

Community Action  
Region VI  
0-5 Head Start Program  
2022 Annual Report



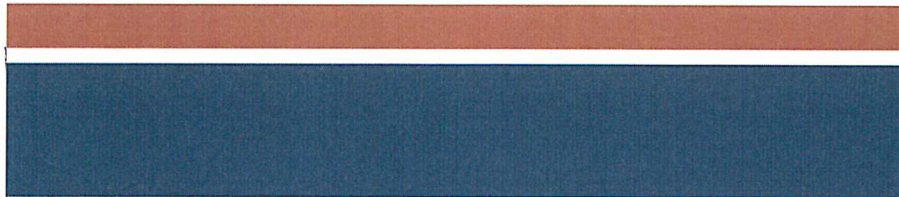
**Locations of the HS/EHS Centers:**

**0-3 Jamestown**  
1411 12th Ave NE  
Jamestown, ND

**3-5 Jamestown**  
1201 6th Ave NE  
Jamestown, ND

**0-3 and 3-5 Valley City**  
230 Viking Drive  
Valley City, ND

[www.cap6.com](http://www.cap6.com)



## Introduction

Our Annual Report provides an overview of the 2021-2022 Head Start and Early Head Start year. Our Head Start and Early Head Start programs serve 120 (96 HS + 24 EHS) children ages birth to five years from eligible families in a classroom setting.

2021-2022 Program Year started August 1, 2021 with COVID precautions lessening. We continue to follow the ND child care and Department of health guidelines.

Enrollment was full capacity in the 0-5 centers with an occasional classroom closure due to COVID.

0-5 Head Start continues to struggle to fill staff positions in all areas of the program.

Our program belief is 'the parent is the primary teacher of the child.' We work with parents to help them set and meet goals related to their own education and financial self sufficiency. We also provide parents with resources that assist them in completing their most important job, that of raising a healthy child who is "ready to learn" when they enter kindergarten.

- Center based preschool for children ages three to five years with qualified teachers who target school readiness skills in preparation for kindergarten
- Early Head Start program enrolls expectant mothers and provides them with education and resources to prepare for the birth of their infant
- Early Head Start Center provides high quality early care and education for eligible families with children ages birth to three years.

*Head Start and Early Head Start programs are more important now than ever...*

Children need a strong foundation in order to be successful in elementary school. Our efforts are definitely contributing to better family outcomes and school readiness.

# Table of Contents

Learn more about “Our Children, Our Families and Our Classrooms”

Introduction .....	Page 2
Table of Contents .....	Page 3
Annual Report .....	Page 4
Demographics .....	Page 5
Average Monthly Enrollment/Attendance .....	Page 6
Financial Audit .....	Page 7
Financial Highlights	
Revenue—Where does the money come from? .....	Page 8
Expenditures—Where does the money go? .....	Page 9
Enrollment.....	Page 10-12
Children’s Health and Wellness.....	Page 13
Federal Monitor .....	Page 14
Family Engagement and Parent Involvement.....	Page 15
Head Start School Readiness.....	Page 16-19
Community Action Programs, Vision and Mission .....	Page 20



## Annual Report

The Head Start Act (section 644(a)(2)) requires each agency to make available to the public at least once in each fiscal year a report that contains eight elements. They are:

1. The total amount of public and private funds received and the amount from each source.
2. An explanation of budgetary expenditures and proposed budget for the fiscal year.
3. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
4. The results of the most recent review by the Secretary and the financial audit.
5. The percentage of enrolled children that received medical and dental exams.
6. Information about parent involvement activities.
7. The agency's efforts to prepare children for kindergarten.
8. Any other information required by the Secretary.



## Demographics

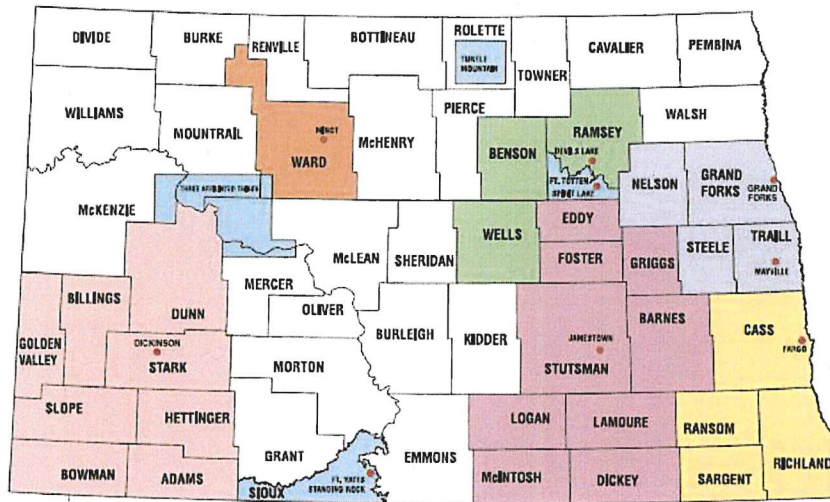
Community Action Region VI Early Head Start serves Region VI which is made up of nine counties located in south central North Dakota.

The nine counties served are: Barnes, Dickey, Eddy, Foster, Griggs, LaMoure, Stutsman, McIntosh and Dickey.

Community Action Region VI Administrative office location: Jamestown

Total Population: 54,128 people

Geographic Land Area covered: 9,935 square miles



“Providing Resources to Enhance the Lives of Families and their Children”

## Average Monthly Enrollment/Attendance

Attendance 2021—2022	0 to 3 Jamestown Center	0 to 3 Valley City Center	3 to 5 Jamestown Center	3 to 5 Valley City Center
August	77%		85%	87%
September	74%		79%	84%
October	61%		82%	79%
November	75%		84%	86%
December	77%	81%	83%	82%
January	73%	81%	80%	72%
February	68%	52%	75%	82%
March	77%	86%	87%	85%
April	80%	82%	80%	82%
May	88%	93%	93%	95%
June	75%	72%		
July	78%	78%		
Program Term Average per Center	75%	78%	83%	83%

### Average Monthly Enrollment

Average Monthly Enrollment is based on 'Funded Enrollment'. 3 to 5 Head Start funded enrollment is 96 (62 in Jamestown and 34 in Valley City). 0 to 3 Early Head Start funded enrollment is 24 (16 in Jamestown and 8 in Valley City)

3 to 5 Head Start maintained full funded enrollment. 0 to 3 enrollment was lower to keep a ratio of 4 children enrolled per caregiver, and some months 0 to 3 struggled to have enough staff. The children enrolled had good attendance, but we couldn't maintain full funded enrollment due to lack of staff.

## Financial Audit

### Financial Audit

An audit was conducted by Brady Martz and Associates, P.C.

Financial statements audited were for the year which ended December 31, 2021.

It was a clean audit.

abcdefghijklmnopqrstuvwxyz



## Financial Highlights—Revenue

*Where does the money come from?*

Federal Head Start Funding .....	\$1,377,020
Federal Head Start T/TA (Training and Technical Assistance) Funding .	<u>21,295</u>
Total Head Start Funding .....	\$1,398,315
Federal Early Head Start Funding .....	577,328
Federal Early Head Start T/TA Funding.....	<u>11,166</u>
Total Early Head Start Funding .....	<u>588,494</u>
Total Federal Funding.....	<u>\$1,986,809</u>

### Non-federal Grant Match:

Non-federal Head Start In-kind Match Required .....	\$349,579
Non-federal Early Head In-kind Match Required.....	<u>147,124</u>
Total non-federal In-kind Match Required.....	496,703
Non-federal In-kind Match Generated.....	\$517,426

Parents provide non-federal match by partnering with the program to improve their child's school readiness skills as well as serve on the program's advisory committees.

Partnerships with community agencies provide health, education, social services, housing and financial resources for families to assist them in reaching their goals of self-sufficiency and ensuring their children begin kindergarten healthy, well cared for and "ready to learn."

### Other Funds Supporting Head Start Programs:

USDA/CACFP Revenue for Head Start.....	66,563
USDA/CACFP Revenue for Early Head Start.....	20,564
USDA Funds Expended.....	87,127
Reimbursement from USDA for meals served to children (breakfast, snack and lunch from 8/1/21 to 7/31/22)	

*In-kind budget, 3rd year of 5 year grant application; Financial report—in-kind line 1/31/2022; CACFP amounts from Fiscal*



## Financial Highlights—Expenditures

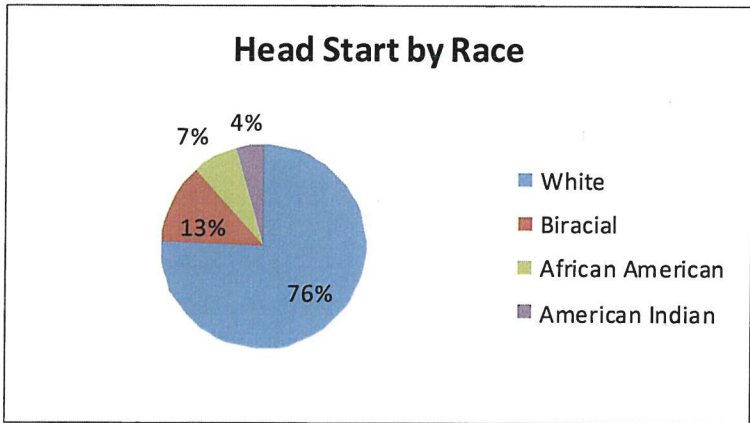
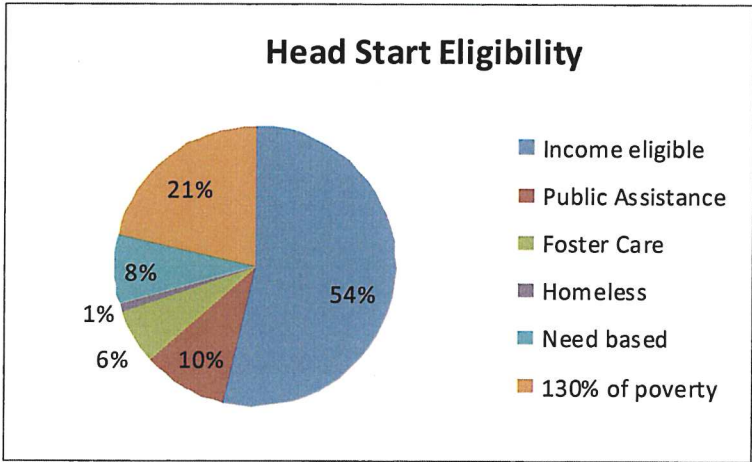
*Where does the money go?*

### Head Start and Early Head Start Expenditures 2/1/2021 to 1/31/2022

Budget Categories	Head Start Actual Expenditures	Head Start Proposed Budget	Early Head Start Actual Expenditures	Early Head Start Proposed Budget
Personnel	798,586	824,729	269,126	287,131
Fringe Benefits	399,525	393,556	136,598	130,923
Contractual	15,356	18,750	5,614	5,800
Travel	27,411	20,000	4,173	8,500
Space	45,884	57,000	66,922	52,171
Supplies	57,465	57,000	30,441	35,086
Equipment	8,790	0	-1,000	0
Other	82,330	64,312	39,588	31,851
<b>Total Expenses</b>	<b>1,435,347</b>	<b>1,435,347</b>	<b>551,462</b>	<b>551,462</b>
In-kind	430,536	354,539	86,890	86,276
Training and Technical	37,348	21,295	14,843	11,166

*Statement of Revenue and Expenses 1/31/2022 HS and EHS Final Report*

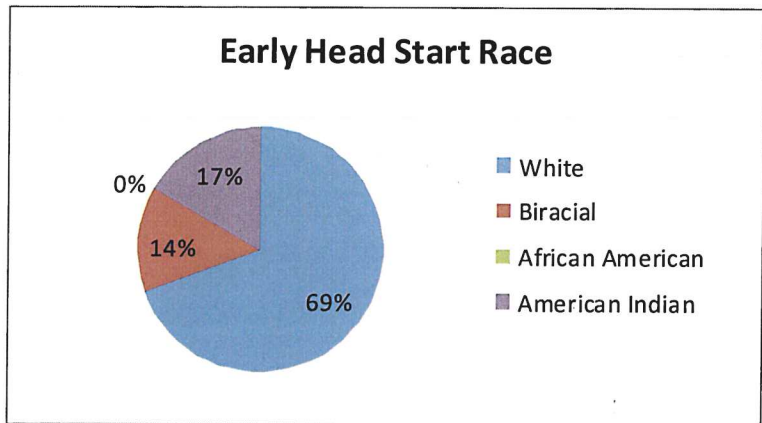
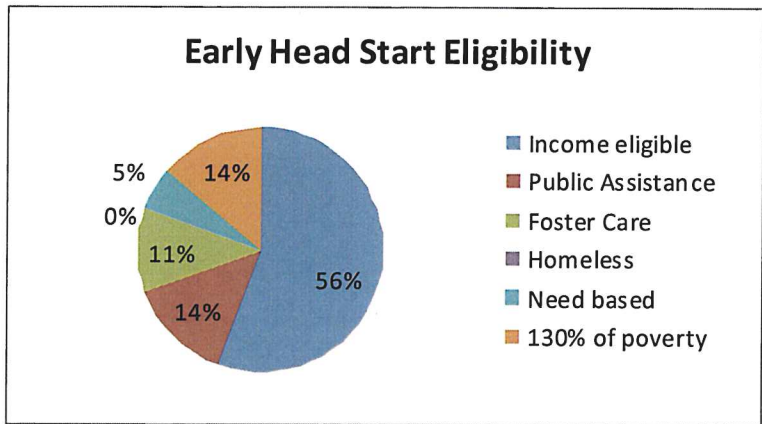
# Enrollment



Enrollment	Head Start	Early Head Start	Total
Funded Enrollment	96	24	120
Cumulative Enrollment	112	36	148
Families Served	103	29	

2021—2022 PIR—A1, A12, A13, A25, C23-24, C33

# Enrollment



Preschool children with disabilities made up 21% of the Head Start enrollment (24/112) and 47% of the Early Head Start enrollment (17/36)

**Single Parent Families**

Head Start	66/103	64%
Early Head Start	20/29	69%

**Two Parent Families**

Head Start	37/103	36%
Early Head Start	9/29	31%

2021—2022 PIR

## Enrollment

Enrollment by age of children (age on July 31, *not date of enrollment*)  
for Program year 2021-2022

	EHS	HS	Total
Under 1 year	10	0	10
1 year old	13	0	13
2 years old	11	12	23
3 years old	1	43	44
4 years old	0	57	57
Prenatal moms	1	0	1
Totals:	36	112	148

2021–2022 PIR A10



NATIONAL HEAD START ASSOCIATION

### The Head Start Pledge

I **believe** every child can succeed;

I **believe** my work in Head Start helps children and families succeed;

I **believe** every vulnerable child should be served by Head Start.

I pledge to work together with the families I serve, my community partners,  
and my colleagues;

I pledge to work together to ensure this nation honors its commitment to  
vulnerable children;

I pledge to be part of the untiring voice that will not be quiet until every vul-  
nerable child is served by Head Start.

## Children's Health and Wellness

### Community Action Head Start

- 89% of the Head Start children entered the program with Medicaid or private health insurance (100/112)
- 95% of the Head Start children had Medicaid or private health insurance at the end of the year (106/112)
- 88% of the Head Start children were up to date with medical exams by the end of the year (98/112)
- 96% of the Head Start children had continuous, accessible dental care provided by a dentist by the end of the year (107/112)



### Community Action Early Head Start

- 100% of the Early Head Start children entered the program with Medicaid or private health insurance (35/35)
- 100% of the Early Head Start children had Medicaid or private health insurance at the end of the year (35/35)
- 20% of the Early Head Start children were up to date with medical exams by the end of the year (7/35)
- 91% of the Early Head Start children had continuous, accessible dental care provided by a dentist by the end of the year (32/35)

2021—2022 PIR—C1, C7, C 16

## Federal Monitor

### Office of Head Start on Site Monitor Review

December 14, 2020 to December 18, 2020, The Administration for Children and Families (ACF) conducted a Focus Area 1 review of Community Action Region VI Head Start and Early Head Start Programs.

A Corrective Action Plan was put in place for the two areas of concern: 1302.91(e)(1) EHS Staff Qualification and 1302.91(e)(2)(ii) HS teacher qualifications.

The Office of Head Start conducted the CLASS (Classroom Assessment Scoring System) review on the Head Start classrooms from 3/20/18 to 3/21/18.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	6.2292	Classroom Organization	5.8889	Instructional Support	3.0278

DIMENSIONS					
Positive Climate	6.08	Behavior Management	5.75	Concept Development	3.00
Negative Climate	1.00	Productivity	6.08	Quality of Feedback	2.50
Teacher Sensitivity	5.92	Instructional Learning Formats	5.83	Language Modeling	3.58
Regard for Student Perspectives	5.92				

*Community Action Region VI scores were at or above the national average in all areas.*

Community Action Region VI 0-5 Head Start is scheduled for the Focus Area Two Monitor.

# Family Engagement and Parent Involvement

Head Start and Early Head Start

Parents as Leaders: Parent Involvement



Community Action Region VI 0-5 Head Start partners with families to provide support through parent trainings, home visits, referrals and resources to help meet their needs. As part of this ongoing partnership, parents are offered the opportunity to develop and implement individualized family goals. Written goals outline family and staff responsibilities, strategies, and progress in achieving these goals.

Parent representatives also serve on the Policy Council for the program year.

Parent interests are assessed at the start of each program year and this information is utilized to create opportunities for events and parent involvement activities throughout the year. Parent input is gathered at the conclusion of events for improvements to future events. Some of the events that parents have the opportunity to participate in each year include site specific friendship dance, the Choosy Challenge focusing on increasing the family's nutrition and physical activity, RIF Challenge encouraging families to increase reading and literacy activities at home – ending in a family focused celebration at the centers for reaching the reading goals. Other site specific events may include: an annual car seat check, classroom activities, family cooking classes, family fun nights, and 0-3 Discovery groups.

## Head Start School Readiness

Our preschool teachers and infant/toddler caregivers assess the children's development throughout the year using DRDP (Desired Results Developmental Profile) 2015. The program allows us to track how individual children, classrooms and the entire program are progressing toward kindergarten readiness skills. We look at children's development in 7 areas:

**History—Social Science:** Sense of time; sense of place, ecology, conflict negotiation and responsible conduct.

**Physical Development—Health:** Perception – use of senses to gather and understand information/bodies in space. Gross Motor – whole body large muscle movements. Fine Motor – small muscles: fingers & hands, eye-hand coordination. Includes nutrition, safety, and personal care routines.

**Cognition, including Math & Science:** Reasoning, memory, problem solving, & thinking skills that help children understand and organize their world. Math skills include rote counting, counting objects, recognizing numbers, understanding shapes and patterns, and using measurement and comparisons.

**Language & Literacy Development:** Language includes listening and understanding what is said to them, responding appropriately to questions, and using understandable language and vocabulary. Literacy includes learning letters and sounds, rhyming, showing interest in books and how print works.

**Social & Emotional Development:** How children get along with each other and adults and handle their feelings and emotions. It also includes sense of identity and belonging.

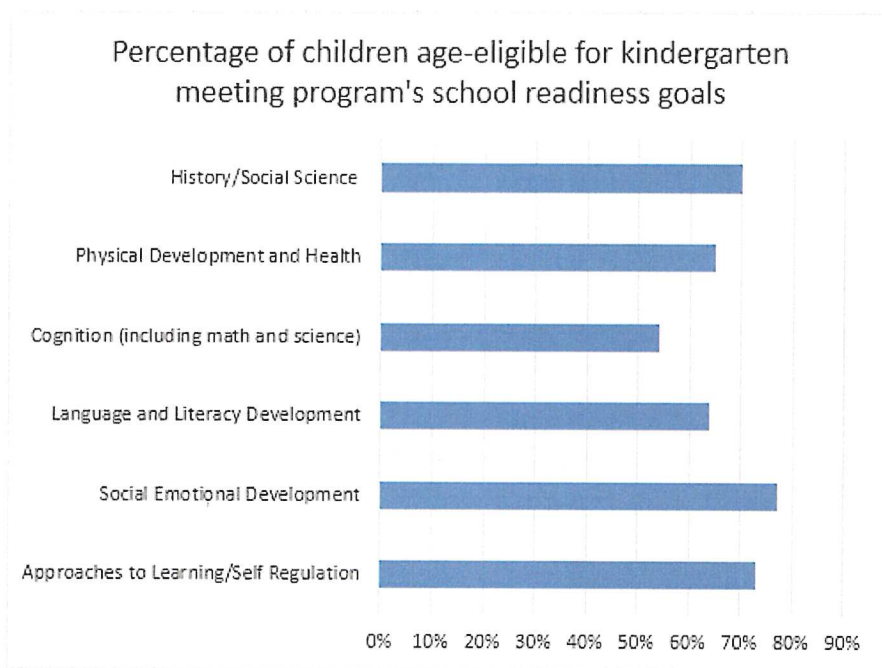
**Approaches to Learning—Self Regulation:** Focuses on how children learn. Includes emotional, behavioral and cognitive self-regulation skills. These skills include executive function skills of sustained attention, impulse control, flexibility in thinking, working memory. Initiative, curiosity, and creativity also fall in this area.

**Visual and Performing Arts:** Visual art, music, drama and dance.



# Head Start School Readiness

## School Readiness Goals Outcomes Summary 2021-22

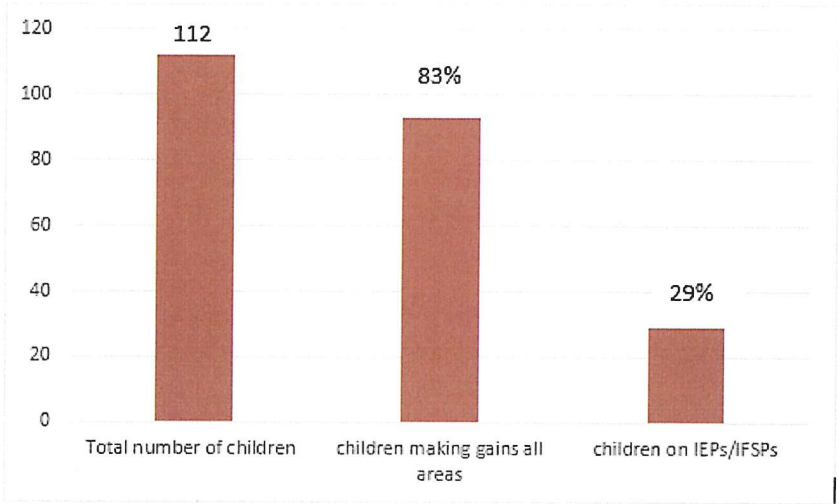


This data is based on children who are age-eligible to transition to kindergarten in the fall of 2022. Meeting school readiness goals means the child met or exceeded the developmental level in the DRDP assessment that aligns with the Head Start Early Learning Outcomes Framework (HSELOF) indicators for children at 60 months. Due to switching to the DRDP assessment tool in August 2020, this is the second year of collecting this data.

Our percentages for school readiness increased in all areas from 2020 by an average of 8%. The areas of greatest gains from 2020 to 2021 were in Social Emotional Development and Physical Development & Health.

# Head Start School Readiness

## Growth in School Readiness Domain Areas 2021-2022



Our percentage of children making progress in all domains increased from 75% in 2021 to 83% in 2022, despite our percentage of children with disabilities increasing by 2%.



Head Start uses the Creative Curriculum in its infant, toddler and pre-school classrooms. The curriculum ensures that children are being prepared for school through age-appropriate learning activities, and most importantly through play! We also use Conscious Discipline to help teach children important self-regulation skills and manage their emotions so they are ready to learn.

# Head Start School Readiness

## 2021-2022 Child Development Summary Ages 0-5

vertical lines indicate median score for the group

### Approaches to Learning–Self-Regulation (ATL-REG)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2022		2%	6%	12%	12%	20%	20%	16%
Fall 2021	2%	2%	11%	14%	12%	22%	20%	

### Social and Emotional Development (SED)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2022		2%	7%	12%	15%	19%	22%	12%
Fall 2021	2%	4%	10%	12%	11%	22%	2%	

### Language and Literacy Development (LLD)

	RE	RL	EE	EM	EL	EE	BM	BL	IE
Spring 2022		2%	6%	1%	11%	17%	20%	22%	11%
Fall 2021	2%	2%	2%	2%	11%	11%	22%	2%	

### Cognition, Including Math and Science (COG)

	RE	RL	EE	EL	BE	BM	BL	IE
Spring 2022		2%	2%	10%	12%	20%	20%	20%
Fall 2021	2%	2%	4%	10%	12%	22%	2%	

### Physical Development–Health (PD-HLTH)

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Spring 2022		2%	2%	2%	10%	11%	14%	20%	24%
Fall 2021	2%	2%	4%	4%	10%	11%	12%	12%	2%

### History–Social Science (HSS)

	No earlier levels	EL	BE	BM	BL	IE
Spring 2022	No earlier levels		1%	12%	42%	20%
Fall 2021	No earlier levels	1%	12%	13%	48%	

RE=Responding Earlier, RL=Responding Later, EE=Exploring Earlier, EL=Exploring Later, BE=Building Earlier, BM=Building Middle, BL=Building Later, IE=Integrating Earlier (Kindergarten skills).

As a program, children made the greatest progress in Social Emotional Development, Literacy Development, History-Social Science.

Children achieved the highest skill level in Social Emotional Development, Language Development, Math & Physical Development & Health.



Community Action Region VI  
1411 12th Ave NE, PO Box 507  
Jamestown, ND  
Phone: 252-1821  
Website: [www.cap6.com](http://www.cap6.com)  
Facebook: Community Action Region VI

Providing services to low income, disabled and elderly households in Barnes, Dickey, Foster, Griggs, LaMoure, Logan, McIntosh, Stutsman and Wells counties.

#### Vision and Mission Statement

Community Action Region VI offers a range of services and activities designed to provide people the opportunity to improve their quality of life. Comprehensive programs and services are available to meet the needs of the communities it serves. We will advocate for people in need and provide opportunities to improve their quality of life. Programs and services will be expanded as indicated by community needs. High quality programs remain a priority. The agency will be recognized as a valuable resource to communities.

In addition to the Zero to Five Head Start Program, Community Action programs include, but are not limited to the following.

**Weatherization:** This program helps income eligible people make their homes energy efficient.

**Food Pantry:** This is available to anyone in need of assistance. Referrals will be taken from any agency, organization or individual who has knowledge of people in need.

**Financial Counseling:** Free financial counseling services to help clients develop money management techniques and assists them in working with their creditors.

**Energy Share:** This is available to help with emergency home energy needs as a "last resort" fund to help those with their household energy bill obligation not covered by other assistance programs.

**Case Management:** Individual work with adults, adolescents, youth, couples, and families.

*All the things that enhance your life are good for your child!*