

End-of-Year Report for First 5 Humboldt Playgroups

For the Period from July – December 2021

(Due January 30, 2022)

Playgroup Name: _____

Individual/s Completing the Report: _____

I. Scope of Work (SOW):

For each SOW Activity, please briefly describe your progress for the period of January – June 2022.

1a. Provide playgroup for families with children ages 0-5 _____ ** times/week for a minimum of 40 weeks/year. Provide playgroup for an average of at least _____ **children per session and maintain staffing levels of at least one staff person per 10 families.

*****Please fill in the numbers from your current Playgroup Scope of Work in the blanks above*****

1b. Please fill in the actual # of meetings and average number of children attending in the following blanks. *Use your Duplicated Counts Excel Form to complete this section.*

Playgroup meetings per week: _____

Average children attending per session: _____

Total Meetings Held (July -December 2021): _____

1c. The number of Playgroup meetings and average attendance met our SOW requirements.

- Yes
- No - Please explain why the number of meetings and/or the attendance is below what was anticipated.

2. Provide resource and referral assistance to families in playgroup as needed.

- Yes, please **briefly** describe resource and referral assistance provided
- N/A for this reporting period

3. All Required Essential Practices (REPs) are in place at our Playgroup.

- Yes
- No - Please explain which REPs are not in place and why.

4. What type of technical assistance did you receive directly from First 5 Humboldt between July and December 2021? (Check all that apply)

- Fully implementing all Required Essential Practices
- Increasing program staff skills in providing outreach and a welcoming environment to diverse families and caregivers including, but not limited to those who reflect diversity of race, ethnicity, gender, age, sexual orientation, income or ability.
- Ensuring that outreach, inclusion and program activities are culturally proficient.
- Working with First 5 Humboldt staff to facilitate inclusion of families with children with special needs into playgroup as appropriate
- Working with the Library to support literacy activities.
- Informing parents about services, programs and events in the community
- Working on developmentally appropriate literacy-related activities, including daily reading, art and music

- Providing services and activities that promote/integrate protective factors: parental resilience, concrete support in times of need, knowledge of parenting and child development, social connections, and social and emotional competence of children
- Accessing specific TA to help better serve Spanish-speaking families
- N/A for this reporting period

5. Please verify that a representative from your Playgroup participated in 2-3 county-wide and regional annual convenings of F5H Parent and Family Support Project grantees and other Technical Assistance activities as requested by F5H

- Yes - Please provide the dates of PFS or other workshops attended and the names of the attendees from your Playgroup. If you took part in any Technical Assistance activities requested by F5H not listed in Question 4, please provide a brief description here:

<u>Workshop Name and Date</u>	<u>Attendee(s)</u>

Technical Assistance activities:

- N/A for this reporting period

6. First Time Attendance Forms including emergency contact information was collected from ALL families attending Playgroup, and that information was kept available at each Playgroup?

- Yes
- No, (please explain why emergency contact forms were not collected)

7. Did you transport children and their parents to playgroup sites in the performance of services for First 5 Humboldt?

- Yes (see SOW #8 regarding Automobile/Motor Liability Insurance)
- No

II. Evaluation Activities and Documentation:

Please refer to your Playgroup Evaluation Plan, Duplicated Counts/Attendance Excel Form, Unduplicated Counts Excel Form, and Required Essential Practices Checklist when completing this section.

1. The required number of Participant Surveys were submitted by December 10th 2021.

- Yes - The required surveys were submitted on time.
- No - Please explain why not.

2a. Please email your Duplicated Counts/Attendance Excel Form to the First 5 Humboldt Office.

- Yes – Duplicated Counts/Attendance Excel Form was e-mailed.
- No - Please explain why not.

2b. Please attach all Playgroup Sign-In Sheets for July to December 2021 to this report and submit to First 5 Humboldt.

- Yes - All sign-in sheets attached/submitted.
- No - Please explain why not.

3. Please e-mail your Unduplicated Counts Excel Form for July to December 2021 to the First 5 Humboldt Office.

- Yes, Unduplicated Counts Excel Form was e-mailed.
- No - Please explain why not.

4. If you participated in other First 5 Humboldt evaluation activities not mentioned above, please briefly describe those activities

- N/A for this reporting period

III. Challenges:

Please briefly describe the challenges your program has faced during the six-month period (July-December 2021). Include how the program has resolved OR how the program plans to resolve these challenges.

IV. Successes:

Please briefly describe your program's successes during the six-month period (July-December 2021) and explain what contributed the most to the successes you listed.

V. Media/Materials Produced

Please attach copies of media releases, posters, informational materials and other items produced with First 5 Humboldt funding (contains the First Humboldt logo) to this report for July – December 2021.

- Attached
- Not Attached – Please explain why not
- N/A for this reporting period

VI. Financial Documentation:

Please submit all required financial documentation, including copies of receipts, that is due to First 5 Humboldt on your billing schedule.

- Yes - Financial records submitted

- No - Please explain why not

NOTE: If you work with an Administrative Department or Accounting Department who invoices First 5 Humboldt for your program on a regular basis, you do not need to submit the financial documentation.

VII. Story:

In this section, please share a positive story/description about a child and/or family who has benefited from your Playgroup. You may respond to each question separately or provide a narrative that addresses these questions in a paragraph format.

- a. Is this a child, a parent/caregiver, or a family? Please include the ages of the children involved but **do not use real names.**
- b. What caused the child or family to become involved with the program? What needs were addressed by the program?
- c. Which services did the participant(s) receive and through which activities?
- d. What positive outcomes resulted from participation in the program? How did you find out about these positive outcomes? Please include quotes from participants or staff if possible.