

Northwestern Illinois Community Action Agency Head Start  
PY 18 - 19  
Annual Report to the Public



### NICAA Head Start Mission Statement

NICAA Head Start will enhance the lives of pre-school children and their families by providing a high quality program, which includes academics, health, nutrition, parent involvement, and social emotional related services. We will partner with families as they work to set and attain their goals.

### NICAA Head Start Annual Budget

**A. NICAA Head Start Grant year is July 1 – June 30 of each year. Public and private funds received during this time period are as follows:**

1. Department of Health and Human Services (DHHS)	
Continuation grant:	\$1,316,844
2. USDA Child Care Food Program	122,545
3. In-kind donations:	354,608
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Total	\$1,793,997

**B. Budget Expenditures**

Program Operation:	Continuation
1. Personnel	\$ 759,589
2. Fringe	195,423
3. Supplies	79,696
4. Contractual	133,029
5. Program Costs	137,499
6. Training/Technical Assistance	11,608
7. USDA Food Costs	117,232
8. USDA Commodity Costs	5,313
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Total	\$1,439,389

In-Kind

a. Contractual	\$102,688
b. Supplies (donations of toothbrushes, paint, paper, etc.)	36,236
c. Rental Space	191,332
d. Other	24,352
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Total	\$354,608

In-kind must be allowable, reasonable, verifiable, and necessary for the operation of the Head Start Program. In-kind contributions from the community are a requirement of the Head Start program in order to show community support for the program.

### **C. Performance Standards**

The Head Start Performance Standards were first published in 1975 and are in place to ensure that all programs provide high quality services. In November of 2016, the Department of Health and Human Services Administration for Children and Families Office of Head Start released the new Performance Standards. To ensure that Head Start programs are complying with the Performance Standards, each program must go through Federal Reviews during their 5-year grant cycle. They are the Focus Area One, Focus Area Two, and CLASS. Office of Head Start uses the information collected during reviews to understand the grantee's approach to program design and services. The information is also used to evaluate their performance and continuous program improvement.

### **D. Results of the most recent Head Start Federal Reviews**

NICAA Head Start is in its first year of a new five-year grant. We have had our first review for the grant cycle. Focus Area One is an opportunity for grantees to discuss their program design, management, and governance structure. In addition, this focus area is designed to develop an understanding of each grantee's foundation for program services. Grantees will describe approaches to staffing structure, program design, education, health services, family services, fiscal infrastructure, and program governance. In November of 2018 we had our Focus Area One monitoring review, and we are compliant in all areas.

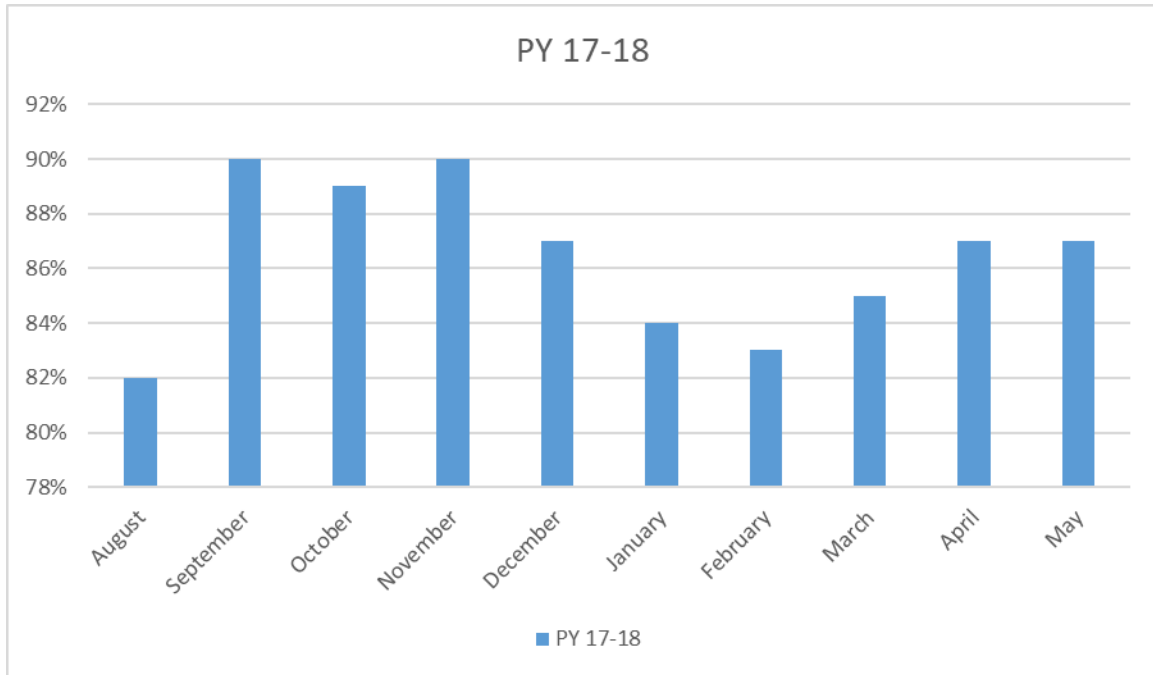
### **E. Results of the most recent financial audit**

NICAA's annual financial audit for 2017 reported that there were no audit findings which were required to be reported in accordance with the office of Management and Budget Circular A-133, Section 510 (a) and no instances of noncompliance related to the financial statements were disclosed during the audit. Northwestern Illinois Community Action Agency qualified as a low-risk auditee.

### **F. Funded Enrollment**

NICAA Head Start is funded to serve 190 children. Total children served were 209, which included those children who were only enrolled for a short time due to moving out of the area. Of the total enrollment, 24 were children who had special needs. According to Head Start regulations, we must maintain an 85% attendance average. NICAA Head Start maintained 85% attendance rate for all months except August, when children were still being enrolled, and in January and February due to illness.. When children are absent from school, the parent is called within the first hour of school to verify absence.

## Attendance Chart for school year 2017 - 2018



Our goal is to maintain no less than 85% student attendance. When the attendance falls below that, we look for the causes through our data. We contact parents and do home visits to emphasize the importance of student attendance.



### **D. The percentage of enrolled children that received medical and dental exams.**

100% of enrolled children received medical and dental exams. 100% of children that needed further dental treatment, received treatment. The Stephenson County Health Department / Park City Dental did the dental exams in Stephenson County along with follow-up treatment. East Dubuque exams were done by Dr. Chorak at his office in Galena.



### **E. Parent Involvement Activities include:**

- Parent Committee Meetings
- Parent Child Literacy Activity Nights
- Participation on Policy Council
- Participation on NICAA Board
- Classroom Volunteers
- Volunteering in home preparing classroom materials.
- Field Trip Volunteers
- Completing Parent Partnership Agreements



- Participating in Home Visits and Parent Teacher Conferences
- Participating in the self-assessment.
- Parent Café
- Activities sent home to do with children



### **G. NICAA Head Start's efforts to prepare children for Kindergarten**

NICAA Head Start uses Creative Curriculum in the classroom and Teaching Strategies Gold assessment tool to show the children's growth throughout the year. Data is collected three times per year - in the fall, winter, and spring. After each collection period, the data is reviewed and program adjustments are made based on areas of need.

## **Head Start Transition to Kindergarten**

NICAA helps families during the transition to kindergarten by sending home flyers about when and where to register their child and providing the necessary documents needed when registering. Arrangements are made for the children and parents to visit the kindergarten classrooms. Books about kindergarten are read to the children at school and sent home for the parents to read to them at home. We also partner with the school district to provide on-site kindergarten sign-up for the parents at our KCC site.

Children are assessed in the following areas, Social emotional, Physical – Gross Motor, Physical – Fine motor, Language, Cognitive, Literacy and Math. Some children enter our program below average in the skills assessed. As you can see on the chart below, by the end of the school year, we have a great percentage of children meeting or exceeding the program goals. The children entering Kindergarten from our Head Start are very prepared. Assessing children throughout the year indicates on going progress in the mentioned areas.

Note: At the beginning of the year, it is appropriate for student's skills and abilities to fall below widely held expectations because the child may not have been exposed to some of the experiences that enhance the child's ability to do that skill.

	Fall - 2017	Below	Meeting	Exceeding	Spring 2018	Below	Meeting	Exceeding
Social Emotional		46	51	3		1	31	68
Physical – Gross Motor		55	43	2		2	42	56
Language		59	38	2		2	56	41
Cognitive		56	42	2		2	46	52
Literacy		50	40	4		4	55	42
Math		55	44	1		3	42	55

To provide a smooth transition to Kindergarten, Head Start teachers begin the school year following our program's School Readiness Plan as well as our Kindergarten Transition Plan. This ensures that our program is preparing our children for success. Parents are invited to attend parent meetings with guest speakers from our school district. These meetings are very helpful as they let everyone know the expectations of new students entering into the school system as well as informing them of the different experiences they will encounter. Each child moving to Kindergarten will get a book about going to kindergarten and they will be able to tour an actual kindergarten classroom in one of the school district facilities.

## **H. NICAA Head Start Staff**

NICAA Head Start had 33 full and part time employees

- 9 Administration staff members
- 7 Lead Teachers
- 15 Teachers Assistants
- Teacher Qualifications include BA's or AA's in Early Childhood Education and Psychology
- Teacher Assistant qualifications include BA, AA's, in Early Childhood Education and or a Child Development Associate (CDA)
- 33% of our teaching staff are currently either taking classes to complete a degree in a higher learner institute, or obtaining their Child Development Associate through NICAA Head Start.

**Head Start provides transportation, educational field trips, a quality education, breakfast, lunch and snack, on-site dentals, regular student assessments, parent activity days and parent enrichment nights, and great staff, all at no charge to our families.**

The NICAA Head Start program contracts consultants to provide mental health, nutrition, and speech services for Head Start children and families.