



Bi-CAP Head Start Annual Report

9-1-2009 through 8-31-2010

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	
221 CHILDREN		61 CHILDREN	
Base Grant	\$1,858,515	Base Grant	\$693,654
COLA	56,871	COLA	21,226
ARRA COLA	34,197	ARRA COLA	12,763
ARRA Quality Imp.	86,545	ARRA Quality Imp.	32,965
Program Improvement	71,000		
T/TA	21,008	T/TA	17,341
TOTALS	\$2,128,136	TOTALS	\$777,949
STATE HEAD START		STATE EARLY HEAD START	
21 CHILDREN		33 CHILDREN	
Base Grant	188,383	Base Grant	396,509
TOTALS	\$188,383	TOTALS	\$396,509
Donation—Blackduck Head Start Program			\$6,000



Head Start Budget

Bi-CAP Head Start Budget Categories

HEAD START BUDGET		EARLY HEAD START BUDGET	
OBJECT CLASS		OBJECT CLASS	
Personnel	59%	Personnel	58%
Fringe Benefits	24%	Fringe Benefits	25%
Travel-out of area	<1%	Travel-out of area	<1%
Contractual	3%	Contractual	4.5%
Supplies	1.5%	Supplies	2%
Other	12%	Other	10%

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 \$.50/mile for personal vehicles.

Employees are expected to use agency vehicles wherever available.

Contractual Category

Contractual costs include:

Childcare Provider Fees at BSU Campus Childcare and Caring Hands Childcare center in Blackduck.

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 during the entire year.

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	255	8 (3%)	59 (24%)
Early Head Start	94	118	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 2008 financial audit was completed on August 20, 2010. 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	242	96%	99%	100%
		Well Baby Exams Completed		Immunizations
Early Head Start	94	98%		99%



Parent Involvement Activities

	EARLY HEAD START	HEAD START
Emergency/crisis intervention needs (food, clothing, shelter)	19	62
Housing assistance (subsidies, utilities, repairs)	74	113
Mental health services	30	54
English as a Second Language (ESL) training	0	0
Adult Education (GED, programs and college selection)	7	23
Job training	8	28
Substance abuse prevention or treatment	6	10
Child abuse and neglect services	6	24
Domestic violence services	2	8
Child support assistance	7	18
Health education	97	240
Assistance to families of incarcerated individuals	3	13
Parenting education	97	247
Marriage education	3	0
WIC	95	204
Father involvement activities	59	135
Services to homeless families	5	20

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

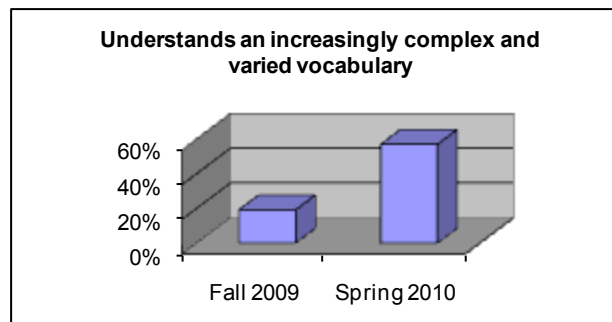
Child outcomes are tracked throughout the year using the Work Sampling System for Head Start. Outcomes data indicate that both three and four year olds are making progress in all domains. However, the statistics indicate that three and four year olds could benefit from additional concentration in the 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 2009-10 Program Year

Understands an increasingly complex and varied vocabulary

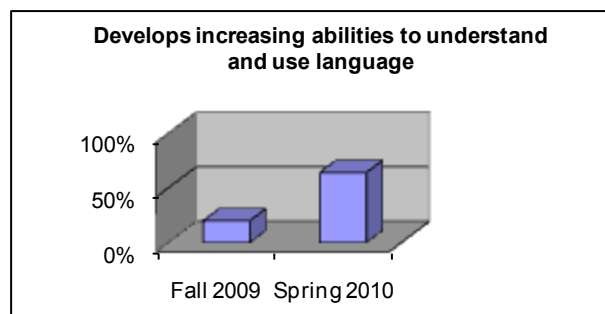
Fall 2009	19%
Spring 2010	57%



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

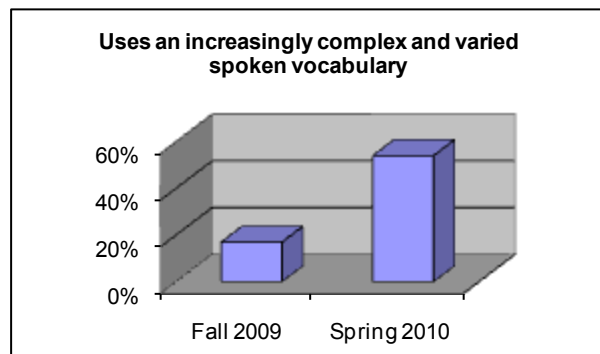
Develops increasing abilities to understand and use language

Fall 2009	20%
Spring 2010	64%



Uses an increasingly complex and varied vocabulary

Fall 2009	17%
Spring 2010	54%

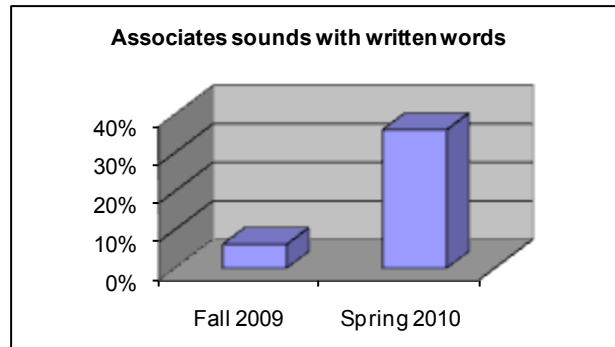




Preparing Children for Kindergarten

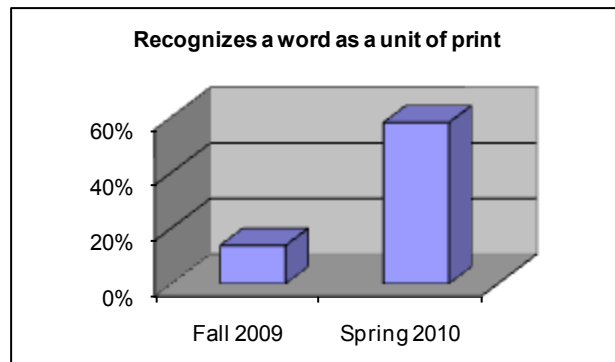
Associates sounds with written words, such as awareness that different words begin with the same sound.

Fall 2009 6%
Spring 2010 36%



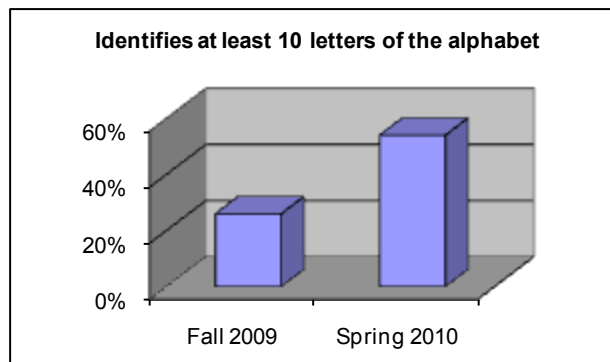
Recognizes a word as a unit of print, or awareness that letters are grouped to form words, and that words are separated by spaces

Fall 2009 14%
Spring 2010 58%



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

Fall 2009 26%
Spring 2010 54%





Preparing Children for Kindergarten

Knows that letters of the alphabet are a special category of visual graphics that can be individually named

Fall 2009 27%
Spring 2010 58%

