



Bi-CAP Head Start Annual Report

9-1-2010 through 8-31-2011

Bi-County
Community Action Programs, Inc.
2529 15th Street NW
Bemidji, MN 56601

**Bi-CAP's mission
is to help low income people
obtain self-sufficiency.**



Introduction and Table of Contents

Bi-CAP Head Start must make available to the public a report published at least once each fiscal year. (Head Start for School Readiness Act of 2007 Sec. 644. ADMINISTRATIVE REQUIREMENTS AND STANDARDS [42 U.S.C. 9839]) The report must disclose the following information from the most recently concluded fiscal year:

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Bi-CAP Head Start Mission Statement

“Bi-CAP Head Start is committed to offering diverse groups of children and families individualized opportunities to continue their growth and development through comprehensive services such as health, education and community connections.”

Head Start Philosophy

The philosophy of Bi-CAP’s Head Start and Early Head Start program emphasizes that the parent is the primary teacher and influence in their child’s education and development. Bi-CAP strongly encourages all parents to become involved in the Head Start and Early Head Start programs in many ways including volunteering in the classroom, participating in parent committees and serving on the Policy Council.



Public and Private Funds Received

FEDERAL HEAD START 05CH0414		FEDERAL EARLY HEAD START 05CH0414	
229 CHILDREN		61 CHILDREN	
Base Grant	\$1,915,386	Base Grant	\$714,880
COLA	34,197,00	COLA	12,763
Quality Imp.	0	Quality Imp.	0
Program Improvement	0		
T/TA	23,874	T/TA	17,872
TOTALS	\$1,973,457	TOTALS	\$745,515
STATE HEAD START		STATE EARLY HEAD START	
21 CHILDREN		33 CHILDREN	
Base Grant	188,383	Base Grant	391,808
TOTALS	\$188,383	TOTALS	\$391,808
Donations			\$20,770



Head Start Budget

Bi-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	58%	Personnel	57%
Fringe Benefits	23%	Fringe Benefits	24%
Travel-out of area	<1%	Travel-out of area	<1%
Contractual	3%	Contractual	5%
Supplies	2%	Supplies	3%
Other	12%	Other	9%

Personnel Category

Personnel costs include administrative staff to oversee and direct operational personnel. Supervisory staff provide a manageable ratio of staff to supervisors. Area Managers, Family and Classroom Support Coordinators and Health Coordinators provide support to families and teaching staff, enhance quality, and assist with fulfilling Head Start Performance Standards.

Fringe Benefit Category

Fringe benefits are determined based on standard agency calculations.

All full-time employees received the following benefits:

FICA (.0765)

Worker's Compensation (from .70 to 4.44 per 100)

Unemployment Compensation (5.52%)

Pension (5%)

Health/Dental/Life/Disability Insurance (from \$24 to \$1033 per month)

Travel Category

All local and out of area travel is reimbursed at the federally approved rate of \$.55/mile for personal vehicles.

Employees are expected to use agency vehicles wherever available.

Contractual Category

Contractual costs include:

Childcare Provider Fees at Little Rascals, Bemidji.

Software Support

Supplies Category

Classroom and Diapering

RIF Books, Reference Materials, Subscriptions

Special Needs Adaptations

Meetings and Advisory Board

Office Supplies and Bathroom/Cleaning

Medical supplies

Food services (not reimbursable through Child and Adult Care Feeding Program)



Head Start Budget (continued)

Other Category

Rent

Utilities, Telephone

Building & Child Liability Insurance

Building Maintenance/Repair

Local Travel - mileage reimbursement, gas, repair, insurance

Nutrition Consultant

Child Services Provided by Consultant—Mental Health

Parent Services- assistance to families including childcare, limited transportation assistance, car repair, etc.

Accounting Audit and Legal Services

Advertising/Printing/Postage/Copies

Medical Expense

Dental Expense

Janitorial Services

Dues and Licenses



Number of Children and Families Served, Average Monthly Enrollment, and Percentage of Eligible Children Served

A total of 242 Head Start and 94 Early Head Start children were served with state and federal funding.

The Bi-CAP Head Start and Early Head Start programs maintained 100% full enrollment through April, where two slots were vacated for more than 30 days and not filled because there was less than 60 days remaining in the enrollment year. In May, an additional 4 Federal Head Start slots and 2 State Head Start slot were vacant for a total of 7, and not filled because there were less than 60 days remaining in the enrollment year 1305.7(b) Most classrooms close for the school year in May.

The percentage of eligible children served is shown in the table below.

	Funded Enrollment	Total # of Children Served	# Over Income	# With Special Needs
Head Start	242	262	10 (4%)	59 (24%)
Early Head Start	94	136	2 (2%)	17 (18%)

Results of the Most Recent Review and the Financial Audit

The most recent Federal review occurred in October, 2009. Bi-CAP Head Start and Early Head Start programs were found to be in full compliance, with no findings or deficiencies.

The FY 2010 financial audit was completed on February 23, 2011. There were no questioned costs. A copy of the Auditor's Report in its entirety is available at Bi-CAP.



Percentage of Enrolled Children that Received Medical and Dental Exams

	Enrolled Children	Physical Exams Completed	Dental Exams Completed	Immunizations
Head Start	262	96%	95%	99%
		Well Baby Exams Completed		Immunizations
Early Head Start	136	81%		88%



Parent Involvement Activities

	EARLY HEAD START	HEAD START
Emergency/crisis intervention needs (food, clothing, shelter)	14	39
Housing assistance (subsidies, utilities, repairs)	34	140
Mental health services	10	67
English as a Second Language (ESL) training	1	1
Adult Education (GED, programs and college selection)	7	16
Job training	3	13
Substance abuse prevention or treatment	0	11
Child abuse and neglect services	1	11
Domestic violence services	3	5
Child support assistance	3	7
Health education	108	255
Assistance to families of incarcerated individuals	1	14
Parenting education	108	255
Marriage education	3	2
WIC	103	206
Father involvement activities	58	156
Services to homeless families	13	14

Bi-CAP believes the parent is the primary teacher and influence in their child's education and development. The Bi-CAP Head Start program strongly encourages all parents to become involved in the Head Start and Early Head Start programs.

Families are also offered numerous parent involvement activities throughout the entire time their child(ren) are enrolled. They include center parent meetings, family events, parent training opportunities, Policy Council meetings, Health Advisory meetings, program self-assessment participation, classroom volunteering, parent/child activities in the home, field trips, home visit and classroom lesson planning, ongoing monitoring activities, and program planning.



Preparing Children for Kindergarten

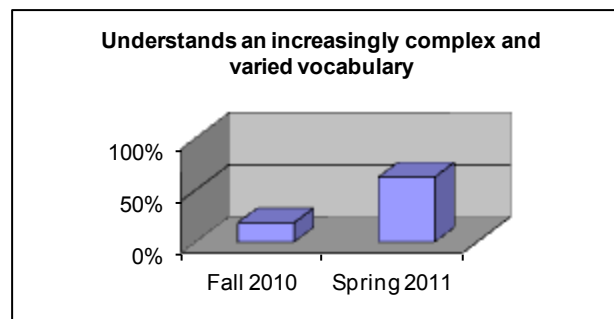
Child outcomes are tracked throughout the year using the Work Sampling System for Head Start. Outcomes data indicate that both three and four year olds are making progress in all domains. However, the statistics indicate that three and four year olds could benefit from additional concentration in the areas of mathematics and literacy to better prepare them for Kindergarten.

Current statistics for four-year-olds follow:

Bi-CAP Head Start Child Outcomes Reporting 2010-2011 Program Year

III.A.1 Understands an increasingly complex and varied vocabulary.

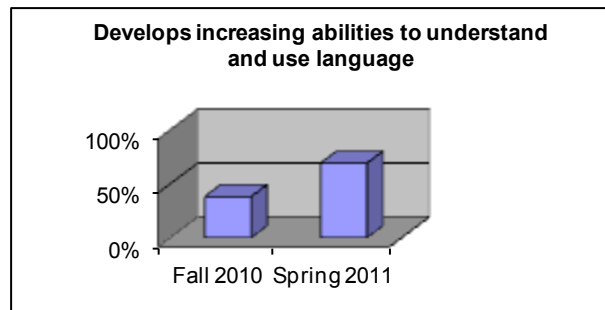
Fall 2010	18%
Spring 2011	63%



For non-English speaking children, progress in listening and understanding English. (n/a)

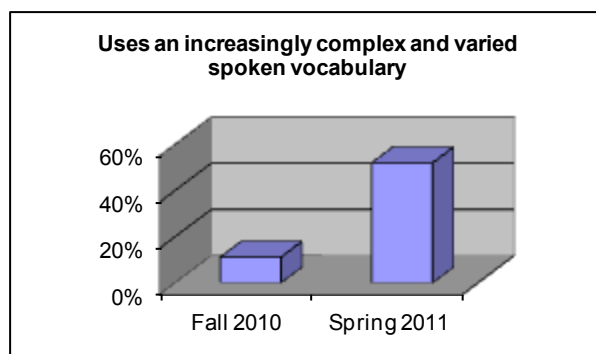
III.B.1. Develops increasing abilities to understand and use language.

Fall 2010	38%
Spring 2011	69%



III.B.2. Uses an increasingly complex and varied spoken vocabulary.

Fall 2010	11%
Spring 2011	52%

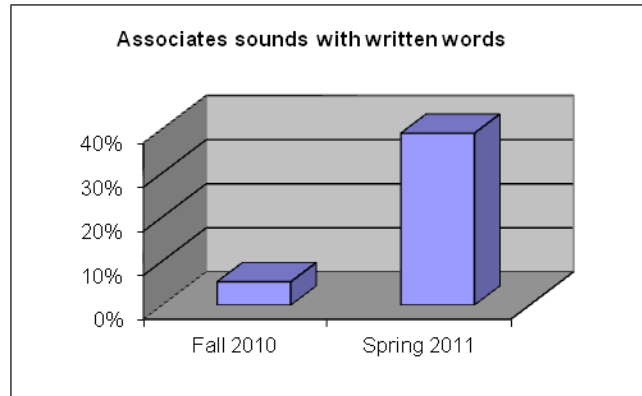




Preparing Children for Kindergarten

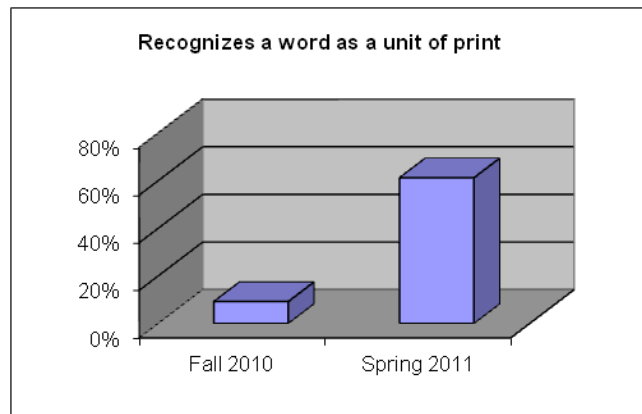
III.A.3. Associates sounds with written words, such as awareness that different words begin with the same sound

Fall 2010	5%
Spring 2011	39%



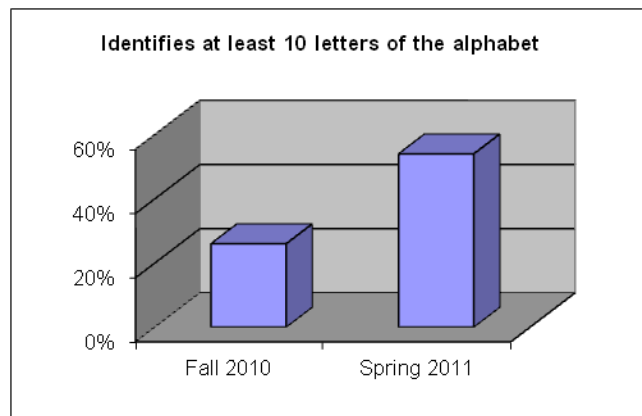
IV.B.1. Recognizes a word as a unit of print or an awareness that letters are grouped to form words, and that words are separated by spaces.

Fall 2010	9%
Spring 2011	61%



Identifies at least 10 letters of the alphabet, especially those in their own name.

Fall 2010	26%
Spring 2011	54%





Preparing Children for Kindergarten

IV.B.2. Begins to develop knowledge about letters

Fall 2010	27%
Spring 2011	58%

