

# 2013 - 2014 Annual Report



## Early Learning & Family Support Programs

A Division of Community Link, Inc.

*John Huelskamp –  
Executive Director*

*Laurie Hemker –  
First Step Director*



Community Link initiated the first home-based infant simulation program in Southern Illinois. This program has grown over the years into First Step Early Learning and Family Support Programs. First Step is dedicated to providing exceptional family centered services to families who have children up to the age of three. Early Head Start is a federally funded, home-based program for low-income pregnant women and families with children three years and younger in Clinton and Washington Counties who are homeless, receiving TANF or SSI, in foster care, or if the family's income is at or below the Federal Poverty level. Priority for enrollment is based on risk factors including children with disabilities. The program is funded to serve 54 children/ pregnant women with in Clinton and Washington Counties.

The program uses the Parents-As-Teachers model, which is research based and nationally regarded. We offer families a sense of belonging, other support services, and a chance to be involved in activities to help the whole family. A number of programs are provided to the children and families we serve, including Early Intervention Services, Infant Mental Health Services, Prevention Services, and Children's Waver Program. In addition, First Step Early Head Start provides services for prenatal education, parenting education and support, child development services, play groups, family activities, medical linkages, linkages to community resources, transitions, and limited transportation.

The goal of Early Head Start Program is to assist families to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, promote healthy family functioning, and provide opportunities for parents to have a voice in shared governance.

### **Mission Statement**

To challenge, teach, and inspire both participants and community, linking them in ways that enhance their lives.

### **Core Values**

Respect- Honoring the value, autonomy, and contributions of everyone.

Commitment- Excellence through passion

Making a Difference- Enhancing the lives of others

### **Moto**

Disability to Possibility

### **Vision**

The vision of Community Link is to see people with developmental disabilities and other difficulties, live and participate in a community that values their presence and contributions.

## **Policy Council Members**

### **Officers**

**Nickole Williams** - Chairperson (Parent)

**Justine Hardy** - Vice Chairperson (Parent)

**Bonita Phillips** - Secretary/Treasurer (Parent)

### **Parent Representatives**

**Antonia Campos**

**Deborah Coultas-Simmons**

**Tammy Finke**

### **Community Representatives**

**Amy Becker**

**Jennifer Boyd**

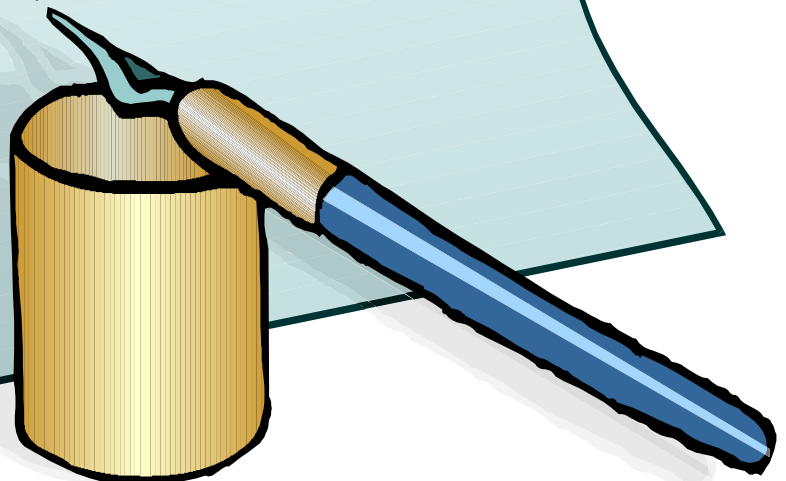
**Steffany Slininger**

**Josh Wolford**

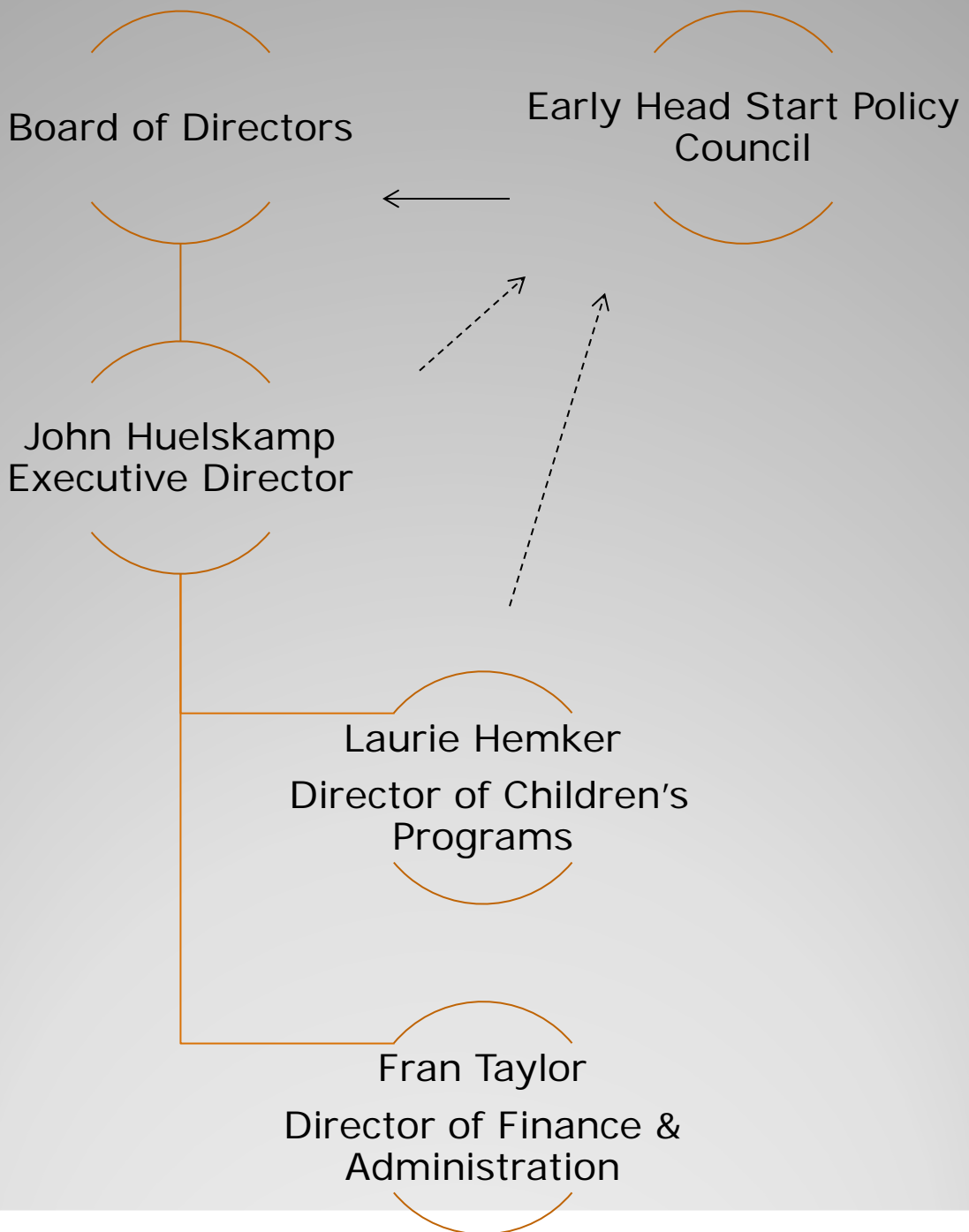
### **Community Volunteers**

**Richard Kuiken**

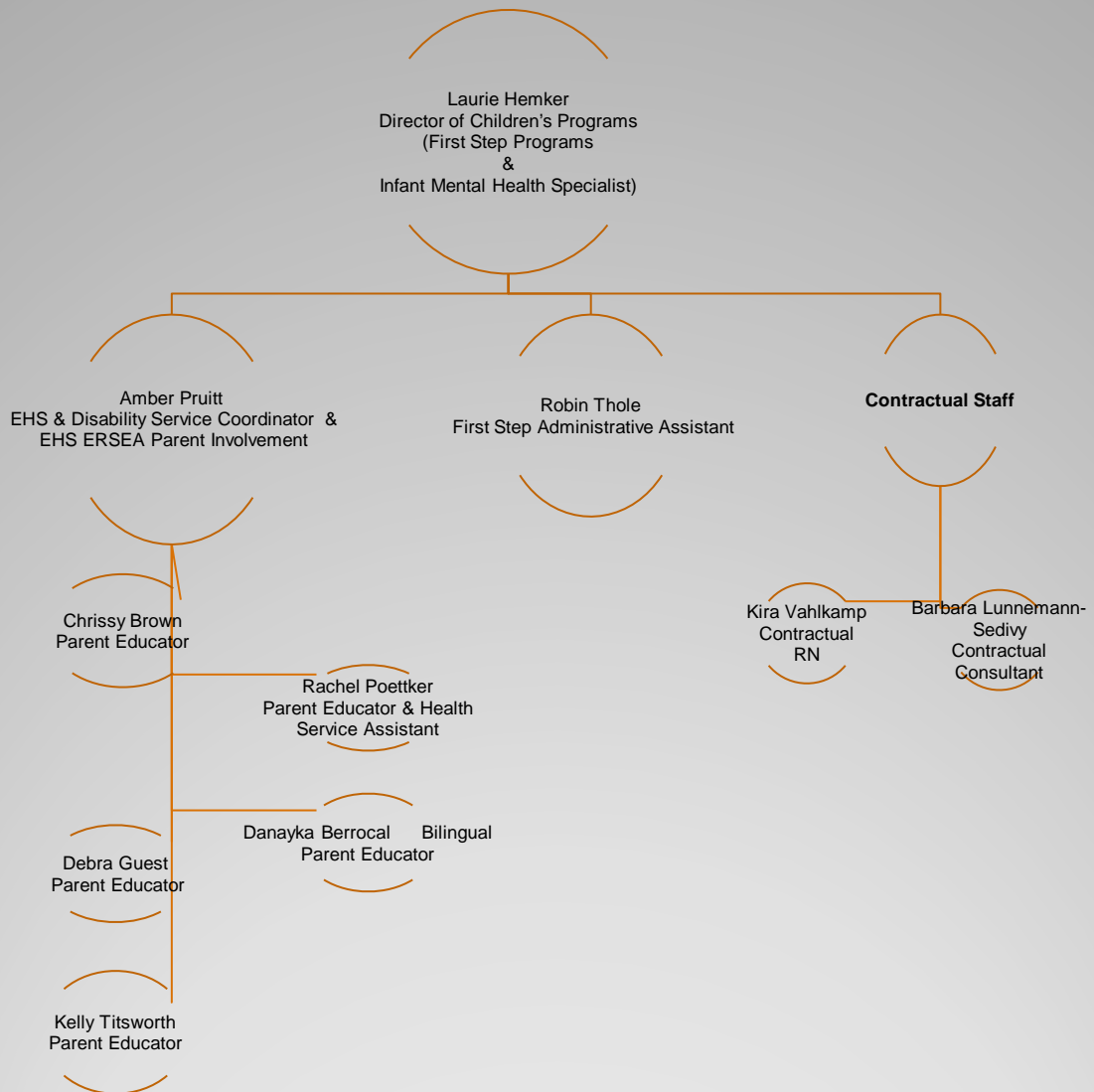
**Ricky Johnson**



# Administration



# First Step Early Head Start Programs



## Budget and Expenditures

2013/2014

### **Revenue:**

	<u>Budget</u>	<u>Actual</u>
Early Head Start Grant	\$333,962	\$333,962
United Way	\$20,000	\$20,001
Total	\$353,962	\$353,963

### **Expenditures:**

	<u>Budget</u>	<u>Actual</u>
Personnel	\$226,752	\$202,927
Fringe Benefits	\$51,237	\$50,463
Out of Town Travel	\$1,272	\$1,977
Supplies	\$9,315	\$7,520
Contractual	\$3,000	\$4,018
Staff Training	\$7,315	\$6,110
Other*	\$55,071	\$79,977
Total	\$353,962	\$352,992

\*Other includes rent, utilities, insurance, maintenance, vehicles, mileage, and administrative costs.

Nonfederal share (In-kind)	\$63,490	\$74,357
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## Rationalization of Data



- Due to the Sequestration of funds (automatic spending cuts to federally funded programs), First Step saw a reduction in children and/or pregnant women enrolled, from 54 to 49, and one Parent Educator was moved to part time for most of FY 2014.
- The budget cuts, as a result of the Sequestration of funds, were restored for FY 2015. Enrollment increased back to 54 children and/or pregnant women and the Parent Educator was re-instated back to full time.
- All services to families data listed in this report are based on the 2013 PIR (Program Information Report).

## External Reviews



- Community Link's independent auditor's report on internal control over financial reporting, compliance, and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards was conducted by Glass & Schuffett, Ltd. for the fiscal year ending on June 30, 2013. Report is available.
- A financial audit for the fiscal year ending on June 30, 2014 will be available in October 2014.

## Five Year Project Period

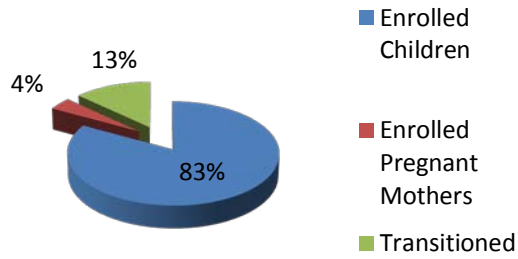


- The Office of Head Start (OHS) is moving from indefinite project periods to definite project periods of five years. May 1st, 2014 began First Step's first year of the five year project period. This movement is to ensure that organizations of the highest quality continue to provide Early Head Start services and opens the service areas of others to competition.
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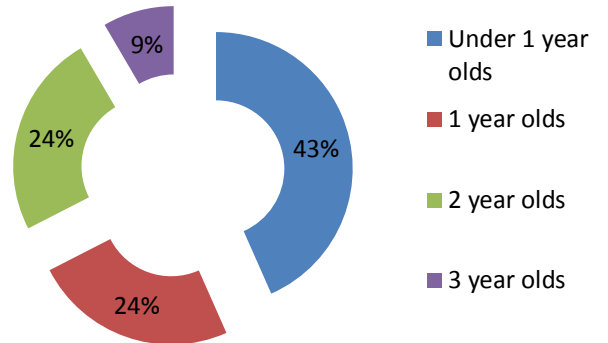
# Services to Families

\*Program Year 2013-2014 Enrollment Status from PIR\*

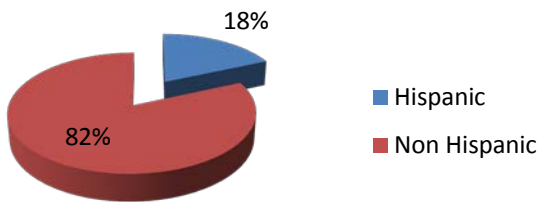
## Children Served



## Ages of Children



## Ethnicity



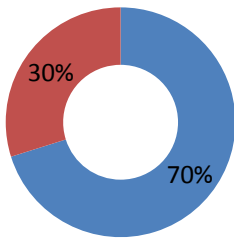


## Services to Families

\*Program Year 2013-2014 Enrollment Status from PIR\*

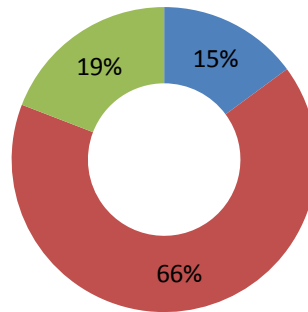
### Number of Families

■ 2 Parent Families  
■ 1 Parent Families



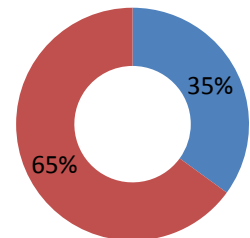
### Two Parent Families

■ Both Employed ■ One Employed  
■ Both Unemployed



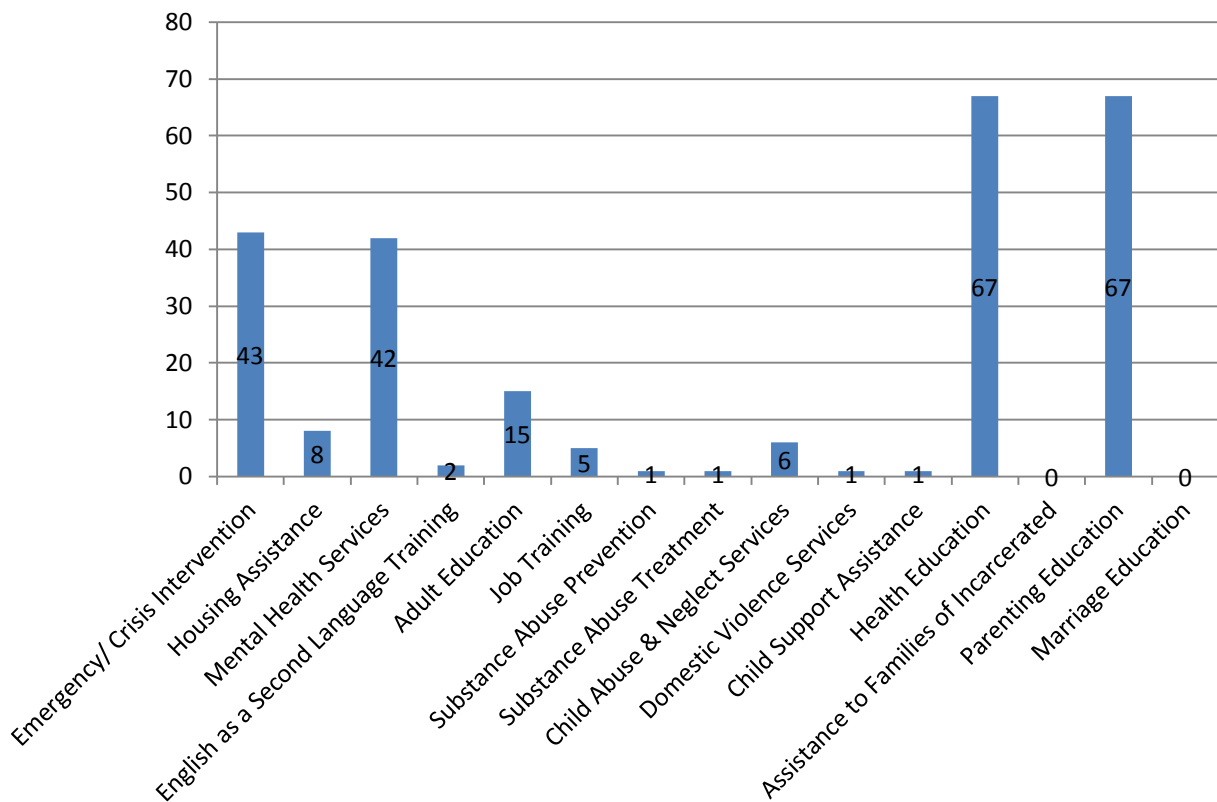
### One Parent Families

■ Employed  
■ Unemployed



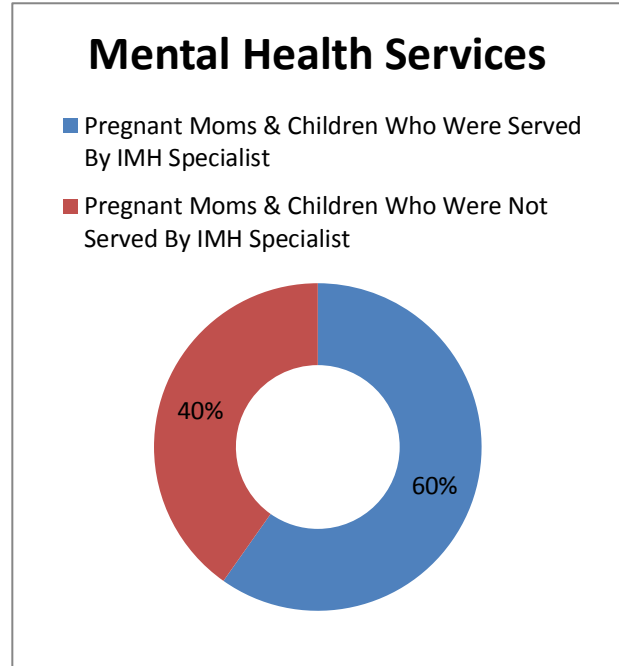
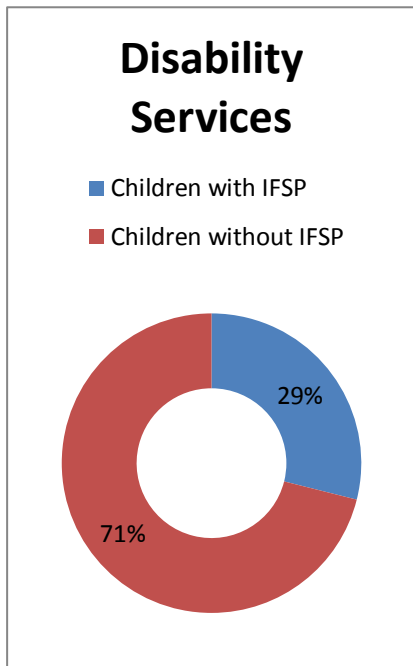
## Child & Family Services

The Number of Families Who Received Services



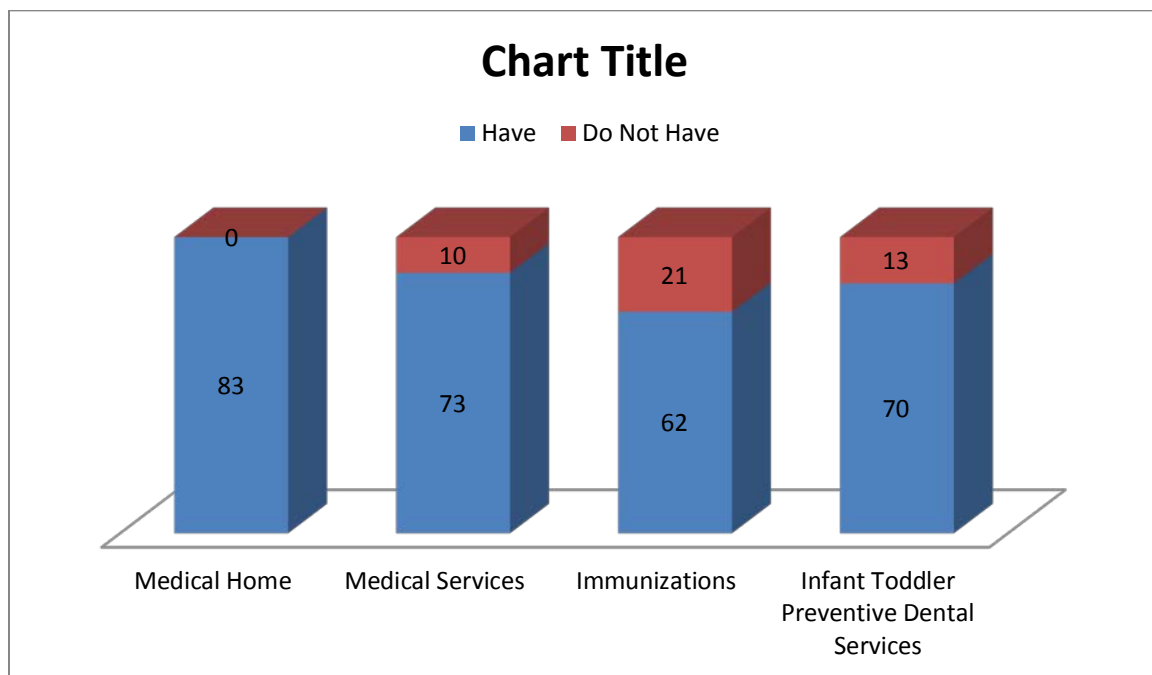
## Services to Families

\*Program Year 2013-2014 Enrollment Status from PIR\*



## Health Measures

\*Program Year 2013-2014 Enrollment Status from PIR\*



## Child Outcomes & School Readiness

The Office of Head Start defines school readiness as "children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life." The Head Start Approach to School Readiness focuses on creating opportunities for children to develop in all areas to ensure the child is ready for school. The essential areas, or domains, for healthy development include social and emotional, physical, language, cognitive, literacy, mathematics, and health. First Step's set of School Readiness Goals is used to guide the curriculum in all stages, from planning, to implementation, to assessment, to tracking progress. First Step uses Parents as Teachers, which is a researched based curriculum approved for the home visiting model. To track school readiness, Early Head Start uses Teaching Strategies GOLD. The School Readiness Goals are developed with input from the Early Head Start Parent Educators, Parents, and Policy Council and are reviewed and revised as needed on a yearly basis.

Domain	Goals
Social & Emotional Development	<ul style="list-style-type: none"> <li>▪ Infant will exhibit separation anxiety.</li> <li>▪ Infant will exhibit stranger anxiety.</li> <li>▪ Infant will initiate and maintain interactions with caregivers.</li> <li>▪ Toddler will use adults as a secure base when exploring the environment.</li> <li>▪ Toddler will show an emotional connection with familiar adults other than primary caregiver.</li> <li>▪ Toddler will separate with assistance from attachment figure with minimal anxiety.</li> </ul>
Physical Well Being & Motor Development	<ul style="list-style-type: none"> <li>▪ Infant will signal to indicate need.</li> <li>▪ Infant will start to develop self-soothing skills.</li> <li>▪ Toddler will start to indicate needs with gestures or a word.</li> <li>▪ Toddler will assist in dressing and undressing.</li> </ul>
Language & Literacy	<ul style="list-style-type: none"> <li>▪ Infant will use multiple senses to explore books.</li> <li>▪ Infant will initiate literacy activities.</li> <li>▪ Toddler will identify favorite book.</li> <li>▪ Toddler will turn the pages of a board book one by one.</li> <li>▪ Toddler will participate in early literacy activities.</li> </ul>
Cognitive & General Knowledge	<ul style="list-style-type: none"> <li>▪ Infant will use nonverbal and verbal communication to generate responses from caregivers.</li> <li>▪ Toddler will begin to understand certain behaviors are related to certain contexts.</li> <li>▪ Toddler will make a prediction of what will happen next in a sequence.</li> </ul>
Approaches to Learning	<ul style="list-style-type: none"> <li>▪ Infant will repeat interesting actions over and over.</li> <li>▪ Toddler repeat experiences he or she enjoys.</li> <li>▪ Toddler will attempt to try a difficult activity for an increasing amount of time.</li> <li>▪ Toddler will practice an activity many times in order to master it, even if setbacks occur.</li> </ul>
Health	<ul style="list-style-type: none"> <li>▪ Infant will attend six well baby checks within their first year of life according to the appropriate well check schedule.</li> <li>▪ Toddler will attend three well baby checks in their second year of life according to the appropriate schedule.</li> <li>▪ Toddler will attend at least one dental exam within their second and third birthday.</li> <li>▪ Toddler will demonstrate an understanding of healthy tooth brushing habits.</li> </ul>

## Parent Involvement and Community Partnerships

First Step Early Head Start is centered on the family and offer families a sense of belonging, support services, and the chance to be involved in activities to help the whole family. Parent involvement is promoted through Family Play Groups, Policy Council, Parent Committees, community classes and field trips. Early Head Start parents, children, and staff come together at least two times per month for ninety minute playgroups. First Step's activities, programs, and educational trainings are constantly and consistently being re-evaluated and modified in order to meet the needs and interest of the families.

Parent Training Topics	Parent Involvement Activites	Services Families Received
Happiest Baby & Toddler on the Block Classes Car seat Safety Checks Nutrition and Health Classes Diabetes Prevention Class Dental Care Children's Yoga Parent Advocacy Classes <ul style="list-style-type: none"> <li>• IEP- Individualized Service Plan</li> <li>• Summer Safety</li> </ul>	Home Visits Parent Committee Meetings Policy Council Meetings Health & Service Advisory Committee Dental Clinics Children's Health Fairs Fingerprinting Playgroups <ul style="list-style-type: none"> <li>• Themed Nights</li> <li>• Easter</li> <li>• Cinco de Mayo</li> <li>• Fishing</li> <li>• Pool &amp; Splash Pad</li> <li>• Carnival</li> <li>• Dental Care</li> <li>• Hispanic Culture</li> <li>• Payless Shoes</li> <li>• Pumpkin Patch</li> <li>• Halloween</li> <li>• Christmas</li> </ul>	Emergency Crisis Assistance Food Assistance Clothing Assistance Housing Assistance Mental Health Services English as a Second Language Adult Education Job Training Substance Abuse Prevention Substance Abuse Treatment Child Abuse and Neglect Services Health Education Assistance to the Families of the Incarcerated Parenting Education Marriage Education

