

Lakes and Pines C.A.C., Inc.  
Head Start Annual Report  
Program Year 2011-2012

The Lakes and Pines' Head Start Program is a family and child development program covering 6,100 square miles throughout seven (7) counties in Minnesota (Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine). The Program serves children ages 3-5 and their families with the use of federal funds and children ages 0-5 and their families with the use of state funds. Services are available in home and in licensed child care settings.

**FUNDING**

The following grants were received in 2011-2012 to operate the Head Start Program:

Federal Head Start Grant from the Department of Health and Human Services Administration for Children and Families totaling \$2,481,329.

- Personnel Salary (Management, Direct Service Staff, Clerical) and Supportive Services Salary and Benefits – \$1,435,451
- Fringe Benefits (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$555,906
- Travel (Staff Out-Of-Town Mileage Reimbursement) – \$6,650
- Supplies (Office, Child and Family, and Food Service supplies; copy costs, postage, cost share) – \$66,561
- Contractual (Audit, Mental Health Consultants, Dietician, Child Care Partnerships, Screenings) – \$113,587
- Training and Technical Assistance – \$36,203
- Other (Space Costs and Rental, Insurances, Professional memberships, Beneficiary Food for children and staff, parent activity/travel, staff mileage reimbursement (local), equipment maintenance) – \$266,971

State Head Start Grant from the Minnesota Department of Education totaling \$602,719

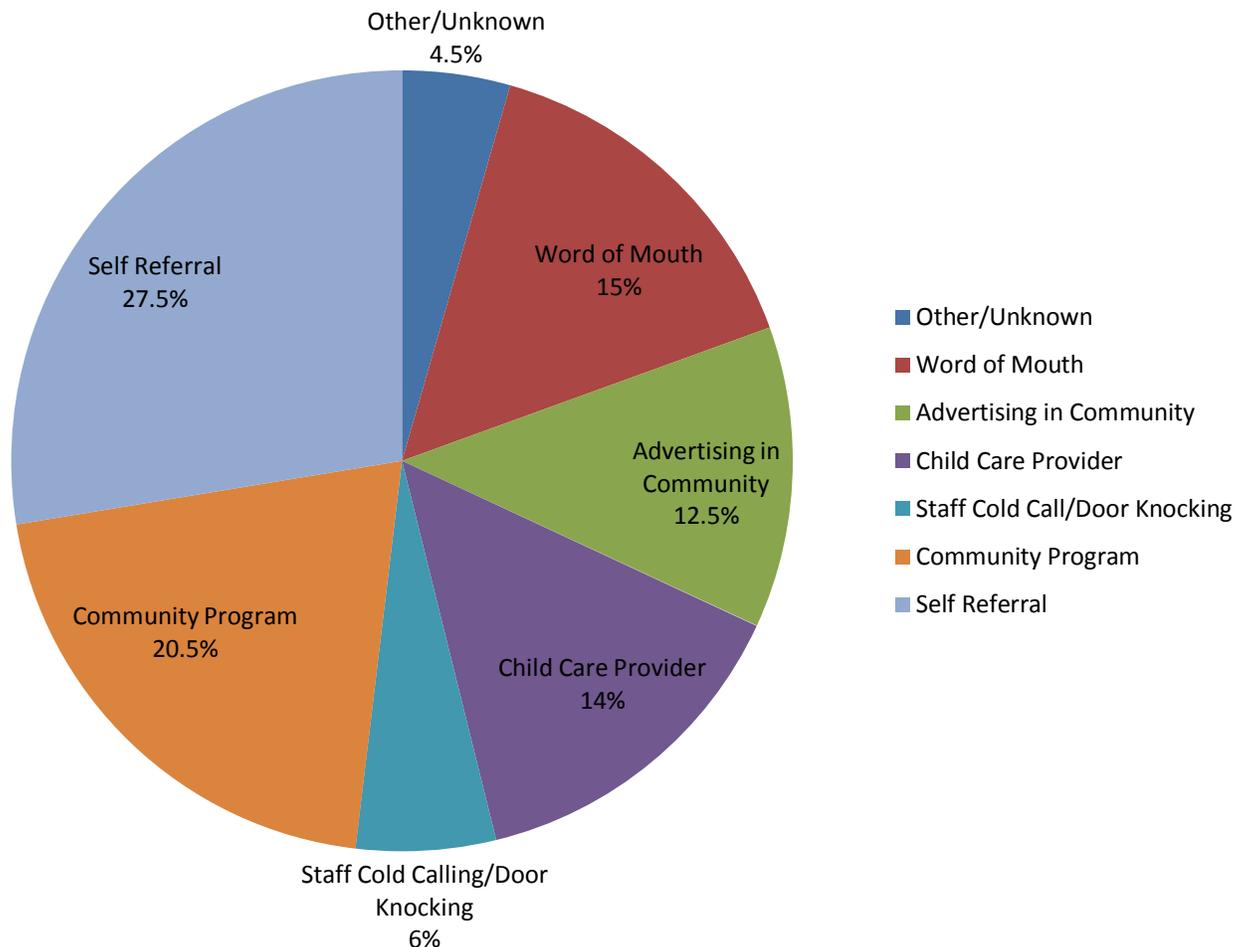
- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$449,070
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$2,740
- Training (Staff Development) – \$1,500
- Travel (Local Staff Mileage Reimbursement) – \$48,605
- Office Expenses (Supplies, Rent, professional memberships, Agency Administration/Fiscal/Accounting/Computer services, Insurance) – \$81,914
- Program Expenses (Consumable supplies, screenings, Children/Volunteers/Staff food & Parent Activities at socializations) – \$17,240
- Other Expenses (Field Trips, Cost Share, Publications and Advertising) – \$1,650

**Total Amount of Grants: \$3,084,048**

## RECRUITMENT / ENROLLMENT

### How families heard about Head Start

In 2011-2012, 27.5% of the families who completed applications were self-referrals. 20.5% of families became aware of Head Start through other community programs (i.e. Public Health, WIC, County Social Services, Hospitals/Clinics, Public Schools, etc). 15% of the families heard about Head Start from word of mouth. 12.5% of families became aware of Head Start through some advertising in the community (ad, media, internet, brochure, community event, flyer, or poster). 6% heard about Head Start from staff door knocking or from staff cold calling families. 14% of families learned about Head Start from their child care provider. 4.5% were unknown or other means.



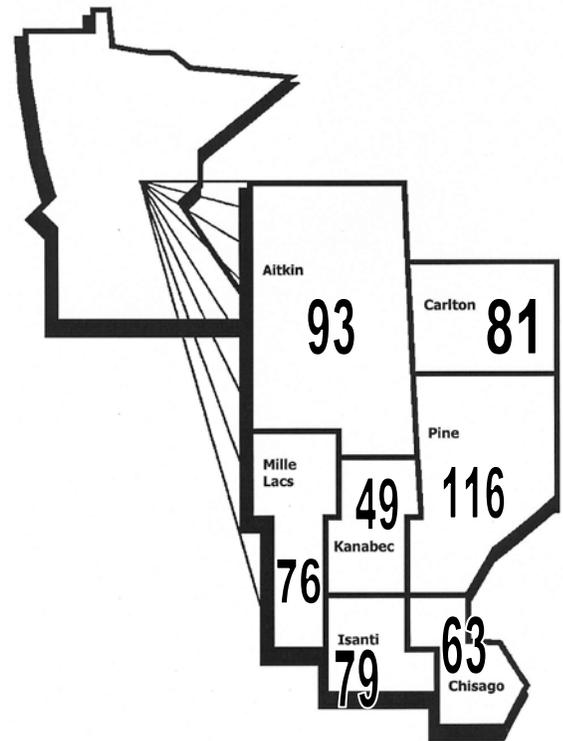
The total number of children served by Lakes and Pines' Head Start was 557.

Aitkin: 93      Kanabec: 49  
Carlton: 81    Mille Lacs: 76  
Chisago: 63    Pine: 116  
Isanti: 79

The total number of families served by Lakes and Pines' Head Start was 509.

Average monthly enrollment: 281 (some programming is not year-round)

The Program maintained full enrollment throughout the Program Year. The percentage of eligible children served was 82%. At the end of the Program Year, 94 income-eligible children and 101 over-income children remained on the waiting list and were not able to be served that year. (Head Start is allowed to serve a certain number of over-income children (10% of enrollment).



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
- Calling children off of the school census
- Presentations at job clubs
- Cold calling families
- Door knocking at homes and apartment buildings
- Participating in parades and handing out children's activity books
- Mass mailings to area churches, foster parents, other community service 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
- Dental Days
- Early Childhood Screening teams
- Advertising in Community Education brochures

## **MONITORING REPORTS**

### Financial Audit

The Lakes and Pines' Financial Audit can be accessed through the Lakes and Pines' website ([www.lakesandpines.org](http://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.

### Head Start Federal Triennial Review

Lakes and Pines' Head Start participated in a Triennial Federal Monitoring Review in April 2011. A team of reviewers from across the country visited Lakes and Pines to conduct a thorough review of the Federal Head Start Program. The Agency received a report in August 2011 highlighting any areas of non-compliance. Out of the 1,700 Federal Head Start Performance Standards, the US Department of Health & Human Services, Administration for Children and Families, identified one single area of non-compliance. The non-compliance was in the areas of Human Resources Management: Qualifications of Content Area Experts. There was a determination that the Health Services component of the Program was not supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. Although the Program uses various community members as consultants on health topics, no formal written agreements were developed. To correct this one non-compliance, the Program developed written working agreements with the local Public Health Agencies. The Program has received notice that the non-compliance has officially been corrected.

## **MEDICAL AND DENTAL SERVICES**

In 2011-2012, Lakes and Pines' Head Start Medical and Dental statistics were as follows:

### Completed Medical Exams:

3-5yrs – 367 = 85%

0-3yrs – 55 = 85% (Current by age)

### Completed Dental Exams or State Recommended Oral Health

3-5yrs – 384 = 88%

0-3yrs – 63 = 97%

### Additional Medical & Health

- 439 Children were current on immunizations
- 506 toothbrushes were given as part of Oral Health education
- 5 Head Start Dental Days with volunteer pediatric dentists
- 2 Dental Clinics with Children's Dental Service Mobile Clinics
- 288 newly enrolled children received Developmental, Sensory, and Social Emotional Screening
- 32 Children were identified for further evaluations and/or Early Intervention Services

## **PREPARING CHILDREN FOR KINDERGARTEN**

Lakes and Pines' Head Start uses the Teaching Strategies Gold Online Assessment System for goal setting for each child and for tracking progress in development and school readiness.

The final outcomes (spring 2012) for children ages 3 to 5 years who met developmental expectations for their age and are on track for Kindergarten readiness are as follows:

- Social Emotional meets expectations – 88%
- Physical Gross Motor Development meets expectations – 94%
- Physical Fine Motor Development meets expectations – 95%
- Cognitive Development meets expectations – 91%
- Language Development meets expectations – 89%
- Literacy Development meets expectations – 88%
- Math Development meets expectations – 82%

According to the Teaching Strategies Gold Assessment, 89% of the children were at or above school readiness skill expectations for their chronological age.

Progress and growth percentages from Fall 2011 to Spring 2012 for children ages 3 to 5 who met developmental milestones for their age level:

- Social Emotional gains – 47%
- Physical Gross Motor Development gains – 32%
- Physical Fine Motor Development – 23%
- Cognitive Development gains – 38%
- Language Development gains – 28%
- Literacy gains – 34%
- Math gains – 45%

\*Note that some gains are not as great due to children starting out more advanced in those categories.

Additional (information) child/parent activities for providing services to promote children's school readiness skills:

- 7,157 Home Visits (10,735.5 hours) for 3-5 Home Based option
- 5,145 hours of Socialization experiences for Home Based option
- 1,715 hours of Parent Group Education
- 1,077 books given to Head Start children through RIF/First Books programs
- Staff "teamed" with the local school's School Readiness staff so as to be able to provide the families with information about their school's kindergarten entry expectations. Staff also participated in the local school's special family school readiness events.
- There were 7 Head Start and local School Readiness Program Collaborations that provided "joint" socialization experiences.

## **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
- "Homework assignments" at home with children
- Helping out 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
- Attend the "Voices For Children's Advocacy Day" at the Minnesota State Capital
- Participate in IEP meetings for their children
- Participation on the Marketing Committee
- 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
- 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](mailto:lap@lakesandpines.org)

Visit the website for more information [www.lakesandpines.org](http://www.lakesandpines.org)