



# **Kendall County Head Start Annual Report Fiscal Year 2012**



## **Program Mission**

BCFS Education Services Kendall County Head Start provides comprehensive child development services to children ages 3 to 5 years. Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutrition, social and other services for enrolled children and families.

## **BCFS Education Services Board of Directors**

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Mr. Jesse Flores	Treasurer
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## Introduction

BCFS is a global health and human services non-profit organization with locations and programs in the United States as well as Eastern Europe, Latin America, Southeast Asia and Africa. The organization is a national leader in medical sheltering and emergency management and response, providing critical emergency support services to federal, state and local governments. BCFS also provides residential services and emergency shelters for children who are abused or neglected, assisted living services and vocational training for adults with developmental disabilities, mental health services for children and families, foster care and adoption services, health services, transitional living services for at-risk youth and those in the juvenile justice system, residential camping and retreats for children and families, and international humanitarian aid for children living in impoverished conditions in developing countries.

BCFS assumed control of Kendall County Head Start on October 15, 2011. Kendall County Head Start has been in operation for 20 years. In 2007 the Head Start Grant for Kendall County was relinquished by the providers voluntarily. Community Development Institute served as interim provider from 2007 until BCFS was awarded. Our primary goal is ensuring that children and families are ready and prepared for Kindergarten.

On September 1, 2012 BCFS Education Services was formed with a new Board of Directors in accordance with BCFS's agreement with the Office of Head Start.

BCFS Education Services Kendall County Head Start provides comprehensive child development services to 93 eligible children and their families. The Head Start program operates a center-based option for 7.5 hours per day, five days a week, late August through May in a single session. This "full day" schedule accommodates parents who are working full time, engaged in furthering their education, training for employment, and/or other welfare to work activities.

## 2011-2012 Funding

Kendall County Head Start is supported by Federal dollars and in-kind dollars donated to the program through volunteers and donations.

	<b>Expenditures</b>
<b>Salaries/Wages</b>	<b>\$389,000</b>
<b>Contract Labor</b>	<b>\$14,196</b>
<b>Employee Benefits</b>	<b>\$83,136</b>
<b>Medical Fees</b>	<b>\$285</b>
<b>Food</b>	<b>\$2746</b>
<b>Transportation/Travel</b>	<b>\$69,346</b>
<b>Telephone/Utilities</b>	<b>\$51,990</b>
<b>Equipment/Building Maintenance</b>	<b>\$23,094</b>
<b>Insurance</b>	<b>\$4769</b>
<b>Professional Fees</b>	<b>\$9,376</b>
<b>Building Lease</b>	<b>\$60,867</b>
<b>Meetings/Trainings</b>	<b>\$19,697</b>
<b>In-direct Fees</b>	<b>\$70,191</b>
<b>Total</b>	<b>\$868,997</b>

<b>Non-Federal Share Required</b>	<b>Non-Federal Share Received</b>
<b>\$112,037</b>	<b>\$117,766</b>

## 2012-2013 Proposed Budget

	<b>Federal funds Awarded</b>
<b>Personnel</b>	<b>\$416,020</b>
<b>Fringe Benefits</b>	<b>\$102,738</b>
<b>Travel</b>	<b>\$6,000</b>
<b>Supplies</b>	<b>\$12,891</b>
<b>Other</b>	<b>\$120,325</b>
<b>Indirect Fees</b>	<b>\$66,722</b>
<b>Total</b>	<b>\$733,946</b>

## Program Statistics

ACF Funded Enrollment	93
Total number of children served	101
Average Monthly Enrollment	91%
Percentage of Eligible Children Served	44%
Percentage of Enrolled Children Received Medical Exams	86%
Percentage of Enrolled Children Received Dental Exams	86%

## 2010-2011 Audit Review

BCFS's Financial Audit was prepared by BKD, L.L.P., CPAs and Advisors, for year ending August 31, 2011.

“We have audited the compliance of BCFS Health and Human Services (BCFSHHS) (a non-profit organization) with types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on its major federal program for the year ended August 31, 2011. BCFSHHS' major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal program is the responsibility of BCFSHHS' management. Our responsibility is to express an opinion on the compliance of BCFSHHS based on our audit.”

“We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and OMB Circular A-133, Audits of the States, Local Governments, and Non-Profits Organizations. Those standards and OMB A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about BCFSHHS' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide legal determination of BCFSHHS' compliance with those requirements.”

“In our opinion, BCFSHHS complied, in all material respects, with the requirements referred to above that could have a direct and material effect on its major federal program for the year ended August 31, 2011. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements that are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 11-1.”

The fiscal audit for the 2011-2012 school year is currently being conducted.

# Parent Involvement Activities

## **Donuts with Dads**

Donuts with Dads is an event that is conducted throughout the school year that brings the programs fathers together giving them the opportunity to voice their opinions regarding their child's education and letting them know how important their input is in their child's education.

## **Take Home Activities**

Children take home activities weekly that include literacy, science, art and math to be completed with parents and families and returned to school. These items are displayed throughout the facilities classrooms.

## **Parenting Education**

Parents have the opportunity to attend a selection of parenting education as selected by the majority of families throughout the school year. All education topics are presented in English and Spanish when necessary.

## **Parent Trainings**

Kendall County Head Start offers a variety of parent trainings throughout the school year that include: Child Abuse and Violence, Discipline Management, Emergency Awareness, Child Development, Nutrition, etc. All training topics are presented in English and Spanish when necessary.

## **Volunteering in the classroom and center**

Parents, family members and community members are encouraged throughout the year to volunteer in Kendall County Head Start's classrooms and throughout the center.

## **Family Committee Meetings**

Parents have the opportunity to attend Family Committee meetings throughout the school year to discuss program issues, events, and attend education classes. Meetings occur in September, October, November, January, February, March, April and May each year.

## **Policy Council Meetings**

Parents have the opportunity to participate in monthly meetings during the school year (September, October, November, January, February, March, April and May each year). This program governance council gives a voice to parents as they guide the path of the programs plan and decisions.

# Preparing Children for Kindergarten

## Curriculum Alignment

Frog Street Press Curriculum adheres to both the Head Start Child Outcomes/School Readiness requirements and the Texas Pre-Kindergarten Guidelines. This alignment ensures that Kendall County Head Start meets all required needs as we prepare children to transition to Kindergarten.

## School Readiness Plan

Kendall County Head Start has developed a School Readiness Plan that adheres to both Head Start Child Outcomes and the Texas Pre-Kindergarten Guidelines. This plan will be reviewed and updated each fall, winter and spring, following each of the facilities child outcomes assessments.

## Transition Activities

Kendall County Head Starts Pre-Kindergarten classroom schedules and activities are set up to mirror that of a Kindergarten classroom. Activities model what children will be doing in school and teachers discuss going to Kindergarten throughout the year and during activities with the children. At the end of each school year a Bi-lingual Kindergarten teacher provides a parent meeting to notify parents what to expect as their child transitions to school.

End of the school year final parent/teacher conferences center around transition with Pre-Kindergarten students. Parents receive a “Getting Ready for Kindergarten” packet of items they can do at home to prepare their children for Kindergarten in the fall.

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BCFS ES Policy Council Chair Person Signature

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Date

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BCFS ES Board of Directors Chair Person Signature

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Date