

Lakes and Pines C.A.C., Inc.
Head Start Annual Report
Program Year 2022-2023

The Lakes and Pines Head Start Program is a family and child development program covering 6,100 square miles throughout seven counties in Minnesota (Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine). The Program serves children ages 0-5 and their families with the use of state and federal funds. Services are available in home and in licensed child care settings.

FUNDING

The following grants were received in 2022-2023 to operate the Head Start Program:

Federal Early Head Start/Head Start Grant from the Department of Health and Human Services Administration for Children and Families totaling \$3,251,989.

- Personnel Salary (Management, Direct Service Staff, Clerical) and Supportive Services Salary and Benefits – \$1,656,748
- Fringe Benefits (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement)) – \$407,278
- Travel (Staff Out-Of-Town Mileage Reimbursement) – \$7,591
- Supplies (Office, Child and Family, and Food Service Supplies; Copy Costs, Postage, Cost Share) – \$86,045
- Contractual (Audit, Mental Health Consultants, Dietician, Child Care Partnerships, Screenings) – \$132,961
- Training and Technical Assistance – \$46,195
- Other (Space Costs and Rental, Insurances, Professional Memberships, Beneficiary Food for Children and Staff, Parent Activity/Travel, Staff Mileage Reimbursement (Local), Equipment Maintenance) – \$915,171

State Head Start Grant from the Minnesota Department of Education totaling \$578,966.

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement)) – \$382,655
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer Services, Insurance) – \$143,550
- Travel (Local Staff Mileage Reimbursement) – \$23,651
- Program Expenses (Consumable Supplies, Screenings, Children/Volunteers/Staff Food & Parent Activities at Socializations) – \$22,499
- Training (Staff Development) – \$2,560
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$4,051

Total Amount of Grants: \$3,830,955

SPECIALIZED FUNDING

Specialized funding from partnerships with outside agencies has allowed the Program to serve additional families, that otherwise may not have been able to receive services. The Program has partnerships with Aitkin County Health and Human Services, Chisago County Health and Human Services, Pine County Health and Human Services, and Tri-County Community Action.

Aitkin County Health and Human Services partnership. Funding totaling - \$72,416.
Period 1/01/2022-12/31/2022

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$57,628
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$587
- Travel (Local Staff Mileage Reimbursement) – \$1,571
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer services, Insurance) – \$12,201
- Staff Training– \$429

Chisago County Health and Human Services partnership. Funding totaling - \$82,396.61
Period 7/1/2022-6/30/2023

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits)– \$59,721.06
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$1,040
- Travel (Local Staff Mileage Reimbursement) – \$3,200
- Office Expenses (Supplies, Rent, Agency Administration, Fiscal/Accounting, Technology, Insurance, Publications/Advertising) – \$18,435.55

Pine County Health and Human Services partnership. Funding totaling - \$76,298.
Period 7/1/2022-6/30/2023

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$51,333
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$2,500
- Travel (Local Staff Mileage Reimbursement) – \$2,000
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer services, Insurance) – \$19,465
- Staff Training – \$1,000

Tri-County Community Action Partnership. Funding totaling - \$31,938.
Contract period 8/01/2022-7/31/2023

Lakes and Pines bills TCC monthly to consult with two child care providers that TCC contracts with within the service area for Early Head Start child care partnerships.

Pathway 2 Scholarships. Funding totaling - \$75,000.

Billing period August 2022 - July 2023

Lakes and Pines bills Pathway 2 Scholarships to pay for an Assistant Teacher at each of our Head Start Centers.

- Salary and Fringe (Direct Service Staff) (FICA)- \$62,500
- Consultant/Contracted Services (Audit, Mental Health Consultants, Dietician, Screenings) – \$12,500

Total Amount of Specialized Funding: \$* 338,048.61

** including expenses reimbursed from the Tri-County Community Action Partnership, Aitkin County Health and Human Services, Chisago County Health and Human Services, Pine County Health and Human Services, and the Minnesota Department of Education (Pathway 2 Scholarships).*

COVID-19 Funding

Funding was received through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), and the American Rescue Plan Act (ARPA) to assist with program operations that were affected during the COVID-19 pandemic.

CRRSA. Funding totaling - \$88,786
Period ending 3/31/23

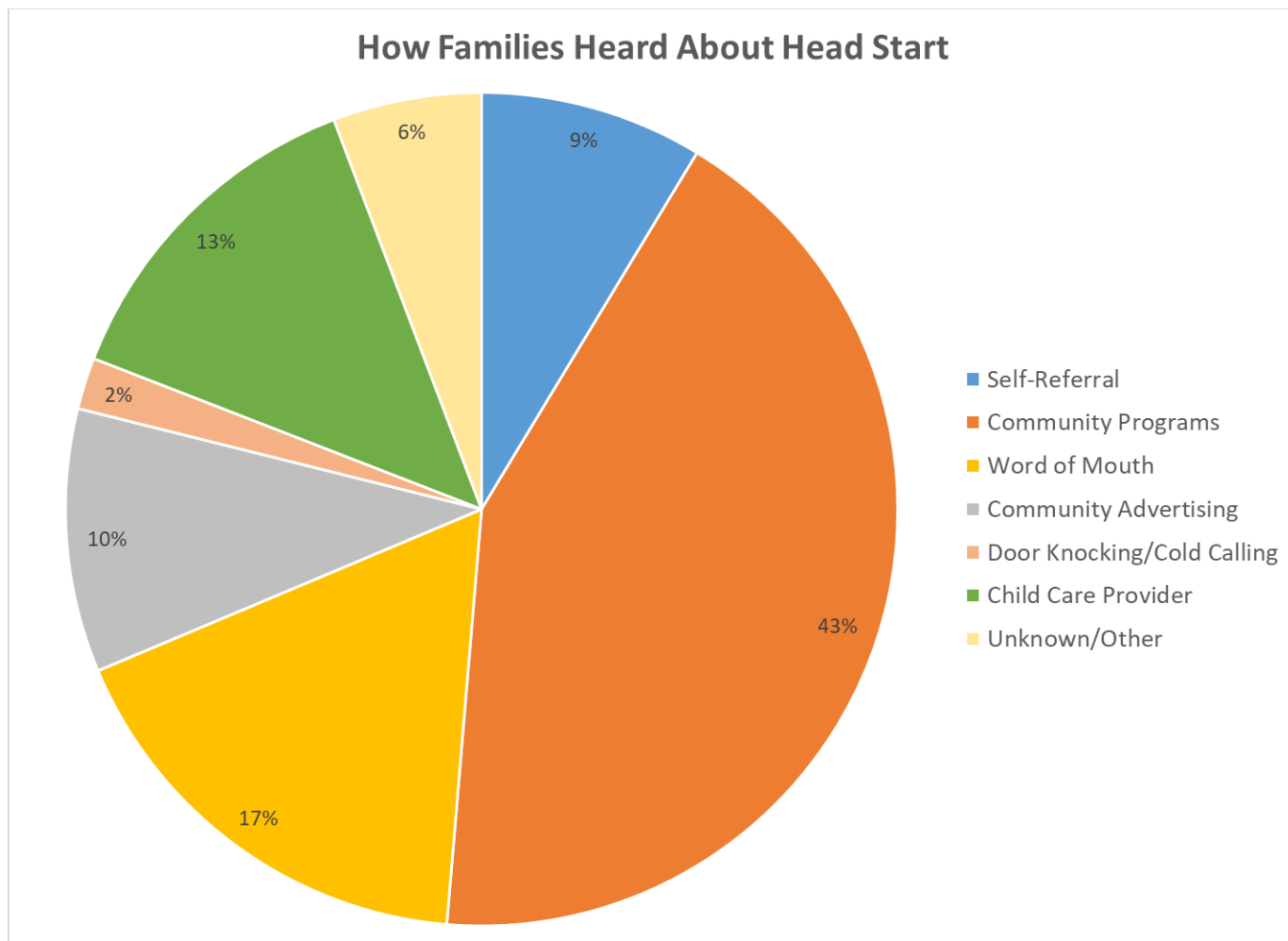
ARP. Funding totaling - \$352,968
Period Ending 3/31/23

RECRUITMENT / ENROLLMENT

Families are recruited for Head Start through a variety of means, as shown in the graph below. We hang posters in communities and work closely with community connections that have been built over the past several years. We receive referrals from various county agencies and community organizations that we maintain connections to. These referrals make up about 43% of our overall referrals. We continue to work on finding new ways to reach new families to tell them about Head Start. We have increased our Social Media presence on Facebook and Instagram. We have an interest form on the Agency website and on Facebook. This will allow parents, or other agencies, to contact us directly online and our staff follow up accordingly.

How families heard about Head Start:

In 2022-2023, 9% of the families who completed applications were self-referrals. 43% of families became aware of Head Start through other community programs and internal agency referrals (i.e. Public Health, WIC, County Social Services, Hospitals/Clinics, Public Schools, etc.). 17% of the families heard about Head Start from word of mouth. 10% of families became aware of Head Start through some advertising in the community (ad, media, internet, brochure, community event, flyer, or poster). 2% heard about Head Start from staff door knocking or from staff cold calling families. 13% of families learned about Head Start from their child care provider. 6% were unknown or other means.



The total number of children served by Lakes and Pines Head Start was 379; 225 Head Start and 154 Early Head Start (Federal and State).

The total number of families served by Lakes and Pines Head Start was 266; 199 Head Start and 132 Early Head Start (Federal and State).

Average monthly enrollment:

Sept. 2022 - May 2023 = 246 (for all Head Start and Early Head Start options in operation)

Aug. 2022 - June/July 2023 = 98 (only Early Head Start options in operation)

The Program worked on enrollment throughout the Program Year. The percentage of income-eligible children served was 90%. The remaining 10% of children were considered over income. Fifty-six children remained on the waiting list without service (twenty-six eligible children and 30 over income children).

The Program uses a variety of methods to inform families and the communities about the services offered such as:

- Posters, brochures, and flyers at area businesses and organizations
- Speaking with staff at community organizations

- School census list
- Community Presentations
- Sponsoring and being involved in local events
- Partnering with area businesses and organizations for specific events
- Cold calling families
- Door knocking at homes and apartment buildings
- Participating in community parades and events
- Mass mailings to area churches, foster parents, other community organizations
- Interviews on the radio
- Participate in community early childhood events
- Public Service Announcements
- Staff actively participating in various community committee groups (i.e. IEIC's, Child Protection Teams, Early Childhood Coalitions, etc.)
- Food Shelf participation
- Health Clinics and Dental Days
- Participating in Early Childhood Screenings at local school districts
- Advertising in Community Education brochures
- Outreach at local jails
- Social Media posts
- Mass mailings and email blasts

MONITORING REPORTS

Financial Audit

The Lakes and Pines Financial Audit can be accessed through the Lakes and Pines website (www.lakesandpines.org). It is also available to the public by calling Lakes and Pines at (320) 679-1800 or via the US Postal Service at 1700 Maple Avenue East, Mora, MN 55051.

Federal or State Head Start Monitoring

Lakes and Pines Head Start had a Focus Area One) FA1 monitoring review the week of April 5, 2021. The final results for the program were no findings.

MEDICAL AND DENTAL SERVICES

In 2022-2023, Lakes and Pines Head Start Medical and Dental statistics were as follows:

Completed Medical Exams:

3-5yrs – 200 children = 89%

0-3yrs – 143 children = 93%

Completed Dental Exams or State Recommended Oral Health

3-5yrs – 175 children = 78%

0-3yrs – 147 children = 95%

Additional Medical and Health

- 101 Early Head Start and 188 Head Start Children were current on immunizations

- Toothbrushes and paste were given as part of Oral Health education
- 7 Dental Clinics with Children’s Dental Service Mobile Clinics

PREPARING CHILDREN FOR KINDERGARTEN

Lakes and Pines Head Start used the Desired Results Developmental Profile (DRDP) Assessment System for goal setting for each child and for tracking progress in development and school readiness.

The final outcomes (Spring 2023) for children ages 3 to 5 who met developmental expectations for their age and are on track for Kindergarten readiness are as follows:

- Social Emotional meets expectations – 84.71 %
- Physical Motor Development meets expectations –90.50%
- Language Development meets expectations –89.00%
- Literacy Development meets expectations –82.50%
- Math & Cognitive Development meets expectations –84.00%

Progress and growth percentages from Fall 2022 to Spring 2023 for children ages 3 to 5 who met developmental milestones for their age level:

- Social Emotional – gain of 15.71%
- Physical Motor – gain of 4.5%
- Language – gain of 9.0%
- Literacy – gain of 12.5%
- Math & Cognitive – gain of 21.0%

Additional child/parent activities for providing services to promote children’s school readiness skills:

- 1,948 completed in person Home Visits (3,922 hours) and 73 virtual Home Visits (97.6 hours) for 0-5 Home Based option. Virtual visits were offered as needed because of exposure to COVID-19 or weather making travel unsafe.
- 336 hours of in person Socialization experiences offered for Home Based option.
- 9 virtual program-wide socializations were offered as an additional parent engagement piece.
- Staff collaborated with the local school’s School Readiness staff to be able to provide the families with information about their school’s kindergarten entry expectations.
- Staff also kept families informed of school readiness events and transition activities occurring in their local school districts.
- There were 3 Head Start and local School Readiness Program Collaborations that provided joint education experiences. This option provides families a connection to their local school with the Head Start focus on the whole family.
- Staff collaborated with ECSE staff at the schools about Head Start children who are on an Individualized Education Plan (IEP).

PARENT INVOLVEMENT ACTIVITIES AND OPPORTUNITIES

There are many opportunities for parents and families to be involved in the Head Start Program. Their decision to enroll their child in Head Start is the first step in being involved in their child’s

formal schooling experience. Parent involvement greatly contributes to the success of the Lakes and Pines Head Start Program.

- Policy Council
- Volunteer in the classroom/socializations
- Participate in classroom activities with their child
- Participate in monthly virtual socializations
- “Homework assignments” at home with children
- Communicate regularly with teachers via a family engagement app
- Helping Teachers or Home Visitors with classroom prep (i.e. cutting out projects)
- Sharing a skill or hobby with the children in class
- Reading stories in the classroom
- Leading parent meetings
- Apply to participate in the Minnesota Head Start Association Parent Training Conference
- Share information within parent groups from Policy Council or trainings attended
- Participate in IEP meetings for their children
- Attend Dental Days appointment with their child
- Submissions to the quarterly parent newsletter
- Submit ideas and participate in “Week of the Young Child”
- Planning home visits, socializations, field trips, and family nights/parent child nights
- Setting goals for their children and working on them weekly
- Participation in Parent Gauge survey once enrolled in Head Start
- Acting as primary educator of their child throughout their Head Start experience

CONTACT INFORMATION

For questions, comments, or to enroll your child in Head Start, please contact the Program using one of the following methods:

Mail Lakes and Pines C.A.C., Inc. Head Start
 1700 Maple Avenue East
 Mora, MN 55051

Phone (320) 679-1800 or toll-free (800) 832-6082

E-mail: lap@lakesandpines.org

Visit the website for more information www.lakesandpines.org