

Message from the Executive/Program Director

Dear Friends of IHSD,

I am proud to present the first annual report for the Institute for Human and Social Development, Inc. (IHSD). In the past 25 years, IHSD has served over 17,500 children and families in San Mateo County. Our former Executive/Program Director, Amy Liew, led the program to its many accomplishments with her vision and dedication to providing a high quality early care and education program.

Highlights of program year 2007-2008 include:

- successfully serving **955** children and families
- the opening of **George Hall Child Development Center** in San Mateo
- showcasing the **home-visiting program** at the California Head Start Association Conference
- two of our centers receiving the **San Mateo County Child Care Asthma Award**
- Laurel and Moonridge centers completing the **NAEYC accreditation** process
- establishing new partnerships with the **First 5 of San Mateo County's Watch Me Grow project, Teach for America** and **Second Harvest Food Bank**
- participating in the **DRDP-Access** pilot study
- participating in **San Francisco State University's Children School Success research project**, which provided an opportunity for our children to take part in a comprehensive language, science and math program

IHSD is committed to offering comprehensive services that include a rich developmentally appropriate play-based curriculum, one that promotes best practices and is research-based. We also take pride in the high levels of parent involvement.

As the new Executive/Program Director, I am committed to bringing the agency to the next level of program excellence. I look forward to working with our team of dedicated staff, committed Board of Directors, active Policy Council, families, and Community Partners to provide exemplary services in the years to come.

All the best,
Angel Barrios

Acknowledgement/Thank You

Amy Liew has decided to move on to new opportunities in her life after serving as the Executive/Program Director of IHSD for 20 years. Her vast contributions to IHSD and the community include establishing 13 child development centers, securing funding to provide full-day services, expanding slots for infant-toddler services, enhancing quality by blending "Preschool for All" funding, and serving on the San Mateo County Child Care Partnership Council. She is a strong advocate for early literacy and program quality, and secured NAEYC accreditation for many IHSD sites. Amy continues to provide support for IHSD in facilities management. Thank you Amy for your hard work and dedication!



Angel Barrios & Amy Liew

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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

Theresa Chen-Louie, D.N.S. *Treasurer*
 Patricia Dey Cuendet, Ed.D.
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In honor of Amy Liew's contributions, IHSD has created the **Amy Liew Scholarship Fund** to provide financial support for teachers who are working towards their college degrees or teaching permits.

Donations to the Fund may be made to:

IHSD- Amy Liew Scholarship Fund,
1265 Mission Rd., South San Francisco, CA 94080

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. IHSD is proud of the comprehensive child development and family support services it provides to low-income families.

In 1999, IHSD became a subcontractor for the State Preschool Program, providing full-day, full-year child care at 6 centers, and operating a part-day State Preschool classroom.

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.

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.

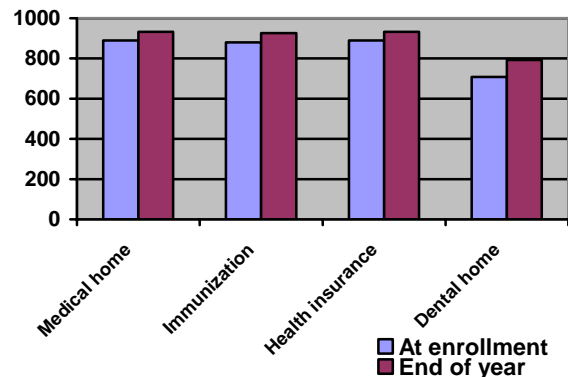
More than 90% of children enrolled in IHSD programs are either families receiving public assistance or living at or below poverty level. In 2008, federal poverty level for a family of three was an annual salary of \$17,600.

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 their social, emotional, cognitive, and physical development, providing children with a foundation for lifelong learning.

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

Number of HS and EHS children with...



The chart above shows the increases in the number of children with a medical home (an ongoing source of medical care), up-to-date immunizations, health insurance, and a regular dentist by the end of the 2007-08 program year. IHSD staff provides families with resources in mental health, health, dental, and nutrition, and support in accessing these services.

% of Enrolled Children who Received: Medical Exams Dental Exams

	Medical Exams	Dental Exams
Early Head Start	89%	N/A
Head Start	93%	94%

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

Numbers of Children and Families Served in 2007- 08

IHSD had a total funded enrollment of 730 and served 955 children in Program Year 2007-08

Program	Funded Enrollment	Children served	Families served	# of Children on Waitlist	Average Monthly Enrollment	% of Eligible Children Served**
Early Head Start	98	182*	170	95	100%	4%
Head Start	632	773	720	254	100%	39%

* Includes 2 pregnant women enrolled in the Home-Based program

** Based on estimate of all Head Start/Early Head Start eligible children in San Mateo County, according to Census.gov

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 classroom or in the program.

Parent Involvement Activities

Family Partnership Agreement (FPA) Process

All enrolled families participate in the FPA process and complete written Agreements to identify goals and resources for their child and family.

Parent Center Committee Families participate in Parent Committees and parent-run meetings to discuss program issues and parent education topics.

Health Services Advisory Committee Parents on the Committee provide feedback on topics ranging from health policies to menu planning.

Policy Council Parents elected to the Policy Council represent other families, make decisions on issues such as program policies, budget and hiring and attend various trainings.

Reading is Fundamental (RIF) Parents form RIF committees to select books for the children, plan trainings to learn about reading and literacy, and organize book events with other families.

Family Events Families help organize events such as end of the year celebrations and picnics at some of the centers.

Kindergarten Readiness

School Readiness Initiative- Kickoff to Kindergarten

IHSD participates in the School Readiness Initiative, administered by the Silicon Valley Community Foundation. The Kickoff to Kindergarten component introduces skills that children need to succeed in Kindergarten, such as self-care and motor skills, self-regulation, academics, and social expression.

Transition Activities

IHSD partners with elementary schools to help ease children and families' transition to Kindergarten. IHSD invites Kindergarten teachers to parent meetings, and organizes visits to elementary schools.

Child Assessments- Desired Results

IHSD conducts regular assessments on children in the program, 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 that children are assessed using ongoing observations and key learning domains. In the 2007-08 program year, 15 of our classrooms also participated in the DRDP-Access research study conducted by the Napa County Office of Education. The DRDP-Access was created to fairly assess children with special needs in the context of a statewide DRDP system.

Assessment results are utilized by IHSD staff to design curriculum that addresses each child's individual needs and to look at the gains children make throughout the school year. Assessments are also used to inform program planning, implementation, staff training, and to ensure that children are equipped with the skills needed for a smooth transition to Kindergarten.



A Parent's Testimonial

"My daughter entered the program in the fall of 2008. Under IHSD's great teaching team, I have been able to see my daughter grow intellectually. I see the teacher's dedication and love when working with our community. **As a parent, I feel I have a voice and that my voice is heard.** I have on many occasions approached teachers to ask for extra resource and support materials. All of which have been provided to me. In addition IHSD workshops and family literacy projects have been well coordinated and the presenters treat all parents with dignity and respect. I recommend this program to any parent who is looking for a great educational foundation for their children." - **Maria R.**

Community Collaborations

IHSD collaborates with a diverse group of community agencies to meet the unique needs of the families and children that it serves. Examples include:

Early Childhood Mental Health Project (ECMH)

The ECMH Project at the Jewish Family and Children's Services provides mental health consultation to IHSD programs through ongoing program consultation, case consultation, and direct services.

The UCLA/Johnson & Johnson Health Care Institute

The Health Care Institute provides training and resources to IHSD families and staff to improve their health care knowledge and skills. Each family receives the book "What to Do When Your Child Gets Sick" (by G. Mayer, A. Kuklierus) in English or Spanish.

Raising a Reader Program (RAR)

RAR, administered by the Silicon Valley Community Foundation, encourages parents to read with their children to develop early literacy skills and parent-child bonding. Children receive book bags to bring home, and parents learn skills to help foster a lifelong interest in books and reading.



Preschool for All Initiative (PFA)*

IHSD participates in the First 5 San Mateo County PFA demonstration project led by the San Mateo County Office of Education. PFA services are available at Head Start centers in Menlo Park and East Palo Alto. The goal of PFA is to provide a strong foundation of learning to prepare all 4 year-olds for success in school and life. PFA enhances Head Start services through training and on-site coaching on topics such as early literacy, language and culture, and resources in mental health and inclusion support.

Shelter Network of San Mateo County*

IHSD partners with the Shelter Network to provide child development services to families staying at the *First Step for Families* Shelter. IHSD operates a full day program at the homeless shelter for children ages 18 months to 5 years, and works with the Shelter Network to provide comprehensive services to enrolled families.

Staff Development

IHSD supports the education and training of staff through a comprehensive Professional Development Plan, which serves to:

- promote the quality of IHSD's programs
- address Head Start's Mandate to have 50% of teachers with Bachelor's or higher degrees by 2013
- assist IHSD in achieving its accreditation goals

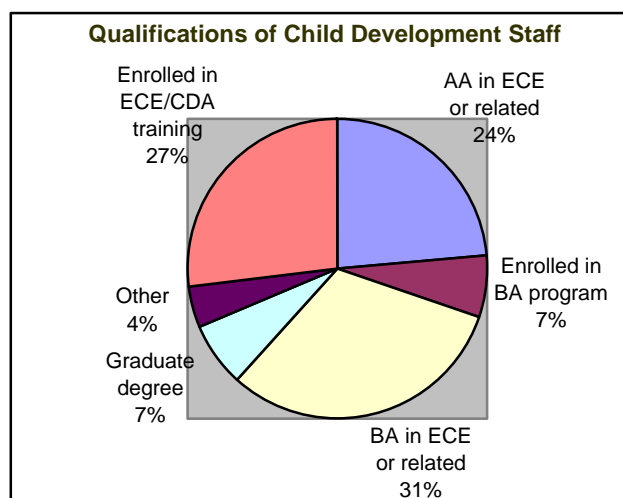
Pre-Service and In-Service Training

IHSD provides an extensive pre-service orientation each year, and closes for staff training 10 days a year.

Staff Qualification Program

Teachers taking college coursework towards their Associate degrees can receive the following benefits:

- Paid leave for certain daytime classes
- Study groups and tutorial support
- Salary scale that is tied to educational achievement
- Reimbursement for education/training costs



Child Development Permits

IHSD supports all teachers in obtaining Child Development Permits and pays for any costs involved.

CARES Program

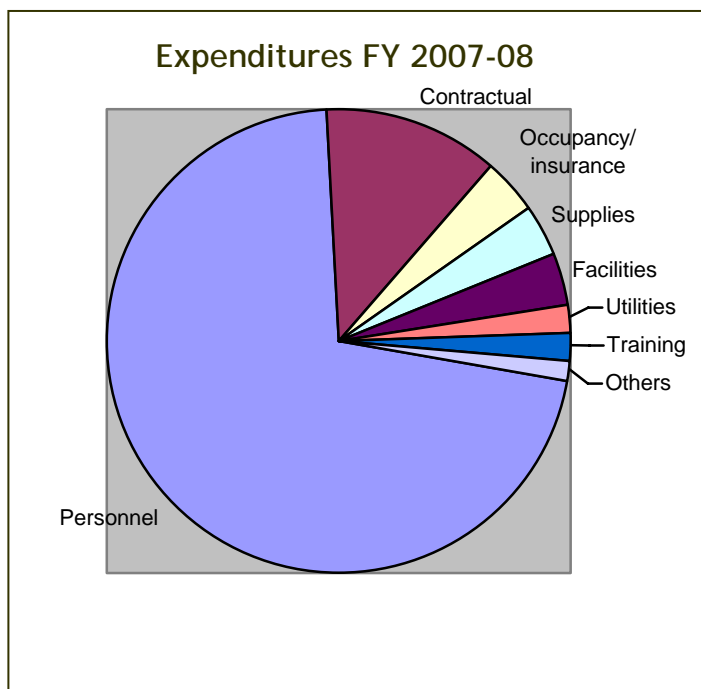
Teachers are encouraged to join the San Mateo CARES program, which provides stipends and support for teachers to achieve their degrees.

* Contracts scheduled to end in June 2009

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, 2007 to February 29, 2008.

Public and Private Funds 2007-08		
Federal	\$6,981,130	87.03%
State	\$1,006,246	12.54%
In-kind (Professional contractors)	\$ 28,797	0.36%
Misc- Other	\$ 5,198	0.06%
Total	\$8,021,371	100.00%



Expenditures 2007-08		
Personnel costs	\$5,721,017	71.32%
Contractual services	\$ 992,726	12.38%
Occupancy and insurance	\$ 310,196	3.87%
Supplies and equipment	\$ 292,531	3.65%
Facilities/repairs/ maintenance	\$ 281,514	3.51%
Telephone and utilities	\$ 157,418	1.96%
Training and travel	\$ 149,540	1.86%
Others	\$ 116,429	1.45%
Total	\$8,021,371	100.00%

Proposed Budget for Fiscal Year 2009-2010		
Personnel costs	\$5,952,050	74.63%
Contractual services	\$ 937,827	11.76%
Occupancy and insurance	\$ 305,709	3.83%
Supplies and equipment	\$ 217,009	2.72%
Facilities/repairs/ maintenance	\$ 230,881	2.89%
Telephone and utilities	\$ 155,064	1.94%
Training and travel	\$ 89,147	1.12%
Others	\$ 87,524	1.10%
Total	\$7,975,211	100.00%

Audit results

A fiscal audit conducted for fiscal year 2007-08, showed no audit findings. IHSD is in compliance with all relevant terms, conditions, and regulations.

Federal Review

In January 2007, IHSD underwent an intensive federal review. IHSD was in full compliance with Head Start and Early Head Start regulations and received the "Blue Certificate".



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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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