

Lakes and Pines C.A.C., Inc.  
Head Start Annual Report  
Program Year 2021-2022

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 2021-2022 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 \$3,163,448.

- Personnel Salary (Management, Direct Service Staff, Clerical) and Supportive Services Salary and Benefits – \$1,534,011
- Fringe Benefits (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement)) – \$622,731
- Travel (Staff Out-Of-Town Mileage Reimbursement) – \$16,619
- Supplies (Office, Child and Family, and Food Service Supplies; Copy Costs, Postage, Cost Share) – \$104,159
- Contractual (Audit, Mental Health Consultants, Dietician, Child Care Partnerships, Screenings) – \$230,537
- 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) – \$655,391

State Head Start Grant from the Minnesota Department of Education totaling \$589,921.

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement)) – \$394,655
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer Services, Insurance) – \$146,250
- Travel (Local Staff Mileage Reimbursement) – \$31,641
- Program Expenses (Consumable Supplies, Screenings, Children/Volunteers/Staff Food & Parent Activities at Socializations) – \$12,764
- Training (Staff Development) – \$2,560
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$2,051

**Total Amount of Grants: \$3,753,369**

## **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 1/01/2021-12/31/2021

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$56,726.44
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$0
- Travel (Local Staff Mileage Reimbursement) – \$2,182.50
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer services, Insurance) – \$12,885.40
- Staff Training– \$621.66

Chisago County Health and Human Services partnership. Funding totaling - \$76,298.  
Period 7/1/2021-6/30/2022

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits)– \$60,964.62
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$398
- Travel (Local Staff Mileage Reimbursement) – \$1700
- Office Expenses (Supplies, Rent, Agency Administration, Fiscal/Accounting, Technology, Insurance, Publications/Advertising) – \$11,235.38
- Staff Training – \$1000

Pine County Health and Human Services partnership. Funding totaling - \$76,298.  
Period 7/1/2021-6/30/2022

- Salary and Fringe (Management, Direct Service Staff, Clerical) (FICA, Workers Compensation, Unemployment Compensation, Health/Dental/Life Insurance Benefits, TSA (Retirement) – \$56,095.35
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) – \$398
- Travel (Local Staff Mileage Reimbursement) – \$2,144.65
- Office Expenses (Supplies, Rent, Professional Memberships, Agency Administration/Fiscal/Accounting/Computer services, Insurance) – \$16,660
- Staff Training – \$1,000

Tri-County Community Action Partnership. Funding totaling - \$31,059.

Contract period 8/01/2021-7/31/2022

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 2021 - July 2022

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)- \$65,233.65
- Consultant/Contracted Services (Audit Mental Health Consultants, Dietician, Screenings) - \$6766.35

State Summer Pre-K. Funding totaling - \$33,232.78

Period 9/30/21-8/31/22

Lakes and Pines Head Start received state funding for a center-based summer program geared towards children who would be going into Kindergarten which ran in July 2021 and July 2022.

- Salary and Fringe - \$33,232.78

**Total Amount of Specialized Funding: \$\* 364,303.78**

*\* 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

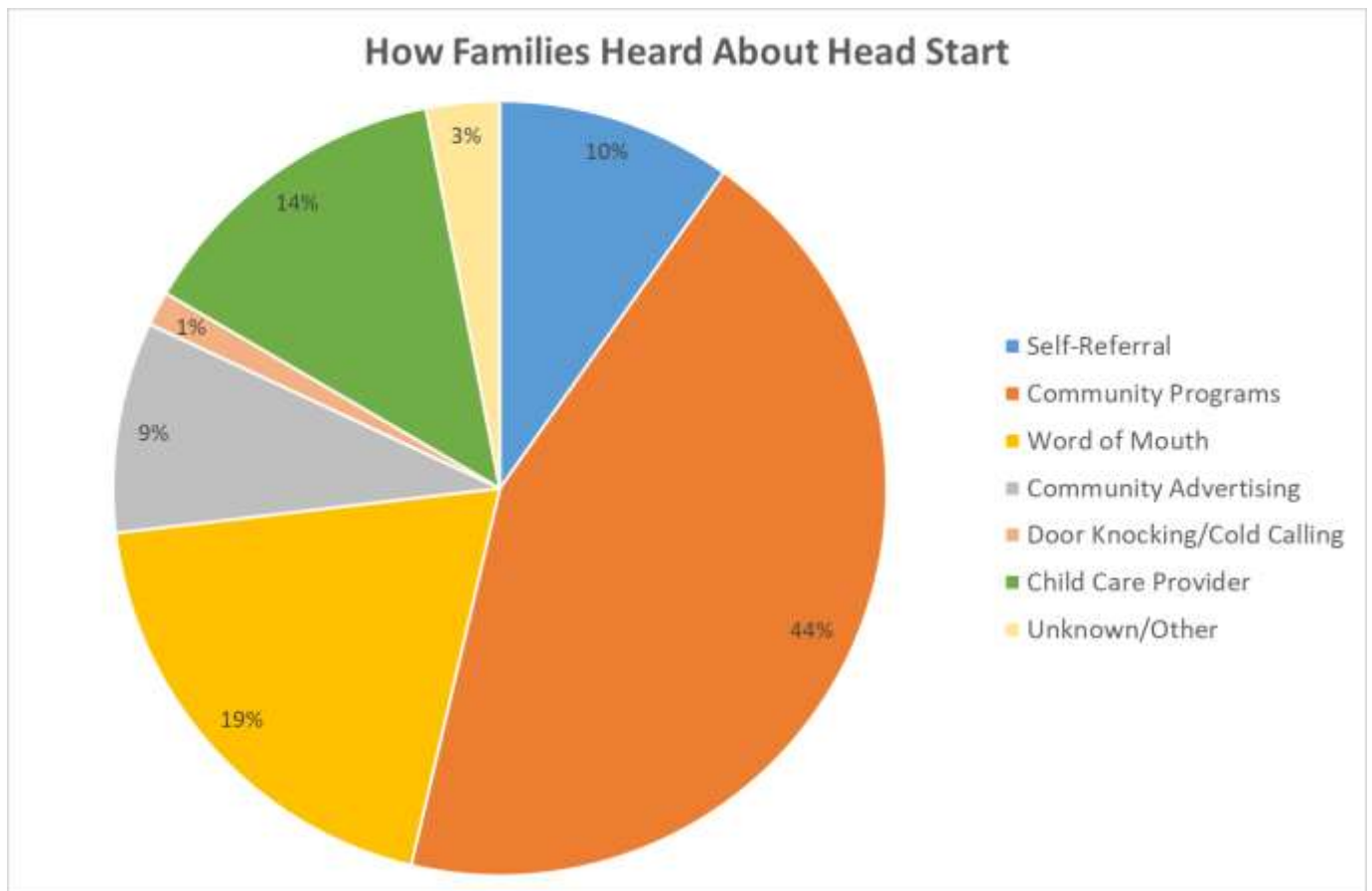
**RECRUITMENT / ENROLLMENT**

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 44% 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 2021-2022, 10% of the families who completed applications were self-referrals. 44% 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). 19% of the families heard about Head Start from word of mouth. 9% of families became aware of Head Start through some advertising in the community (ad, media, internet, brochure, community event, flyer, or poster). 1% 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. 3% were unknown or other means.



The total number of children served by Lakes and Pines’ Head Start was 386; 255 Head Start and 131 Early Head Start (Federal and State).

The total number of families served by Lakes and Pines’ Head Start was 283; 221 Head Start and 114 Early Head Start (Federal and State).

### **Average monthly enrollment:**

Sept. 2021-July 2022 = 239 (for all 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. Sixteen children remained on the waiting list without service.

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](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.

#### **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 2021-2022, Lakes and Pines' Head Start Medical and Dental statistics were as follows:

### Completed Medical Exams:

3-5yrs – 166 children = 65%

0-3yrs – 107 children = 82%

### Completed Dental Exams or State Recommended Oral Health

3-5yrs – 142 children = 56%

0-3yrs – 98 children = 75%

### Additional Medical and Health

- 111 Early Head Start and 242 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 2022) 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 – 77.29%
- Physical Motor Development meets expectations – 89.17%
- Cognitive Development meets expectations – 81.00%
- Language Development meets expectations – 85.50%
- Literacy Development meets expectations – 78.33%
- Math Development meets expectations – 74.00%

Progress and growth percentages from Fall 2021 to Spring 2022 for children ages 3 to 5 who met developmental milestones for their age level:

- Social Emotional – gain of 0.29%
- Physical Motor Development – gain of 9.66%
- Cognitive Development – gain of 11.00%
- Language Development – gain of 6.00%
- Literacy – gain of 6.33%
- Math – gain of 8.75%

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

- 2,237 completed in person Home Visits (3,261.5 hours) and 114 virtual Home Visits (136.5 hours) for 0-5 Home Based option. Virtual visits were offered as needed because of exposure to COVID or weather making travel unsafe.
- 252 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 so as 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.
- 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](http://www.lakesandpines.org)