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.

Head Start and Early Head Start services are provided in Portage, Waupaca, Waushara and Marquette counties. Head Start is a part year program for children ages 3-5 years. Early Head Start is a full year program serving pregnant women and children ages 0-3 years.

Recognizing 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 2018-2019 program year, Early Childhood Development staff completed Community Partnerships agreements with 126 different agencies and programs in the four county area to share information and discuss services that could positively impact low-income families.
## Enrollment Capacity by County

<table>
<thead>
<tr>
<th>County</th>
<th># of income eligible HS children</th>
<th># of enrollment spaces</th>
<th>% served</th>
<th># of income eligible EHS children</th>
<th># of enrollment spaces</th>
<th>% served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marquette</td>
<td>57</td>
<td>17</td>
<td>30%</td>
<td>86</td>
<td>11</td>
<td>13%</td>
</tr>
<tr>
<td>Portage</td>
<td>156</td>
<td>118</td>
<td>76%</td>
<td>234</td>
<td>46</td>
<td>20%</td>
</tr>
<tr>
<td>Waupaca</td>
<td>164</td>
<td>109</td>
<td>66%</td>
<td>245</td>
<td>30</td>
<td>12%</td>
</tr>
<tr>
<td>Waushara</td>
<td>87</td>
<td>47</td>
<td>54%</td>
<td>130</td>
<td>30</td>
<td>23%</td>
</tr>
</tbody>
</table>

### Ethnicity
- 22% Hispanic or Latino
- 78% Non-Hispanic or Non-Latino

### Race
- 2% African American
- 1% American Indian
- 4% Asian
- 8% Biracial/Multi-racial
- 8% Other/Unspecified
- 77% White
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 Creative Curriculum is used in center-based options and Parents as Teachers curriculum is utilized in home base options. Parents are recognized as their child’s first teacher and are an integral part of the education team.

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 expectations of local school districts. In 2018-2019, children demonstrated growth in all learning domains from fall to spring.

**Percentage of Children Meeting or Exceeding Age Expectations by Developmental Area**

93% of parents felt that Head Start/Early Head Start is preparing their child to be ready for school.
It’s a requirement that 10% of children enrolled in Head Start and Early Head Start have a documented disability. The programs collaborated with 17 school districts and 4 Birth-to-Three agencies to support children with an Individual Education Plan (IEP) or Individual Family Service Plan (IFSP).

### Head Start IEPs
- 42 children had an IEP at beginning of program year
- Throughout program year, 64 children had an IEP

### Early Head Start IFSPs
- 13 children had an IFSP at beginning of program year
- Throughout program year, 20 children had an IFSP.

#### Head Start Individual Education Plans by Type

- **Speech and Language**: 47%
- **Hearing Impairment**: 2%
- **Health Impairment**: 2%
- **Orthopedic Impairment**: 2%
- **Emotional Disturbance**: 2%
- **Autism**: 3%
- **Developmental Delay**: 42%

"Head Start improved my child's life by setting up and implementing an Individual Education Plan for speech which has improved her quality of life immensely."

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

35 children
Observed by Behavior Specialist Consultant

12 children
Received mental health referrals

4 children
Received mental health services

"Staff are very positive and create a nurturing environment for children to grow and achieve. They are creating curiosity and a desire to learn."

Parent
CAP Services’ Early Childhood Development is committed to wellness and embraces a comprehensive vision of health related services for children, families, and staff. Through collaborative relationships among families, staff and community health professionals, child health and developmental concerns are identified and followed up with as needed. The families and children are connected to an ongoing source of continuous care that meets the child’s current health needs.

**Up-to-date Well Child Exams**
- 51% EHS children
- 85% HS children

**Medical Home**
- 91% EHS children
- 89% HS children

**Up-to-date Immunizations**
- 82% EHS children
- 91% HS children

**Health Insurance**
- 97% EHS children
- 95% HS children

**Preventative Dental Treatment**
- 89% HS children

**Continuous Accessible Dental Care**
- 82% HS children

**Dental Treatment Needed**
- 14% HS children

**Of 14% Needing Dental Treatment, Percent that Received Services**
- 66% HS children
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.

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.

- **31,161** • Breakfasts served
- **33,912** • Lunches served
- **25,927** • Afternoon snacks served

**92%** of families reported providing healthier food choices for their family based on nutritional information shared.
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, sustained development, and learning gains.

Families received services from referrals given by staff

- **73%** Early Head Start
- **81%** Head Start

Families moved above 100% of poverty during program year

- **22%** Early Head Start
- **8%** Head Start

Families made gains in financial security

- **86%** Early Head Start
- **79%** Head Start
Parents are their child’s first and most influential teacher. Parent engagement is a key component for a child’s success in school. Parent engagement activities include:

- Volunteering in the classroom or making projects at home
- Assisting on field trips
- 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
- Planning and volunteering during socializations and family gatherings

95% of parents participated in at least 4 parent engagement activities

594 Parents volunteered in our programs this year

95% of parents felt better prepared to support and advocate for their child as they transition to new learning environment

"The program has increased my awareness of resources available to my family. I believe it helped me become a better advocate for my child and his needs."

Parent
What is Head Start?

Financials

### Revenue 2019-2020

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start Federal**</td>
<td>$3,556,175</td>
<td>64%</td>
</tr>
<tr>
<td>Head Start State</td>
<td>$155,168</td>
<td>3%</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>$316,120</td>
<td>6%</td>
</tr>
<tr>
<td>Early Head Start**</td>
<td>$1,512,590</td>
<td>27%</td>
</tr>
<tr>
<td>Total:</td>
<td>$5,540,053</td>
<td>100%</td>
</tr>
</tbody>
</table>

** Increased hours grant

### Training and Technical Assistance

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start</td>
<td>$35,206</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>$29,336</td>
</tr>
</tbody>
</table>

### Operating Expenses 2019-2020 Budget

- Participants $12,955
- Operating Expenses $348,367
- Supplies $461,722
- Travel/Training $136,800
- Contractual $398,803
- Wage & Fringe $3,452,865
- Expenses $728,541

### Operating Expenses 2018-2019

- Clients/Participants $11,495
- Operating Expenses $270,955
- Supplies $378,524
- Travel/Training $125,686
- Contractual $401,669
- Other Expenses $577,380
- Wage & Fringe $3,019,378
2018 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 12/31/2018. 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.

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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.