



Head Start: Learn, Grow, Explore!



*Transforming People  
and Communities*

Head Start & Early Head Start  
2016 Annual Report

# 1

## What is Head Start?

CAP Services' Head Start and Early Head Start are federal- and state-funded programs that promote school readiness and provide quality health, nutritional, social, and other services to enrolled children and families. These comprehensive programs involve the family and community in which they live in the total development of the child.

Income-eligible families with children ages zero-to-five, pregnant women, and families with children with documented disabilities are encouraged to apply anytime.

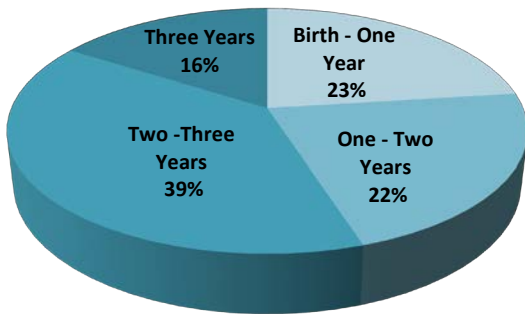
In 2015-2016, the Head Start program served 309 children in Portage, Waupaca, Waushara and Marquette counties. The Early Head Start program served 104 children and pregnant women in Portage, Marquette, Waushara and Waupaca counties.



# Who are the children?

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## Early Head Start: Children's Ages



## Early Head Start

**80** children 0-3 enrolled in full year home based option

**16** two-year-old children enrolled in full year combination option (classroom and home based)

**8** children enrolled in part day, full year center based option

**161** total children enrolled during the school year

**102** average monthly enrollment

## Head Start

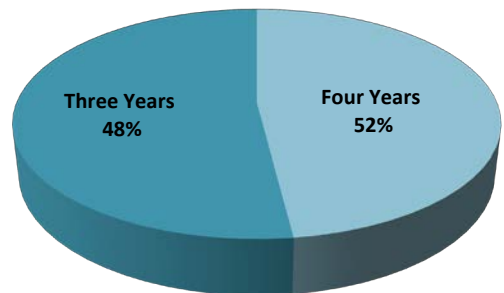
**259** children enrolled in part year, center based option

**50** children enrolled in part year home based option

**346** total children enrolled during the school year

**304** average monthly enrollment

## Head Start: Children's Ages



# 3

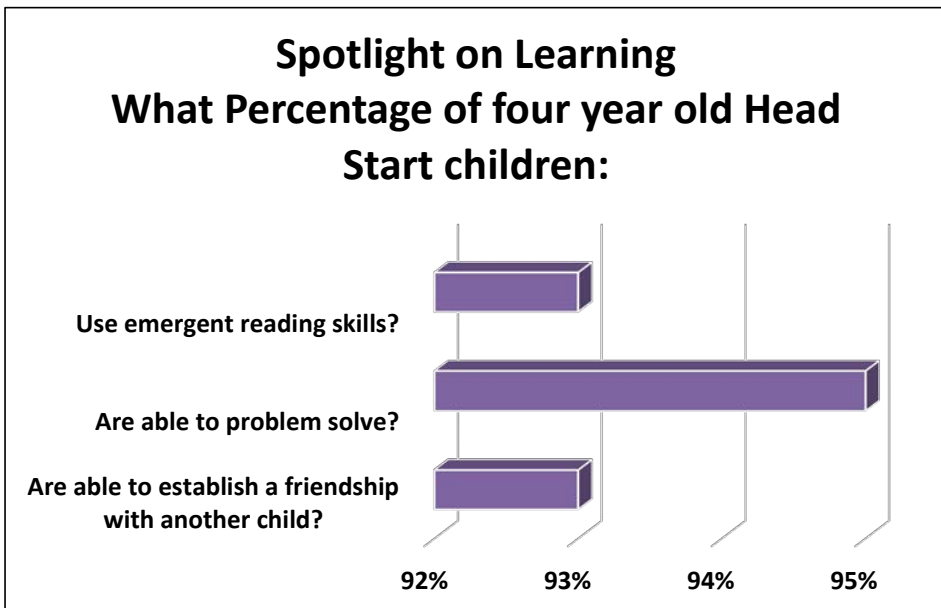
## Education

The education program is designed to provide high quality early education and child development services that promote children’s readiness for school and create life-long learners.

The program offers both center based and home based options to meet the needs of children and families. Both options utilize a research based curriculum and assessment that build on each child’s individual strengths.

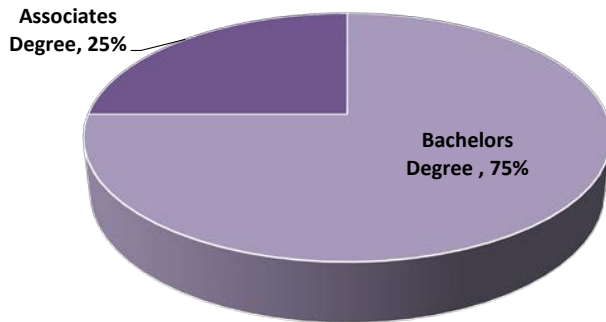
Parents are recognized as their child’s first teacher and are an integral part of the education team.

In response to current research and Head Start Performance Standards future plans include extending the hours and days of service for the center based option.

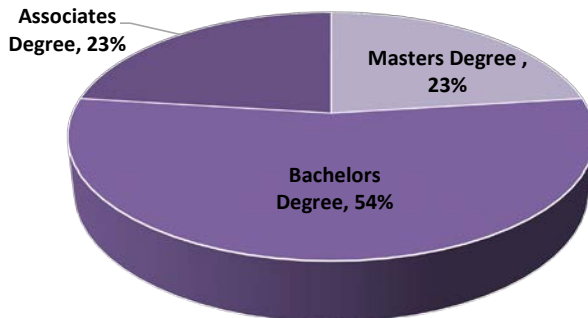


The program's teaching staff and home visitors have the required knowledge, training, experiences and competencies that ensure high quality services to children and families. Professional development, on-going training, and coaching are provided to staff to promote progress in school readiness skills for children and to strengthen family partnerships.

## Teacher Qualifications



## Home Visitor Qualifications



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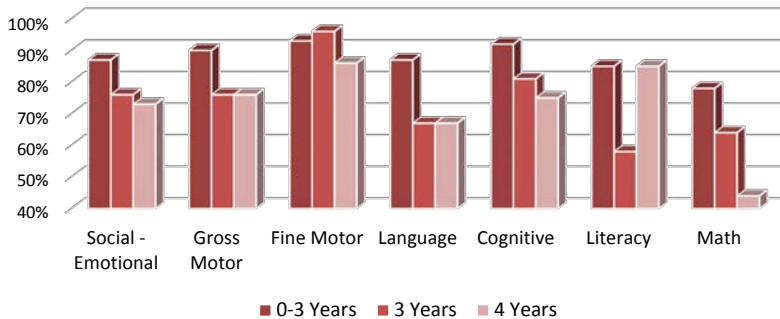
## Education

### School Readiness Progress

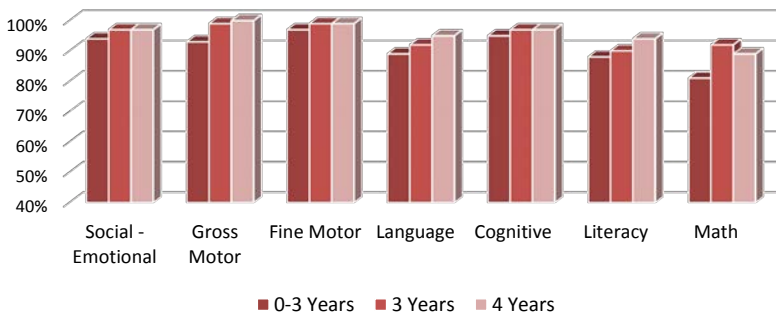
The program has identified school readiness goals that support children's growth in all learning domains. The goals are developmentally appropriate and align with the Head Start Early Learning Framework 0-5, state learning guidelines and the expectations of local school districts.

Children demonstrated progress in all learning domain areas from Fall 2015 to Spring 2016.

#### Fall 2015



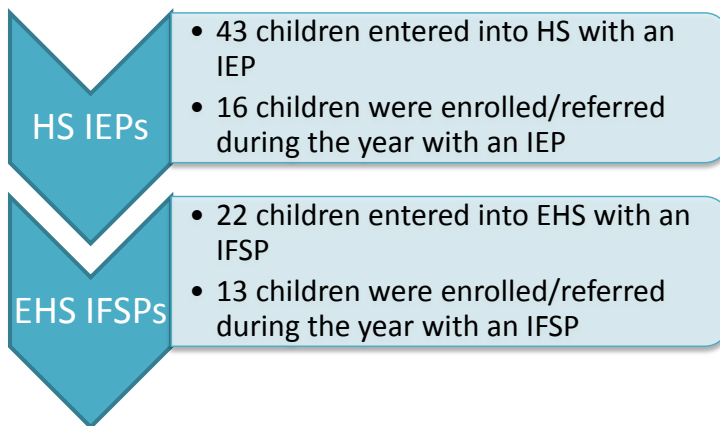
#### Spring/Summer 2016



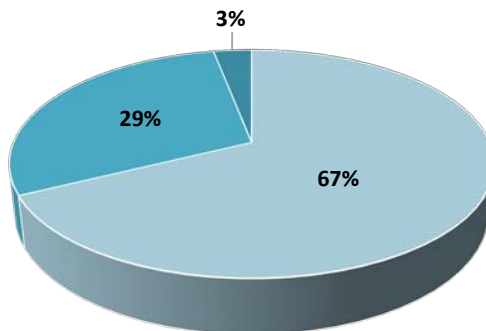
# Disability

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It's a requirement that 10% of children enrolled in Head Start and Early Head Start have a documented disability. The program collaborated with 17 school districts and five Birth-3 agencies to support children with special needs.



## Head Start Special Needs



■ Speech and Language   ■ Developmental Delay   ■ Autism

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## Mental Health

### Social/Emotional Development

The program recognizes the importance of providing mental health services to children to encourage their emotional and social development. The Behavior Specialist observes the children and provides teachers and home visitors with strategies to promote social/emotional development and is available to meet individually with parents/guardians on an as needed basis.

#### HS Mental Health

34 children were observed by our Behavior Specialist Consultant

11 children were referred to an outside agency for mental health services

#### EHS Mental Health

10 children were observed by our Behavior Specialist Consultant

1 child was referred to an outside agency for mental health services



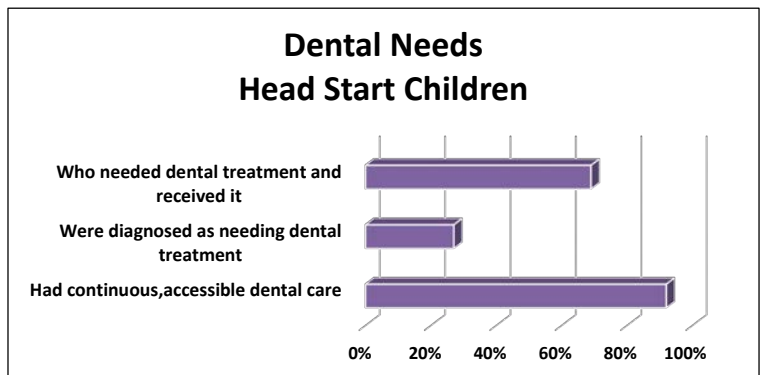
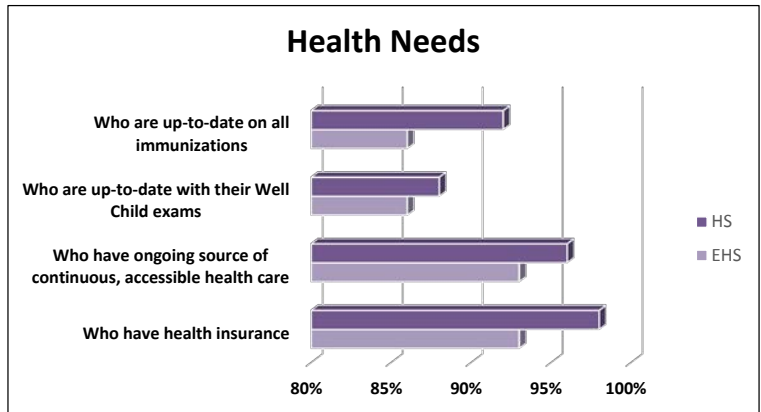


## Health Related Services

CAP Services' Early Childhood Development is committed to wellness and embraces a comprehensive vision of health for children, families, and staff. Through collaborative relationships among families, staff and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continuous care that meets their current health needs and in preparation for school readiness.

EHS  
Pregnant  
Mothers

30% received a professional dental exam during the pregnancy



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## Nutrition

Children's healthy food habits are learned through on-going food experiences, both at school and at home. Staff work with children and parents to begin positive health practices early in life. Children in the center-based Head Start and Early Head Start programs are provided a nutritious breakfast, lunch and snack depending on the time they are in the program each day. All meals meet or exceed Federal USDA guidelines. A Registered Dietician supervises the menus and provides education information on nutritional/healthy food topics as needed.

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- Children with a food intolerance or allergy

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- Children that have a special due to a religious or lifestyle choice

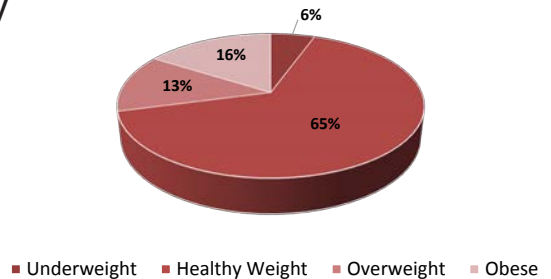
### Accommodating Special Diets

The program recognizes the importance of accommodating special dietary requests whether they are a food intolerance/allergy or religious/lifestyle request. Each special dietary request is reviewed on an individual bases, and staff work with the family to accommodate each request as best as possible.

### Awareness of Childhood Obesity

Childhood obesity can have complications for the physical, social and emotional well-being of a child. One of the best strategies to reduce childhood obesity is to improve the diet and exercise habits of the entire family. Treating and preventing childhood obesity helps protect the health of the child now and in the future.

Head Start BMI Percentages



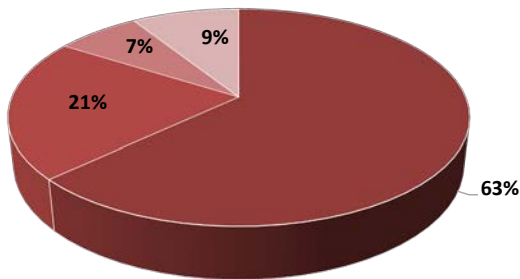
## Family and Community Engagement

Head Start and Early Head Start utilize a family systems approach, realizing that the well-being of the entire family is essential to the development of the child. Staff use a strength-based approach in working with families, encouraging parent engagement in all aspects of the program. Through positive, goal-oriented relationships with families and the utilization of community resources, staff assist family members in identifying and moving toward economic and emotional self-sufficiency goals. Positive family outcomes support promising child outcomes that include enhanced school readiness and sustained development and learning gains.

What does a typical Head Start and Early Head Start family look like?

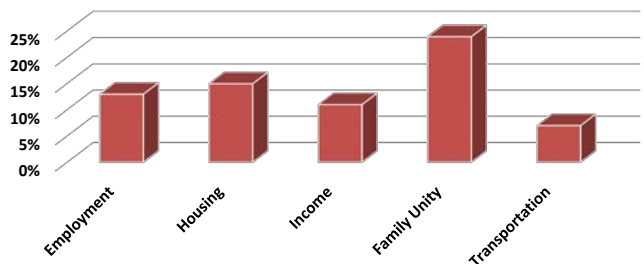
- Four family members
- 41% are single parent households
- 80% completed high school
- 89% of two parent families have at least one parent employed (Head Start only)
- 15% of families earn less than \$5000 per year
- 8% were homeless when entering the program

## Diversity



■ White ■ Latino ■ Asian ■ Other

Percentage of families that have identified the following as top priority areas



## Parent Engagement

Parents are their child's first and most influential teacher and parent engagement is a key component for a child's success in school. Parent engagement activities include:

- Assisting in the classroom or making projects at home
- Assisting on field trips
- Assisting with menu planning and child assessment
- Giving input to the curriculum
- Participating in monthly Parent Committee meetings
- Leadership opportunities as a Parent Committee officer, Policy Council member or member of the ECD Advisory Committee
- Member of the Health Advisory Committee
- Participating in home visits and family development opportunities
- Participating in male involvement activities
- Participating in recruitment activities

100%

Of families surveyed are satisfied with services

406

parents volunteered for the program this year

98%

of families surveyed have improved parenting skills

100%

of families surveyed feel the program is preparing their child for school

## Community Partnerships

Realizing that it takes a village to raise a child, the program partners with many community agencies to provide families with necessary resources to achieve their self-sufficiency goals.

In the 2015-16 program year, Early Childhood Development staff completed a Community Partnership Agreement with 66 different agencies and programs in the four county area to share information and discuss services that could positively impact low-income families.

The program has collaborative agreements with many organizations including: local school districts (LEA's), agencies that provide special services to young children and child welfare agencies.

<b>Eligible children served by County Head Start</b>			
<b>County</b>	<b># of eligible HS children</b>	<b># served</b>	<b>% served</b>
Portage	184	151	82%
Marquette	64	30	47%
Waupaca	194	84	43%
Waushara	102	44	43%

<b>Eligible children served by County Early Head Start</b>			
<b>County</b>	<b># of eligible EHS children</b>	<b># served</b>	<b>% served</b>
Portage	276	46	17%
Marquette	96	10	10%
Waupaca	291	38	13%
Waushara	153	10	7%

## Financials

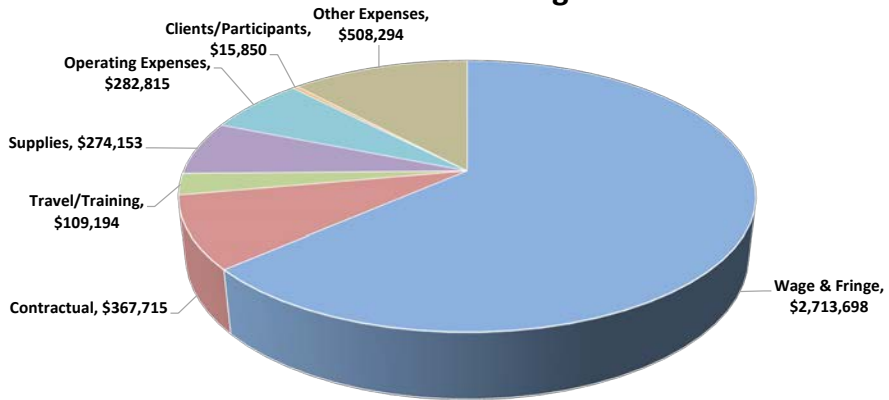
Operating Revenue	Amount	Percentage
Head Start Federal	\$2,682,223	63%
Head Start State	\$148,045	3%
Early Childhood Services	\$293,579	7%
Early Head Start	\$1,147,872	27%
<b>Total:</b>	<b>\$4,271,719</b>	<b>100%</b>

Inkind Match= \$645,166

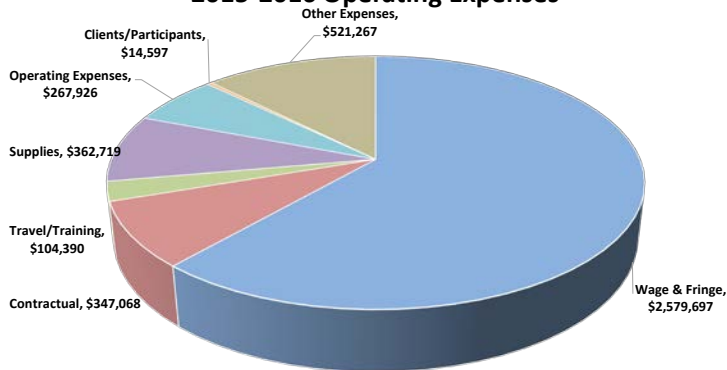
Inkind Match= \$290,019

Training and Technical Assistance	
Head Start	\$29,399
Early Head Start	\$21,246

### 2016-2017 Budget



### 2015-2016 Operating Expenses



## 2015 Audit Results

CAP Services' financial audit meets the A-133 requirements of its federal grant sources, including Head Start. CAP Services is considered a low-risk auditee, and received an unmodified opinion on the consolidated financial statements of CAP Services, Inc. and Subsidiaries for the year ended 12/31/15. The auditors' associated report on compliance for major federal and state awards also expressed an unmodified opinion. There were no audit findings relative to the major federal and state awards for CAP Services, Inc.

## 2015 Federal On-site Monitoring Outcome

The most recent monitoring review of the CAP Services Early Childhood Development program by the Administration for Children and Families established that the program passed the Head Start Key Indicators-Compliant (HSKI-C) Review Event and thus qualified for differential monitoring based on the results of the review.

## Earlier Is Better

CAP Services' Early Childhood Development received the 2016 Outstanding Partner Award for their strong commitment to the oral health of Early Head Start Families. The Earlier Is Better program is affiliated with the Children's Health Alliance of Wisconsin.





## Early Childhood Development Philosophy

CAP Services' Early Childhood Development program is a quality, comprehensive child development program that promotes family and community engagement. Our strength-based program focuses on life-long learning which includes: school readiness skills for children; family development services for parents; professional development for staff; and strong, long-lasting community partnerships that "transform people and communities".



**CAP Services, Inc.**

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CAP Services, Inc. is an equal opportunity employer. Auxiliary aids and services are available upon request to employees as well as program participants with disabilities.

## CAP Services Mission Statement

Our mission is to transform people and communities  
to advance social and economic justice.