

UP-CLOSE

A Look At Children Services

Volume 20 SEPTEMBER 2011

Marathon Training



Ready – Set – Go,
Go, Go! At the end of
August DFSS/CSD
conducted what can



only be described as a Marathon Training Series. For nine days there were two sessions simultaneously held each day from 8:30 AM – 3:00 PM with a brief lunch break. The non-stop training was convened at DFSS offices on Chicago Avenue and the goal was to train 70 center based teachers each day from delegate agencies who work with children between the ages of three and five on *The Creative Curriculum System for Preschool*.

The Creative Curriculum System for each teacher was packaged in very large boxes and each day there was an official time to open the packages and allow the teachers to explore the contents of the boxes and subsequently work through the material with the trainer. The rooms were filled with anticipation about the package contents as well as bustling with training activity, PowerPoint presentations and numerous questions. The

facilitator served as a tour guide through the variety of DVD's, guides, volumes of books, discussion cards, etc. that compose the complete system.

"*The Creative Curriculum System for Preschool* provides teachers with the content and tools needed to plan and implement high-quality learning experiences for all children, as well as build teacher's professional knowledge according to Teaching Strategies the creator of the system. Teaching Strategies further states, "The Creative Curriculum is a comprehensive collection of knowledge-building and daily practice resources that explain the 'what,' 'why,' and 'how' of teaching. 'What' and 'why' are explained in the five curriculum volumes that comprise the knowledge-building resources of the System. They contain everything a teacher needs to know to build and implement a high-quality preschool program. 'How' is provided by way of step-by-step guidance found in daily practice resources. In the teaching guides and additional instructional tools, teachers will find a wealth of ideas and detailed plans for filling every day with meaningful and engaging experiences designed for all children in a program – with special support to help a teacher individualize for each English- and dual-language learner. Additionally, the System takes the guesswork out of meeting the state's early learning standards."

HIGHLIGHTS OF THE CREATIVE CURRICULUM FOR PRESCHOOL SYSTEM:

VOLUME ONE: The Foundation presents all the information teachers need to set up their programs.

VOLUME TWO: Interest Areas brings the five key aspects of the curriculum to life, applying them in each of the 10 interest areas and the outdoors.

VOLUME THREE: Literacy prepares teachers with knowledge and tools that help them inspire children to read, write and learn.

VOLUME FOUR: Mathematics helps teachers fully understand the mathematical concepts and skills they will be teaching and shows them how to purposefully include mathematics learning throughout the day.

VOLUME FIVE: Objectives for Development & Learning describes in detail the 38 objectives in *The Creative Curriculum for Preschool*.

Look for additional information and follow-up on this important training for all delegate agencies in upcoming issues of *Up-Close*.



A Little Bit of – This and That

Don't Forget...



SEPTEMBER

HEALTH SERVICES MILESTONES

- MEDICAL/DENTAL:** New COPA health data completed and entered in COPA.
- MEDICAL/DENTAL:** Complete health orientation for parents and submit report to governing bodies/management.
- MEDICAL/DENTAL:** Vision/Hearing Screenings conducted and results entered into COPA.
- MEDICAL/DENTAL:** Replenish health supplies and update checklist for first aid kit.
- MEDICAL/DENTAL:** Distribute tooth brushes
- NUTRITION:** Cycle menus for first quarter are certified and in place and special dietary needs addressed as in the plan.
- MENTAL HEALTH:** Completed list of consultants assigned to sites submitted to CSD.
- MENTAL HEALTH:** Conduct Parent Orientation/Workshops
- NUTRITION:** Document Go Slow Whoa/IMIL implementation and submit monthly reports to CSD
- MEDICAL/DENTAL/NUTRITION:** Complete referral and follow-up for children with identified needs and enter into COPA
- MEDICAL/DENTAL/MENTAL HEALTH/NUTRITION:** Monitor Health services reports in COPA

TRAIN THE TRAINER COURSES FROM CICC

Concordia University's Center for Inclusive Child Care (CICC) is offering courses this fall for trainers who want to build their training skills in disability topics and become certified as CICC trainers in these areas. Courses provide participants with in-service certifications of completion and CEU certificates are an option. One upcoming course is **Sensory Processing Disorder**, October 10- 25, 2011 | Chats on Mondays October 10, 17, 24 @ 8:00–8:45 PM CST.

GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT

The Graduate Certificate in Nonprofit Management that is being offered through North Park University has been extended to DFSS Head Start funded program site directors. The next set of classes begins in October 2011. The course topic is Board Governance and Volunteer Management.

"THE COMMUNICATOR"

The Bureau of Child Care & Development (BCCD) of the Illinois Department of Human Services (DHS) recently released the first issue of the Child Care Management System (CCMS) newsletter, "The Communicator." Director Linda Saterfield comments, "This newsletter will serve as a vehicle for important announcements, timelines, events, changes, and information on the project development and implementation for all our Stakeholders. Everyone will get the same information from the same source."

ILLINOIS EARLY CHILDHOOD CONSTRUCTION GRANT

This grant program will fund the new construction or renovation of existing early childhood facilities, with priority given to projects targeting communities with the largest populations of underserved, at-risk children. Individual applicants statewide can bid for up to \$5 million of the \$25 million in the first round of funding. The total package passed by the Illinois General Assembly included \$45 million over two years. Keep in mind that applications are due November 30, 2011.

2011 COMMUNITY ASSESSMENT IS NOW AVAILABLE

Every year, the Department of Family and Support Services (DFSS), as part of their Head Start grant requirement, conducts a community needs assessment, collecting and analyzing data on child demographics, early childhood supply and demand, children with disabilities, community resources, and children's education, health nutrition, and social service needs. The 2011 Community Assessment is available.

Please cross-check the newly revised COPA website for additional information on courses, events, etc. and to download applications and/or forms.

An Excellent Grant Opportunity

Here's an excellent opportunity for Head Start and Early Head Start Directors from Lowe's Charitable/Educational Foundation (LCEF). The LCEF states, "We recognize that we must increase our focus on basic, one-time project needs. You can build on your impressive parent group success with Lowe's Toolbox for Education grant program. According to Lowe's, "This grant can help you – Increase parent involvement; build stronger community spirit and/or create a new school tradition. Whatever goals and dreams you have for your school, we can help you fulfill them. Apply for the grant and build on your already impressive parent group success with Lowe's."

Lowe's seeks ways to provide the tools that help educators and parent groups through these challenging times efficiently and with the greatest impact. It's important to note that in 2011-2012 basic needs will take priority.



Eligibility:

- The Foundation provides funding only to 501(c) (3) tax-exempt nonprofit organizations and public agencies in communities where Lowe's operates stores and distribution centers.
- The application deadline is October 14, 2011. LCEF requires that all applicants take an eligibility test. Organizations that pass will be considered, but not guaranteed a grant. LCEF receives far more requests than it can accommodate.
- Grants generally range from \$5,000 to \$25,000. Larger amount requests will be considered, but are seldom awarded.
- The Foundation will reserve the right to consider an organization's grant application only once per calendar year.

Mark Your
Calendar...



SEPTEMBER

SUPPORT SERVICES MILESTONES

- ❑ **FCP:** Complete family goals and family contact information into COPA for new families.
- ❑ **FCP:** Complete parent orientation on agency and community services.
- ❑ **FCP:** Complete list of parent and community volunteers and distribute to agency staff.
- ❑ **DISABILITIES:** Complete and submit certification of 10% enrollment of children with diagnosed disabilities to CSD, governing bodies/management.
- ❑ **DISABILITIES:** Submit transportation log for children with IEP's, if documented as a related service to CSD and management.
- ❑ **DISABILITIES:** Complete multi-disciplinary staffing for including children with IEP/IFSP.



VR's Corner

Welcome to our corner of the world.

One minute we're talking about summer activities with the Head Start trolley, special outdoor events and Back to School and then in the next minute, it seems we're now heading into the final quarter of the year. Where does the time go and where has the year gone? Of course we certainly had a lot going on this year especially with that little business called the Federal Review. Now, we're planning for 2012.

A special thanks to all of you that responded immediately and attended the Marathon Training on *The Creative Curriculum System for Preschool*. That was a gigantic undertaking and I must also personally thank the staff and consultants that made the nine day, all day training sessions a success. Now that you've had a few weeks to implement the system, we'll be doing follow-up.

Here's something to be aware of --- you can take the ChildCare Education Institute (CCEI) Course "Sudden Infant Death Syndrome" in September in support of "National Infant Mortality Awareness Month." This course is available to new CCEI users at no cost in September (website information is on page eight). CCEI is an IACET approved, nationally accredited, distance training institution dedicated exclusively to the child care and education workforce. "Proper education and risk reduction recommendations are currently our best tools for combating the tragedy of SIDS," comments Maria C. Taylor, President and CEO of CCEI. "The information provided within our SIDS course is absolutely essential for early care professionals that care for infants." Again, the course is free in September.

We've got a lot to do and many things planned between now and the end of the year. Please check the COPA website for details and additional information for training sessions, conferences and important events.

Finally, we're all so very pleased about our own Region V winners for the Head Start National Level Competition Awards (see the story on page seven) as they advance to the next level of competition. Congratulations to all of you, you're already "Winners" to all of us.

Have a wonderful fall season.

Vanessa Rich
Managing Editor

Lutheran Social Services of Illinois

A CHILDREN SERVICES DELEGATE AGENCY

Founded in 1867, Lutheran Social Services of Illinois (LSSI) is a statewide, not-for-profit social service agency and is one of the three Illinois synods of the Evangelical Lutheran Church in America (ELCA), as well as an agency of the United Way. LSSI serves people of all faiths through an array of services at 83 program sites across Illinois. LSSI began its involvement in Head Start in 1968, with the establishment of its Cabrini Children's Center at Holy Family Church – the site was closed in 2007.



Today, LSSI operates five sites in the neighborhoods of Rogers Park, Trinidad (Humboldt Park), Messiah (Englewood), Winthrop (Uptown) and North Austin. Nearly 300 children and their families are served annually at these sites. The centers are all accredited by the National Association for the Education of Young Children (NAEYC) and are located in some of Chicago's most economically disadvantaged neighborhoods serving families with poverty level incomes.

Among the centers' learning tools is a literacy initiative called "Bonding with Books." This unique program started in 2005 provides each child with one free book a month during the school year to build an at-home library. The book is read in class, and parents are encouraged to read the book to their children throughout the month. Additionally, the theme of the book is emphasized throughout the month in the classroom, linked to in-class activities and field trips. LSSI states, "This holistic approach helps

children bond not only with books and their educational experience, but also with their parents. As they read together, children actually bond emotionally with their parent or parents. Bonding with Books helps reinforce this incredibly important experience."

Carol Endemann, Associate Executive Director of Community Child Care at LSSI comments about the program, "Everyone is involved with this initiative --- teachers, parents and children. We distribute the book for the month and a vocabulary list at parent meetings and a director will talk about the theme of the book with the group. We encourage parents to read to their children and we also give them a list of places to go to see things in the book. The overall theme for this year is science with the main focus on the environment. We held an in-service training for teachers at Brookfield Zoo so they could see the tropical rainforest."

Lutheran Social Services of Illinois provides many other programs and services including the following:

- Foster Care Services
- Crisis Intervention Programs
- Residential Programs for Youth
- Developmental Disabilities Services
- Prisoner and Family Ministry
- Counseling and Mental Health Services
- Housing for Seniors and Disabled Persons
- Substance Abuse Services
- Community Services for Seniors



Don't Forget...



SEPTEMBER

MANAGEMENT MILESTONES

- ❑ **MANAGEMENT:** Submit approved work program and budgets to the Office of CSD
- ❑ **MANAGEMENT:** Identify work program roundtable participants
- ❑ **MANAGEMENT:** Secure signatures and approvals for contracts and submit to the Office of CSD
- ❑ **GOVERNANCE:** Conduct reviews of Board bylaws
- ❑ **GOVERNANCE:** Submit enrollment certification to the Office of CSD by 9/25/11
- ❑ **GOVERNANCE:** Submit verification of Board members to the Office of CSD
- ❑ **GOVERNANCE:** Present independent audit findings and corrective action plan to the policy committee and Board
- ❑ **MANAGEMENT/GOVERNANCE:** Submit parent involvement activity budget calendar to the Office of CSD
- ❑ **MANAGEMENT/GOVERNANCE:** Certify payment of payroll tax and fringe benefit payments report to the Board and the Office of CSD (3QMtg)
- ❑ **ERSEA:** Certification process – 1st Friday and 3rd Friday of September: enrollment numbers and ensure all child/family enrollment data is entered into COPA and in age/class size compliance to the Office of CSD
- ❑ **ERSEA:** Verify the completion of the income eligibility checklist on COPA (HSEV section 5)
- ❑ **SAFE ENVIRONMENTS:** Certify evacuation plan partnership location
- ❑ **TRANSPORTATION:** Certify emergency bus evacuation drills are conducted

MEET – Elizabeth Stover, Ph.D.



Elizabeth (Beth) Stover has been the Chief Planning Analyst for the Department of Family and Support Services (DFSS) since 2009 and prior to that for CYS since 2005. In this capacity she monitors and maintains the Department's portfolio of Federal and state grants, including developing, coordinating, and submitting renewal applications. Her primary responsibility is for the City's \$120 million Head Start grant and \$37 million Child Care grant. She identifies and researches competitive grant opportunities and makes recommendations based on the Department capacity and mission. She also develops and submits competitive grant applications in coordination with the program and finance divisions. Additionally, her list of responsibilities includes researching, reporting, and making recommendations on best practices, legislation, and policy with respect to Department programs, funding, and mission, especially in the area of early childhood programs.

Prior to joining the City of Chicago she was a College English Teacher for the State University of New York, University at Buffalo. She remarks, "I spent ten years teaching composition and those skills I developed teaching certainly help me organize and help me with grant applications." As the Chief Planning Analyst she does a lot of writing such as drafting program and budget narratives, letters of support,

program summaries and policy responses, and presents them to community based organizations, parent policy groups, boards of directors, and the public. She mentions, "I like writing. To spend the day writing is something that I find very pleasurable."

She works closely with colleagues across Department divisions, including programs, contracting, finance and information technology staff, as well as with other City Departments. She comments, "I really like the people I work with because people from all over the city work for the city and it makes it extremely interesting. I think they are smart and dedicated people."

Beth works collaboratively with sister City agencies, private human service agencies, and other non-profit agencies on grant applications and program development. She also contributes to Grant Unit strategic planning, goal development, and the development of a department grants protocol. "I enjoy working with the delegates and I'm more than happy to talk with them when they call to ask questions. It's a pleasure hearing from them and talking with them first hand."

Born in Milwaukee, Wisconsin her family moved to the Chicago area when she was in the fifth grade. Beth Stover has a Ph.D. in English from the State University of New York, University at Buffalo, an MA in English from Marquette University in Milwaukee and a BA in English from the University of Wisconsin - Madison.

She rides her bike to work and enjoys biking around the city to see the sights and also to stay in shape. She is the mother of one daughter in high school and in her spare time she likes to knit large garments as gifts for family and friends. Additionally, she comments, "At heart – I'm an English major and I love to read."

Just a Reminder...



SEPTEMBER

EDUCATION MILESTONES

- Complete Health and Safety Checklist on classrooms.
- Plan and conduct parent orientation.
- Schedule and complete initial home visits.
- Review each classrooms daily routine. Do they match Head Start requirements? Observe daily routines and focus on how the children and staff are adjusting to the new year. Provide feedback.
- Schedule safety training...bus/pedestrian. (within 30 days of program start date) Certify that bus evacuation drills occur prior to children/adults go on field trips.
- Review "Rolling Out the GOLD Assessment/2010-2011" activities and/or training scheduled for the month of September



"My grandma says I'm spoiled, but as far as I can tell I don't have an expiration date."

Dates to Remember



SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

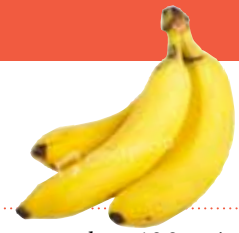
SEPT 1	First Aid CPR Training
SEPT 2	COPA Rollover Webinar
SEPT 6	CLASS Celebration
SEPT 7	Portfolio Event Webinar
SEPT 6	CLASS Course Webinar – Practicing Track
SEPT 7	CPPC Executive Committee Mtg.
SEPT 8	MDMHN Committee Mtg.
SEPT 23	Meet the Disabilities Team
SEPT 30	CLASS Celebration

OCTOBER

OCT 5	CPPC Executive Committee Mtg.
OCT 13	CLASS Celebration
OCT 14	Policy Committee Leadership Training
OCT 14	Resource Room Day
OCT 20	ED/PD Meeting
OCT 20	ECD/HSAC

GO TO COPA FOR INFORMATION AND REGISTRATION.

Go Bananas!



“A banana a day just might keep the doctor away!” There are more than 400 varieties of bananas in the world. According to experts, a banana really is a natural remedy for many ills. When you compare it to an apple, it has four times the protein, twice the carbohydrates, three times the phosphorus, five times the vitamin A and Iron, and twice the other vitamins and minerals as well as dietary fiber.

Bananas contain three natural sugars - sucrose, fructose and glucose combined with fiber. That’s why a banana gives an instant, sustained and substantial boost of energy. Bananas do not contain sodium, fat or cholesterol. They are also rich in potassium (a mineral that helps in the building of muscles) and bananas are one of the best value foods around. The peel of the banana is a natural barrier that protects the fruit from contaminants. Children may particularly enjoy the small mini bananas.

A Few Fun Banana Recipes:

Banana Pop:

Peel a small banana, dip it in yogurt and then roll it in crushed cereal. Put it on a stick to be eaten like a popsicle and freeze it.

Banana Sandwich:

Take two graham crackers and then spread a scoop of frozen yogurt on the crackers. Add sliced bananas to make a banana sandwich.

Banana Split:

Top a banana with low-fat vanilla and strawberry frozen yogurt. Then sprinkle with whole-grain cereal.



Banana Peeling Tip:

If you peel a banana from the bottom up you won’t get the strings.

Calorie Tip:

No other fruit contains more digestible carbohydrates than bananas. This is a great advantage because the body burns off calories from carbohydrates more easily and quickly than calories from fat or protein.

**A
Quote
to
Note**

“We must teach our children to dream with their eyes open.”

- HARRY EDWARDS

Three Local Contenders

We are proud to announce that three individuals from Chicago will move on to represent Region V at the Head Start National Level Competition Awards Event. Region V is comprised of six states (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin) and there are 10 federal regions including Migrant and Native American programs.

- **Dorothy Cole** from the YMCA is up for the **Administrator of the Year Award / Head Start Program Director** which celebrates local program leaders providing direction to grantee or delegate, Head Start, Early Head Start, Tribal or Migrant Head Start Programs.
- **Linda Williams** from DFSS/CSD is in contention for the **Administrative Assistant/Secretary - Support Staff of the Year Award** which celebrates the important contribution of staff who work in administration, facilities, food service, transportation, health, and social services.
- Deborah Jefferson from a Salvation Army center is competing for the **Beating the Odds Parent Award** which celebrates the achievement of an individual who has overcome significant adversity in their role as parent and provider.

Award winners will receive \$500 and a commemorative plaque as well as being recognized at the 39th Annual Head Start Conference in April, 2012.

RECRUITMENT TIP

When recruiting, always remember to have a goal and take the message to the right place!



It's Time For...

SEPTEMBER

IDHS/DCFS MILESTONES

REMINDER – Milestones to be Accomplished Monthly

- ❑ Submit all outstanding billings by the 10th business day of the month
- ❑ Download billings after 6th business day of the month
- ❑ Submit billings online by the 15th business day of the month
- ❑ Submit hard copies of the signed original and one copy of the billings to the Office of CSD, 1615 West Chicago Avenue, 4th Floor, Chicago, IL 60622 to process billings for payment
- ❑ Submit analysis report of attendance and enrollment
- ❑ Review and analyze vacancies complete report
- ❑ Review tickler file for families with expiring eligibility and begin the re-determination application process
- ❑ Special monthly requirement for infant and toddler child care programs: monthly visit from a licensed physician, registered nurse, licensed practical nurse or licensed physician's assistant with training in infant care to instruct child care staff in the proper health care of infants and toddlers for observations and in-service training
- ❑ Verify transportation plans are completed and in the children's files for school age children
- ❑ Complete and submit monthly schedule of activities for school age children to CSD that identifies developmental goals in the following areas:
 - ⊙ Positive self-concept, sense of independence and wise use of leisure time
 - ⊙ Social skills, including an awareness of community
 - ⊙ Cognitive skills
 - ⊙ Physical development and skills
 - ⊙ Sound health, safety and nutritional practice
 - ⊙ Creative expression
 - ⊙ Respect for diversity

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- ❑ Submit July supplemental billings by the end of the month
- ❑ Submit internal monitoring report results for operations and eligibility determination
- ❑ Certify and justify spending rate to CSD and governance entities (board, pc, supervisors, etc.) if substantially over or under 25%

RECRUITMENT TIP

When recruiting remember you must – Follow-Up, Follow-Up and then Follow-Up Again!



Early Childhood Task Force

TRANSFORMING EARLY CHILDHOOD EDUCATION IN CHICAGO

Mayor Rahm Emanuel has convened an Early Childhood Task Force (ECTF) to develop recommendations on how the City can improve the quality and accessibility of its early childhood education programs.

- The ECTF will be charged with designing a strategy to transform the current web of early childhood programming and funding into a comprehensive, integrated system that centers on outcomes for young children and their families. The new single system will improve the quality of early education and make opportunities more accessible to Chicago’s children.
- The ECTF will make recommendations to integrate and restructure prenatal health, home visiting, Pre-K, Early/Head Start, and child care.
- The ECTF will develop recommendations to replace the City’s fragmented assessment and program standards with established outcomes-based accountability measures.

DFSS Commissioner Evelyn Diaz is one of seven members on the ECTF. Look for additional information, updates and outcomes in future issues of Up-Close.



HAVE YOU CONTACTED US?

In case you’re wondering how stories are selected for Up-Close, the first step is for you to contact us with an interesting news item, an idea for a feature story or specific information about something going on at your center or in your community. It’s just that easy – so, let us hear from you.

As always, we welcome and encourage your involvement in *Up-Close, A Look At Children Services!* Thank you in advance.

Please contact us at:

FSSCSD_upclose@cityofchicago.org

Include your name, organization, e-mail address along with your idea, photo or comments and a telephone number where you can be reached during business hours.



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Evelyn Diaz
Commissioner of the Chicago Department of Family and Support Services

Vanessa Rich
Managing Editor

Julie A. Ellis
Writer

Cristina Vera
Manager

Xenia Demo
Designer

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