



ANNUAL

REPORT

2014-2015

naeyc

LIVE UNITED 



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



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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 over 700 children and their families in eight counties. Our program funding includes Head Start, Early Head Start, TANF Preschool (Discovery Preschool), and Developmental Disability Services 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. This reputation is due in part to our employees who care about the children and families we serve. Together we can make a difference in the lives of children and families.

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.

Our Core Programs

WCDF celebrates 50 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. This reputation is due in part to our employees who care about the children and families we serve. 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. WCDF 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 WCDF 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.

DEVELOPMENTAL DISABILITIES

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

DISCOVERY PRESCHOOL PROGRAM

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 Gillette, Lusk, and Wheatland.

WCFD Services Benefit Many Children and Families

Our service is home to 1880 children birth through four years old with families who have incomes below the federal poverty level. Early Head Start and Head Start funding has allowed 31% of the income and age eligible children in 589 families to receive high quality early childhood services to help prepare them for success in school and in life. Funded and cumulative enrollment numbers for the various programs operated through WCFD are listed below.

FUNDING SOURCE	FUNDED SLOTS	CUMULATIVE ENROLLMENT
Head Start (HS)	399	464
Early Head Start (EHS)	133	184
Developmental Disabilities	207	270
TANF (Discovery Preschool)	27	42

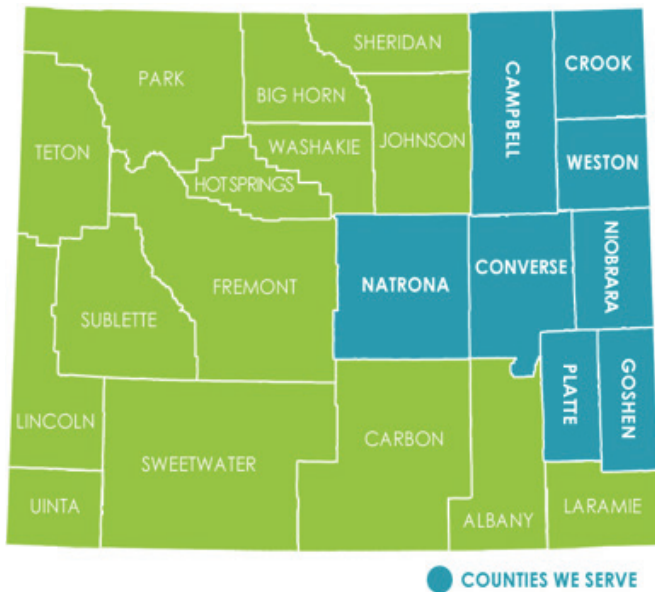
*EHS Includes services for 9 pregnant moms that were followed with subsequent enrollment of the child.

The average monthly enrollment (as a percentage of funded enrollments) for Early Head Start and Head Start was 98.8% and 99.5% respectively.

Head Start Performance Standard 1305.4(b)(1) states that "at least 90% of the children who are enrolled in each Head Start program must be from low-income families." The percentage of children that fall into this category include children with incomes that fall below the federal poverty level, as well as children in foster care, children who are homeless, and families that receive public assistance such as Supplemental Security Income (SSI) and Temporary Assistance for Needy Families (TANF).



Wyoming Child & Family Development, Inc. Sites



1. Central Office – Guernsey
2. Casper EHS Life Steps Campus
3. Campbell County Head Start – Gillette
4. Crook County Head Start – Newcastle
5. Douglas Child and Family Development
6. Glenrock Early Childhood Center – Glenrock
7. Guernsey Early Childhood Development Center
8. Lincoln Infant Toddler Center – Torrington
9. Lusk Early Childhood Center
10. Natrona County Head Start – Casper
11. Natrona County Early Head Start – Mills
12. Torrington Learning Center
13. Weston County Head Start – Moorcroft
14. Wheatland Early Childhood Center

Head Start Success Stories:

"As the parent of a former student of Head Start I must express how privileged I felt to work with such a caring and knowledgeable staff. They offered many resources and materials to aid my son in his growth and development. I watched my child grow by leaps and bounds throughout the school year, as his teachers worked to tailor an education that was just the right fit for him. With kindergarten approaching, I feel highly confident that my child will be attending with valuable skills learned from the Head Start program. Any parent looking to give their child a positive and supportive introduction into school should consider Head Start's free preschool program."

– Head Start Parent

"Head Start has helped my daughter come out of her shyness, comfort her when she cried, and taught her how to be independent. My daughter does things now that she didn't do before Head Start. They are also there for me and my family. The staff is awesome. They take the time out to be there for the children. They are very good. They welcome you with open arms. I took my daughter to kindergarten and she made it right through to kindergarten. And Head Start was the cause of that. They are great!!! I recommend this program very highly."

– Head Start Parent

School Readiness Efforts

WCFD knows that all children having experienced a quality early childhood education with family support can enter kindergarten ready. Comprehensive school readiness efforts include:

- Collaborative partnerships that support school readiness for all community children
- Program school readiness goals with targeted indicators for growth and development
- Encouraging children to investigate, explore and engage in purposeful play
- Collaborative efforts with staff and parents provide individualized experiences and instruction for each child
- Ongoing observations and assessments to inform intentional teaching
- Ongoing communication with families to support each child's learning at home
- Specialized supports for children with behavioral challenges
- Supporting families to establish good 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

At the end of the program year:

- 51% of Early Head Start children were up to date on well child exams and
- 88% of the children 1 year and older had dental exams
- 84% of Head Start children were up to date on well child exams and 86% had received dental exams

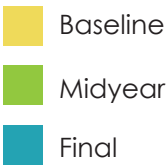


Everything we do, and everything we ask parents to do, is to support school readiness. We want all enrolled children and families to be ready for success in school and beyond. Throughout the year, individual child outcome data is used to adapt experiences to help children progress in their development and learning. Three times each year, we take snapshots of program data and analyze it to identify trends and then make necessary changes to close the achievement gap.

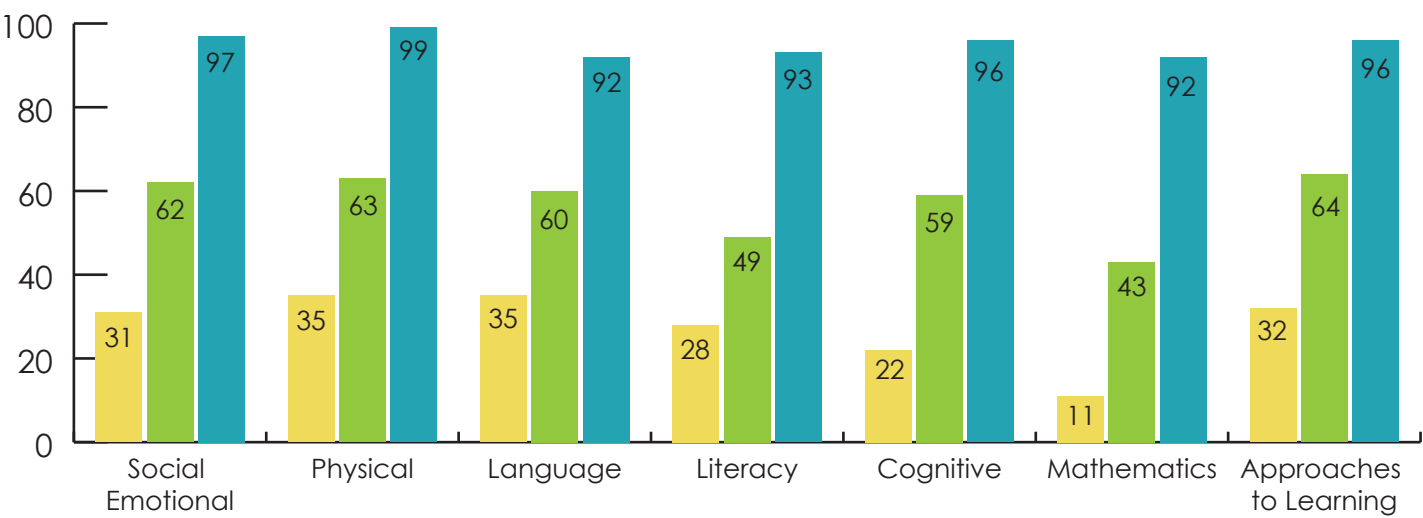
One hundred percent of enrolled children made progress towards school readiness. By the end of the program year, 96% of enrolled children meet age level expectations for the areas of development assessed. Areas of development include: Social Emotional, Physical, Language, Literacy, Cognitive, Mathematics and Approaches to Learning.

Tools for determining a child's status and progress include, but are not limited to, direct assessment, structured observations, checklists, staff or parent report measures, and portfolio records or work samples. Indicators for each school readiness area that are the lowest during baseline assessments are specifically targeted for improvement to boost student achievement and help close the achievement gap for the at-risk children served through WCFD programs.

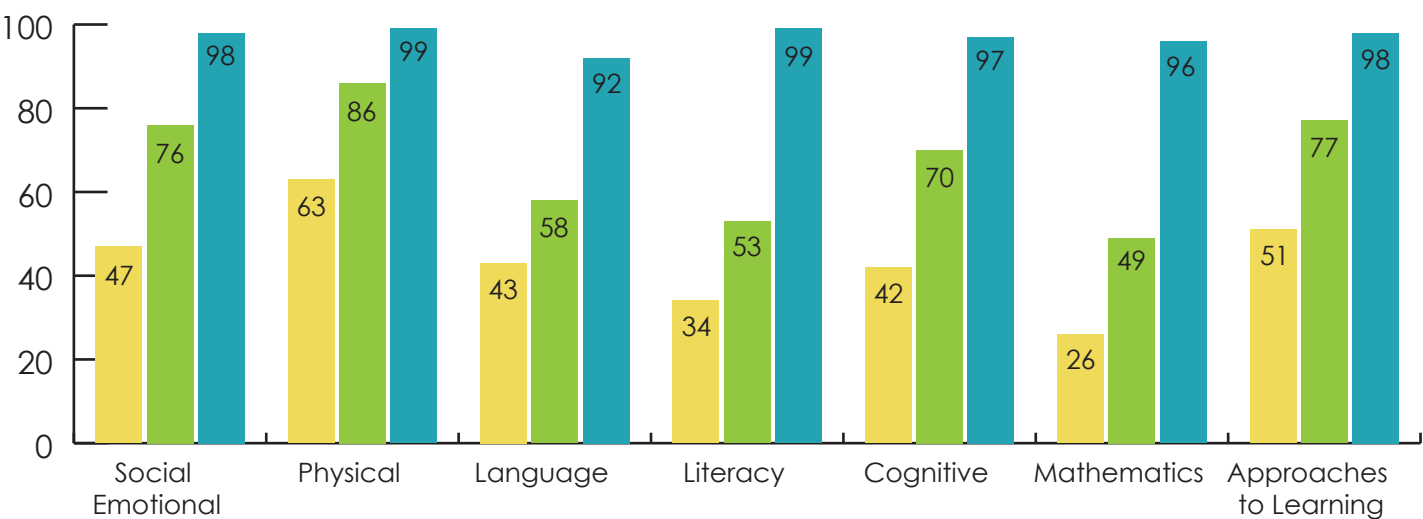
School Readiness Outcomes



Head Start School Readiness Outcomes



Early Head Start School Readiness Outcomes



Family Engagement

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.

Family Engagement Successes:

- Winter Art Experience – Home Depot provided sanded, wood boards for our children, dads, and father figures to explore visual art concepts and materials creating a lasting winter keepsake for their homes.
- Building Birdhouses – Dads, children and father figures gathered to eat pizza and build bird houses and feeders. This activity promoted the skills of using tools to complete fine motor tasks, group participation, and cooperation.
- Throughout Wyoming Child and Family Development, 68% of children enrolled in Head Start and Early Head Start had their Dads or other father figure participate in special activities to promote school readiness.



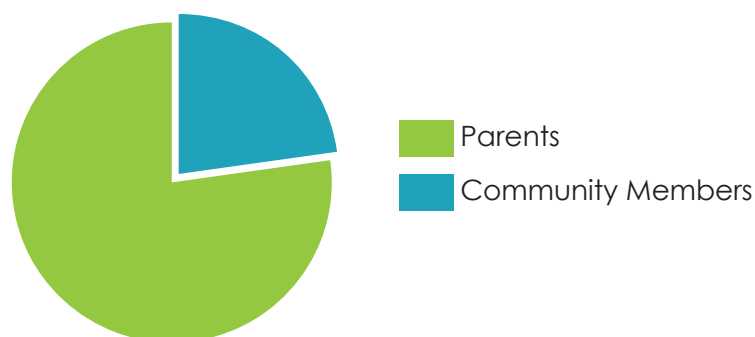
Volunteers Make a Difference

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.

Volunteerism is on the rise with a 20% increase in the number of people who graciously shared their time and talents. Over one thousand volunteers helped WCFD make a difference in the lives of children and families this year.

1118 Total Volunteers

2014-2015 Fiscal 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.

Family engagement is vital to children's success in school and in life. WCFD has a family engagement school readiness goal, with measurable data outcomes. Ensuring children attend school, having a source of ongoing medical and dental care, working on individual child education goals at home, and participating in parent/teacher conferences and education home visits are ways families demonstrate a commitment to supporting their child's education.

Developmental Disabilities Services

Corbin enjoys playing outside, riding his bike, playing basketball, wrestling for the local wrestling club, and playing in the dirt and mud at his house. He is very social and enjoys talking to people he knows when his family is out in the community. He loves his friends at school and his teachers.

Two years ago, through a free developmental screening process and subsequent evaluation, Corbin was determined to be eligible for special education and related services. His parents were involved in the process from the beginning when screening results indicated a concern that Corbin's education performance may be affected by his development. They were essential partners in the process for determining eligibility and an individual education program (IEP). Their concerns and preferences regarding goals, objectives, placement and other needs were discussed and carefully considered. Their continued input and support played an integral role in Corbin's progress.

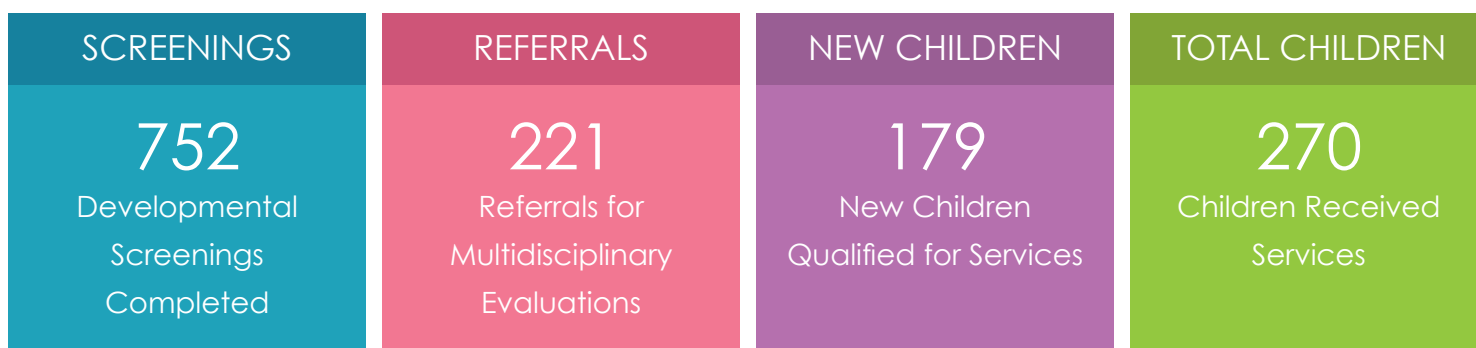
Now all areas of development for Corbin are within normal ranges. He has been discharged from special education services and has transitioned to kindergarten. Corbin's story illustrates the profound impact early intervention can have on school readiness.

When asked to share her perspective of Corbin's development prior to discharging him from special education services, Corbin's mother shared the following:

As I prepare to write summaries for my child, I first want to give you and your staff a HUGE THANK YOU!! My son has turned into an amazing little boy and it's because of your wonderful services!!! We are so thankful for everything over the past two years. My child has received speech services for the past two years and has made significant progress with his sounds. He was very hard to understand to the untrained ear, and has made so much progress since he started receiving services.

He made progress with his cognitive skills. He doesn't prefer activities that involve fine motor, but has brought home many activities/crafts from the center that involve fine motor and he enjoys telling me about them when he gets home. He will build with Legos at home and has started to color more than he did before. He is able to communicate what he needs and does it appropriately; he may need prompts occasionally to use his words, but overall does well for his age. He has made gains in personal social development while attending the center. He has learned many appropriate social skills when interacting with same-age peers and peers who are older! He is very social and has a wonderful personality.

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. As noted in the statewide "One Before Two" campaign, "one developmental screening before the age of two is ideal, one developmental screening before the age of five is essential".

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.



Leadership and WCFD Management Team

Shared Governance

Governance in Head Start is complex. Head Start and Early Head Start programs that are successful in delivering high-quality, consistent services to pregnant women, young children, and their families 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 includes parents of enrolled children and community representatives.

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

Catherine (Kate) Steinbock, *Chairperson*
Judy Mac, *Vice-Chairperson*
Harla Gilbreath, *Secretary*
Vicki Eaton, *Treasurer*
Twila Barnette
Joel Dingman
Herbert Doby
Lacey Durham
Oralia Mercado
Michele Ogburn
Daniel Sisson
Marion Smith
Eva Titchener

Policy Council

Lacey Durham, *Chairperson*
Christina Beltran, *Vice-Chairperson*
Kristen Henderson, *Secretary*
Misty Pomeroy
Shawn Debyah
Brooke Craddock
Heather Stevens
Heather Haskell
Bridgette Linn
Christina Page
Kassidie Bowers
Cassandra Steed
Julina Nyquist

Becky Fowler
Sandi Stuart
Patrick Rukavina

Council Alternates

Gail Fullerton
Jennifer Cody
Brittney Hurd
Luz Thompson
Courtney Lythgoe
Dori Thompson
Adriana Ward
Tristany Hoffman

Program Design and Management Team

Lauren Nordeen, *Executive Director/Head Start/Early Head Start /Developmental Disabilities Director*
Tamera Britz, *Business Manager/Fiscal Officer*
Mary Kugler, *Assistant Director, ERSEA Coordinator, Area Coordinator*
Marian Moats, *Assistant Director, Education/NAEYC/Discovery Preschool/Area Coordinator*
Gina Olson, *Deputy Assistant Director, Home Visitor/Family Services/CDA Coordinator*
Ellen Nelson, *Special Services/Mental Health Coordinator*
Melissa Miller, *Health/Safety/Nutrition/Area Coordinator*
Danielle Wondercheck, *Program Information/Area/Public Relations/Community/ Grants 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 2014-2015 Fiscal Year ending June 30, 2015, WCFD received funding from the following sources:

Head Start/Early Head Start	\$4,798,959
Developmental Disabilities	\$1,868,394
Title VI B Preschool Special Education	\$116,426
Part C Special Education for Infants and Families with Disabilities	\$65,872
TANF (Discovery Preschool)	\$140,476
Child Care	\$143,165
United Way Program	\$75,590
Medicaid	\$193,881
Other Grant programs/UDSA/Misc. income	\$59,080
In-kind 20% match for Early Head Start and Head Start Federal Funding	

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 2014-2015 was \$1,473,393 as of 6/30/2015.

AUDITED FINANCIAL STATEMENT SUMMARY	PROPOSED BUDGET 2014-2015	ACTUAL 2014-2015 (AS OF JUNE 30, 2015)	PROJECTED 2015-2016
Funding Revenues			
Federal Grants	4,951,899	5,149,242	5,139,624
State Funding	2,283,994	2,135,616	2,264,958
Local Contributions	125,174	293,853	260,000
Miscellaneous	142,720	111,453	112,000
TOTAL FUNDING	\$7,503,787	\$7,690,164	\$7,776,582
Expenditures			
Personnel	5,182,274	4,912,254	4,954,055
Administrative Costs	914,519	820,129	820,129
Supplies & Equipment	251,948	584,511	584,511
Parent Costs	8,804	5,469	5,469
Rent, Utilities, Phone	422,854	430,676	430,676
Contractual & Program Services	312,524	388,583	433,200
Travel	159,423	169,317	169,317
Other (training, audit, legal)	251,441	379,225	379,225
TOTAL EXPENDITURES	\$7,503,787	\$7,690,164	\$7,776,582

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

WCFD has many partners that provide services, resources, time, and money to help make a positive difference for young children, families, and communities to allow us to provide comprehensive early childhood developmental services. 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
- Public Health
- Mental Health agencies
- Local School Districts
- County Commissioners
- Local childcare providers
- Kiwanis
- Knights of Columbus
- Faith-based partnerships, through local churches
- Decker's Market - Lusk
- St George's Episcopal Church
- Lusk Drove #64
- Niobrara County 4-H Junior Leaders
- Niobrara Health
- Bloomers
- Lusk State Bank
- Solutions for Life
- Outpost Restaurant
- Wyoming Child and Family Development Parent Groups
- Monsanto Fund/Schmick Farms
- Basin Electric Power
- First State Bank
- McMurray Foundation
- UW of Northern Utah
- Katie Daigle
- MOA Wyoming
- John Jorgensen
- Cundy Biz LLP
- CFC of Natrona County
- Truist
- Enviro Engineering, Inc.
- Halliburton Giving Choices
- Match Play Classic
- L & H Industrial
- Cloud Peak Energy Resources
- S & S Builders LLC
- Department of Family Services
- Wyoming Kids First
- Natrona County Early Child Alliance
- Safe Kids of Central Wyoming
- Food for Thought
- Children's Advocacy Project
- Ready League
- Casper College
- Eastern Wyoming College
- Child Development Services of Wyoming
- National, Regional and Wyoming Head Start Association
- Local Chambers of Commerce
- Workforce Services
- Department of Education
- Division of Behavioral Health – Department of Health
- Early Intervention Councils
- Mercer Family Resource Center
- Apple Tree
- City of Casper
- Women Infants and Children (WIC)
- Joshua's Storehouse
- Central Wyoming Counseling Center
- Cent\$ible Nutrition
- Tiernan McIlwaine
- Foster Grandparents
- Seton House
- Child Development Centers
- Housing Authority
- Health Care for the Homeless
- Natrona County Homemakers
- Niobrara Health Fair Committee
- Niobrara Homemakers
- PEO
- Elk's B.P.O Does
- Helpmate
- University of Wyoming Extension Office
- Interagency Coordinating Councils
- Senior Center
- Niobrara Health and Life Center
- Town Councils
- Niobrara Electric Association
- Andy and Twila Barnette
- Rick Bridge
- Niobrara Cattle Women
- Rita Reiter
- Rita Heath
- Duane Schiffrens
- Tim Kugler
- Rod Palmer
- Casey Henderson
- United Way of Converse County
- United Way of Natrona County
- United Way of Campbell County
- Newcastle News
- Weston County Children's Center
- Moorcroft Preschool
- FAST Program
- Converse County Bank
- Local Fire Departments
- Local Police Departments
- Sheriff's Departments
- Beddes Dental
- Dr. Cropper Dental
- Conestoga Apartments
- Human Resource Councils
- Bark Firm

External Reviews

The Administration for Children and Families (ACF) conducted two monitoring events for Wyoming Child and Family Development during 2014-2015. In March 2015 WCFD successfully passed the Head Start Key Indicators-Compliant (HSKI-C) Review Event and thus qualified for differential monitoring based on the results. The Environment Health and Safety conducted in April 2015 was also a success for WCFD. No areas of noncompliance were found during the course of the review.

We are a USDA Provider:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

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 USDAs Child and Adult Care Food Program (CACFP).

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.



VISIT US ONLINE www.wyomingchild.org 

WHAT OUR FAMILIES SAY

"It's the Best Program my family has ever been privileged to attend. Thank you."

"You guys in the program have really done a lot to give kids a extra hand in growing and becoming prepared for the other school years that's right in front of them every year they keep stepping forward."



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.