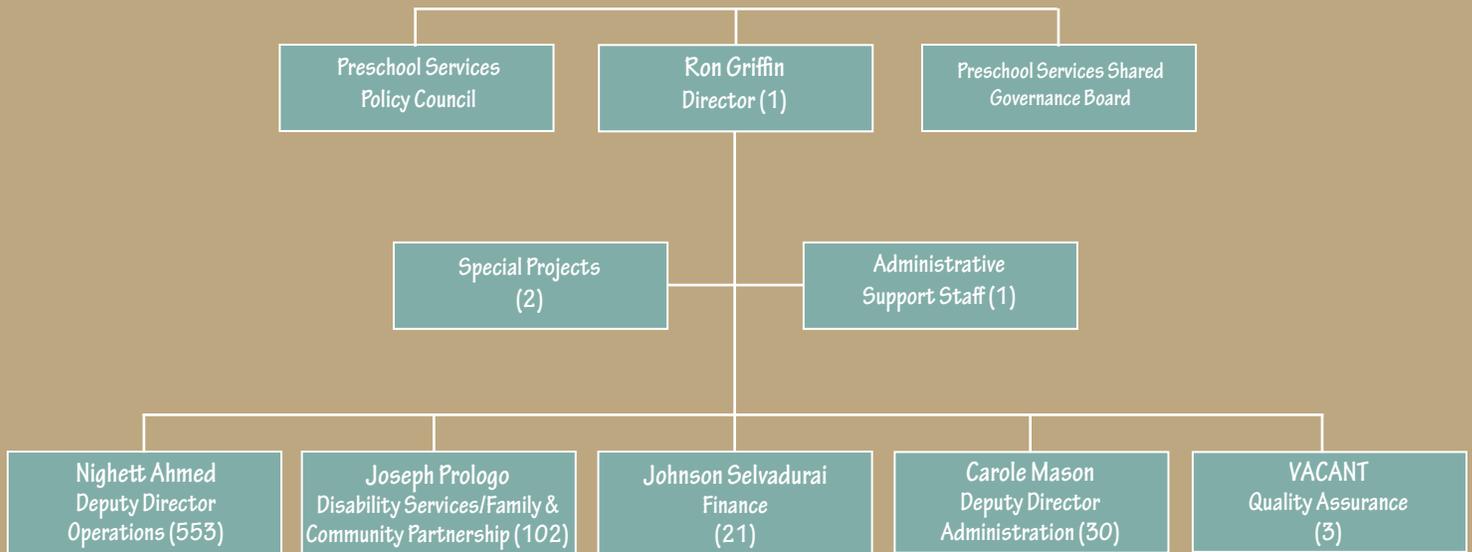
“To Improve the Well-Being of Children,  
Empower Families, and Strengthen Communities.”



# Vision Statement

- Our children will excel in whatever setting they go to next.
- Our families' quality of life is measurably better after participating in our programs.
- Our efforts increase the quantity and quality of sustainable resources and services countywide.

# Organizational Chart





## *Program Information*

The Preschool Services Department (PSD) administers the Head Start and Early Head Start programs in 43 locations throughout the County of San Bernardino. These programs provide early childhood education and family services to over 6,000 disadvantaged children from birth to 5 years of age, pregnant women and families.



## **HEAD START**

Head Start is a national program which provides comprehensive developmental services for children ages 3 to 5 and their families. This program provides specific services such as:

- Health and Social Services
- Developmental and Behavioral Screenings
- School Readiness

Parent education, family support and social services are designed to support and empower Head Start families, assist them in becoming economically self-sufficient and assist them to identify and achieve personal goals.

## **EARLY HEAD START**

The Early Head Start (EHS) program was established to assist pregnant women, infants and toddlers to age 3. EHS is designed to assist with enhancing:

- Children's physical, social, emotional and intellectual development
- Pregnant women access to comprehensive prenatal and postpartum care
- Parent education on their child's development
- Parent's efforts to fulfill their parental roles and move towards self-sufficiency

In addition, the EHS program promotes healthy prenatal outcomes, enhances the development of infants and toddlers, and promotes healthy family functioning.

## **STATE PRESCHOOL**

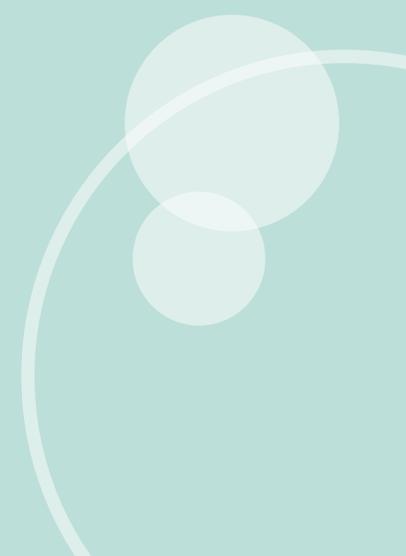
The State Preschool program is a comprehensive child development program that provides a safe and nurturing hands-on learning environment that helps each child reach his/her highest potential in the areas of:

- Social development
- Cognitive/Creative development
- Language development
- Physical development

## **CHILD AND ADULT FOOD CARE PROGRAM**

The Child and Adult Food Care Program is a State and Federally funded program that:

- Improves the diets of children under 13 years of age by providing children with nutritious, well-balanced meals
- Aid in developing good eating habits in children that will last through later years



# Mission Statement

“To Improve the Well-Being of Children,  
Empower Families, and Strengthen Communities.”



# Enrollment Information

The Preschool Services Department (PSD) provides a foundation for success by giving our enrolled children and their families the highest quality child development and support services. The following information was gathered and reported on PSD's Composite Program Information Report (PIR) and monthly enrollment reports for 2010-2011:

## Number of Children and Families Served

- Total number of children and families served: 5613
  - o HS/EHS Basic & ARRA – 4734
  - o State – 436
  - o Save the Children – 443
- Average monthly enrollment was: 100%
- Total percentage of eligible (based on program eligibility criteria) children served: 93.8%

## Medical and Dental Information

- Percentage of children who received medical exams: 93%
- Percentage of children who received dental exams: 92%

*Information reflected above is as of 5/31/11*

# Audit Results for Fiscal Year 2010-2011

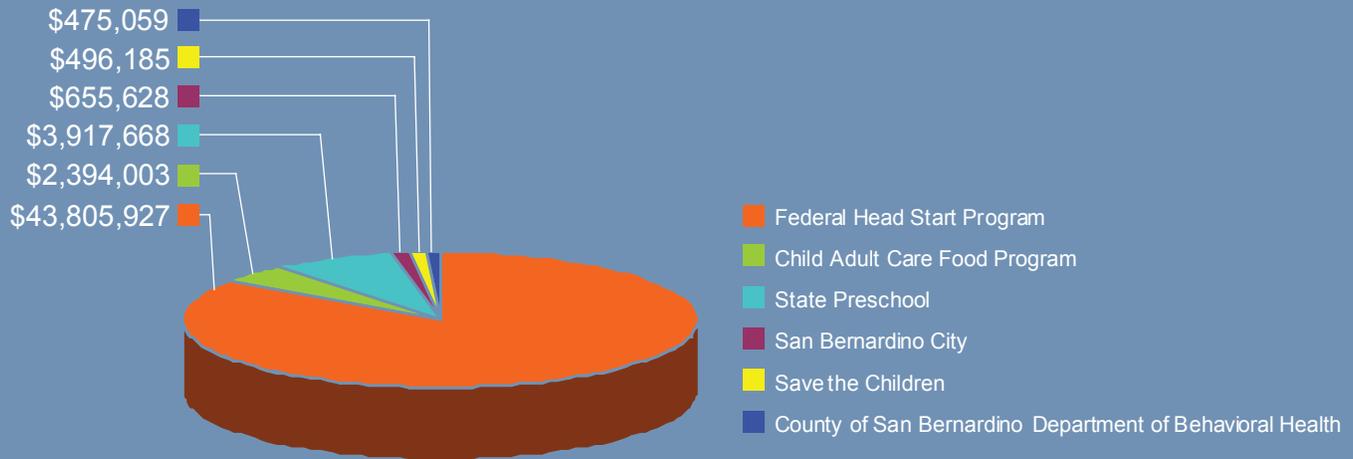
The Single Audit Report for fiscal year 2010-2011 will be submitted to the Federal Audit Clearinghouse on March 31, 2012. This report for the County of San Bernardino and PSD's federal programs will be included. The agency had no findings for Fiscal Year 2009-2010.



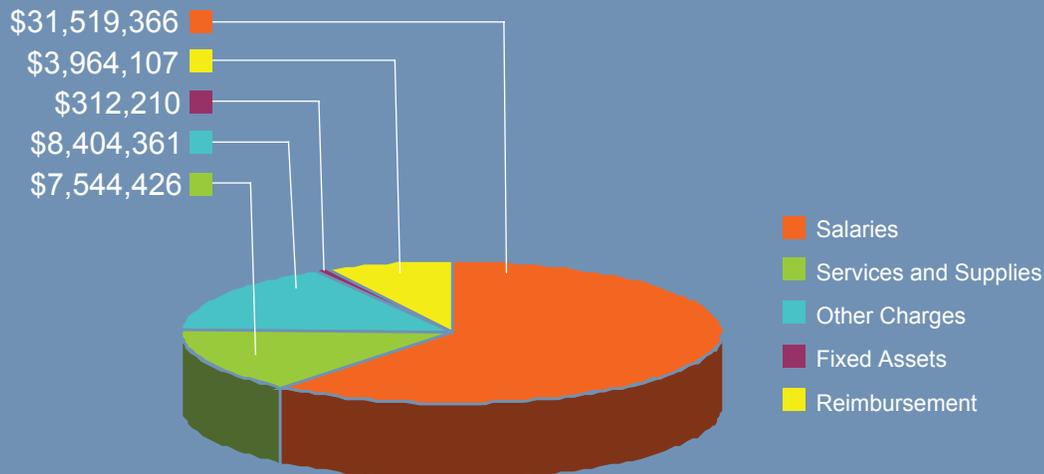
# Summary of Funding

The Preschool Services Department (PSD) programs are funded through grants from the Federal Administration for Children and Families, Office of Head Start, the California Department of Education's State Preschool, Child and Adult Care Food Program and other grants. The following is a summary of PSD's grant funding for 2010-2011:

## GRANT SOURCES FOR 2010-2011



## SUMMARY OF BUDGETARY EXPENDITURES FOR 2010-2011



*Accomplishments for 2010-2011*

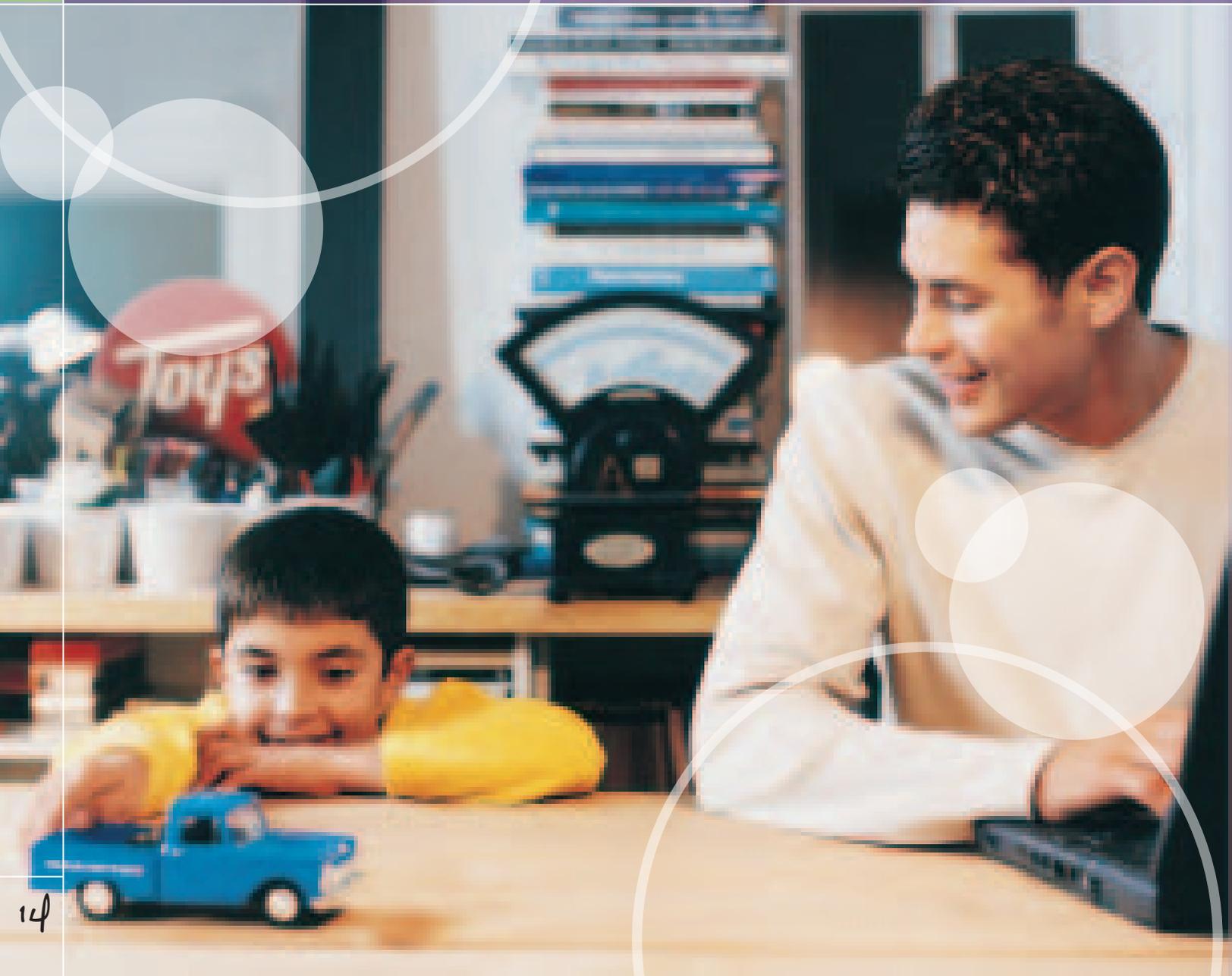


The past year presented new opportunities to the Preschool Services Department (PSD). The hard work of writing proposals and applying for grants generated new and/or increased funding to provide educational, health and social service supports to the County's most disadvantaged children and their families. The department accomplished the following in 2010-2011:

- PSD received the official results of its tri-annual Federal Review which took place in March 2011. The review reports states: "Based on the information gathered during our review, it was determined that your Head Start and Early Head Start programs are in compliance with all applicable Head Start Program Performance Standards, laws regulation and policy requirements." The Federal Review team was especially impressed with the level of collaboration between PSD and other County departments in providing comprehensive services to children and families.
- Re-opened the Nicholson Park Family Learning and Community Center in collaboration with the City of San Bernardino. The center, which had been closed due to lack of funding, is located in a very low income area of the city. The newly reopened center now provides residents with a variety of services and resources including: Literacy, GED and ESL Classes, After School Programs, Job Coaching, Health and Nutrition Classes, Arts and Crafts, Family Story Classes, Financial Literacy and Parenting Classes.
- Developed and implemented two programs for pregnant women. The Prenatal Early Head Start Program and the Nurse Visitation Program. Both programs assist pregnant women to access comprehensive prenatal and postpartum care, through referrals, assessment data and home visits after enrollment in the program. The programs are a result of a collaborative effort between several County departments. In the 2010-2011 program year, 103 women with very high risk pregnancies were provided services. Many were facing issues such as physical and substance abuse, homelessness and lack of medical access.
- Opened a new facility in the Victorville area which will provide full-day (10-hour) center based preschool services to 32 families. The Northgate Center combines part-day Head Start and part-day State Preschool Programs to provide seamless full-day services to low-income families that are working or attending classes.

# Parent Involvement

The Preschool Services Department (PSD) encourages and supports the personal development of parents of enrolled children. PSD designates parent activity funds each year to each site which is based on the number of enrolled children. The funds are utilized for educational activities that are designed to meet the needs of the parents at each individual site.



Each site's parents vote on the activities they would like to participate in during the year. In addition, the parents of enrolled children at the site also have the opportunity to select one parent to represent them at the PSD Policy Council. The Policy Council meets monthly to approve various program activities, budgets, hiring of staff and provide input towards the department's operations.

As parent activities occur both at the individual sites and at the Policy Council level, the following were activities that parents participated in 2010-2011:

## Site Parent Activities:

- First Aid/CPR Class
- Nutrition/Medical Services Presentation
- Roadmap to Financial Freedom Workshop
- Identity Theft Workshop
- Asthma Management & Prevention in Children & Youth Workshop
- Kindergarten Readiness Through Active Learning
- Donuts for Dads: Increasing Literacy Through School to Home Activities
- Emergency/Disaster Preparedness
- Love and Logic: Helping Parents with Challenges
- Making No-Sew Blankets
- Scrapbooking
- Incorporating Music Into School to Home Activities
- Car Safety
- Cake Decorating
- Father/Father Figure Workshop
- Creating Spring Planters
- Creating a Calendar with Family Pictures



*PreSchool Services Department  
Policy Council*

# PSD Policy Council Parent Activities:

The County of San Bernardino Preschool Services Department's Policy Council is composed of one parent representative from each site, plus community representatives from various areas of the County. Formation of this Council group is a requirement of the Head Start Program Performance Standards. Members of the Council have several responsibilities, including approval of the Head Start/Early Head Start Program's budget and refunding application, approval of hiring/terminations, approval of additional program operational items, and participation on various committees, which meet monthly, quarterly or bimonthly. The following were activities that PSD Policy Council Parents participated in 2010-2011:

- Policy Council Members attended 6 conferences/trainings in 2010-2011 to expand their knowledge of parenting and other topics:
  1. Junior Achievement Financial Literacy Training in Los Angeles, and San Bernardino, CA., November, 2010.
  2. National Head Start Association's 27th Annual Parent Training Conference in Virginia Beach, VA., December 10 – 14, 2010.
  3. California Head Start Association Parent Conference in San Francisco, CA., February 7-8, 2011.
  4. 2011 Parent Leadership Conference, sponsored by Parents Anonymous in Ontario, CA., February 8-9, 2011.
  5. Early Childhood Math and Science Institute, sponsored in part by Region IX in Pasadena, CA., March 24-25, 2011.
  6. 13th Annual Children's Network Shine A Light On Child Abuse Breakfast in San Bernardino, CA., March 31, 2011.
- Health Services Advisory Committee – The committee meets twice each year in November and in May. It is composed of approximately 6 Policy Council members and 25 members of the community and various community based organizations which include, First 5 Dental, Inland Empire Health Plan (IEHP), Department of Public Health and many others. In November 2010, the committee members learned about brain development in babies and young children. Other discussion items were the result of the PSD Self-Assessment, and a Round Robin of informational presentations which included IEHP, Child Abuse Prevention, Whooping Cough Vaccines, Lead Prevention, Low Cost Car Seats, and Asthma Management. In May 2011, the members heard presentations on Water Safety and Safe Environments.



PSD Policy Council

- Finance Committee – This committee meets monthly, prior to the Policy Council meeting. Staff reviews financial reports with the committee and discusses the importance of gathering Non-Federal Share information and the up to date status of Policy Council expenses.
- Personnel Committee – The committee members are provided with an initial orientation to conduct personnel interviews. Members are selected throughout the year to sit side by side with staff to interview potential candidates for various PSD job positions. This is the first phase of their input into the hiring process. The second phase occurs when the entire Policy Council as a group votes to approve or disapprove eligibility lists for vacate positions.
- Training/Technical Assistance Committee – This committee meets quarterly, or as often needed to assist in planning the training activities for the parents, to plan for the Policy Council Education Training Activity, and to plan for the Annual Policy Council Orientation. The committee members work alongside staff to secure locations for training, guest speakers, food and decorations for the members.
- Monitoring Committee – This committee meets quarterly to review findings in quality assurance monitoring, and to discuss methods of correcting any non-compliance issue(s). Members of this committee also serve on the annual Self-Assessment Team, which is composed of staff, consultants and PSD parents. The team reviews a specific amount of Head Start and Early Head Start sites and reports its findings to Administration.
- Nutrition Advisory Committee – The members of this committee are trained by the PSD Nutritionist to conduct nutrition workshops at the various Head Start sites. The training takes place in two meetings, with additional training sessions set as new Policy Council members join the group. Policy Council members are taught how to present the material, how to demonstrate techniques and how to conduct evaluations of the workshops.
- Menu Planning Committee – This committee meets quarterly to gather input from the parents on new and revised menus and recipes. Parents work with staff to plan menus for the children, ensuring that a variety of foods are offered and that food from various cultures is included. Parents are also given the opportunity to sample some of the foods served to their children.
- Parent Involvement Committee – This committee meets quarterly to discuss ways to get parents involved in Head Start activities and to keep them coming back to meetings and to the classroom. The committee members share what methods have worked at their own sites. The committee also works on gathering information regarding possible community representatives.
- Family/Community Partnerships Committee – PSD Program Supervisors meet monthly with this committee to discuss information regarding training opportunities and program activities designed for involving parents in the program. The committee members act as liaisons to the parents at their individual sites to stimulate interest about services offered by the program.
- Early Childhood Development Committee – This committee meets quarterly and works with staff to evaluate the progress of the approved curriculum(s), make any suggestions for modifications of the curriculum(s) and discuss updates on child outcome literacy information.

# Statistical Information

PSD gathers, compiles and analyzes all service area data, demographics and resources in order to determine how to provide the most useful and appropriate services to the largest number of eligible children and families to ensure that the department maximizes the use of Head Start and Early Head Start funds.



## MAKE-UP OF HEAD START AND EARLY HEAD START ELIGIBLE CHILDREN

(includes number, location, ethnic and racial composition)

The Children Now California Report Card '09, Setting the Agenda for Children indicates that the County of San Bernardino is home to 631, 275 children ages 0-18. The ethnic breakdown of these children is as followed:

ETHNICITY OF CHILDREN 0-18	PERCENTAGE
Latino/Hispanic	53%
White	28%
African American	10%
Asian American	4%
Other	4%

## REFERRAL INFORMATION

In addition to high quality educational programs, PSD families receive comprehensive supportive and referral services. The following are the number of families who received services/referrals in 2010-2011 (Head Start Information Report 2010-2011):

REFERRAL SERVICE	FAMILIES SERVED
Parenting Education	446
Clothing Assistance	293
Community Resources	571
Family Health Assistance	442
Housing assistance (such as subsidies, utilities, repairs, etc.)	66
Employment Assistance	97
Food Assistance	81
Financial Assistance	31
Emergency/Crisis Intervention Services (such as immediate need for food, clothing, shelter)	13
Transportation	15

*Information reflected above is as of 5/31/11*



*Preschool Services  
Department Goals*

# Goals and Performance Measures for 2011-2012

## SHORT TERM GOALS (STG)

**STG Goal I:** Increased participation in Head Start by families receiving Temporary Assistance to Needy Families (TANF).

**Objective:** Increase the number of TANF families participating in Head Start by 20% and provide vocational training in order to enhance employability and financial stability of parents or caregivers and assist them with the transition from public assistance to self-sufficiency.

**Timeline:** PSD will begin collaboration with TAD immediately and anticipates enrolling approximately 200 additional TANF participants by the start of school year in September 2010.

**Status:** PSD has continued to collaborate with TAD and successfully enrolled 292 TANF participants by the start of the school year (September 2010).

**STG Goal II:** Improve and update the processes PSD uses to confirm all activities performed under federal awards are allowable, reasonable and necessary and represent appropriately documented estimate of the work performed.

**Objective:** PSD employs over 600 employees annually and derives approximately 90 percent of the department's budget from federal sources. The Finance Management Staff (FMS) will review and update the department's current procedures for tracking activities performed to bring the overall process in line with the most current Federal Office of Management and Budget (OMB) Circular A-87.

**Timeline:** PSD anticipates completing the improved procedures in January 2011, and implementing the complete process on or before March 2011.

**Status:** PSD revised, implemented and posted policies and procedures on the PSD website on February 1, 2011. PSD has also streamlined reporting mechanisms to go directly to the EMACS system.

## LONG TERM GOALS (LTG)

**LTG Goal I:** Increase the number of foster care children enrolled in Head Start by 7% per year over the next three years.

**Objective:** Currently, approximately 2% of Head Start enrolled children are foster children. PSD will collaborate with County of San Bernardino Department of Children and Family Services (DCFS) to increase the number of foster children enrolled into the Head Start program.

**Timeline:** PSD anticipates beginning the collaboration and implementation of this goal by the September 2010.

**Status:** PSD continues collaboration with DCFS and have enrolled a total of 18% of foster care children in the Head Start Program.

**LTG Goal II:** Assist 20% of parents who do not currently have a high school diploma or General Equivalency Diploma (GED) with obtaining their GED.

**Objective:** Approximately 1650 of parents with children enrolled in PSD Head Start do not currently have a high school diploma or GED. PSD will work with about 20% of these parents to assist them in obtaining their GED in order to enhance their employability, promote educational achievement in the home and improve the overall quality of life for themselves and their children.

**Timeline:** PSD anticipates starting the process of recruiting parents into the GED program and initiating the collaboration process immediately. PSD anticipates 330 parents will be enrolled and working toward or have completed their GED by the end of the three year period.

**Status:** PSD has continued collaboration with adult schools and ROP programs countywide and have assisted 66 (20%) enrolled Head Start program parents/participants with GED enrollment assistance.

**LTG Goal III:** At least 80% of PSD Teachers will possess at least an Associates Degree.

**Objective:** Meet the October 1, 2011 Head Start Teaching Staff Statutory Degree and Credentialing requirement and increase the quality of PSD programs. In addition, this action will help meet compliance with teacher qualifications with the State of California Department of Education State Preschool Program.

**Timeline:** PSD will achieve this goal by the end of FY 2010-11.

**Status:** Currently, 83% of PSD teachers possess an Associate's Degree or better. PSD will continue to offer reimbursement for tuition, related fees and books to teaching staff this program year to encourage current staff to increase their educational status.

**LTG Goal IV:** At Least 30% of Preschool Services Department's Teachers Possess a Bachelor's Degree

**Objective:** Meet the September 30, 2013 Head Start Teaching Staff Statutory Degree and Credentialing requirement and increase the quality of PSD programs. In addition, this action will help meet compliance with teacher qualifications with the State of California Department of Education State Preschool Program.

**Timeline:** PSD will achieve this goal by the end of the three year term.

**Status:** Currently, 31% of PSD teachers possess a Baccalaureate Degree. PSD will continue to offer tuition reimbursement, related fees and books to teaching staff.





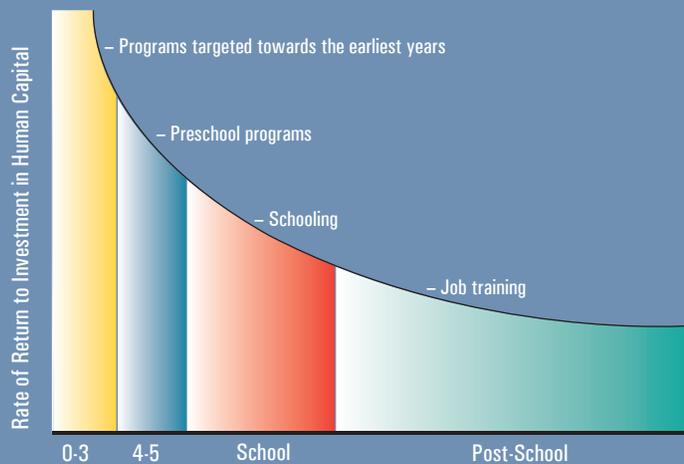
# School Readiness

# School Readiness Activities

Early interventions for disadvantaged children are more economically efficient and produce higher returns than remedial programs to help teenagers and adults catch up later on. The benefits of high-quality preschool continue into adulthood, according to the High/Scope Perry Preschool Study, which has followed participants in a high-quality program for more than 40 years.

Economists have found that high-quality early childhood education offers one of the highest returns of any public investment – more than \$7 for every dollar spent. It saves government spending on K-12 education, public assistance and the criminal justice system, and increases tax revenues as a result of higher earnings.

## RETURNS TO A UNIT DOLLAR INVESTED



Source: Heckman and LaFontaine (2007).

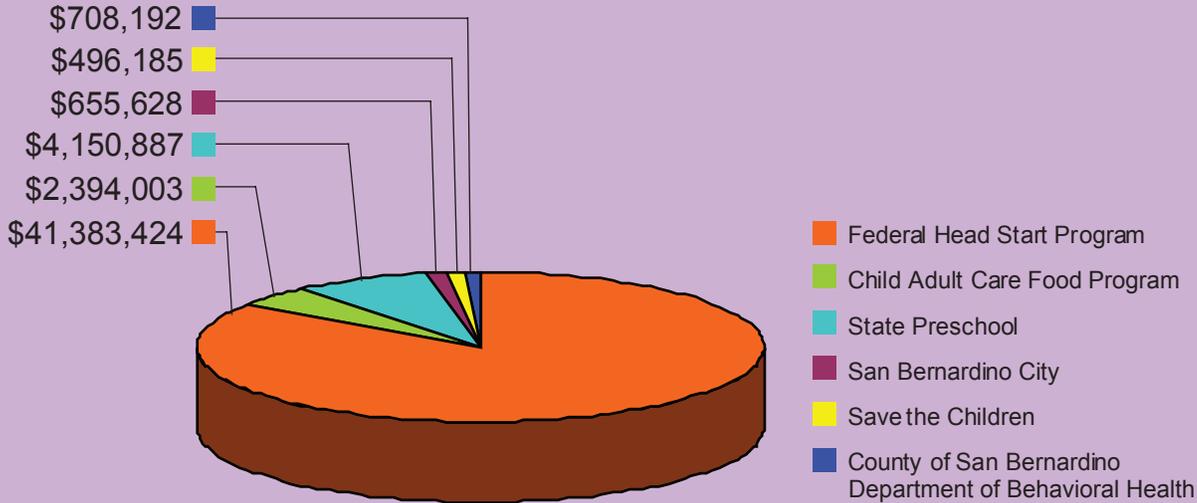
The Preschool Services Department (PSD) ensures that enrollees and their families are prepared and ready in every aspect by coordinating efforts with school districts and other relevant agencies. Activities held during the year for Kindergarten readiness included:

- Child's Packet of Kindergarten Information
- Visits to local Kindergarten classrooms
- Kindergarten teachers attended parent meetings as invited guests
- Informational transition workshops for parents

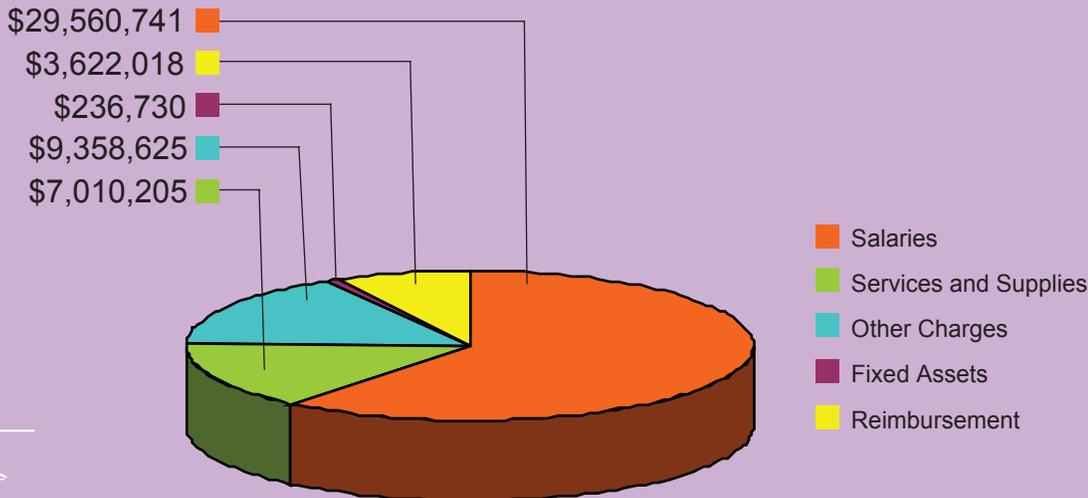
# Proposed Budget for 2011-2012

The Preschool Services Department (PSD) programs are funded through grants from the Federal Administration for Children and Families, Office of Head Start, the California Department of Education's State Preschool, Child and Adult Care Food Program and other grants. The following is PSD's proposed grant funding for 2011-2012:

## PROPOSED GRANT SOURCES FOR 2011-2012



## PROPOSED BUDGETARY EXPENDITURES FOR 2011-2012





County of San Bernardino  
PRESCHOOL SERVICES DEPARTMENT  
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