

North Texas Parent and Child
Development Inc.

Early Head Start



Annual Report 2013—2014



Letter from the Director

Dear Friends of North Texas Parent and Child Development, Inc.

(Early Head Start)

In this annual report, you will see a summarization of highlights from Fiscal year 2013-2014. As we look ahead, we will continue to take on ever more urgent challenges in our world. Crises in the accessibility and quality of education needs of increasing population and demographic trends and an unpredictable global economy will call upon NTPCDI's expertise.

NTPCDI will continue to be committed to promoting and supporting children to enhance their physical, social, emotional and cognitive development while assisting parents in developing strategies to progress toward economic-self-sufficiency.

NTPCDI recognizes that parents are the primary influence in the child's life and encourages parents to participate in every aspect of the program.

The goal of the program is to improve child and family outcomes, including school readiness, by providing a continuum of comprehensive services that support children's development and family functioning. Teaming with other agencies will enable us to help each child and family achieve social competency.

NTPCDI specifically focuses on a two generation approach that aims not only to prepare children for future success in school, but also their parents through programs designed to increase parenting skills, employability and earning potential.

We are convinced that with the continued good efforts of families and the dedication of teachers and staff our results will continue to benefit children and families.

I would like to take this opportunity to thank our Board, Policy Council, Parents, Staff, Volunteers and Community partners for their support throughout the year.

We look forward to the year ahead.

Gwen Harris

Early Head Start Director



/ Facilities



Fuller Location

500 Flood St.

Wichita Falls, Texas, 76301

940-687-0885



Burkburnett Location

109 Kramer

Burkburnett, Texas, 76354

940-569-1411 Ext. 4



Wakeman Location

1201 E. Scott Ave.
Wichita Falls, Texas, 76301
940-766-2245



Administration Office Location

500 Flood St.
Wichita Falls, Texas, 76301
940-687-5437



Mission Statement

North Texas Parent and Child Development, Inc. Early Head Start is dedicated to providing quality, comprehensive services to pregnant women, infants, and toddlers. Teaming with other agencies enables us to help each child and family achieve social competency. Early Head Start recognizes that parents are the **primary influence in the child's life**, and promotes them to participate in every aspect of the program.

Facts about Early Head Start

- We served 104 families
- 64 of the families we serve are in our center-based program
- 40 families are in our home-based program
- 4 are pregnant women

Board Members of 2013-2014

Jim McIntyre	President
Jeanne Wakeman	Vice President
Dr. Lois Fullerton	Secretary
	Treasurer

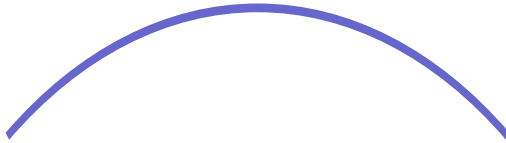
- Betty Harvey
- Vakeisah Johnson
- Lonzell Lewis
- Kay Perkins
- James Rasmussen
- Michael Smith
- Rosalind Strickland
- Julia Vasquez
- Mindy Velasquez
- Dorothy Roberts-Burns

/School Readiness

The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. We choose to work on these goals for this year because we felt the parents would be able to achieve these goals and our teachers would be able to implement them in the classroom as well.

1. Social-Emotional-Child will form relationships with consistent caregivers.
2. Cognitive and General Knowledge-Child will learn to group people and objects based on their attributes.
3. Physical Development and Health-Child will have access to care from a primary health provider, regardless of economic status and geographic location.
4. Approaches to Learning-Child will explore music through singing, dancing, listening to, and creating music.
5. Language and Literacy-The child will comprehend the message of another's communication.

Our staff, along with parents, review the child's health and nutrition history and complete developmental and behavioral screenings. As of this program year, we chose to use the Ages and Stages Questionnaire, so we would have more input from the family. The screenings are done within the first 45 days of enrollment.




Health

The Early Head Start Program continues to ensure that families have continuous, ongoing access to primary health care and related services to include dental exams. We try to achieve 100% with both physical and dental exams. During the year 52% of children received dental exams on time, and 48% did not receive the exams on time. 45% received well baby checks on time. 54% did not receive the well baby check on time. We work with families that may need resources with Texas Department of Family Services, so they are not denied health services.




Parent Involvement



The Early Head Start program is based upon a strong belief and recognition that parents are the primary educators of their children. Our program is designed to work with families to ensure that the developmental need of each child is met. Our program strives to meet the needs of all families by determining what each family's needs and desires are through open conversations.

Fatherhood Initiative



Through the Fatherhood Initiative program, fathers play a critical role in the health and well being of the pregnant women and their child(ren). We believe that it is important to educate dads about pregnancy, child birth, child development, and parenting. Our program offers the Fatherhood Initiative to dads, uncles, grandfathers or the father figure in the child's life. Our program is called "Men's Night Out." Activities are scheduled at times when fathers are not working. The male role models in our program are provided a quarterly training event with other community agencies and mentors to encourage and strengthen our "fathers." We continually let our dads know that they are welcomed at all times and that we appreciate their efforts.



Policy Council and Parent Committee

During intake our program continues to provide each family with information on parent involvement and services on Policy Council and Parent Committee. The services provided by these committees play critical roles in Early Head Start. The committees are a part of the program actions for policies and procedures, the program curriculum, school readiness through transition and other program performance.

Family Partnership Agreement

Each year our Social Service/Parent Involvement Manager works with families to complete a Family Partnership Agreement. We complete Family Partnership Agreements for every pregnant woman, infant, toddler, and their family enrolled in the program. In addition, Early Head Start engages in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and supports.



Review Findings

Given by Office of Head Start 3/14/14

Finding Type	Applicable Standards	Compliance Level
Roles, Responsibilities, and Training	642 (c)(A) 642 (c)(2)(D)(I, iv, vi)	Noncompliance
Reporting to Governing Body and Policy Council	642 (d)(2)(G, I)	Noncompliance
Program Planning	1304.51 (a)(1) 1304.51 (a)(1)(ii)	Noncompliance
Human Resources	1304.52(k)(1)	Noncompliance
Access to Health and Dental Care	1304.20 (a)(1)(ii)	Concern
Access to Health and Dental Care	1304.40 (i)(6)	Concern
Screening and Referrals	1304.20 (b)(1)	Concern
Safe Transportation	1310.10 (b)	Concern
Parents in Transitions	1304.41 (c)(2)	Concern
School Readiness	1307.3 (b)(1)(iii)	Concern
Quality of Teaching and Learning	645A(h)(1-2)	Noncompliance
Quality of Teaching and Learning	648A(f)	Concern
Quality of Teaching and Learning	1304.52(e)	Noncompliance

Summary

The Office of Head Start conducted a Triennial Review January of 2013. The results are on Page 12. During the monitoring review, the team puts findings on Compliance Levels. A deficiency is a systemic or substantial material failure of an agency in an area of performance. A noncompliance is a finding that does not constitute a deficiency, but needs to be corrected. The Office of Head Start gives the program 120 days to prove the noncompliance has been corrected. A concern is an area that can be improved and does not necessarily need to be corrected in a certain time frame. After the monitoring review, the noncompliances and concerns were corrected. The Office of Head Start approved the corrections made in noncompliances.

/Financial Audit Results

	06CH7022/10	06CH7022/11
EHS program expenditures*	\$104	\$10,617
General and administrative expenditures applicable to the EHS program*	—	859
Total expenditures applicable to the EHS program*	104	11,476
Plus mortgage principal payments reported as a reduction in loan balance for the financial statements, but treated as expenditures on the Schedule of Federal Awards	—	—
Less expenditures made from contributions and in-kind contributions	(104)	(14,457)
EHS expenditures, per Schedule of Expenditures of Federal Awards	—	(2,981)
Plus prior year expenditures previously reported	1,143,124	1,064,515
EHS expenditures, as Reported Financial Status Report	\$1,143,124	\$1,061,534

*per Statement of Functional Expenditures

Notes to Schedule of Expenditures of Federal Awards for the Year Ended
November 30, 2014

06CH7022/12	06CH7190/01	TOTAL
\$1,122,347	\$429	\$1,133,497
155,908	14	156,781
1,278,255	443	1,290,278
23,106	—	23,106
(181,673)	—	(196,234)
1,119,688	443	1,117,150
—	—	2,207,639
\$1,119,688	\$443	\$3,324,789

Financial Audit

Results Continued

North Texas Parent and Child Development demonstrated sound fiscal management and accountability measures in 2013-2014, as shown in the audit completed in July 2015 by MHW Group, Certified Public Accountants Consultants.

A. Summary of Auditor's Results

1. The auditor's report expresses an unqualified opinion on the financial statements of North Texas Parent and Child Development, Inc.
2. No significant deficiencies or material weaknesses related to the audit of the financial statements are reported in the *Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of NTPCDI, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal awards programs are reported in the *Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133*.
5. The auditor's report on compliance for the major federal award programs for NTPCDI expresses an unqualified opinion on all major federal programs.
6. The audit disclosed no findings which are required to be reported in this schedule in accordance with Section 510(a) of OMB Circular A-133.
7. The program tested as a major program was the U.S. Department of Health and Human Services' Early Head Start Program Cluster (CFDA 93.600).
8. The threshold used to distinguish between Type A and B programs was \$300,000.
9. NTPCDI qualified as a low risk auditee.

B. Findings-Financial Statement Audit

None

C. Findings and Questioned Costs-Major Federal Awards Program Audit

D. None

Statement of Revenue and Expenses

For the period 12/01/13 to 11/30/14

Revenue	Organizational Totals
Federal Grant Income-EHS	1,033,847.58
Federal Grant Income-USDA	57,418.88
Contributions and Donations	600.00
Principle Mortgage Loan Pmt	23,105.69
In-Kind Revenue	195,634.22
Total Revenue	1,310,606.37
Expenses	
Staff Salaries	692,313.98
Fringe Benefits-FICA	52,625.92
Fringe Benefits-SUTA	6,692.20
Fringe Benefits-Workers' Comp	3,853.31
Fringe Benefits-Retirement	1,488.00
Prof Services-Accounting	56,919.40
Prof Services-Audit	10,300.00
Prof Services-Employee Test	771.82
Prof Services-Mental Health	389.45
Prof Services-Transportation	44.49
Prof Services Health/Safety	30.00
Staff Travel-In-Region	1,289.82
Depreciation Expense	47,113.08
Office Supplies	10,860.35
Office Equipment	5,400.00

Child and Family Svcs Supplies	20,600.51
Food Service Supplies	41,265.17
Janitorial Supplies	1,298.51
Contractual-Nutrition Svcs	1,400.00
Contractual-Child Services	199.00
Contractual-Janitorial Svcs	11,000.00
Contractual-Health Advisory	298.35
Contractual-Interpretation	298.35
TTA-Policy Council/Board Trng	2,506.55
TTA-Teachers Trng	3,253.77
Space Rental	880.87
Telephone/Other Communications	10,510.50
Insurance & Bonding	2,875.00
Printing, Publications	3,090.22
Advertising	670.50
TTA-Staff Development	31,032.90
Postage, Freight	1,732.74
Building & Maintenance	20,621.63
Vehicle Maintenance/Fuel	6,295.52
Utilities	22,410.40
Parental Fund	262.48
Insurance-Child	667.48
Computer Repair/Maint	12,036.71
Building Insurance	18,466.00
Promotional Materials	388.58
Fatherhood Initiative Expenses	409.37
Health Advisory Comm Expense	421.00
Mortgage Payments	31,283.28
Miscellaneous Expense	(10.02)
Software-Client Tracking System	1,999.20

Statement of Revenue and Expenses Cont.

For the period 12/01/13 to 11/30/14

In-Kind-Audit Cost	4,560.03
In-Kind-Employee Test	435.06
In-Kind-ProfSvcs/MentalHealth	155.55
In-Kind-Travel	373.76
In-Kind-Parent Travel	470.27
In-Kind-Board Travel	1,052.96
In-Kind-Office Supplies	1,493.56
In-Kind-Child/FamlySvcSupply	1,165.11
In-Kind-Food Svc Supplies	787.88
In-Kind-Janitorial Supplies	2,141.04
In-Kind-Vehicle/Auto	9.54
In-Kind-Nutritional Svcs	350.00
In-Kind-Volunteers	36,908.14
In-Kind-Parental Svcs	30.78
In-Kind-Janitorial Svcs	8,800.00
In-Kind-Health Advisory	532.17
In-Kind-Volunteer Parents	53,459.14
In-Kind-Volunteer Board	11,248.97
In-Kind-VolunteerPolicyCouncil	1,954.47
In-Kind-TTAPolcyCounl/BoardTrng	2,459.62

In-Kind-Space Rental	8,290.00
In-Kind-Advertising	26.00
In-Kind-Staff Development	92.05
In-Kind-Bldg Maintenance	1,983.65
In-Kind-Vehicle Maintenance	6,600.00
In-Kind-Utilities	2,956.56
In-Kind-Parent Activity Fund	119.90
In-Kind-Insurance	144.00
In-Kind-Software/Devlpmnt	1,410.00
In-Kind-Parent Home Usage	45,113.98
In-Kind-Fatherhood Initiative	536.03
Miscellaneous	381.95
Total Expenses	1,334,604.21
Excess (Deficiency) of Revenue over Expenditures	(23,997.84)



Consider a Gift



Consider giving a gift to North Texas Parent and Child Development, Inc. (Early Head Start). We operate solely to provide educational service to area residents, who cannot afford to pay for this service. We also provide this service to children with disabilities at no cost to the families.

Our organization provides services to 104 families in Wichita County. We could not do this without the commitment of volunteers.

To those of you who are not involved, I ask that you consider volunteering and/or financially contributing to our organization.

Gwen Harris
Early Head Start Director

Annuaire Report