



KAI MING HEAD START ANNUAL REPORT 2016





Kai Ming is an agency that continues to progress and seeks to meet the needs of children and families in an innovative fashion. In July 2016, Kai Ming opened Rainbow Center- an infant/toddler center. Within the community, there are few center-based options for families with children one month to three years of age. The Board and program have been aware of the need and the possibilities of services for young children within the Head Start framework.

Our Rainbow Center represents Kai Ming's expansion into the infant/toddler arena.

Also, a word of thanks to our dedicated, hard-working staff as they continue implementing and developing high standards for program quality, the ultimate success of any program depends on leadership, and we would like to express our appreciation for the capable leadership of the Executive Director, Jerry Yang.

As we move forward with hope for the future and gratitude in our hearts, we recognize this work is worthwhile and we look forward to the year ahead.

Karen Chin, Chairperson

Executive Summary

Kai Ming Head Start has been part of the Chinatown community for more than **40 years**. During that time, we have made serving the community's needs our number one priority. This year, we have been busy restructuring the organization, hiring new staff, enhancing all sites and upgrading our operational effectiveness to ensure more reliable and **accountable systems**. We operate **15 Head Start classrooms and 3 State Only Classrooms within 8 centers** and employ **115 staff**, of which **34** are **former parents**.

Kai Ming Head Start is funded to serve **300 Head Start** children between the ages of 3 and 5, and 41 State funded infant, toddlers & preschoolers. This year, our cumulative Head Start enrollment was **309** children, of which **138** were 3-year-olds and **171** were 4-year-olds. Of the total number of families enrolled, **154** were new enrollees. In addition, the State funded program served 9 infants, 12 toddlers and 20 preschoolers. Over **270** parent/family volunteers worked alongside our education staff to provide quality services to Kai Ming children.

We are continuously working to **increase access** to services for these children and families and to help ensure school readiness. All children had access to **health care coverage** and were up-to-date on their schedules of preventive and primary health care. In addition, all children were provided access to **dental care**. We also served children with Individualized Education Plans (IEPs) across all eight (8) centers.

This year, we continued to enhance services to our families based on our community assessment. These enhancements included: A Parent Cafe Project, Father Engagement, Literacy Project, and a Dual Language Learning Demonstration site, as well as a Montessori-inspired classroom. As a learning organization, we continue to develop and implement accountable and reliable systems to ensure the delivery of intentional services to families.

We are proud of our continuous progress, and we invite you to join us in celebrating our success as we look ahead to the new year.

Jerry Yang, Ph.D.
Executive Director
December 2016

A Brief History of Kai Ming Head Start

Kai Ming, Inc. is a non-profit 501 (c) (3) Head Start agency that was established in 1975. It is our passion to provide high quality services to low income children and their families living in San Francisco through comprehensive services that are responsive to children's cultural and linguistic diversity, varied abilities, and diverse socio-economic backgrounds.

Throughout the years, the intent and vision of the program have always been to meet the high demand and need for early learning and family support services with an emphasis on quality, accountability and efficiency. Kai Ming is proud to be part of the family of Head Start programs rich in tradition, history, and quality. Alongside other accomplishments, we also celebrate our designation as a direct Head Start grantee. Here is a brief history of Kai Ming Head Start:

1970s

- Kai Ming became a delegate Head Start Agency.
- Operated four centers in Chinatown.

1980s

- As primary population began to grow throughout the city, Kai Ming recognized the need to expand services to meet the demand.

1990s

- Expanded services to Outer Richmond and Sunset Districts

2000s

- Expanded services to the Financial District.
- Became a Head Start grantee through a competitive process.
- Expanded services to seven center-based sites.
- Provided full day services.

2016s

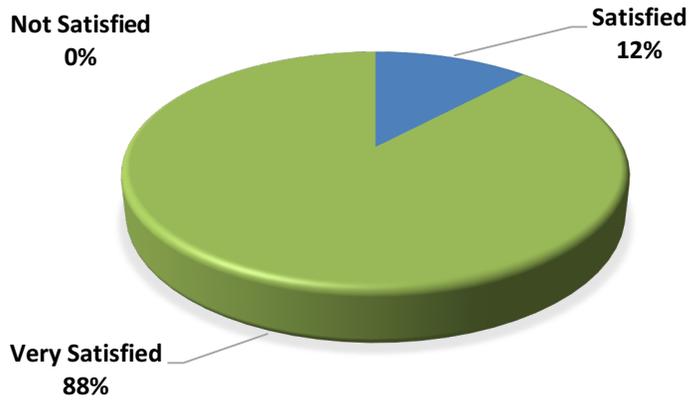
- Acquired State-only funded site (Rainbow Center).

The foresight and organizational goals of our founders have driven us to provide comprehensive and high quality services to help families achieve stability, self-sufficiency, and school readiness. It is that same vision which drives Kai Ming today.

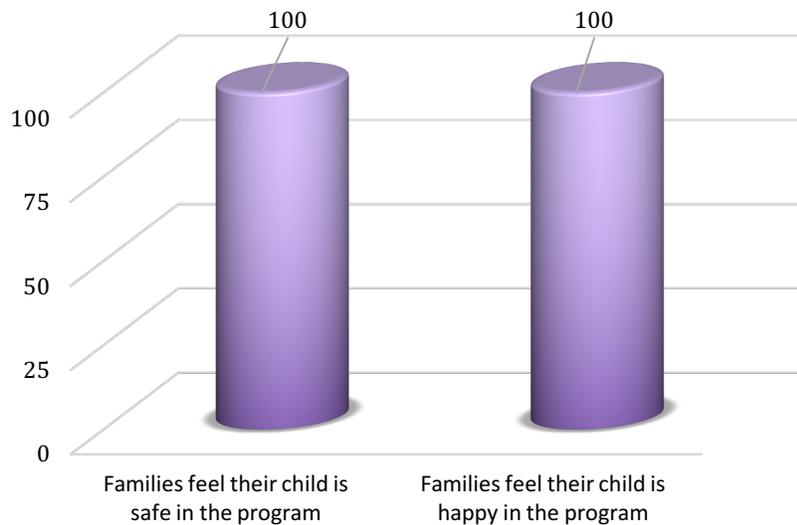
2016 Parents Survey Outcome

A survey conducted with 100% of our parents, revealed that 100% of families feel their child is safe and happy in the program.

HOW SATISFIED ARE YOU WITH THE OVERALL QUALITY OF THE PROGRAM



PERCENTAGE OF FAMILIES SATISFIED



As children grow, so does their curiosity and desire to learn. The early years in a child's life are critical in their development and a key time to equip children for a lifetime of learning and growing.



Our framework for effective practice at Kai Ming Head Start involves supporting school readiness for all children in our program. We provide engaging interactions and inclusive environments as our foundation, which stems from research-based curricula and teaching practices. We conduct ongoing assessments, and provide individualized early care and education services that are responsive to children's cultural and linguistic diversity, varied abilities, and socioeconomic backgrounds.

Teachers participate in ongoing professional development through support from the Education Managers and Preschool for All Early Learning Coaches. Through collaboration with our community partners, we also provide curriculum enhancements to further support children's growth and development across all developmental domains. As families are an essential part of our program, Kai Ming teachers partner with parents to identify goals for their child's learning and development, and create activities to support learning both at home and at school.

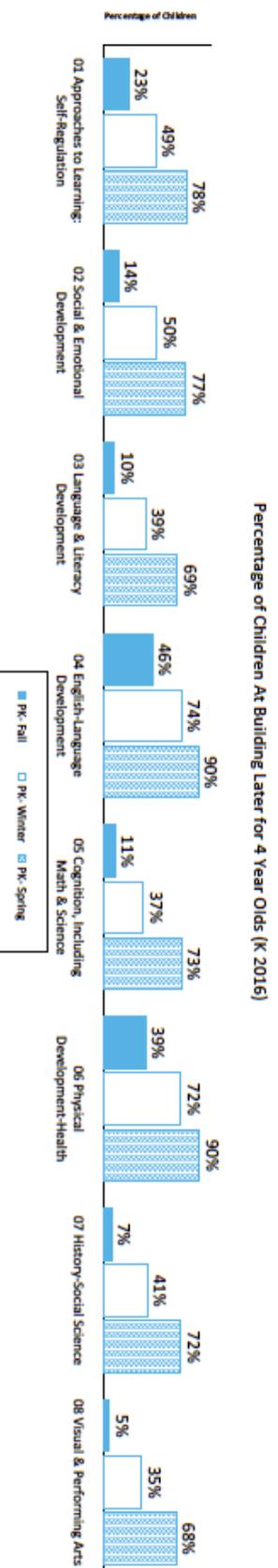
Using the DRDP 2015PS©, teachers observe, document, and reflect on the learning, development, and progress of all children in the program to ensure that they are making progress towards their individualized school readiness goals, and to develop classroom and program wide action plans. The graph on the following page displays the Percentage of Child Ratings in the Top Developmental Levels by Domain during the Spring 2016 developmental assessment.

School-Readiness (4 Year Olds Entering Kindergarten in 2016)

KMHS DRDP 2015@ Report for Spring in School Year 2015-2016

The outcomes of this report should be used as one of many tools to guide the curriculum planning process. The DRDP 2015 Tool and this report were not designed to "grade" the children, teachers, or the school and should not be used for those purposes. The Preschool DRDP 2015 Assessment is comprised of 56 measures within 8 Domains.

DOMAIN LEVEL RESULTS



Kai Ming is an inclusive program with enrollment slots available for children of all abilities, especially those with diagnosed disabilities and special needs. Teachers work tirelessly to include children with special needs, disabilities, and cognitive, behavioral, and emotional challenges. In order to better support children's needs, teachers receive inclusion training to develop their skills and give them strategies in how to work most effectively with all children. The San Francisco Unified School District, provides specialized services such as speech and language therapy, physical therapy, and special day class to our students with diagnosed disabilities. Kai Ming teachers partner with SFUSD special education teachers to share information about the children who receive services from both programs, to discuss effective strategies, and to observe how special education teachers teach in their classes. Kai Ming teaching staff participate in Individualized Education Program (IEP) meetings with the children's parents and related professionals. Attending IEP meetings helps teachers to understand the children's educational goals and how to best incorporate these goals and objectives into their individualized lesson plans.

Kai Ming partners with various city programs to better provide inclusive services to all children. Kai Ming receives support from the San Francisco Inclusion Network. An Inclusion coach provides short-term, on-site training and technical assistance to our teachers. The coach assists teachers in developing appropriate inclusive practices in the classrooms. Kai Ming also collaborates with the Fu Yau Project to provide mental health services at all eight of our centers. Mental health consultants support children in the classroom, train teaching staff on various strategies, and give parent workshops aimed at developing effective parenting skills. During our 2015-2016 school year, we assisted 33 children with identified disabilities to receive the services specified in their Individualized Education Plan (IEP). In addition, 100% of children enrolled received additional mental health services through our partnership with the Fu Yau Project.



Through parent, family and community engagement, Kai Ming supports families in achieving their goals. The Family Advocates provide community resources, information and workshops in helping families in the goal setting process. This year, **309 families** were supported in pursuing their goals. Parents received ongoing support through trainings, workshops and referrals for community services, including: job training, financial literacy, parenting classes, and nutrition classes.

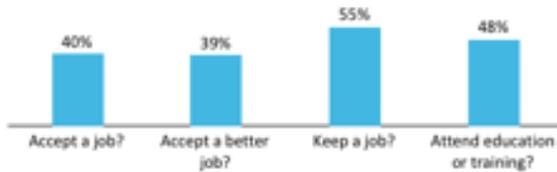
We support parent and family participation and encourage volunteering in the classroom, on field trips, and attendance at parent committee meetings. Through these opportunities, parents learned to become more confident and self-reliant and have deeper involvement in their children's school readiness process.

Family Well-Being

In the 2015-2016 school year, 66% of parents reported that the program allowed them to accept a job, keep a job, accept a better job or attend education or training. As illustrated below:

Increased Job Stability Pursuit of Educational Opportunities

66% of parents reported that the program allowed them to accept a job, keep a job, accept a better job, or pursue education or job training.



	# of Parents
Accept a job?	94
Keep a job?	137
Accept a better job?	92
Attend education or training?	116



Head Start programs have a specific set of requirements to assist program leaders in identifying, recruiting, and selecting children and families with the greatest need.

This year, Kai Ming provided high quality comprehensive services to **309 children and families**, including **138** three-year-olds and **171** four-year-olds. In addition, our new Rainbow Center provided services to **41 children and their families**,

including **9** infants, **12** toddlers, and **20** preschoolers. Kai Ming children and families represent diverse ethnic and cultural backgrounds.

The large majority of Kai Ming's families have an income level below the federal poverty guideline. This number includes **low-income** families, foster families, new immigrants, and homeless families.

The **Policy Council**, which is comprised of parent representatives from all eight Kai Ming centers, approves the recruitment plan and selection criteria each year.

This year, Kai Ming's monthly **Average Daily Attendance** rate across our eight centers was **91%** - a testimony to the diligence of the recruitment staff in helping maintain impressive results on a key performance benchmark.

Kai Ming believes that families thrive when the child and family are healthy. Our family advocates work together with families to ensure understanding of the results of required annual medical, dental, and nutritional assessments. During the 2015-2016 program year, 100% of our children were connected to a medical home and dental home, and all children were enrolled in a medical insurance program. At the beginning of the program year, two thirds of our enrolled children were up-to-date on the California schedule of comprehensive and preventive health care services for medical, dental, developmental and mental health. By the end of the school year, all of our students were up-to-date. Our staff collaborate with families to identify areas of concern which could need additional attention from our staff or outside specialists. Staff assisted 13% of parents in receiving services to address their child's health conditions such as anemia, asthma, vision problems, hearing difficulties, and high lead.

Our program has long standing partnerships with a variety of high quality community organizations that provide vital health services for our children and ensure our children are healthy and ready to learn. Our partnership with the San Francisco State University School of Nursing provides opportunities for collaboration to complete onsite health screenings such as hemoglobin, lead, height and weight, hearing, and blood pressure. These Pediatric and Community Health nursing students provide trainings for our center staff, parents, and children while gaining invaluable hands-on experience. Another partner providing innovative collaboration with our program is Prevent Blindness Northern California. Prevent Blindness conducts comprehensive vision screenings for all of our students and offers exams, prescriptions, and a free pair of glasses for roughly one in ten of our preschoolers.

Our families benefit greatly from nutrition workshop series provided by our partners at the UC Cooperative Extension. Nutrition Educators collaborate with our Family Advocates to recruit parents to attend a six-week workshop where families learn quick healthy recipes, techniques for preparing food on a budget, and the importance of physical activity. Additionally, Kai Ming continued our latest partnership with Native American Health Centers to provide free onsite dental exams and fluoride varnish to improve the oral health of our students and increase awareness of the critical link between oral health and overall wellbeing.

Kai Ming Head Start 2015-2016: By The Numbers

309

THE NUMBER OF CHILDREN SERVED.

277

THE NUMBER OF PARENT VOLUNTEERS.

91%

THE MONTHLY AVERAGE DAILY ATTENDANCE RATE.

303

THE NUMBER OF FAMILIES SUPPORTED IN REACHING THEIR GOALS.

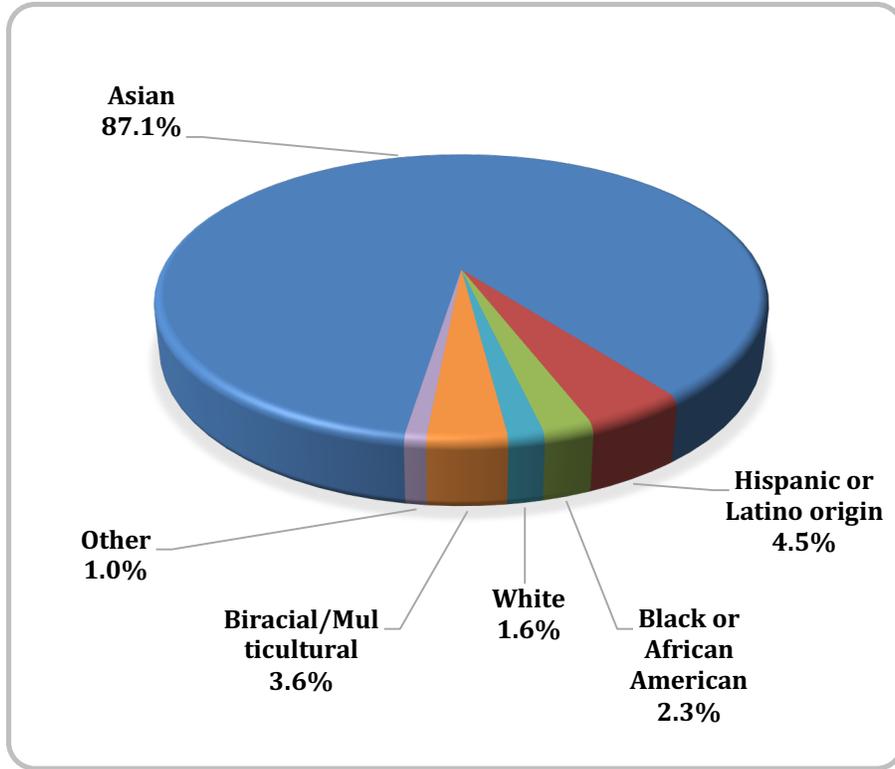
RELIABILITY

ACCOUNTABILITY

INTENTIONALITY

Demographics

RACE & ETHNICITY OF CHILDREN AND FAMILIES SERVED

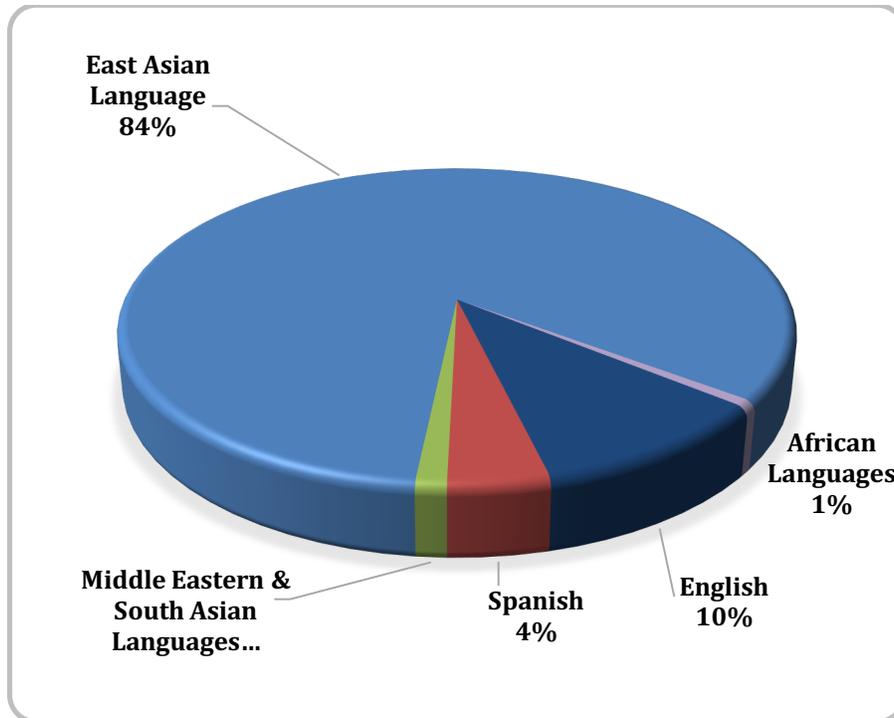


Race & Ethnicity

Asian	269	87.06%
Hispanic or Latino origin	14	4.53%
Black or African American	7	2.27%
White	5	1.62%
Biracial/Multiracial	11	3.56%
Other	3	0.97%
	309	100.00%

Demographics (Cont'd)

LANGUAGES SPOKEN BY FAMILIES SERVED

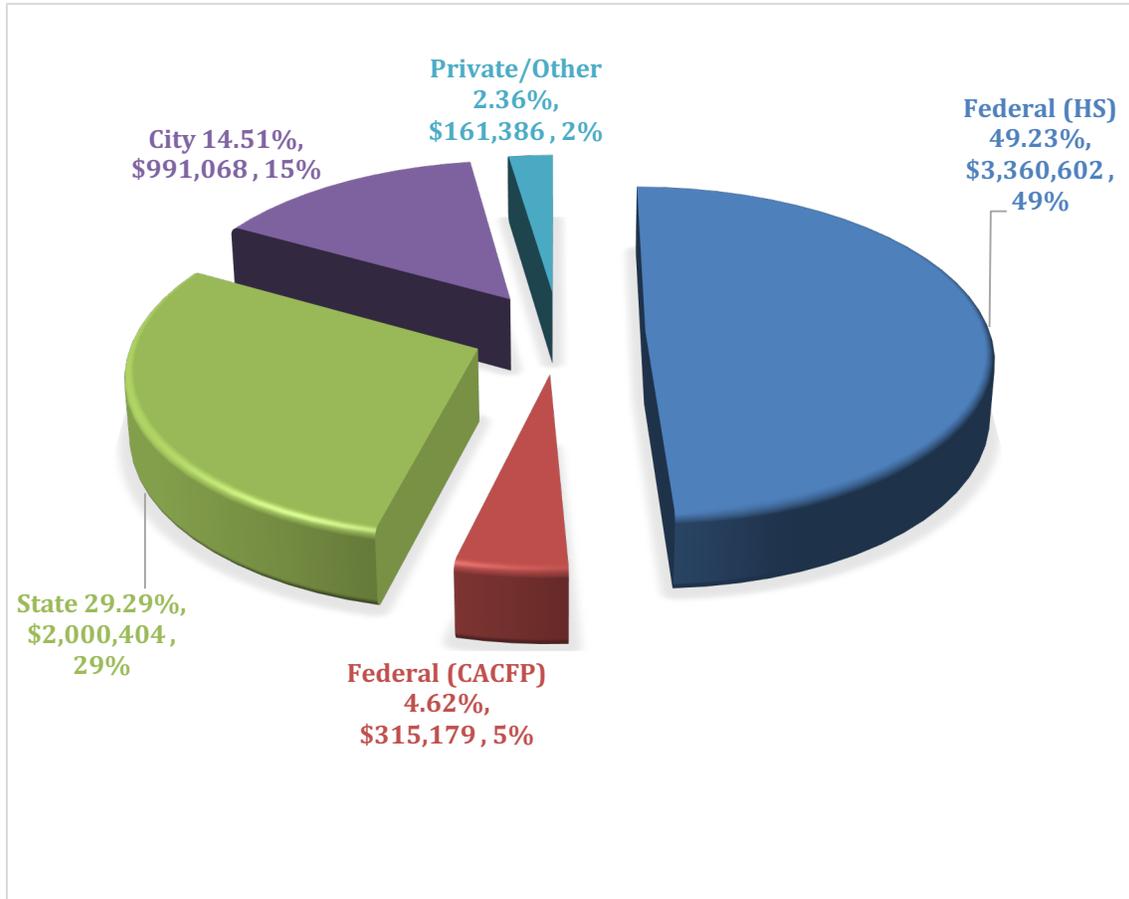


Languages Spoken

East Asian Languages	258	83.50%
English	32	10.36%
Spanish	13	4.21%
Middle Eastern & South Asian Languages	4	1.29%
African Languages	2	0.64%
	309	100.00%

Financials

REVENUE

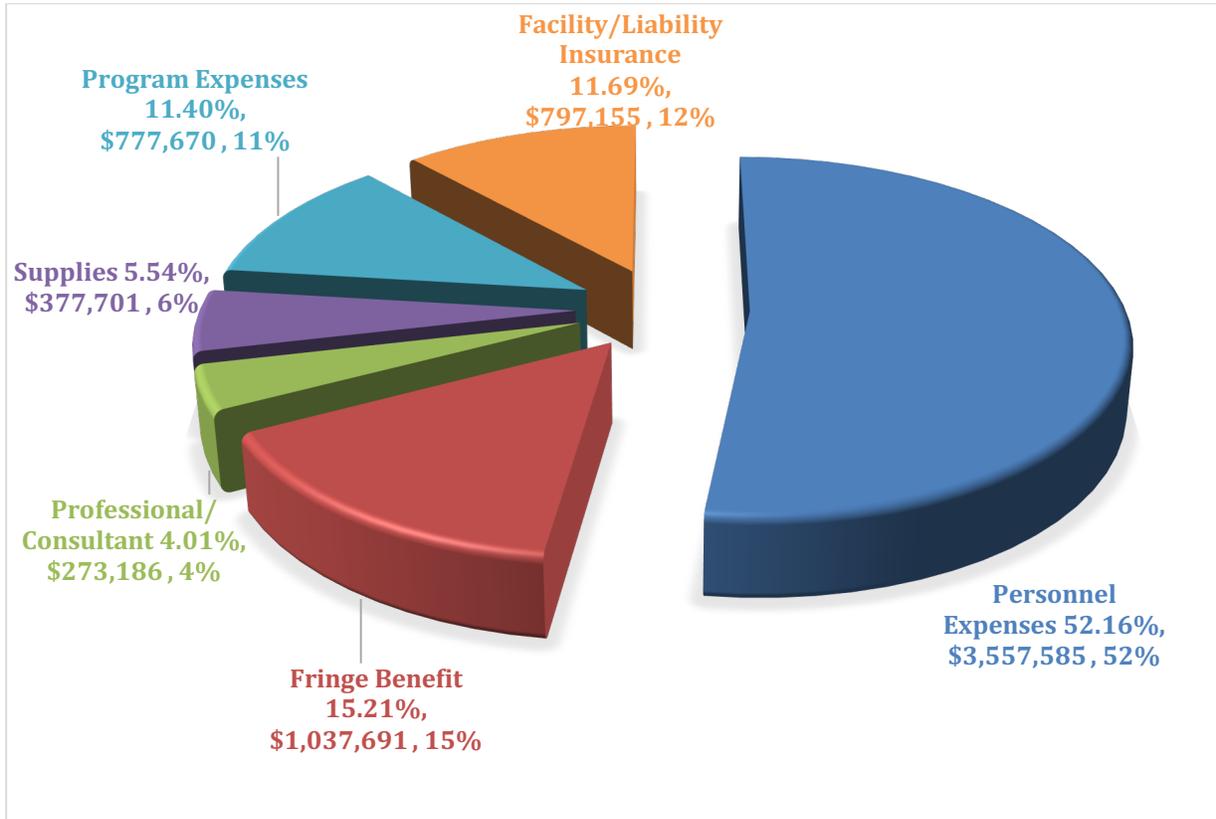


Revenue

Federal (HS)	\$	3,360,602	49.22%
Federal (CACFP)	\$	315,179	4.62%
State	\$	2,000,404	29.29%
City	\$	991,068	14.51%
Private/Other	\$	161,386	2.36%
Total Revenue	\$	6,828,639	100.00%

Financials (Cont'd)

EXPENDITURES



Expenditures

Personnel Expenses	\$	3,557,585	52.16%
Fringe Benefit	\$	1,037,691	15.21%
Professional/ Consultant	\$	273,186	4.01%
Supplies	\$	377,701	5.54%
Program Expenses	\$	777,670	11.40%
Facility/Liability Insurance	\$	797,155	11.69%
Total Expenditures	\$	6,820,988	100.00%

GOVERNANCE

The Program Governance structure exists in a Head Start program to support the delivery of quality services to children and families, and to support the meaningful role of parents in shared decision-making. At Kai Ming, the Head Start Governing Board (Board of Directors) and Policy Council share this responsibility. Parents participate in all aspects of the program, including serving on the Policy Council. In addition, they and other community members volunteer in classrooms and other parts of the program.

BOARD OF DIRECTORS

BOARD OF DIRECTORS OFFICERS

Chin, Karen	Chairperson
Lim-Yee, Nancy	Vice Chairperson
Lau, Edmond	Treasurer
Hinckley, Michael	Secretary

BOARD OF DIRECTORS MEMBERS

Burrell, Scott	Member
Lau, Elizabeth	Member
Li, Miranda	Member
Noorali, Noordin	Member
Stahlhut, Silan	Member
Vitale, Larry	Member
Yan, Xian Yun and Yondon, Oyunchimeg	BD/PC Liaisons

POLICY COUNCIL

POLICY COUNCIL OFFICERS

Li, Hai Wei	Chairperson
Yan, Mimi	Vice Chairperson
Cai, Hong Zhou	Treasurer
Yondon, Oyunchimeg	Secretary
Yan, Xian Yun and Yondon, Oyunchimeg	BD/PC Liaisons
Connor, Nathaniel	Community Representative

POLICY COUNCIL MEMBERS

Broadway	<ul style="list-style-type: none"> ▪ Cai, Houg Zhou ▪ Li, Wan Mei ▪ Yan, Mimi 	<ul style="list-style-type: none"> ▪ Wu, Hui Fang ▪ Yan, Xian Yun ▪ Rong, Jin Feng
GEARY	<ul style="list-style-type: none"> ▪ Li, Qi Tong ▪ Gao, Mei Ai 	<ul style="list-style-type: none"> ▪ Lau, Wendy ▪ Du, Jie
NORTH BEACH	<ul style="list-style-type: none"> ▪ Cheung, Ching Ki ▪ Xu, Ling Zhi 	<ul style="list-style-type: none"> ▪ Al-Yassiry, Shereen ▪ Lin, Christy
RICHMOND	<ul style="list-style-type: none"> ▪ Tran, Donabelle ▪ Yondon, Oyunchimeg 	<ul style="list-style-type: none"> ▪ Connor, Nathaniel ▪ Du, Xiao Xuan
SUNSET	<ul style="list-style-type: none"> ▪ Lau, Tiffany ▪ Cheng, Jenny 	<ul style="list-style-type: none"> ▪ Ningrum, Widya ▪ Di, Yu Hong
ST. LUKE	<ul style="list-style-type: none"> ▪ Liu, Chun Gui ▪ Li, Hai Wei ▪ Zhong, Feng Ming 	<ul style="list-style-type: none"> ▪ Tan, Zhu Ai ▪ Jiang, Yu Ling ▪ Li, Qiao Lian
TKL	<ul style="list-style-type: none"> ▪ Marduli, Lucy 	<ul style="list-style-type: none"> ▪ Chen, Vicky Qixian
RAINBOW	<ul style="list-style-type: none"> ▪ Tang, Shuang Zhu ▪ Wu, Yi He 	<ul style="list-style-type: none"> ▪ Li, Yan Wen ▪ Feng, Jing Jun

KAI MING HEAD START STAFF

ADMINISTRATIVE TEAM

NAME	POSITION
Calvit, Easter	Program Director
Dang, Jeff	Finance Manager
Dong, Sabrina	HR Manager
Sequeira, Fatima	Executive Assistant
Sequeira, Guillermo	Maintenance Worker/Courier
Wei, Eda	Accounting Clerk
Yang, Jerry	Executive Director
Yeung, Wing	Administrative Coordinator
Zhao, May	Office Clerk

MANAGEMENT TEAM

NAME	POSITION
Jones, Lauren	Health & Nutrition Manager
Latouf, Brigitte	Education/Inclusion Manager
Leung, Susanna	Facilities Manager
Sun, Sarah	Education/Inclusion Manager
Wolfe, Phranda	Family, Community & Partnerships Manager
Wong, Vivian	Early Learning Coach

SITE MANAGERS

NAME	SITE
Bandelaria, Evelyn	Broadway
Cha, Jee Young	Geary
Chiu, Shirley	Rainbow
Huang, Bi Juan	St. Luke
Lee, Nesanna	North Beach
Mayrena, Allison	Richmond
Ngan, Carmen	Sunset
Osias, Josie	TKL

SPOTLIGHT ON KAI MING FAMILIES

My family and I came to the United States from China in the Spring of 2015. My wife and I have two children, ages 4 and 7, and my wife is currently expecting. We discovered Kai Ming through some friends, and submitted an application for enrollment at the Broadway Center. Our four-year-old was enrolled into the Head Start program in the Summer of 2015.

Because we were new to this country and to San Francisco, we did not know where to turn for services, and we were not aware that Head Start provided services other than education. The Head Start Family Advocate assigned to our child's classroom worked with us to provide services to meet our immediate and long-term needs. This included helping us to enroll our school-aged child in an elementary school located in Chinatown, near our home. This also included helping us to apply for affordable housing that would accommodate our family (we lived in a Single Room Occupancy (SRO) where we shared a bath and kitchen with other families. Thirdly, through the support we received at Kai Ming, we learned about a wide array of community services.

We did find housing through the Mayor's Office of Housing and Community Development's lottery program, but becoming eligible required a lot of paperwork. We wanted to give up, but with the assistance from our Family Advocate, we were able to complete all the required documents. In April 2016, we were able to move into our own apartment! We were amazed that we could find affordable housing within the expensive San Francisco housing market.

Because of the support from Kai Ming, we have learned to "Never give up!"

Y. Z. Feng (Kai Ming Parent)