



**WYOMING**  
Child & Family Development, Inc.  
EARLY HEAD START • HEAD START • DEVELOPMENTAL DISABILITIES SERVICES



**ANNUAL**

**REPORT**

2017-2018



Serving: Campbell | Converse | Crook | Goshen | Natrona | Niobrara | Platte | Weston Counties

## Dear Early Childhood Stakeholders,

Wyoming Child & Family began administering programs for children and families in eastern Wyoming in 1965. Through many opportunities for growth and expansion, services are currently extended to approximately 700 children and their families in eight counties. Our program funding includes Head Start, Early Head Start, TANF Preschool (Discovery Preschool), Childcare and Early Intervention and Developmental Preschool services for children birth through five. Our service area extends to eight counties covering most of the eastern side of Wyoming. Wyoming Child and Family has centers located in Casper, Glenrock, Douglas, Wheatland, Lusk, Guernsey, Gillette, Moorcroft, Newcastle, and Torrington. Services are provided through a variety of home based and center-based programs.

We enjoy an excellent reputation for providing high quality early childhood education, designed to meet individual and community needs. Our parents and staff partner together to provide quality services and education for children and families of our program. Improving school readiness, engaging families in their child's education and partnering with others remain as important priorities. We continue to invest in staff development and improving the quality of interactions to support positive child outcomes. Our data affirms that our results meet and, in many instances exceed state and national outcome measures.

Lauren Nordeen, *Executive Director*

**Wyoming Child & Family Development, Inc.**

## Our Mission

We make a positive difference for young children, families, and communities through partnerships and comprehensive early childhood developmental services.

## Our Vision

Families, Staff, and Communities: Together, we grow children.

## Our Values

**It's all about R.E.S.P.E.C.T.**

**Respect:** A culture that recognizes the value and individuality of everyone.

**Excellence:** A commitment to quality in all we do. Strength-based: Recognizing, developing, and sustaining the capabilities and talents of all.

**People:** Professional, competent and caring employees and volunteers.

**Environments:** A positive, safe, nurturing environment.

**Caring Relationships:** At every level, by working together, we recognize the value of building and sustaining quality relationships.

**Trust:** Holding what we say and do in trust and confidence.

## Table of Contents

Welcome Letter	2
About WCFD	3
WCFD Services Benefits	4
School Readiness Efforts	5
School Readiness Outcomes	6-9
Family Engagement	10
Volunteers/Improving Family Well Being	11
Early Intervention and Screening	12
Leadership and Management Team	13
Financial Report	14
Thank You Partners	15
External Reviews	17

## Our Core Programs

WCFD celebrates 53 years as a local nonprofit serving the most vulnerable children and families in an eight county service area in Wyoming. We enjoy an excellent reputation for providing high quality early childhood education, designed to meet individual and community needs. Improving school readiness, engaging families in their child's education and partnering with others remain as important priorities. Wyoming Child and Family has centers located in Casper, Glenrock, Douglas, Wheatland, Lusk, Guernsey, Gillette, Moorcroft, Newcastle, and Torrington. Services are provided through a variety of home based and center based programs. WCFD reaches children living in poverty, challenged by a special need or experiencing a fragile home situation through four core programs.

### HEAD START

Our largest and best-known program for children ages 3 to 5, which provides early education along with physical, behavioral health, nutritional and family development services that emphasize prevention and early intervention. Children are prepared to enter kindergarten ready! Services are provided in all eight WCFD counties.

### EARLY HEAD START

Serves pregnant women and children from prenatal to age 3 to enhance the physical, emotional and cognitive

development of infants and toddlers and to promote healthy family functioning. Services are provided in Converse, Goshen, Natrona, and Platte Counties.

### CHILDCARE

WCFD childcare serves birth to age 3 children. Our goal is to enhance the physical, emotional and cognitive development of infants and toddlers and to promote healthy family functioning. Services are provided in Goshen and Natrona Counties.

### EARLY INTERVENTION AND DEVELOPMENTAL PRESCHOOL SERVICES

Services include free developmental screenings, early intervention, special education and related services for children in Converse, Goshen, Niobrara and Platte counties. WCFD is considered Region 10 of the 14 regional developmental preschools serving birth to six year olds state-wide.

### DISCOVERY PRESCHOOL PROGRAM (TANF)

Children and families in this program receive many of the same services that are provided through Head Start including early education, meals, developmental screening, family support and parent engagement opportunities. Services are provided in Douglas, Gillette, Lusk, Torrington and Wheatland.



## School Readiness Efforts

Wyoming Child and Family Development services prepare children for success in school and in life through the provision of comprehensive early childhood services that include family members and the community as key partners. Intentionality is the key!

WCFD's school readiness goals align with local school district kindergarten entry expectations and the Head Start Early Learning Outcomes Framework, which in turn align with the US Department of Education's five domains of school readiness. Everything we do is intentionally crafted to move towards school readiness for all.

WCFD's comprehensive school readiness efforts include:

- Ongoing communication with families to support each child's learning at home
- Specialized supports for children with special needs, behavioral challenges, and learning English
- Supporting families to establish consistent school attendance for children
- Snacks, meals, and physical activity to encourage lifelong healthy choices
- Family engagement opportunities to help build parents' confidence for being involved in their child's education and advocating for their child
- Helping families recognize the link between overall health and school readiness by encouraging preventative medical and dental exams
- Supporting families through transitions to the next educational setting

- Memorandum's of Understanding for transitions with school districts
- Using assessment data from local school districts to inform continuous improvement
- Establishing strong relationships with children's receiving schools
- Collaborative partnerships that support school readiness for all community children
- Encouraging children to investigate, explore and engage in purposeful play
- Individualized experiences and instruction for each child
- Ongoing observations and assessment to inform intentional teaching

School readiness begins at birth, as adults interact with children and support their growth and development through everyday routines and experiences; they are providing the foundation for success in school. Everything we do, and everything we ask parents to do, is to support school readiness. We want all enrolled children and families to be ready for success in school and beyond. Throughout the year, individual child outcome data informs teaching practices to help children progress in their development and learning. Over the course of the program year, the percent of children within age level expectations increased across age groups in all areas of development, an indication that WCFD programs are effectively improving school readiness for children and narrowing the achievement gap. One hundred percent of enrolled children made progress towards school readiness.

*This program has helped my family in a variety of ways. I am so thankful for such a great program that is so family-oriented. It has brought my family and I a long way and is continuing to make a difference.*



## Family Engagement



*I think my son learns a lot and has fun and plays and makes friends. I love that he is always wanting to go to school.*

Wyoming Child & Family Development recognizes that what we say and do with families matters and can make a positive impact on the life of a child. We want to develop strength-based and goal-oriented relationships with our families. These family relationships are the key to our work with children on their path to school readiness. We want to build lasting bonds with families starting at our first meeting. We want to help families develop goals and strategies to meet their needs and then continue to be their partners during times of crisis or challenge. Relationship-building with our families and children is the foundation of all we do. Engagement is more than just the act of showing-up for an event or meeting. Engagement is the reciprocal process of listening, responding, and making a difference. It is WCFD's goal to keep our families engaged and growing – all in an effort to support the success of their children.

## WCFD Services Benefit Many Children and Families

WCFD helps prepare children for success in school and in life by providing high quality early childhood services. Enrollment opportunities are extended to children and families with the greatest need.

FUNDING SOURCE	FUNDED SLOTS	CUMULATIVE ENROLLMENT
Head Start (HS)	368	424
Early Head Start (EHS)	121	142
Developmental Disabilities	178	232
TANF (Discovery Preschool)	48	56

\*EHS Includes services for 8 pregnant moms that were followed with subsequent enrollment of the child.

The average monthly enrollment (as a percentage of funded enrollments) for Early Head Start and Head Start was 100% and 99% respectively.

## Volunteers/Improving Family Well-Being

### Over 1000 Volunteers

Volunteers are critical to the success of Wyoming Child and Family Development and have been an effective way of mobilizing community resources to strengthen services. Volunteers provide a wide range of services and support to enrolled children and their families. Volunteers can be professionals and nonprofessionals, parents, local residents, and members of the larger community, board members, those who work in classrooms, offices, or kitchens, and those who provide necessary health education, medical and dental examinations, and other health services. Volunteers can assist with classroom activities, transportation, upkeep and renovation of centers, playground supervision, parent education, and other similar tasks. Over one thousand volunteers helped WCFD make a difference in the lives of children and families this year.

### Improving Family Well-Being

All development occurs in the context of a relationship and WCFD has systems in place to support parents in their role as the primary influence on their child's development and to ensure positive and lasting change for children and families. Groups of families are making great progress in the areas of obtaining further education such as getting a GED or college education. They are also experiencing success in obtaining employment, reliable transportation and appropriate services for the well-being of their family. Individual families are experiencing progress in family goals targeting their child's school readiness, family relationships, and building positive parent-child relationships.

*I love WCFD programs. They have helped me a lot in my life and with all 4 of my kids.*

500 community volunteers

699 community volunteers



1,199

Total Volunteers



## Early Intervention, Special Education and Related Services



The Wyoming Department of Health, Behavioral Health Division contracts with Wyoming Child and Family Development, Inc. (WCFD) to provide early intervention, special education and related services to children in Converse, Goshen, Niobrara and Platte counties. WCFD is considered Region 10 of the 14 regional developmental preschools serving birth to six year olds state-wide.

### Developmental Screenings are the First Step

Wyoming Child and Family Development, Inc. offers free developmental screenings to all children, birth through 5 years of age, living in Converse, Goshen, Niobrara, and Platte counties.

Developmental screenings include a trained professional assessing a child's speech and language development, his fine and gross motor development, his cognitive/pre-academic development, adaptive and social development, as well as assessing his hearing, vision, general physical health, and dental health. For many children, screenings confirm that a child is meeting his or her developmental milestones. However, sometimes screening results indicate concerns and may lead to a multidisciplinary evaluation.

If a child is not meeting their milestones in one or more areas or if a child has a medical condition that would be considered a disability, WCFD will make a referral for a multidisciplinary evaluation of the child, which includes input from the child's parents. After all, they know their child best. Referrals for evaluations also come from physicians, public health nurses, social workers, neonatal infant care units, and parents.

*I love that my children get an amazing start with WCFD that will follow them for a lifetime. I am grateful to have this center for our preschool.*



## Leadership and WCFD Management Team

### Shared Governance

Governance in Head Start is complex. Head Start and Early Head Start programs are guided by committed governing bodies that understand and faithfully implement their roles as leaders and fiduciary agents. Congress charges governing bodies of organizations that operate Head Start programs to include members with particular expertise, to exercise specific oversight and leadership functions, and to create a governance system that includes an active role for the Policy Council, whose membership is primarily parents of enrolled children with some additional community representatives. Membership of both governing bodies meet all requirements outlined in the Improving Head Start for School Readiness Act of 2007 and the Head Start Program Performance Standards.

Both governing bodies have been instrumental in developing and overseeing school readiness goals and progress. They have also played an active role in strategic planning, self-assessment, and funding request presentations with city and county entities. They are dedicated to achieving the mission of the organization. The Board and Policy Council are in integral part of WCFD services.

#### Board of Directors

**Daniel Sisson**, Chairperson  
**Mark Knickerbocker**, Vice-Chairperson  
**Harla Gilbreath**, Secretary  
**Judy Mac**, Treasurer  
 Twila Barnette  
 Joel Dingman  
 Herbert Doby  
 Barbara Frederick  
 Charmaine Parker  
 Marion Smith  
 Catherine (Kate) Steinbock  
 Rebecca Steinhoff

#### Policy Council

**Charmaine Parker**, Chairperson  
**Kristen Henderson**, Vice-Chairperson  
**Anna Glover**, Secretary  
 Shannon Miller  
 James (Jim) Cathcart  
 Codi Baughman  
 Shantelle Merchen  
 Heather Stevens  
 Samantha Laurienti  
 Cindy Griebe  
 Adrianna Garcia  
 Dustin Heying  
 Kate Norton

#### Council Alternates

Daniel Delrio  
 Holly Chapman  
 John Smallbone  
 Tyler Howe  
 Ashley Wood  
 Zandra Crichton  
 Dutch Alexander

#### Management Team – Program Design and Management

**Lauren Nordeen**, Executive Director/Head Start/Early Head Start /Developmental Disabilities/Mental Health Director  
**Danielle Wondercheck**, Business Manager/Fiscal Officer  
**Mary Kugler**, Assistant Director, ERSEA Coordinator, Mental Health, Area Coordinator  
**Marian Moats**, Assistant Director, Education/ NAEYC/Discovery Preschool Coordinator, Area Coordinator  
**Gina Olson**, Deputy Assistant Director, Home Visitor/Family Services/CDA Coordinator  
**Jodie Palmer**, Special Services Coordinator, Area Coordinator  
**Melissa Miller**, Health/Safety/Nutrition/Area Coordinator  
**Lacy Judkins**, Early Head Start/Area Coordinator

## Financial Report

Wyoming Child and Family Development, Inc. has a comprehensive external financial audit completed annually. The results of this most recent audit found WCFD to be in compliance in all areas with no exceptions noted. The report did not identify any deficiencies in internal control over financial reporting that would be considered a material weakness. The results of the audit disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

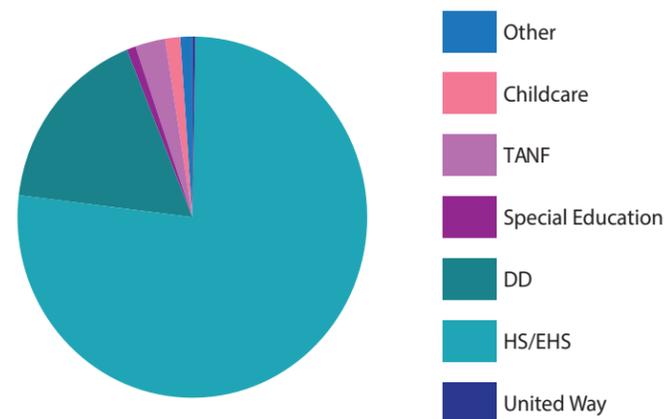
#### During the 2017-2018 Fiscal Year ending June 30, 2018, WCFD received funding from the following sources:

Head Start/Early Head Start	\$7,106,979
Developmental Disabilities	\$1,901,351
Title VI B Preschool Special Education	\$105,776
Part C Special Education for Infants and Families with Disabilities	\$66,423
TANF (Discovery Preschool)	\$264,813
Child Care	\$145,973
United Way Program	\$47,103
Medicaid	\$103,319
Other Grant programs/UDSA/Misc. income	\$34,039
In-kind 20%	

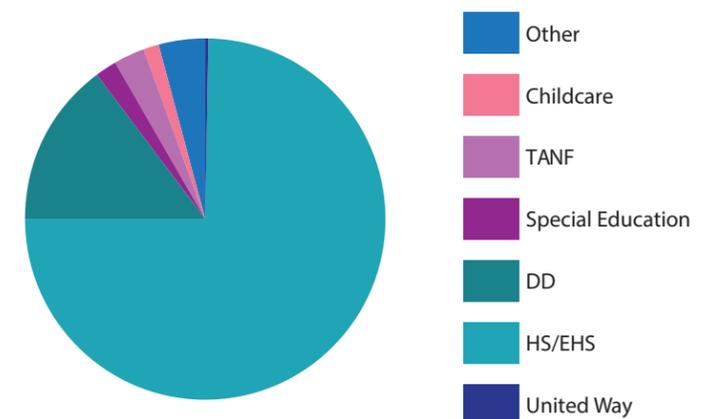
#### In-kind and Local Match:

Head Start and Early Head Start require a 20% match in in-kind contributions. Our in-kind match includes documented volunteer time, donated supplies and services, donated space for trainings or meetings, and fund assistance from United Way organizations. The in-kind generated for 2017-2018 was \$1,466,541 as of 6/30/2017.

#### Revenue: \$9,746,022



#### Expenses: \$9,142,314



WCFD will make the following documents available to the Public upon request: Form 990, Conflict of Interest Policy, Annual Financial Statements, and Articles of Incorporation. Documents may be reviewed during regular business hours at the Central Business Office.

## Thank you Partners

Success is a team effort. On behalf of the over 700 children and families served through WCFD programs, we say thank you to our generous community partners and donors. Their contributions help make a positive difference for young children, families, and communities. It is difficult to put into words how appreciative we are for each contribution of time, talent and financial support that helps us achieve our vision. We literally could not accomplish our goals without this outside support.

- Local medical and dental providers
- Banner Health
- Public Health
- Mental Health agencies
- Local School Districts
- County Commissioners
- Local childcare providers
- Russell Construction
- Daniel's Fund
- Work Force Services
- Kiwanis
- Knights of Columbus
- Faith-based partnerships, through local churches
- Decker's Market – Lusk
- Solutions for Life
- Wyoming Child and Family Development Parent Groups
- Basin Electric Power
- First State Bank
- First Interstate Bank – Casper & Gillette
- Jonah Bank
- UW of Northern Utah
- CFC of Natrona County
- Halliburton giving Choices
- Match Play Classic
- Department of Family Services
- Wyoming Kids First
- Natrona County Early Child Alliance
- Safe Kids of Central Wyoming
- Children's Advocacy Project
- Ready League
- Eastern Wyoming College
- Child Development Services of Wyoming
- Nation, Regional and Wyoming Head Start Association
- Local Chambers of Commerce
- Department of Education
- Division of Behavioral Health – Department of Health
- Early Intervention Councils
- Pieper & Marsh Dentistry
- Mercer Family Resource Center
- Women Infants and Children (WIC)
- Central Wyoming Counseling Center
- Cent\$ible Nutrition
- Foster Grandparents
- Seton House
- Child Development Centers
- Housing Authority
- Health Care for the Homeless
- Helpmate
- University of Wyoming Extension Office
- Interagency Coordinating Councils
- Senior Centers
- Niobrara Health and Life Center
- Town Councils
- United Way of Natrona County
- United Way of Converse County
- United Way of Campbell County
- Mile High United Way
- Weston County Children's Center
- Weston County Senior Center

- Moorcroft Preschool
- Local Fire Departments
- Local Police Departments
- Sheriff's Departments
- Bark Firm
- First Interstate Bank System Foundation
- Healthy Concepts
- Joyce Evans
- VFW Ladies Auxiliary
- Points West

*The WCFD commitment is outstanding. The development my children experienced is great and has them headed in the right direction for the rest of their education.*

## External Reviews Results

The Administration for Children and Families (ACF) did not conduct any external reviews during the 2016-2017 program year.

All Wyoming Child and Family Development sites are licensed by the State of Wyoming Department of Family Service, follow National Association for the Education of Young Children (NAEYC) Standards, and participate in the USDA's Child and Adult Care Food Program (CACFP).

### We are a USDA Provider:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), Should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

***This institution is an equal opportunity provider.***

***USDA is an equal opportunity provider, employer, and lender.***

Our mission, vision and values will continue to shape our decisions and serve as guides for current operations and future planning. Wyoming Child and Family will continue to partner with families and communities to prepare children for success in school and in life.

LIVE UNITED 



This Institution is an equal opportunity provider and employer.

Serving: Campbell | Converse | Crook | Goshen | Natrona | Niobrara | Platte | Weston Counties

VISIT US ONLINE [www.wyomingchild.org](http://www.wyomingchild.org) 