



# Early Childhood Education

## Board Administrative Report

February 2023



***"College and Career  
Start Here"***



**WWW.PALMDALESD.ORG**  
**(667) 273.4710 | (661) 273.5139 FAX**

# EARLY CHILDHOOD EDUCATION PROGRAM GOALS

## GOAL #1

**Providing Direction** - Provide strategic direction to all ECE stakeholders focused on enriching quality interactions to support classroom instruction and learning for all.

## GOAL #2

**Safe and Affirming School Environments** - Promote and create an inclusive, competitive, safe, nurturing environment to support cultural awareness in which families, children and staff thrive.

## GOAL #3

**Family and Community Environments** - Engage and empower diverse families and communities in authentic learning and collaboration through comprehensive services to support the well-being and education of the child.



## The Palmdale Promise

**Vision:** Palmdale will become a district where...Every Student Leaves Ready for Success in High School and Beyond: College, Career, the Global World.

**Mission:** The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents and staff so our students can live their lives to their full potential.

# ENROLLMENT, MEAL COUNTS, & ATTENDANCE DATA

## ENROLLMENT

### Number of Slots

#### ***Head Start Center-based:***

Slots: 1,035      Enrolled: **966** (93.3%)  
(Report 2001)

#### ***Head Start Home-based:***

Slots: 72      Enrolled: **64** (88.9%)

Total Head Start Slots: 1,107

Head Start total Enrolled: **1,030** (93.0%)

(Report 2001)

#### ***Early Head Start:***

Slots: 108      Enrolled: **95** (87.9%)

(Report 2001)

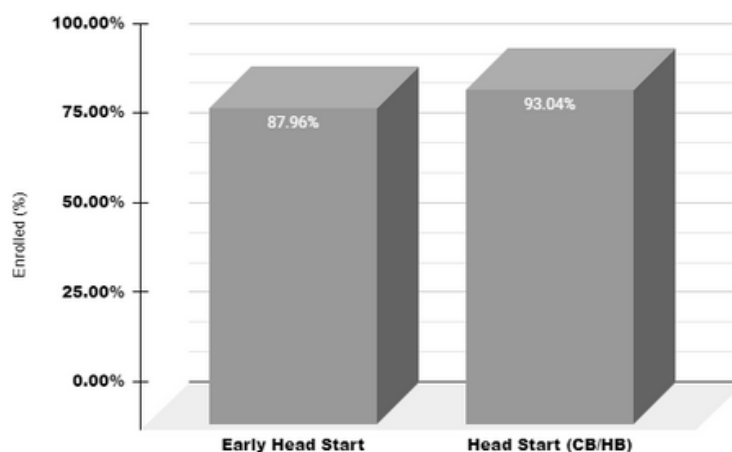
Total HS and EHS Slots: 1,215

Total HS and EHS Enrolled:

1,125 (92.6%)

### February Enrollment Percentages

**February Enrollment**



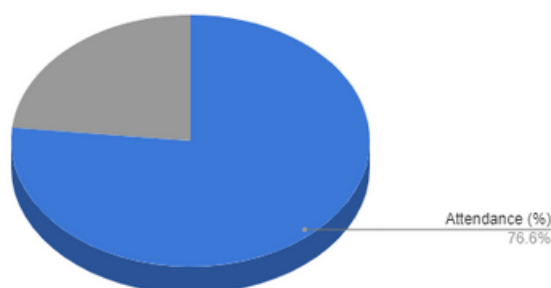
## MEAL COUNTS

Program	Breakfast	AM Snack	Lunch	PM Snack
Head Start	9,789	988	10,267	9,775
Early Head Start	0	0	0	0

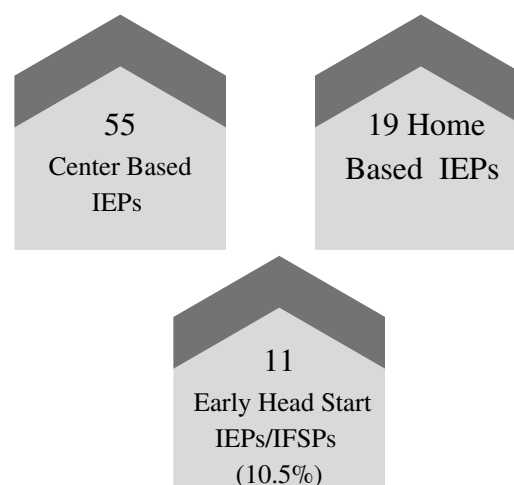
### February Attendance - Head Start

**February Attendance**

Head Start



### IEP & IFSP DATA



**Office of Head Start attendance requirement: 10%**

**Total for December: 85 (7.3%)**

**Office of Head Start attendance requirement: 85%**

**PSD attendance: 76.6%**

(Report 2301)

**Referrals sent in February: 7**

**Concerns: HS-113 EHS-10**

# ERSEA REPORT

JOE VEGA-SMITH

## Average Monthly Attendance for Program Year 2022-2023

August	September	October	November	December	January	February	March	April	May
83.64%	80.40%	76.47%	72.82%	75.35%	79.23%	76.25%			

(Report 2301)

Program attendance for the month of February, 2023 was at 76.25%. The Office of Head Start attendance threshold requires all programs to be at 85% and above. This was a decrease of 2.98% from previous month. As a program, we have provided information to families about the importance of good attendance. The Family Service Advocates (FSA's) have been monitoring and following up with attendance and providing support to families.

For the month of February, the Child Plus report 2301 was used to monitor the PSD/ECE sites. The goal is for the overall average percentage at each PSD-ECE meets the 85% and above Head Start attendance threshold. In the month of January, 2023 there have been a slight increase of attendance at PSD-ECE from the previous month. Percentages in blue is for the month of February, 2023.

## Average Attendance for the Month of February PSD-ECE Sites:

Chaparral Site	District Office Site	Avenue J Site	Highland Site	Manzanita Site	Mesquite Site	Ocotillo Site	Palm Tree Site	Site 18 Site	Tamarisk Site
79.22%	83.33%	80.66%	77.43%	83.63%	71.57%	80.72%	77.52%	78.62%	76.07%
74.76%	64.25%	80.36%	73.77%	77.99%	79.17%	73.55%	79.22%	76.64%	74.20%

Tierra Bonita Site	Tumbleweed Site	Wilsona Site	Yucca Site
85.42%	85.14%	82.39%	77.38%
81.31%	78.49%	80.25%	74.61%

**ATTEND TODAY, ACHIEVE TOMORROW**

GOOD SCHOOL ATTENDANCE MEANS...

<b>ELEMENTARY STUDENTS</b> read well by the end of third grade	<b>MIDDLE SCHOOLERS</b> pass important courses	<b>HIGH SCHOOLERS</b> stay on track for graduation	<b>COLLEGE STUDENTS</b> earn their degrees	<b>WORKERS</b> succeed in their jobs
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Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.

**Attendance Works**  
www.attendanceworks.org

**ASISTE HOY, LOGRA MAÑANA**

LA BUENA ASISTENCIA EN LA ESCUELA SIGNIFICA QUE LOS ESTUDIANTES...

<b>PREESCOLAR</b> Estudiantes habilitados y listos para ingresar a la escuela	<b>ESTUDIANTES DE PRIMARIA</b> Completan exitosamente el tercer grado	<b>SECUNDARIA Y PREPARATORIA</b> Completan los cursos exigidos	<b>ESTUDIANTES UNIVERSITARIOS</b> Obtienen sus títulos universitarios	<b>TRABAJADORES</b> Tienen éxito en sus puestos de trabajo
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Demasiadas ausencias — permitidas o no — pueden impedir que los estudiantes que tengan éxito en la escuela y en la vida. ¿Cuántas son "demasiadas"? 10% del año escolar — o sea, faltando 18 días (2 días por mes) — puede causar que el estudiante se desista.

**Attendance Works**  
www.attendanceworks.org

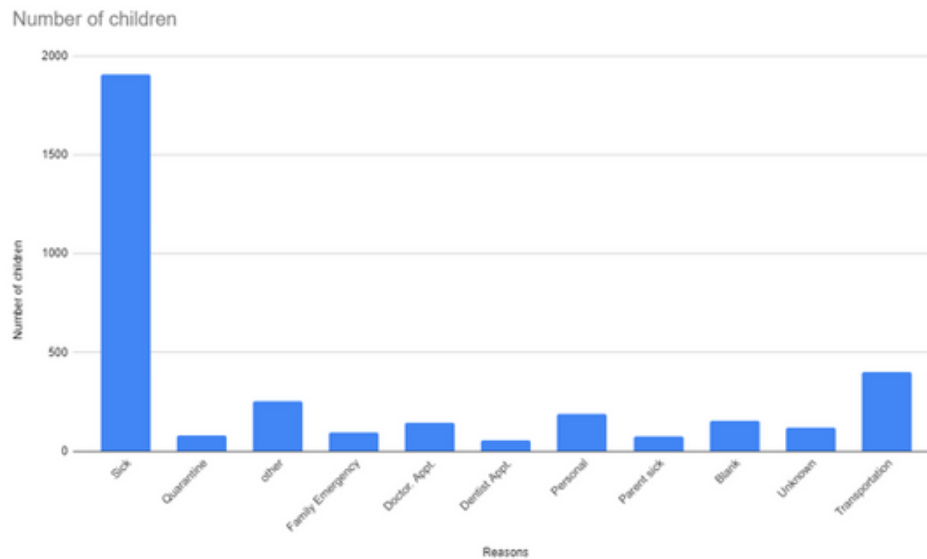


# ERSEA REPORT

JOE VEGA-SMITH

## Absence Reasons for the Month of February

The chart below details the absence reason provided by parents during the month. Sick and transportation were the most common reasons for absences. Other reasons for were other, personal, doctor's appointment, and personal. This month and the previous month there have been a drop-in quarantine being the reason for absences. Teachers, FSA's and Administrators will continue to monitor attendance.



## Enrollment for the Month of February

Program Option	Funded Slots	Enrolled	Currently Accepted	Number Needed
EHS HB-PSD	108	95	3	10
Option	Caseload	Funded Enrollment	Enrolled	Accepted
EHS HB	1	12	11	0
EHS HB	2	12	10	0
EHS HB	3	12	11	0
EHS HB	4	12	8	1
EHS HB	5	12	11	0
EHS HB	6	12	11	0
EHS HB	7	12	12	0
EHS HB	8	12	11	1
EHS HB	9	12	10	1
EHS HB	No Class	0	0	0
		108	95	3

Early Head Start

Option	Site	Funded Enrollment	Enrolled	Accepted
HS	Chaparral	100	94	0
HS	District Office	15	13	0
HS	First Christian	40	40	0
HS	Highland	20	18	0
HS	HB Lancaster	24	24	0
HS	HB Littlerock	12	10	0
HS	HB Palmdale	36	30	1
HS	Manzanita	40	39	0
HS	Mesquite	40	39	0
HS	Ocotillo	60	58	0
HS	Palm Tree	80	77	0
HS	Site 18	220	190	0
HS	Tamarisk	60	54	0
HS	Tierra Bonita	20	19	0
HS	Tumbleweed	200	196	0
HS	Wilsonia	40	37	1
HS	Yucca	100	93	1
		1107	1031	3

Head Start

# ERSEA REPORT

JOE VEGA-SMITH

## CLASS Coaching Update

The CLASS Assessment Scoring System (CLASS) is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

According to Head Start performance standards 1304.16 the Office of Head Start uses CLASS as part of the designation and renewal of Head Start programs.

We are working with Mrs. Debbie McBee, “Education and Implementation Consultant” to provide one to one CLASS coaching and skills to PSD/ECE teachers that need additional development, support, and guidance with the implementation of CLASS.

ITEM 1	Assist in the refreshing and expansion of the PSD Coaching Plan including the CLASS Plan, monitoring and evaluation processes (including planning calls and review)
ITEM 2	Provide one 3 hr. CLASS overview training for teacher assistants, substitutes and all other designated staff.
ITEM 3	Provide one on one intensive Coaching for 4-6 teachers with an 8 bi-weekly sessions per participants including feedback and data analysis report for Leadership
ITEM 4	Provide at least one TLC Group Coaching for 4-8 participants with 6 biweekly group sessions

For the month of February 2023, the following support and meeting took place.

FEBRUARY 2023			
DATE	TIME	LOCATION/SITES	TOPIC
Feb. 10	TBD	TBD	Meet with Coachees: Identify Needs and Develop Goals
Feb 13	9:15-11:15	In Person	Home-Base 101 for all Home Visitors
Feb 14&15	TBD	TBD	Classroom Observations
Feb 16	9:30-11:30	ZOOM	Tentative PAT Overview
Feb 17	TBD	TBD	Feedback Sessions with Coachees
Feb 28	TBD	TBD	Classroom Observations

The PSD-ECE will continue to monitor CLASS scores. CLASS scores are rated 1 through 7. 7 being the highest points. A CLASS plan has been developed and in placed to support and enhanced implementation of activities, skills, knowledge-based concept, language modeling, and strategies for teachers to implement. Professional Development trainings that are tailored to increase CLASS scores and one to one CLASS Coaching.

The Family Service Advocates (FSA) have started reaching out to the returning families/students to enroll for PSD/ECE program school year 2023-2024.

# ERSEA REPORT

JOE VEGA-SMITH



## Pre-K Attendance – Why It’s Important and How to Support It

Melissa Dahlin, MA, and Jim Squires, PhD

February 2016

State education agencies are increasingly prioritizing the issue of school attendance. Many are interested in the causes of chronic absenteeism and developing approaches to reduce and prevent it through policy and practice. In the early grades (pre-K – 3rd), children with inconsistent or unstable school attendance miss out on adult support and guidance to help them master foundational skills that are essential for success in later grades.<sup>i</sup>

Absenteeism is a concern for all ages and grades, but different factors impact absenteeism in the early years. Pre-K (and Kindergarten) in some states is not mandatory and parents play a strong role in ensuring attendance in the early years, therefore strategies to reduce absenteeism must consider the role of the family. Several states and cities offer promising practices to decrease chronic absenteeism. Across these settings and approaches, partnership with families is a critical factor for success. This *FastFact* provides information on potential causes of absenteeism, examples from cities and states to address it, and available resources.

### Why is this question important?

When absenteeism at school or in another formal learning environment becomes chronic (missing 10 percent or more of days in a school year),<sup>ii</sup> children can lose many hours of potential learning. There is strong evidence that more time (e.g., higher dosage<sup>1</sup>) in quality early care and education is associated with positive outcomes for children, especially for disadvantaged children.<sup>iii</sup> Research also finds that chronic absence in the early grades is associated with lowered proficiency in reading and math, and increased retention.<sup>iv</sup> Chronic absences in the early years of schooling often set a pattern of absenteeism that continues into later grades.

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<sup>1</sup> Dosage is used here to describe the amount of time a child is exposed to an intervention, in this case pre-K. Dosage can refer to frequency (how often), intensity (how much of an intervention is delivered in a session), duration, session (i.e., full or half day), or cumulative dosage. For more information, see *Synthesis of Preschool*

# EDUCATION REPORT

ELIZABETH MORA

## DRDP Assessment

February was a busy month for our program. Teachers have been gathering observations to add to the DRDP assessment to support the 3rd DRDP reporting period. Children have been reaching their benchmarks as they continue to experience the many learning opportunities and experiences the classroom teacher provides and facilitates throughout the day.

## Developmental Domains

Children weave their learning throughout the Developmental Domains such as Cognitive, Social, Emotional, Physical and Language in creative and fun ways through play and exploration. This month we will provide ideas for families to continue the learning at home with intentional learning boxes. These boxes help children and families organize their play in the way the classroom organizes their learning

1. **Blocks.** Store wooden blocks, colorful pattern blocks, Legos, or homemade blocks in plastic tubs, along with clipboards, paper, and crayons. Children can create buildings and roads, then make signs to go with them.



2. **Dramatic Play.** Fill a box with clothes such as dresses, shirts, and suit jackets. Add accessories like hats, scarves, neckties, bags, and jewelry to make children's pretend play more exciting and elaborate. You could create separate prop boxes for different play themes—for example, a small briefcase, notebooks, paper, and pens for a prop box related to office play. Let the children's interests and imaginations guide their selection of clothes and props.

3. **Art.** Keep a box handy with different types of paper and drawing and painting materials. Add safety scissors and paste, so children can make collages or experiment with other art techniques.



4. **Math.** Include board games and puzzles. Add empty, clean, egg cartons or ice cube trays and materials for sorting, like buttons or old bottle tops. Add materials that children can use in inventing their own games—paper, crayons, and dice, along with pennies or buttons to use as player pieces. Add a ruler, a tape measure, and other items for measuring size and distance.

5. **Reading.** Store fiction and nonfiction books and magazines your child will enjoy in a basket that can be carried around the house or even outdoors. At bedtime your child can move the book basket near his bed for easy bedtime reading. You might also set aside a shelf in your child's room or make space on the bookshelf where you store your reading materials.



# MENTAL HEALTH & DISABILITIES REPORT

## AMY WILLEY

### Development Concerns Support and IEPs

During the month of February, the Disabilities Specialist attended 16 IEP meetings to support the developmental needs of students. Three referrals were placed to the appropriate LEA (Local Education Agency) for students with developmental concerns.

### North Los Angeles County Regional Center

Emotional literacy or the understanding of emotions, was an area of focus for the month of February.

The Disabilities and Mental Health Specialist attended a webinar through the National Center on Early Childhood Development, Teaching and Learning. This webinar addressed how families and early childhood educators work collaboratively to support the emotional needs of children. In the classroom setting, staff work on labeling emotions and provide students with the opportunity to identify what they are feeling throughout the school day. A number of support materials were presented at the webinar and included the following social-emotional resources:



### Some Starters for Giving Positive Feedback and Encouragement

- 😊 "You must feel proud of yourself for..."
- 😊 "You've done a wonderful job at..."
- 😊 "You have really learned how to..."
- 😊 "See how \_\_\_ has improved in..."
- 😊 "You have worked so hard..."
- 😊 "You do a dynamite job of..."
- 😊 "Excellent idea for..."
- 😊 "Brilliant thinking for..."
- 😊 "That's a cool way to ..."
- 😊 "Look how well s/he did at..."
- 😊 "That's a resourceful way of..."
- 😊 "You are a real problem solver for..."
- 😊 "You've really grown up because you..."
- 😊 "Give me an EXTRA HUGE high five for..."
- 😊 "You are being so respectful when you..."
- 😊 "You are creating some amazing things..."
- 😊 "WOW!! What a fabulous job you've done of..."
- 😊 "Class, I have an announcement!! Let's all give a hip, hip hooray to \_\_\_ for \_\_\_"
- 😊 "Look at all these terrific listeners! I know you are ready to listen because I see all eyes on me."



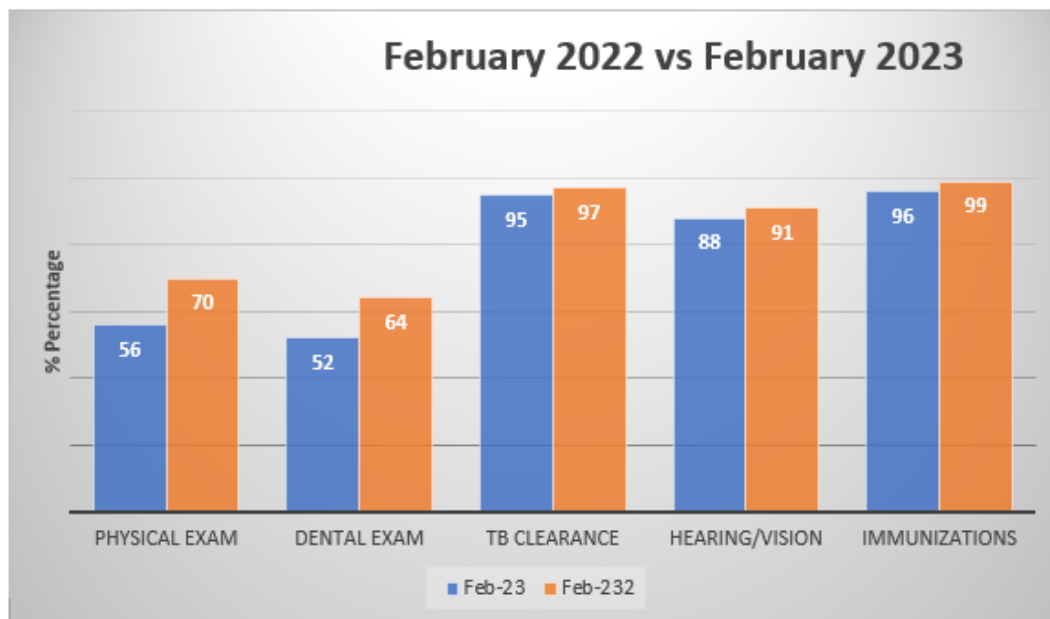


# HEALTH REPORT

**VICTORIA ERMILIO, MSN, RN, CSN**

## Physical Exams

The Health Team prepared for self-assessment in the month of February. We were monitored on, obtained health requirements for 2022 and 2023. All health requirements have showed improvement from the previous year. The greatest improvement was noticed in the “Physical Exam” requirement area. The health team collected 14% more physicals compared to the same time last year. Dental exams were a close second at 12%. We were asked, what was the reason for the increase in our numbers? The reason is, the health team is fully staffed and all team members work very well together. They are dedicated to providing the best care and service to our families. The health team is collaborating with FSAs and teachers to meet all health requirements. FSA and teachers are given a monthly health status report. This report shows children in their class or in their case load who have missing or expired physical or dental exams. Together, we are working as a team to share resources and obtain missing health documents and information.



## Contract Renewals

The health team is also working on renewing MOUs with our community health partners. These partners provide services such as eye exams, free glasses, vaccinations, well child checks, dental cleanings and cleaning and various other health services.



# **FAMILY COMMUNITY PARTNERSHIP & PROGRAM GOVERNANCE REPORT**

## **PAULINA PANDURO**

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### **Program Governance**

The Policy Committee met two times in the month of February for both a Special Call Meeting and the regularly scheduled Policy Committee meeting. The Executive Committee and Policy Committee Meeting met on Thursday, February 9th for the Special Call Meeting. Three of the Executive committee members along with staff met over zoom to discuss program updates and review the agenda and 8 Policy Committee members were present to approve recommendations. The regularly scheduled PC meeting was held virtually Wednesday, February 22nd. A total of 11 members were present, 8 members were voting. The follow recommendations were approved from both meetings:

- Approval of new hire – Accounting/ Data Processing Technician.
- Approval of HS BAR 2-2022.
- Approval of PI Fund Bar 1.

(Goal #3)

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### **Department of Social Services - Parent and Staff Information Session**

The ECE program connected with the Department of Public Social Services (DPSS) to provide an informational session for both staff and parents. Sixty-seven participants attended the virtual session. DPSS provided information on their programs such as CalFresh, CalWorks, Medi-cal, utility bill subsidized programs and many others. A question and answer segment also gave parents an opportunity to ask their own questions to the DPSS representatives. The following resources were provided to the families after the sessions:

- DPSS Website: [dpss.lacounty.gov](https://dpss.lacounty.gov)
- Download CalFresh App:  
<https://dpss.lacounty.gov/en/food/calfresh.html>
- Listing of the DPSS Offices:  
<https://dpss.lacounty.gov/en/resources/offices.html>
- CalFresh customers can visit county cultural attractions for free:  
[http://file.lacounty.gov/SDSInter/dpss/238997\\_Free\\_Fun\\_for\\_Families\\_ENG\\_13.pdf](http://file.lacounty.gov/SDSInter/dpss/238997_Free_Fun_for_Families_ENG_13.pdf)
- Difficulties with BenefitsCal, please email DPSS at  
[BenefitsCalSupport@dpss.lacounty.gov](mailto:BenefitsCalSupport@dpss.lacounty.gov)

(Goal #3)

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# NUTRITION

**LILLIE BIGLER, MS, RDN**

## Safe and Nutritious Meals

The Nutrition Department works continuously to assure that children receive safe and nutritious meals. With changes in COVID guidelines and regulations, the Nutrition Department was happy to announce and assist in the resumption of “Family Style Meals” in the classroom. Family style dining promotes and supports social, emotional, cognitive, and gross and fine motor skill development. Both children and staff participate in cleanliness, setting the table, serving and eating the food, and having conversations during the meal time. Below is a link to an article about the benefits of family style dining and tips to implement it. (Goals 1, 2, 3.)

## Why You Should Serve Family Style



Family style dining encourages learning and development not only at the table but away from mealtime as well. Children learn independence, social skills, and other important habits that will last them through adulthood.

For the complete article and tips for Family Style Dining, please click the [link](#).

## Why You Should Serve Family Style

**Resources for Free Food in  
the Antelope Valley**



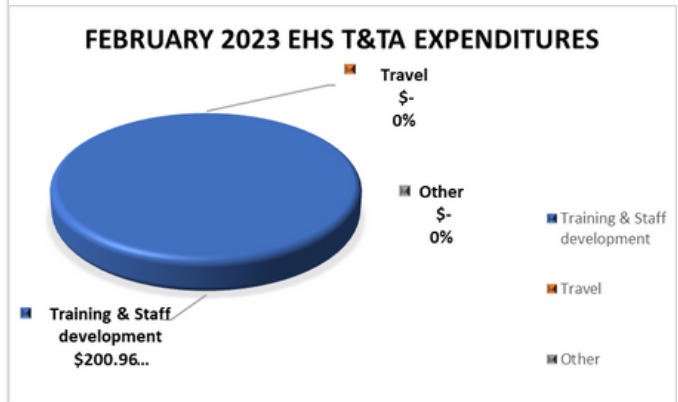
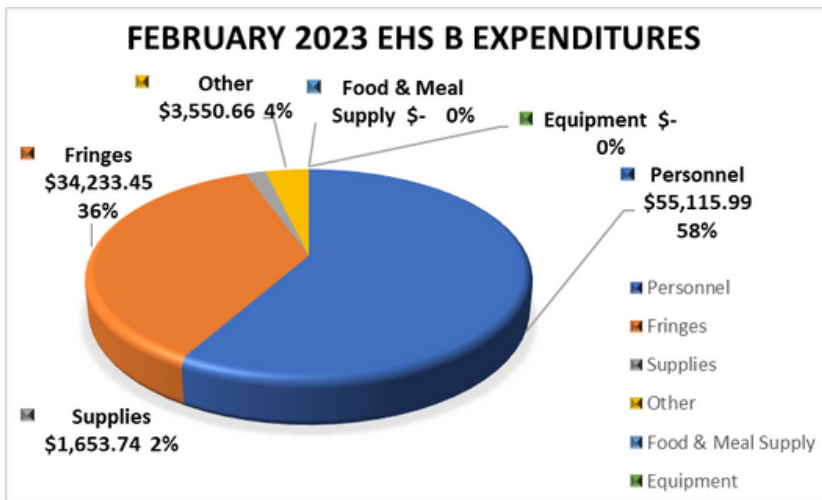
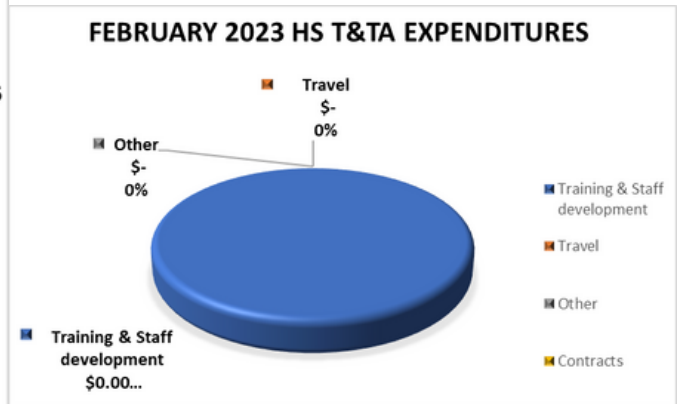
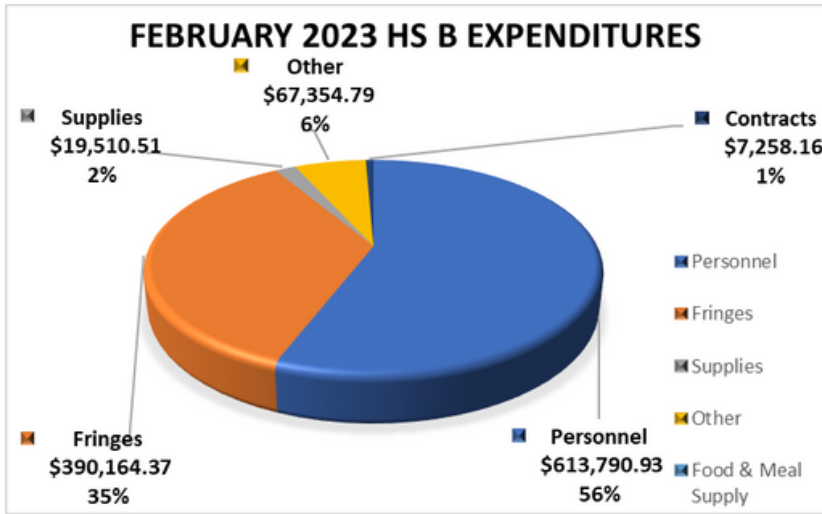
**Palmdale School District Menus**



# FISCAL REPORT

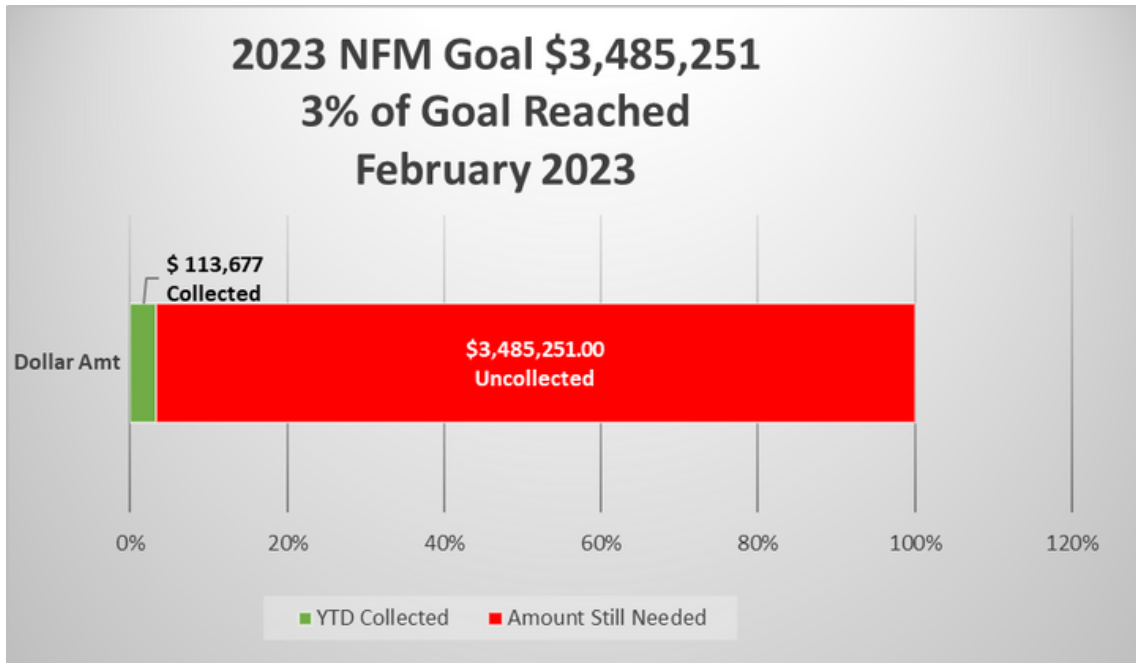
M. CARMEN SERRANO

## Expenditures for Head Start, HS T&TA, Early Head Start, EHS T&TA Programs



- Palmdale School District continues to offer breakfast and lunch through the Child & Adult Care Food Program (CACFP). The cost of adult meals, student snacks and paper supplies are reflected in the food and meal supplies. Snacks are claimed under the CACFP program.

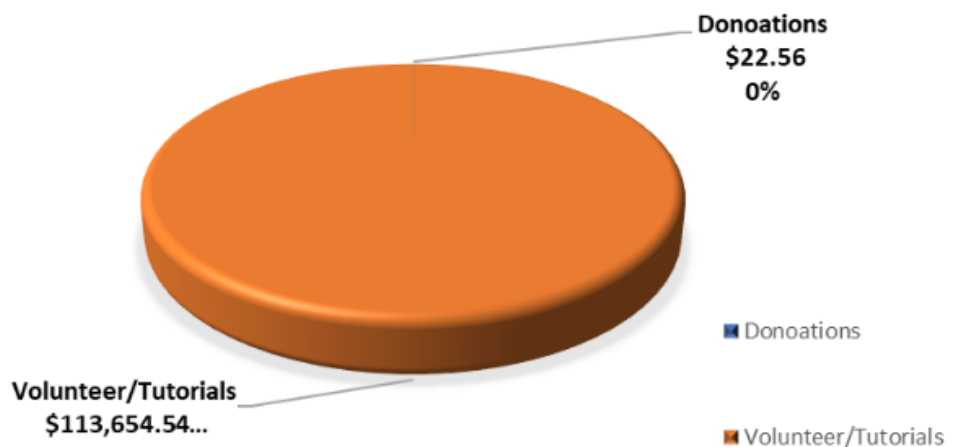
## Palmdale School District Early Childhood Education NFM Goal



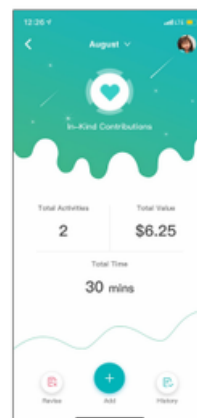
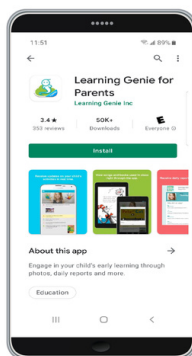
- Our goal for 2023 is to collect close to \$3.5 million in Non Federal Match (NFM)
- We need to average \$291,000 per month.
- We are currently at 3% of our goal.

### Non-Federal Match Parent Volunteer & Activity Submissions

#### NON-FEDERAL MATCH- FEBRUARY 2023



Parents and Families Can Submit Tutorials for In-Kind right from their phone or iPad with the Learning Genie App. **This includes Parent Meetings!**



# ADMINISTRATIVE REPORT

CHRIS BURTON & LISA FOWLER

## Compliance and Ratio

On a daily basis, Assistant. Administrators support the Admin. Clerk-Timekeeper to ensure the classrooms have adequate coverage to stay in compliance with the ratio. Due to the shortage of staff, at times, we might need to close a class if we cannot find appropriate coverage.

## Data Tour with CCRC CQI Monitor

On a daily basis, Assistant. Administrators support the Admin. Clerk-Timekeeper to ensure the classrooms have adequate coverage to stay in compliance with the ratio. Due to the shortage of staff, at times, we might need to close a class if we cannot find appropriate coverage.

## District Safety Meeting

Once a month, the Assistant Administrators join in on the Palmdale School District Safety Meeting to stay connected with the District safety guidelines and be updated of the new safety policies that the District has implemented.

## Title 5 & 22 Licensing Training

Assistant Administrators, along with Dr. Culver and the School Readiness Coordinator, attended a 1-day professional webinar, “Navigating the CA Title 5, 22 and Head Start Regulations,” presented by the EveryChild California organization on February 9, 2023 via zoom. This informational training reviewed changes occurring in the Head Start programs as well as topics such as staffing qualifications, and adult to child ratios.



## AP Trauma Training

Assistant Administrators attended a 4-hour session on Swift Tactical Trauma training, presented on February, 14, 2023. This specialized training, presented by Swift Tactical rep. Jason Ames, covered various School Safety preparedness and prevention goals such as active shooter response protocols, basic cause of trauma injuries and deaths, bodily injury zones and treatments, and how to use the emergency care equipment.





# ADMINISTRATIVE REPORT

CHRIS BURTON & LISA FOWLER

## Care and Supervision

Assistant Administrators communicate frequently with the teaching staff on the importance of Care and Supervision in the school setting. Our Care and Supervision policies focus on children's safety and procedures if a child receives any type of injury.

## Noon Duty Interview

February 28, 2023, Assistant Administrators interviewed for the Noon Duty opening. A candidate was recommended for hire.

## We Are Hiring

The PSD ECE is continuously hiring for ECE Teacher Assistants (TAs), ECE Substitute TAs, and ECE Substitute Teachers. Please log onto the PSD district website to apply ([www.palmdalesd.org](http://www.palmdalesd.org)).

## Teacher Observations

Assistant Administrators continuously go out in the field to formally and informally observe the teaching staff to ensure the site is safe, in compliance, teachers are providing quality instruction, students are engaged, and the climate is positive.



## Fire Extinguishers

All of our fire extinguishers in our office and at the sites were serviced by the Fire Ace company in the month of February 2023.



# DIRECTOR'S REPORT

DR. MELANIE CULVER

## New ECE Mascot and Logo

We are happy to announce that ECE now has its own mascot and logo! Our Superintendent, Dr. Raul Maldonado, has made updating the mascots and logos for all schools a priority over the last few years. He wanted to ensure that the ECE program was included in this district-wide plan. ECE will now have a Lion Cub as a mascot to represent Palmdale School District's youngest learners! Be on the look out for our new mascot and logo.



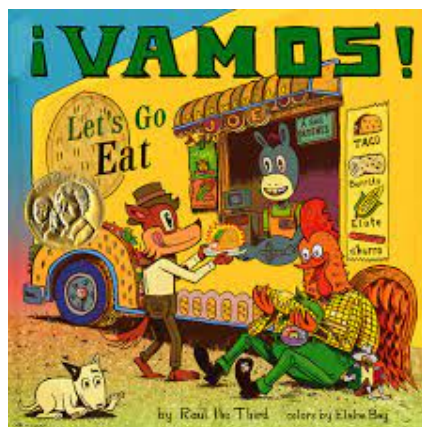
## Book of the Month: February

### LITERACY CORNER

Our February Book of the Month for Early Head Start and Head Start (Home-based and Center-based) children was *Vamos! Let's Go Eat* by Raul The Third. This book is a bilingual book that intertwines both languages as the characters go on a food adventure as they check out a variety of food trucks, mmm! This time the book was accompanied by a deconstructed taco that the children will be putting together as they or their families read the sequencing phrases that will give them the order they will place the ingredients in their tortilla. Sequencing is an important literacy skill that helps children process the events, organize them on a timeline and retell a story or a process to do something.

This time parents will have the opportunity to put the pieces together to create the activity. This is a great way for parents to get in-kind as they help their child put the activity together and use it as a teaching tool! The link to the read aloud is also down below.

***Don't forget to add your reading time to your Non-Federal Match Activities!***



Scan the QR  
Code for the  
YouTube Read  
Aloud of the  
story.



# DIRECTOR'S REPORT

DR. MELANIE CULVER

## Enrollment Reduction for 2023-2024

The Office of Head Start is encouraging programs to look at expenditures to find ways to prioritize increases in wages for staff. In order to do that, one of the recommendations is to reduce the number of enrollment slots for the program. In light of that guidance, we are looking to reduce our enrollment slots by 89 slots, from 1,107 to 1,018. This reduction will be achieved through normal teacher retirement at the end of the school year. The retirements in addition to teacher assistant vacancies will provide cost savings that can be applied to salary increases for certificated (teachers) and classified (teacher assistants, office staff, LVNs, custodial and warehouse) staff that result from union negotiations. These changes will be presented to our Policy Committee during our March 2023 meeting for consideration and approval.

### Non-Federal Match Reminder

On January 1, 2023, our Non-Federal Match count re-starts. Please be sure to log all activities in the Learning Genie app each week.



If you need assistance getting set up on the Learning Genie app, please contact your assigned Family Service Advocate.

Help us meet our Non-Federal Match Goal each month by logging your volunteer hours and at-home tutorials.

## Funding Increases for 2023-2024

On February 21, 2023, the Office of Head Start released program instructions about on-going funding increases that will begin in the 2023 contract year. The increases will be a 5.6% Cost of Living Adjustment (COLA) and funds to support Quality Improvement initiatives. These funds will be allocated to increase employee salaries and support increased costs of supplies due to inflation. The allocations will be in alignment with guidance from the Office of Head Start and presented to the Policy Committee for consideration and approval during the March 2023 meeting.

# DIRECTOR'S REPORT

DR. MELANIE CULVER

## Utility Bill Assistance



**LIHEAP**  
CLEARINGHOUSE

Keywords



[HOME](#) [STATE PROGRAMS](#) [TRIBAL PROGRAMS](#) [WHO WE ARE](#) [CONTACTS](#) [DISCONNECT POLICIES](#) [STATE SNAPSHOTS](#)

## Need Help With Your Energy Bills?

[Leer en Español](#) | [查看简体中文版](#) | [查看繁體中文版](#)

The Low Income Home Energy Assistance Program (LIHEAP) helps keep families safe and healthy through initiatives that assist families with energy costs.

### Find Assistance:

#### CALL

Energy Assistance Hotline



Call toll-free 24/7:

**1866-674-6327**

Representatives are available  
Weekdays from 9:00am - 7:00pm (ET)

#### EMAIL

Energy Assistance Hotline



E-mail:

**energyassistance@ncat.org**

Include your city, county, and state

#### SEARCH

LIHEAP Office Search Tool



Search by:

**State  
Territory  
Tribe**

#### Maravilla Foundation

5729 E. Union Pacific Ave.  
Commerce, CA 90022

This provider offers energy bill assistance and weatherization services to low-income Californians in your area.

#### Contact Info

Phone: (323) 721-4162  
Toll-free: (800) 906-4651  
Weatherization Services: (323) 869-4600, (323) 869-4623

Monday through Friday: 8:00 a.m. to 4:30 p.m.

Website: <http://www.maravilla.org/Services/Utility-Assistance>

#### Additional Office Location

Lancaster Office  
43460 Sahuayo Street, Lancaster, CA 93535  
By appointment only

### LIHEAP Services:

Depending on where you live, you could get help with:

#### Energy Bill Assistance



Help with paying for home energy bills including electricity, natural gas, propane, fuel oil, or wood.

#### Weatherization Support



Make your house more energy-efficient to reduce costs.

#### Crisis Assistance



Priority assistance for households without (or in danger of being without) heating or cooling.

#### Equipment Repair & Replacement



Assistance fixing your heating and cooling equipment.

#### Energy Education



Provides resources and strategies to assist in managing home energy usage and bills.

#### Disaster Assistance



Support during or after a natural disaster.

### How to Apply for Services:

- Disconnection Notice: Pick up an application during office hours at their walk-in site
- Call to request an application
- For zip codes: 93243, 93510, 93532-93591, call toll free (800) 906-4651

### Documents Required for Energy Services:

Documents required to apply for energy services include current income documents for your household and the most recent utility bill. Additional documentation may be required during the application process. Please contact the service provider for more information.

# DIRECTOR'S REPORT

DR. MELANIE CULVER

## Assistance Information for Families

### How Head Start Can Help You Access Utilities Assistance

You may have trouble paying for utilities — such as heating, cooling, your cell phone, and internet service — during emergencies and natural disasters. Head Start and Early Head Start family services staff and home visitors can partner with you to:

- Access energy assistance
- Access cell phone and internet service assistance
- Track your progress and celebrate your successes

Scan the QR Code  
to go to the  
LIHEAP Website



### Access Energy Assistance

You may struggle to pay your electric, gas, heating oil, and water bills during an emergency or natural disaster.

- **Contact the utility company.** As a general rule, the best thing to do when you can't pay your bills is to call the utility company and open up a line of communication.
  - You can call and explain your situation and see what kind of arrangements can be made with the utility.
  - Remember to keep a written record that you called and explained your hardship. Write down the day and time of your call, as well as the name of the customer service representative you spoke with.
  - You can also check with your local government to see if a state of emergency has been declared for your community. If so, service shutoffs may be temporarily suspended.
- **Low Income Home Energy Assistance Program (LIHEAP).** [LIHEAP](#) funding was approved to help families with their home energy needs.
  - You can contact your state's or tribe's Low-Income Energy Office to determine your eligibility and apply for energy assistance. Visit the [LIHEAP website](#) to learn more.
- **National Energy Assistance Referral (NEAR).** If you need help finding your local Low-Income Energy Office, call the National Energy Assistance Referral ([NEAR](#)) service toll-free at 866-674-6327 or TTY 866-367-6228.
  - You can also visit the [NEAR website](#) or email [energyassistance@ncat.org](mailto:energyassistance@ncat.org). Remember to include your city, county, and state in your email message.
  - [NEAR](#) is a free service for people who want information on how to apply for [LIHEAP](#). This program may pay part of the energy bills of eligible families with low incomes.
- **Ineligible for LIHEAP.** If your income is too high to qualify for [LIHEAP](#) but you need help paying for energy bills, a local social services agency or nonprofit organization may have funds to help. Ask your family services staff or home visitor to help you find local agencies that can help.
  - You can also contact your gas, oil, or electric company to ask about budget billing programs or new payment options, especially for customers with disabilities who are on Supplemental Security Income (SSI).






# DIRECTOR'S REPORT

DR. MELANIE CULVER


## Assistance Information for Families

### Access Phone and Internet Service Assistance

Cell phones, landline phones, and internet access are critical services during emergencies and natural disasters. You need them to communicate with others and access information when face-to-face interactions are limited.

- **Contact your service provider.** If you are worried about paying your bill, reach out to your landline phone, cell phone, or internet service company.
  - Ask what kind of arrangements they can make to help you, such as setting up a payment plan.
  - Also ask if the company has decided to waive late fees or suspensions of service during the emergency.
- **Access financial assistance.** If you do not have access to the internet or need help paying for landline phone or cell phone service, your family services staff or home visitor can connect you to [Lifeline](#) . It is a federal program that helps make communications services more affordable. Lifeline gives subscribers a discount on monthly telephone and internet services purchased from participating companies.
- **Access computers at your Head Start program.** Ask program staff if families can use computers and internet access at your program's location during the emergency.

#### The Affordable Connectivity Program

The [Affordable Connectivity Program](#)  replaced the Emergency Broadband Benefit Program on Dec. 31, 2021. Households enrolled in the Emergency Broadband Benefit Program as of that date will continue to receive their current monthly benefit during a 60-day transition period.

Under the new program, if your household is eligible, you can receive:

- Up to a \$30/month discount on your internet service
- Up to a \$75/month discount if your household is on qualifying tribal lands
- A one-time discount of up to \$100 for a laptop, tablet, or desktop computer (with a co-payment of more than \$10 but less than \$50)

Only one monthly service discount and one device discount is allowed per household.



# DIRECTOR'S REPORT

DR. MELANIE CULVER

**It's Tax Time!**

## Tax Time Checklist: Prepare for Tax Season

 [eclkc.ohs.acf.hhs.gov/publication/tax-time-checklist-prepare-tax-season](https://eclkc.ohs.acf.hhs.gov/publication/tax-time-checklist-prepare-tax-season)

Use this checklist to gather the information you need to file your 2022 taxes and avoid multiple trips to your tax preparer. This checklist can also be used by those who don't usually file taxes.

### Free Tax Services Available

The [Volunteer Income Tax Assistance \(VITA\)](#) program offers free tax help to people who need assistance preparing their tax returns, including people who make \$60,000 or less, persons with disabilities, and taxpayers with limited English proficiency. Families can usually find VITA sites in community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations. To locate a VITA program near you, use the [VITA Locator Tool](#) or call (toll-free) 888-227-7669.

The [IRS Free File](#) offers many online resources and tax help. Find tax forms, instructions and publications, online payment options, and more. Individuals can even prepare and file their federal income tax online for free.

### What to Bring

#### Tax Documents

- Photo ID
- Social Security card or verification letter, or Individual Taxpayer Identification Number (ITIN) assignment letter for all family members
- W-2 forms for all jobs worked in 2022
- Form 1099-G for unemployment compensation and state or local tax refunds
- Form W-2G and other 1099 forms for other income in 2022 (Example: 1099-K is for transactions exceeding \$600)
- Child care provider name, address, tax ID number, and the amount you paid them in 2022 for child care costs
- A copy of last year's state and federal tax returns
- Other applicable tax-related documents, such as interest statements, federal loan documents, and retirement statements

*QR Code for Volunteer  
Income Tax Assistance  
(VITA)*





# DIRECTOR'S REPORT

DR. MELANIE CULVER

## It's Tax Time! cont.d

### Health Insurance Documents

- Forms 1095-A, B, or C, Affordable Health Care Statements, or health insurance exemption certificates

### Bank Account information\*

- Banking or credit union account information
- Voided check or savings deposit slip

\*These documents can help you quickly deposit your refund and use some of it for savings.

### Identify Protection PIN (IP PIN)

- An Identity Protection PIN (IP PIN) is a six-digit number that prevents someone else from filing a tax return using your Social Security number or ITIN. The quickest way to get your IP PIN is to use the [Get an IP PIN](#) tool, available in mid-January 2023.

Source: [Tax Time Checklist: Make the Most of Your Tax Refund](#) , from the Consumer Financial Protection Bureau

### Read more:

[Economic mobility](#), [Family financial security](#),  
[Family Support and Well-being](#)

*Last Updated: December 28, 2022*



# DIRECTOR'S REPORT

DR. MELANIE CULVER

## Resources from the Department of Public Social Services



**ESSENTIAL  
DPSS**

**HOPE is Just One Phone Call Away  
(866) 613-3777**

**dpss**  
DEPARTMENT OF  
PUBLIC SOCIAL SERVICES



DPSS is committed to keeping the public informed about essential benefits, as well as resources offered by other service organizations in the county. Please help us to share this important information with those in your community who need it most.

FOR PAULINA -TRANSLATION



**THE  
METROLINK  
LOW-INCOME  
FARE DISCOUNT  
PROGRAM**

**PROGRAMA DE  
DESCUENTOS EN  
LAS TARIFAS PARA  
PERSONAS DE  
BAJOS INGRESOS**

income fare discount  
s a 50% discount on  
ticket or pass for riders  
California Electronic  
Benefit Transfer (EBT) card.

**METROLINK**

Scan for more information  
or visit [metrolinktrains.com](http://metrolinktrains.com)

**dpss.lacounty.gov**

**dpss**

### **METROLINK'S NEW LOW-INCOME FARE DISCOUNT PROGRAM**

Metrolink's new Low-Income Fare Program is available now offering Metrolink tickets for free transfers on participating transit agency services in Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties. Tickets are only available for purchase from Metrolink ticket machines. Learn more at [Low-income Fare Discount Program \(metrolinktrains.com\)](http://Low-income Fare Discount Program (metrolinktrains.com)).

# DIRECTOR'S REPORT

DR. MELANIE CULVER

## Information from the Department of Social Services



**LOS ANGELES COUNTY  
CHILD SUPPORT  
SERVICES**

**Choose what works  
best for YOU:**

**In-person  
or Virtual  
Interviews!**

Visit our website at **[cssd.lacounty.gov](https://cssd.lacounty.gov)**  
and click on  
**"appointments"** to  
schedule your  
in-person or virtual  
interview!

 (866) 901-3212

 [cssd.lacounty.gov](https://cssd.lacounty.gov)

### **CHILD SUPPORT SERVICES OFFERING VIRTUAL AND IN-PERSON APPOINTMENTS**

The L.A. County Department of Child Support Services now offers both virtual and in-person appointments. Visit [Child Support Services – Los Angeles County \(lacounty.gov\)](https://lacounty.gov) and click on "appointments" at the top to select your office location and schedule an in-person or a virtual interview. For more information, call (866) 901-3212 or Live Chat at [Child Support Services – Los Angeles County \(lacounty.gov\)](https://lacounty.gov).

# Reading is Key!

ECE is committed to ensuring our students complete our program ready for success in elementary school and beyond! Research shows that "simple access to books is one of the biggest obstacles—and perhaps the biggest opportunity—in equalizing children's literacy. The number of books in a child's home has been shown to be the best predictor of his or her scores on reading exams," (Bridges; Children's Literacy Foundation). In an effort to assist families in increasing the number of books children can access in the home, our program is providing books for children and families. There are many educational benefits to reading with your child at a young age. Here are a few of the key reasons:

**Books create warm emotional bonds between adults and kids when they read books together.**

**Books help kids develop basic language skills and profoundly expand their vocabularies**—much more than any other media.

**Books are interactive; they demand that kids think. Fiction and nonfiction books widen our consciousness.** They give us new ways to think and new ideas. They expand our universe beyond time and place and inspire our own original thoughts.

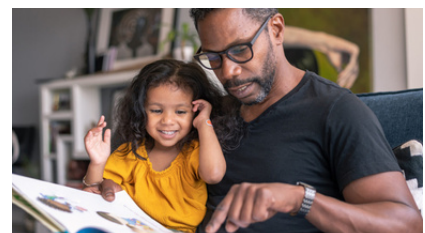
**Books develop critical thinking skills.** A book is read by an individual. It has no laugh track or musical score that emotionally primes a reader's reaction. You alone decide what you think about a book and its contents with no one leaning over your shoulder telling you how to think.

**Books develop and nourish kids' imaginations, expanding their worlds.** Picture books introduce young children to the world of art and literature. Novels and nonfiction books stimulate kids' sensory awareness, helping kids to see, hear, taste, feel, and smell on an imagined level. Books inform our imaginations, inspiring creativity.

**Books provide the opportunity to share cultural experiences.** When kids read the same book, enjoying a common reading experience, peer bonds are built within a generation. When children, parents, and grandparents share classic books, extended familial and community bonds are formed creating a shared frame of reference.

**BOOKS INSPIRE US TO DREAM.**

**BOOKS GIVE US THE TOOLS TO ACHIEVE OUR DREAMS.**



Link to full article, ["Why Do Kids Need Books?"](#)

## *References*

*Why Do Kids Need Books?* - The National Children's Book and Literacy Alliance (2022)

Bridges, Lois. "Access to Books." *Make Every Student Count: How Collaboration Among Families, Schools, and Communities Ensures Student Success*. Scholastic.com. Scholastic, 2013, pp. 49-67.

Children's Literacy Foundation. "Research." Clifonline.org. Children's Literacy Foundation, 2016.



# Palmdale School District Information

## **TUNE IN to the Palmdale Promise Radio Show**

Listen to KUTY 1470 AM or 96.9 FM, Monday through Friday from 6:30-7:30 a.m. to hear helpful information about the Palmdale School District's many departments, programs, and schools.



## **We Are Hiring!**

**Join our team and make a difference!**

We are currently hiring for the following positions:

- Bilingual Early Childhood Education Teacher Assistant (Spanish)  
185 Days - \$15.33 - \$18.64 hourly
- Early Childhood Education Teacher Assistant  
185 Days - \$15.33 - \$18.64 hourly
- Substitute Early Childhood Education Teacher Assistant  
\$15.00 hourly
- Noon Duty/Campus Assistant  
182 Days - \$15.50 hourly

Job information and application can be found at:

<https://www.governmentjobs.com/careers/palmdalesd>

## **Helpful Resources for Families**

### **Food and Nutrition**

DYK? There are #WIC updates in the American Rescue Plan. Families who are already enrolled will see automatic adjustments. Newly eligible families can enroll through their local WIC office:

<https://www.fns.usda.gov/contacts?f%5B1%5D=program%3A32> **#InvestingWithFamilies**

### **Rental Assistance**

The American Rescue Plan makes more funding available for people with overdue rent. Additional transitional and permanent housing will also be available for eligible families. Explore the facts:

[https://home.treasury.gov/system/files/136/FACT\\_SHEET-Emergency-Rental-Assistance-Program\\_May2021.pdf](https://home.treasury.gov/system/files/136/FACT_SHEET-Emergency-Rental-Assistance-Program_May2021.pdf)[PDF, 169KB] **#InvestingWithFamilies**

### **Tax Credits**

For many people, making ends meet throughout the year is tough, and saving regularly may seem unrealistic. Find tips for using some of your tax credit refunds to prepare for unforeseen expenses throughout the year: <https://www.consumerfinance.gov/start-small-save-up/start-saving/how-to-use-your-tax-refund-to-build-your-emergency-funds/> **#InvestingWithFamilies**

Discover tips for using ARP tax credits to open a savings account to help you reach your long-term goals, such as owning a home. [https://files.consumerfinance.gov/f/documents/cfpb\\_your-money-your-goals\\_place-for-savings\\_tool.pdf](https://files.consumerfinance.gov/f/documents/cfpb_your-money-your-goals_place-for-savings_tool.pdf) **#InvestingWithFamilies**

### **Energy and Water Assistance**

The ARP makes additional funds available for energy and water assistance. Find out whether these emergency assistance funds are available for your family: <https://communityactionpartnership.com/find-a-cap/?cid=fd585d5730f813ab478b1153034908e1&cid=79294566037037bc15f030fd7eaa5a9e>

**#InvestingWithFamilies**

### **Emergency Housing Vouchers**

Do you need assistance with housing? Learn if your family is eligible to access housing vouchers:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts?cid=fd585d5730f813ab478b1153034908e1](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts?cid=fd585d5730f813ab478b1153034908e1) **#InvestingWithFamilies**