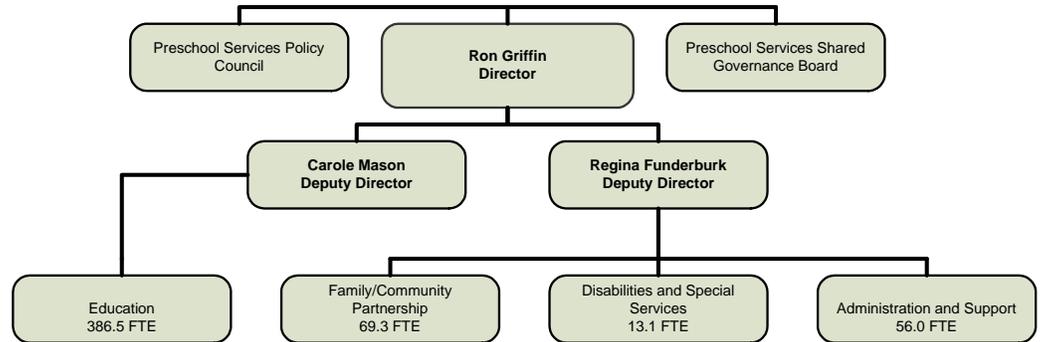


# PRESCHOOL SERVICES DEPARTMENT

## ORGANIZATIONAL CHART



## DESCRIPTION OF MAJOR SERVICES

The Preschool Services Department (PSD) administers the Federal Head Start program, the California Department of Education's State Preschool and General Child Care programs as well as the Child and Adult Care Food Program for the County of San Bernardino. PSD serves over 4,535 children and their families annually at 40 locations countywide. The program is fully funded from federal and state sources at no local cost.

PSD primarily serves low income and disadvantaged families with children ages of 3 to 5. Our target population also includes children in foster care, those who are homeless and children with special needs and/or disabilities.

PSD is comprised of the following groups: Children's Services, Family and Community Partnerships, and Support and Administrative Services.

- The Children's Services Group is responsible for ensuring children are ready to succeed in school and overall center operations.
- The Family and Community Partnerships Group offers a variety of services to families, including outreach, linkages to community resources, health, mental health, nutrition services, job training, as well as parenting, literacy and English as a Second Language (ESL) classes.
- The Administrative and Support Services Group is responsible for offering services to over 450 children with disabilities each year, as well as Staff Development, Training & Technical Assistance and Program Compliance.

## 2007-08 SUMMARY OF BUDGET UNITS

	Appropriation	Revenue	Fund Balance	Staffing
<u>Special Revenue Fund</u>				
Preschool Services	38,768,663	39,166,458	(397,795)	527.9



**Ron Griffin**  
Director

### Mission Statement

The Preschool Services Department provides a foundation for success for children by giving them the highest quality child development and family support services.



### GOALS

ACHIEVE SCHOOL  
READINESS OF  
ENROLLED CHILDREN

INCREASE PARENT AND  
COMMUNITY  
SATISFACTION RATE

MAINTAIN HIGH LEVEL  
OF ENROLLMENT



Preparing Today's  
Children For Tomorrow's  
World

**GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

**GOAL 1: ACHIEVE SCHOOL READINESS OF ENROLLED CHILDREN TO ENSURE THEY ARE MAKING PROGRESS TOWARD POSITIVE OUTCOMES AS REQUIRED BY THE DESIRED RESULTS DEVELOPMENTAL PROFILE REVISED PROGRAM (DRDP-R) WHICH WILL IMPROVE THE QUALITY OF LIFE FOR COUNTY CHILDREN AND THEIR FAMILIES INVOLVED IN THIS PROGRAM**

*Objective A: Children will be assessed three times per year.*

*Objective B: Teachers will share child assessment information with parents and use this input to prepare home and classroom activities responsive to children's individual needs.*

*Objective C: Management will analyze child outcomes information to develop staff training and plans to ensure our children are successful.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
1A. Percentage of children showing positive outcomes on the Desired Results Developmental Profile-Revised (DRDP-R).	N/A	87%	85%	85%	85%

Status

Ultimately, ensuring children are ready for school is one of the highest priorities of this department. During their school years and beyond, children who attend quality preschool are less likely to be placed in special education or held back a grade. They also perform better on standardized math and reading tests, are more likely to graduate from high school, earn more money and continue to higher education.

In order to determine our success regarding school readiness, the department measures the areas where children excel and where the department's approach can be modified to increase their chances of success. Additionally, both federal and state funding sources require the tracking and analysis of outcomes to justify continued funding.

Children are currently being assessed using the Desired Results Developmental Profile-Revised (DRDP-R), which is acceptable to both state and federal authorities for measuring child outcomes. Children were assessed in October 2007. The second assessment will take place in February 2008 and the third assessment in May 2008. Management is currently analyzing prior year child outcomes to develop plans for the remainder of the current program year.

**2006-07 ACCOMPLISHMENTS**

- ❖ *Parent satisfaction rating over 90%*
- ❖ *Increased computer and internet access for field staff*
- ❖ *Over 25 parent participants completed 6 or more early childhood college units through Early Childhood Workforce Development Project with San Bernardino Valley College*
- ❖ *Continued Family, Friends & Neighbors program, with University of California Riverside offering health & early childhood classes to over 150 parents & childcare providers*
- ❖ *Pilot program with California State University at San Bernardino supporting special needs children in the classroom*
- ❖ *Over 100 families participated in Home Based option, providing in-home educational and support services*



*Family Literacy Programs*



*Early Childhood Workforce Development Project*

## GOAL 2: INCREASE PARENT AND COMMUNITY SATISFACTION RATE TO ENHANCE THE WELL BEING OF COUNTY FAMILIES INVOLVED IN THIS PROGRAM

*Objective A: Agency survey forms will be collected and analyzed at least quarterly.*

*Objective B: The State Desired Results Parent Survey will be distributed to families and analyzed annually.*

*Objective C: The survey information will be analyzed to assist PSD to respond to the needs of parents and their perception of our program.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of parents who respond positively on Desired Results-Parent study.	N/A	96%	90%	92%	92%
2B. Percentage of respondents who respond positively to agency generated surveys.	N/A	N/A	90%	90%	91%

### Status

Each year, the Preschool Services Department must recruit and retain over 4,500 families to maintain its funding. For this reason, maintaining customer satisfaction is absolutely crucial to continuing these vital services to children and families in San Bernardino County.

The Preschool Services Department is a family choice program. This means that disadvantaged families can choose not to enroll their children in preschool or choose a program that doesn't offer the comprehensive family support services PSD offers. However, children from such families would be in an inopportune situation since research indicates that disadvantaged children who attend quality preschool programs are less likely to drop out of school, end up on welfare or become involve in crime.

The State Desired Results Parent Survey is mandated annually by the California Department of Education and is an effective tool for measuring whether we are meeting parent's needs and expectations in regards to school readiness and family support services. Additionally, the department has developed an internal customer service survey encompassing relevant service standards.

Desired Results-Parent survey forms will be distributed in November 2007. The results will be tabulated and analyzed by February 2008.

## GOAL 3: MAINTAIN ENROLLMENT LEVELS NECESSARY TO MEET FEDERAL AND STATE REQUIREMENTS

*Objective A: Recruitment activity will be continuous and waiting lists will be maintained year round.*

*Objective B: Child slots will be replaced immediately upon knowledge of vacancies.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
3A. Percentage of children on bi-weekly enrollment report.	N/A	97%	95%	98%	100%

### Status

Both state and federal funding sources mandate full enrollment and attendance as a justification for continued funding. If full enrollment is not maintained, the funding will recouped by the funding source and less children and families will be served as a result.

As of November 2007, the agency is 98% enrolled, however each year changing demographic trends and facility concerns pose challenges that must be met with a solid plan. The department's plan will combine current grassroots recruitment tactics with countywide outreach and marketing at the administrative level.

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**2008-09 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS), INCLUDING NEW CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS, OR BUSINESS PROCESS IMPROVEMENT (BPI) RESERVE FUNDS**

The department is not requesting any additional general fund financing for 2008-09.

**2008-09 PROPOSED FEE ADJUSTMENTS**

The department is not requesting any proposed fee adjustments for 2008-09.

If there are any questions about this business plan, please contact Ron Griffin, Director, at (909) 383-2006.