



# Annual Report

**Fiscal Year 2018-2019**

*Financial overview, family and community engagement, and  
student achievement data for program year  
August 1, 2018 – July 31, 2019*

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# Introduction



## **CDS Lakeshore Head Start**

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It is my pleasure to present this year's annual report. Through our federally-funded Head Start, Early Head Start, and private pay child care, we again served over 400 children this year. Offering additional full-day preschool classrooms has allowed us to increase the needs of the community and our families. Each year, our staff are committed to gearing our students toward a successful start to school and we continue to strive for increasing the school readiness of all of our students.

This year we were fortunate to remain at our current school locations. Due to our various sites throughout Ottawa County, we sometimes face having to move our classrooms to a different school or other location due to space constraints. We value the relationships we have between school officials and parents and by having no turnover this year, it has allowed us to have an easier transition between school years. This also creates a more seamless transition for our students when they enter Kindergarten.

As you are likely aware, mental health has seen an increase in awareness and the need within our classrooms has grown as well. This year we implemented a mindfulness curriculum to teach calming strategies to students and to refocus their learning. By using this new curriculum, we have noticed a positive effect in the teachers and students and saw an increase in our social-emotional scores through Creative Curriculum (our Head-Start aligned preschool curriculum). We have also been focusing on learning more about various types of trauma and the effects it has on mental health. We hope to continue to grow in our knowledge and expand our outreach in this important area.

Lastly, this year we implemented the Remind App for increased communication between teachers and parents. We found that parents were wanting more ways to communicate with school and the feedback has been overwhelmingly positive. By using the App, it is an easy way to have reminders sent home and for parents to become more involved with school and what is going on in the classroom. We are always working to enhance our links with our students' families and are excited to increase the use of Remind as the year goes on.

Finally, I want to thank our leadership team as well as our many teachers, teacher assistants, program administrators, food service associates, coaches, advocates, bus drivers, and floaters. You are what makes our program the success it is. Your commitment to our families and students is shown each and every day and does not go unnoticed. We thank you for another year dedicated to making a positive difference in our community.

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.

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## Our Vision

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

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## Our 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.

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## Federal Review

During the week of March 26, 2018, 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.

# 2018-19 Revenue and Expenses

## REVENUE AND SUPPORT

Grants and reimbursement contracts.....	\$3,968,307
In-kind contributions.....	\$ 701,089
Contributions.....	\$ 5,505
Program fees.....	\$ 163,308
Interest.....	\$ 198
Miscellaneous.....	<u>\$ 26,641</u>
 Total revenue and support.....	 \$4,865,048

## EXPENSES

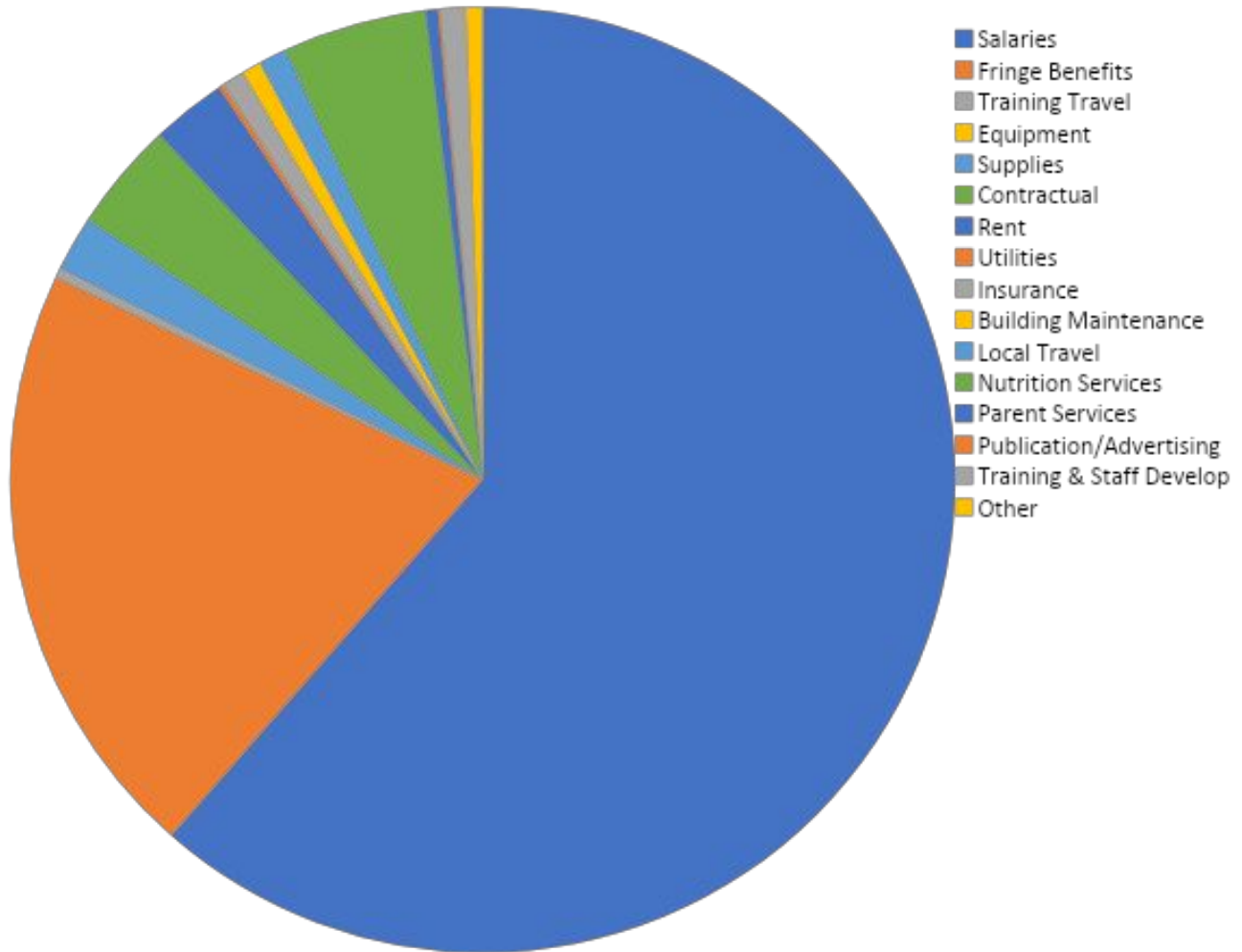
Program services	
Early childhood programs.....	\$4,121,450
Supporting services	
Management and general.....	\$ 650,408
Resource Development.....	\$ 48,413



# Proposed 2019-2020 Budget

2019-2020 Proposed Budget \$4,207,530

\*Does not include In-Kind Expense



## Independent Audit

The Independent Audit for August 1, 2018 through July 31, 2019 was issued on January 13, 2020 by Vredevelde Haefner LLC with no findings. The complete audit report and 990 tax return is available upon request and can be viewed online at [www.cdsoc.org](http://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 individualized education.



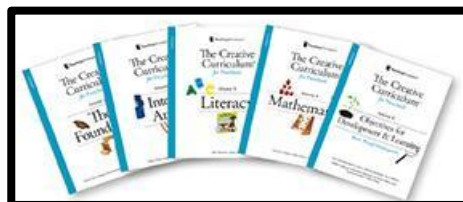
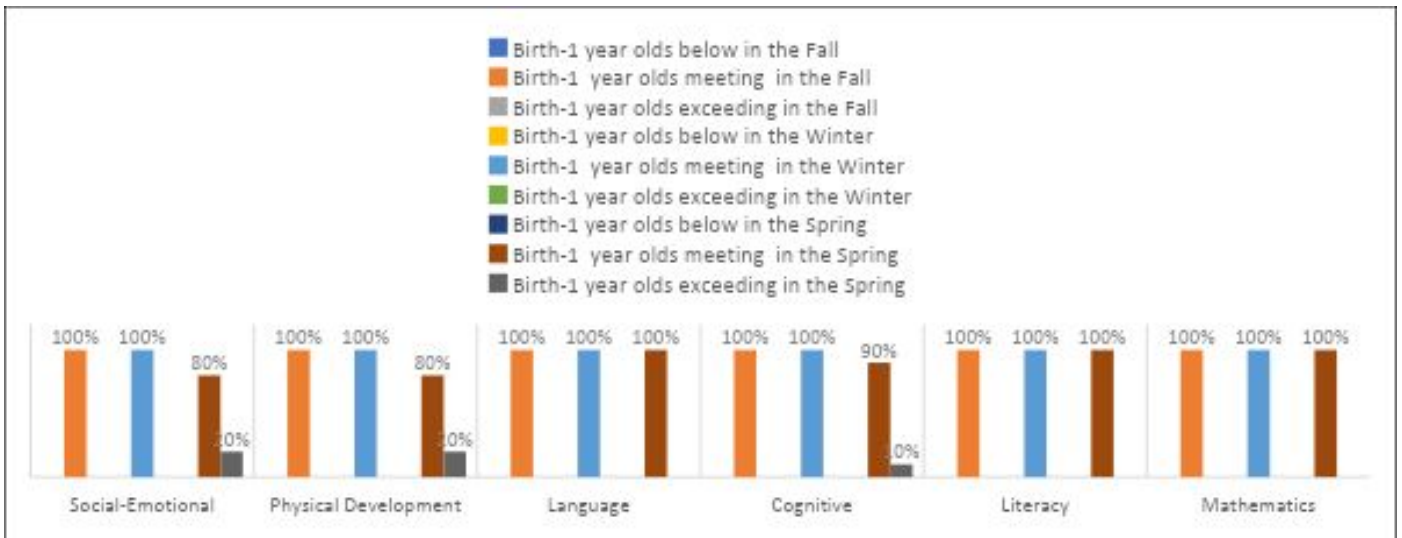
Throughout the year our teachers observe, document, individualize and differentiate to meet the needs of all children in our programs. Through pictures, portfolio artifacts, observations, screenings and assessments, we are able to track children's successes and areas for improvement. Our teachers input 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 pages 6-10*). 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. The data from the fall, winter, and spring show most children have growth in all areas within the 2018-2019 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

## Birth- 1 year

Fall and Winter Data Birth-1 year olds	Birth-1 year olds below in the Fall	Birth-1 year olds meeting in the Fall	Birth-1 year olds exceeding in the Fall	Birth-1 year olds below in the Winter	Birth-1 year olds meeting in the Winter	Birth-1 year olds exceeding in the Winter	Birth-1 year olds below in the Spring	Birth-1 year olds meeting in the Spring	Birth-1 year olds exceeding in the Spring
Social-Emotional	0%	100%	0%	0%	100%	0%	0%	80%	20%
Physical Development	0%	100%	0%	0%	100%	0%	0%	80%	20%
Language	0%	100%	0%	0%	100%	0%	0%	100%	0%
Cognitive	0%	100%	0%	0%	100%	0%	0%	90%	10%
Literacy	0%	100%	0%	0%	100%	0%	0%	100%	0%
Mathematics	0%	100%	0%	0%	100%	0%	0%	100%	0%

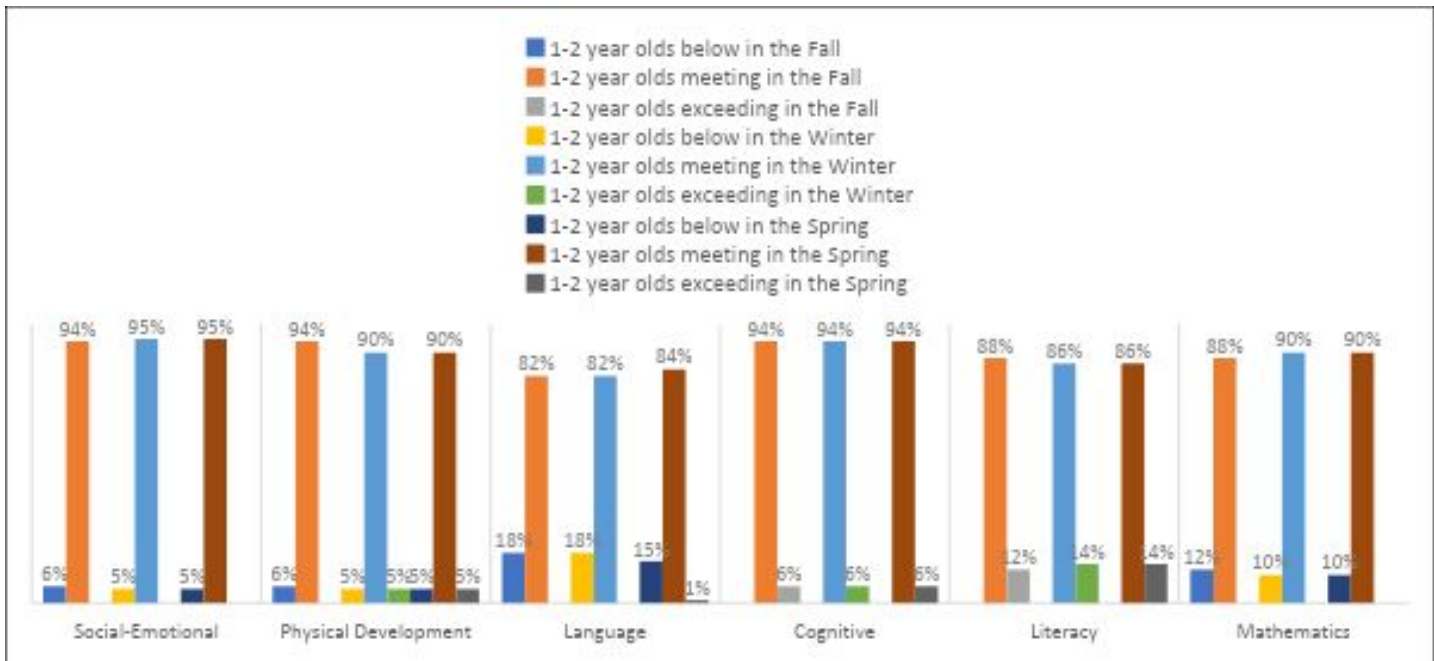




# Education & Student Progress Data

## 1-2 year olds

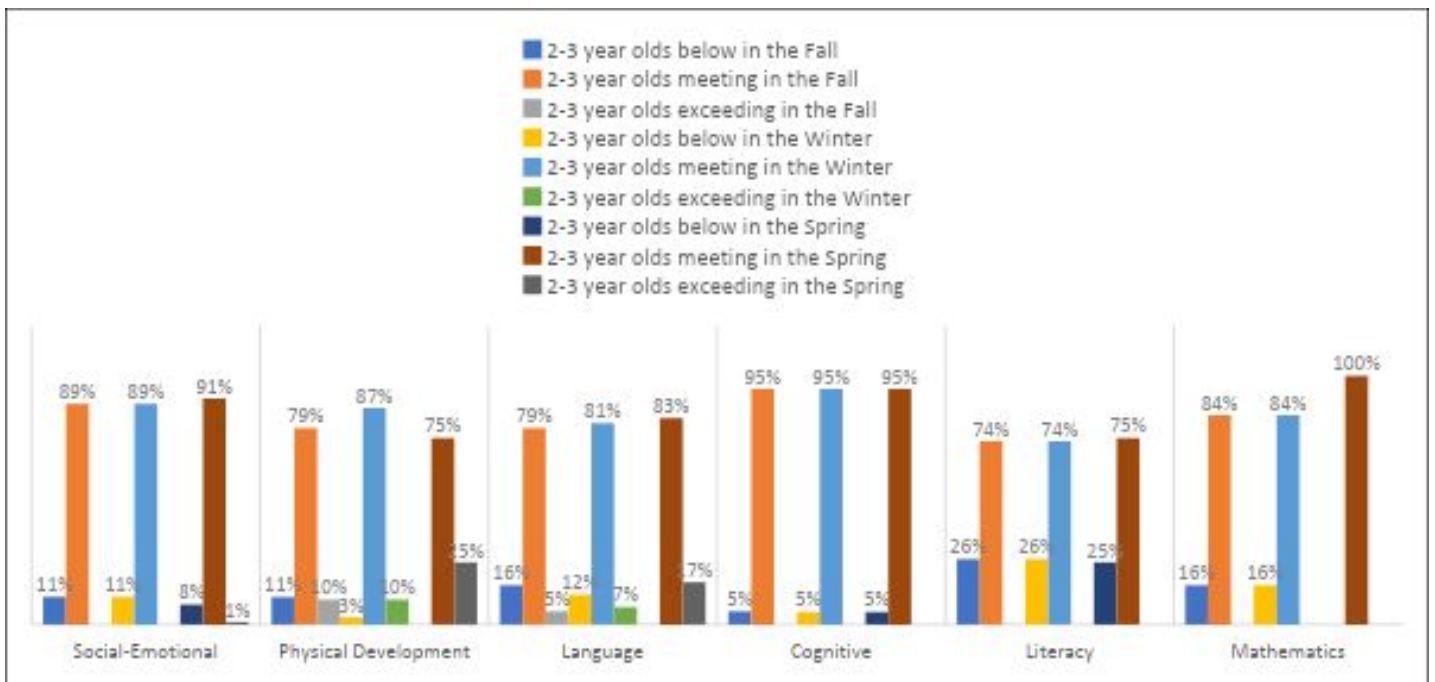
Fall, Winter and Spring Data 1-2 year olds	1-2 year olds below in the Fall	1-2 year olds meeting in the Fall	1-2 year olds exceeding in the Fall	1-2 year olds below in the Winter	1-2 year olds meeting in the Winter	1-2 year olds exceeding in the Winter	1-2 year olds below in the Spring	1-2 year olds meeting in the Spring	1-2 year olds exceeding in the Spring
Social-Emotional	6%	94%	0%	5%	95%	0%	5%	95%	0%
Physical Development	6%	94%	0%	5%	90%	5%	5%	90%	5%
Language	18%	82%	0%	18%	82%	0%	15%	84%	1%
Cognitive	0%	94%	6%	0%	94%	6%	0%	94%	6%
Literacy	0%	88%	12%	0%	86%	14%	0%	86%	14%
Mathematics	12%	88%	0%	10%	90%	0%	10%	90%	0%



# Education & student progress data

## 2-3 year olds

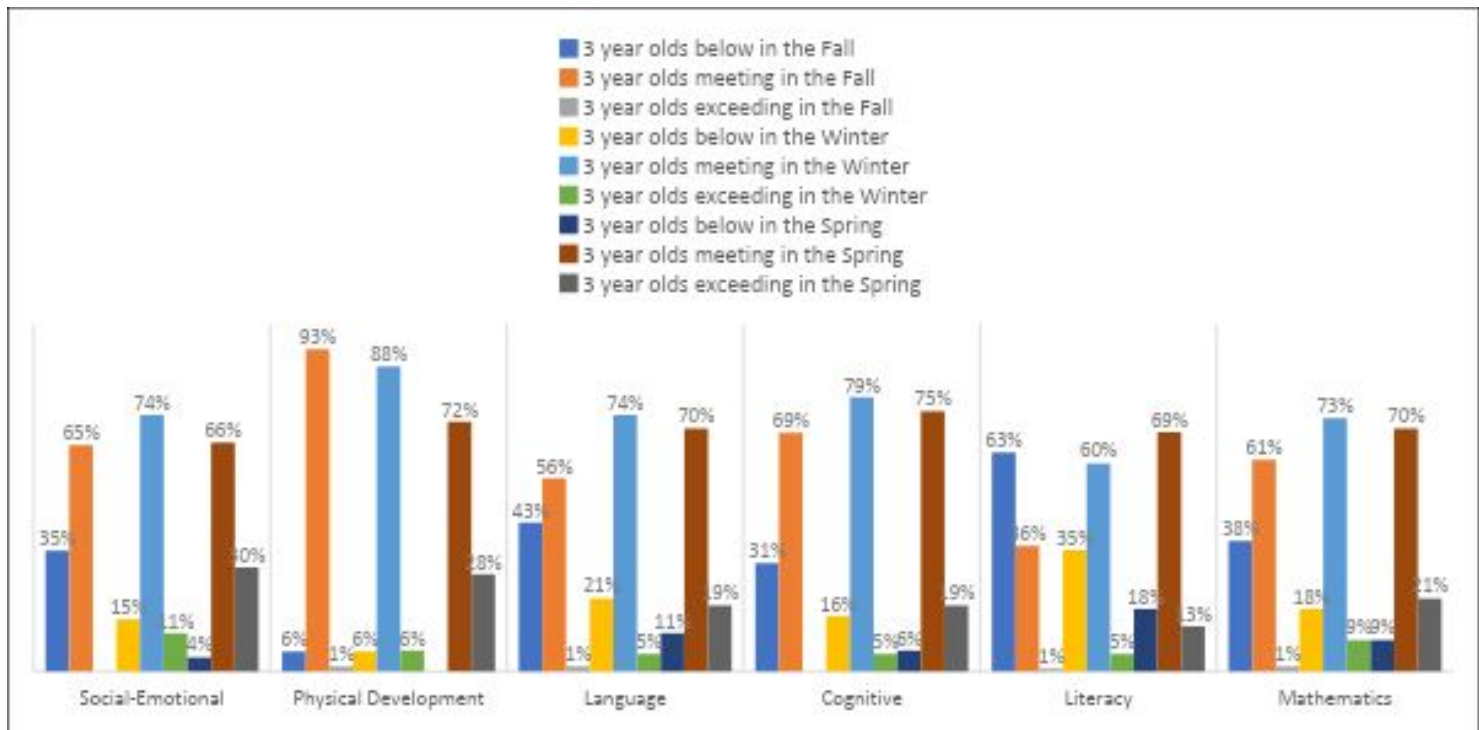
Fall, Winter and Spring Data 2-3 year olds	2-3 year olds below in the Fall	2-3 year olds meeting in the Fall	2-3 year olds exceeding in the Fall	2-3 year olds below in the Winter	2-3 year olds meeting in the Winter	2-3 year olds exceeding in the Winter	2-3 year olds below in the Spring	2-3 year olds meeting in the Spring	2-3 year olds exceeding in the Spring
Social-Emotional	11%	89%	0%	11%	89%	0%	8%	91%	1%
Physical Development	11%	79%	10%	3%	87%	10%	0%	75%	25%
Language	16%	79%	5%	12%	81%	7%	0%	83%	17%
Cognitive	5%	95%	0%	5%	95%	0%	5%	95%	0%
Literacy	26%	74%	0%	26%	74%	0%	25%	75%	0%
Mathematics	16%	84%	0%	16%	84%	0%	0%	100%	0%



# Education & Student Progress Data

## 3 year olds

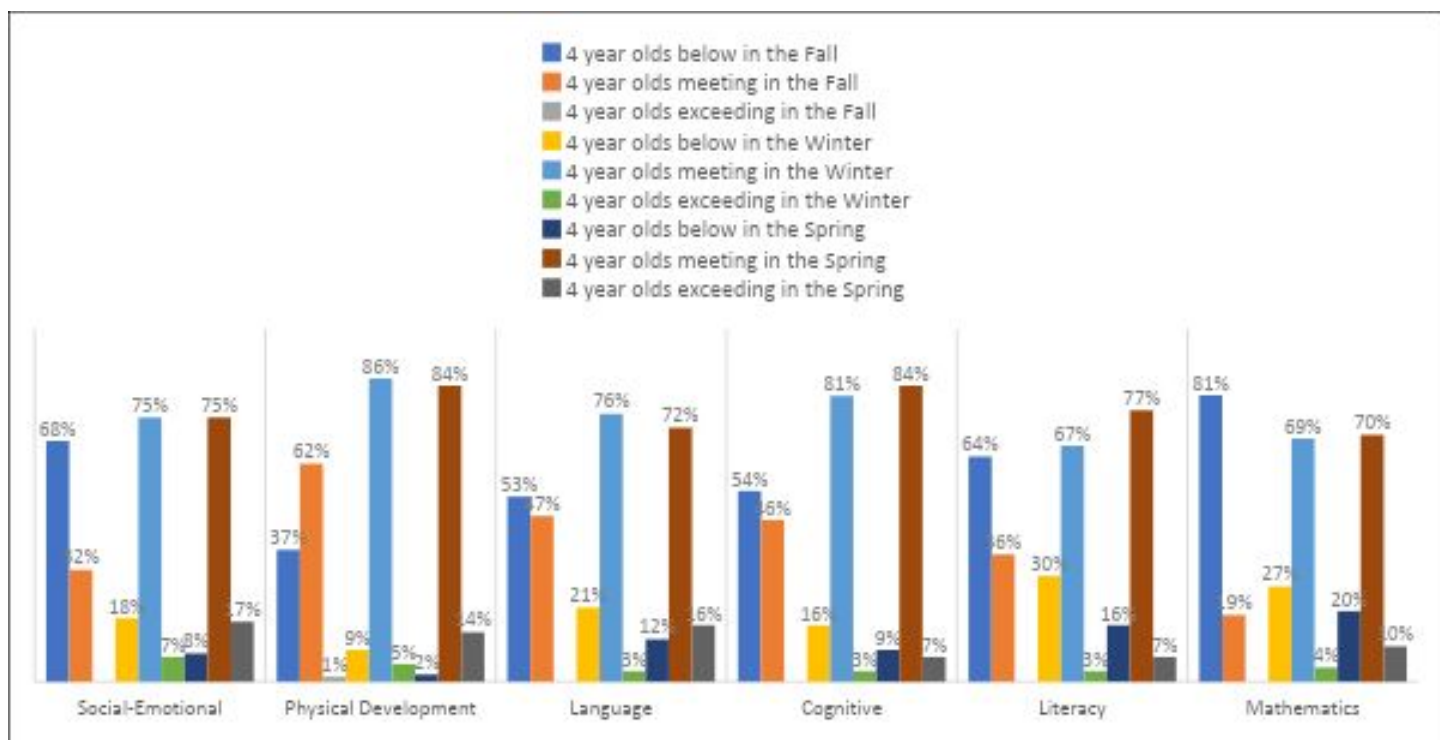
Fall, Winter and Spring Data for 3 year olds	3 year olds below in the Fall	3 year olds meeting in the Fall	3 year olds exceeding in the Fall	3 year olds below in the Winter	3 year olds meeting in the Winter	3 year olds exceeding in the Winter	3 year olds below in the Spring	3 year olds meeting in the Spring	3 year olds exceeding in the Spring
Social-Emotional	35%	65%	0%	15%	74%	11%	4%	66%	30%
Physical Development	6%	93%	1%	6%	88%	6%	0%	72%	28%
Language	43%	56%	1%	21%	74%	5%	11%	70%	19%
Cognitive	31%	69%	0%	16%	79%	5%	6%	75%	19%
Literacy	63%	36%	1%	35%	60%	5%	18%	69%	13%
Mathematics	38%	61%	1%	18%	73%	9%	9%	70%	21%



# Education & Student Progress Data

## 4 year olds

Fall, Winter and Spring Data for 4 year olds	4 year olds below in the Fall	4 year olds meeting in the Fall	4 year olds exceeding in the Fall	4 year olds below in the Winter	4 year olds meeting in the Winter	4 year olds exceeding in the Winter	4 year olds below in the Spring	4 year olds meeting in the Spring	4 year olds exceeding in the Spring
Social-Emotional	68%	32%	0%	18%	75%	7%	8%	75%	17%
Physical Development	37%	62%	1%	9%	86%	5%	2%	84%	14%
Language	53%	47%	0%	21%	76%	3%	12%	72%	16%
Cognitive	54%	46%	0%	16%	81%	3%	9%	84%	7%
Literacy	64%	36%	0%	30%	67%	3%	16%	77%	7%
Mathematics	81%	19%	0%	27%	69%	4%	20%	70%	10%



# Enrollment



- The total number of families/children served during the 2018-2019 school year was 80 families representing 104 children in Early Head Start and 315 families representing 340 children in Head Start.
- Monthly enrollment (as a percent of funded enrollment) was 98% for August 2018-July 2019 for Head Start. Early Head Start was also at 100% for August 2018-July 2019
- The percentage of eligible children served was 83% in Head Start and 77% in Early Head Start. These percentages represent the number of children served versus the number of eligible applications received.
- Statistics for the year showed 40% of children served were 4 year-olds in Head Start and 40% were minorities. Early Head Start showed 44% of children served were minorities.
- End of month waiting lists ranged from 0-25 for Early Head Start and 0-100 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 90.25% and in Head Start was 85.47%, which were both above the required rate of 85% attendance.

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## Medical and Dental Exams

- 244 of newly enrolled **Head Start** children served at any time during the 2018-2019 program year had a dental exam in the last 12 months.
- 95% 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 and 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, 45 enrolled children were referred for further assessments.
- 21% of funded enrollment were children with special education needs.
- 22 children entered the program with an IEP and 24 children received an IEP during the program year. 20 children entered with an IFSP and 7 children received an IFSP during the program year.
- 35 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.
- 18 children were referred to local mental health agencies during the school year.



# Parent 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 Engagement

## Community Partnerships

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	• Herman Miller Cares • 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	• InterCare Community Health Network	• West Michigan Pediatric Dentistry
• Coopersville Public Schools	• Jenison Public Schools	• West Ottawa Public Schools
• Coopersville Township Library	• Kids Food Basket	• WIC of Ottawa County
• Early On • DeWitt foundation	• Loutit Public Library	• Zeeland Public Schools
• Good Samaritan Ministries	• Michigan West Coast Chamber of Commerce	