



# Head Start & Early Head Start Annual Report 2023

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

## 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. The chart highlights examples of services provided. These comprehensive programs involve the family and community in which they live to support the total development of the child.

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.

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

## 2022-2023 Overview

This program year was the end of the second year of the program's five-year grant cycle. For the five-year period, one of the goal's actions focuses on enrollment. As the program data was reviewed, a decision was made to reduce the Head Start enrollment capacity from 280 to 232 children. The Office of Head Start approved this enrollment reduction in June 2023.

Another program goal centers on the staff experience to promote supportive work experiences. As staff continued to express concerns about the number of children with concerning and challenging behavior, quality improvement funds were used to add an additional Special Services Manager position resulting in having three Special Services Managers to provide staff with support and strategies to use when working with children and families across all seven sites. The Conscious Discipline program continued with the creation of a Conscious Discipline Action Team (CDAT) to provide leadership with the implementation process.

The program's remaining American Rescue Plan funds were utilized to provide monetary retention incentives on a monthly basis to all Head Start and Early Head Start staff through March 2023.



# 2022-23 Program Data

## Head Start

280 Head Start enrollment slots  
236 Center based federal funded  
44 Home based federal funded  
255 Head Start children served  
237 Head Start families  
83% Head Start average monthly enrollment (percentage of funded enrollment slots filled)  
OR  
229 children enrolled each month (average)

## Early Head Start

122 Early Head Start enrollment slots  
72 Home based federal funded  
40 Center based federal funded  
10 Home based state funded  
171 Early Head Start children served  
10 Pregnant Women  
147 Early Head Start families  
95% Early Head Start average percentage of enrollment slots filled  
OR  
116 children/pregnant women enrolled each month (average)

## Race

2% American Indian  
3% Asian  
5% Black or African American  
8% Biracial/Multi-racial  
5% Other/Unspecified  
77% White

## Ethnicity

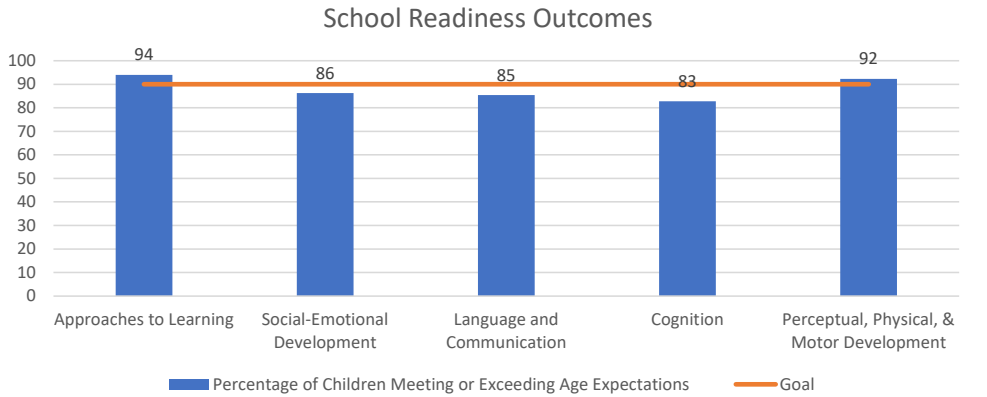
26% Hispanic or Latino  
74% Non-Hispanic or Non-Latino



## Education

The program utilizes Teaching Strategies Creative Curriculum as the foundation for lesson planning in the center-based option. Children are guided through a variety of Studies (i.e., music making, boxes, roads, exercise, bread) while building development skills across all areas. The curriculum further includes a platform to connect parents with their child’s learning in the classroom.

In the home-based option, Parents as Teachers is the foundation in planning activities during home visits. As their child’s primary teacher, parents utilize the expertise of home visitors in guiding their child’s learning and development. In addition, the parenting curriculum is based on Conscious Discipline concepts to encourage primarily social and emotional development of children in both center and home-based options.



Both program options assess children’s school readiness skills with Teaching Strategies GOLD. The overall school readiness goals are for 90% of children to meet or exceed age expectations in the Head Start Early Learning Outcomes Framework domains of Approaches to Learning, Social-Emotional Development, Language and Communication, Cognition, and Perceptual, Physical, & Motor Development. In 2022-2023, the goal was met in two domains as indicated in the chart.

Enrollment Capacity by County						
County	# of income eligible HS students	# of enrollment spaces	% served	# of income eligible EHS students	# of enrollment spaces	% served
Marquette	39	17	44%	59	10	17%
Portage	115	120	104%	173	56	32%
Waupaca	136	113	83%	204	46	23%
Wausara	72	30	42%	107	10	9%



# Parent, Family, Community Engagement

Parent, Family and Community Engagement is the foundation of our program. A child's most important life-long teacher and advocate is their parents. Parents and staff begin by developing trusting relationships so parents embrace and gain confidence and skills in all aspects of their parenting role. Staff work with community collaborators to support families in accessing the resources needed to be the most successful they can be. Ongoing and recent life challenges have not held back resilient staff, parents, and communities from experiencing positive outcomes. Parents are overcoming barriers, reaching goals, and pursuing dreams for themselves and their children.

**95%** of families agreed or strongly agreed they spend more quality time with their children reading, playing together, and building a stronger relationship since participating in the program.

**384** parent volunteers      **61,097** total parent volunteer hours

**“** We love the huge library of activities, there is always something new. The resources we have been given are incredible. I like the help they give with the development and growth of babies as well as the support they give to parents to keep families together and improve communication. **”**

– Early Head Start Parent



**“** I love this program. Our daughter has been in since Early Head Start and now, she is graduating from Head Start. All staff have been supportive of our growth as a family and our child's whole development. **”**

– Head Start Parent

## Health

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. Then, children and families are linked to an ongoing source of continuous care that meets their current health needs and in preparation for public school.



### MEDICAL HOME

**94%**  
EHS Children

**91%**  
HS Children



### UP TO DATE WELL CHILD EXAMS

**60%**  
EHS Children

**78%**  
HS Children



### DENTAL HOME

**65%**  
EHS Children

**74%**  
HS Children



### PREVENTATIVE DENTAL EXAM

**87%**  
HS Children





*Transforming People  
and Communities*

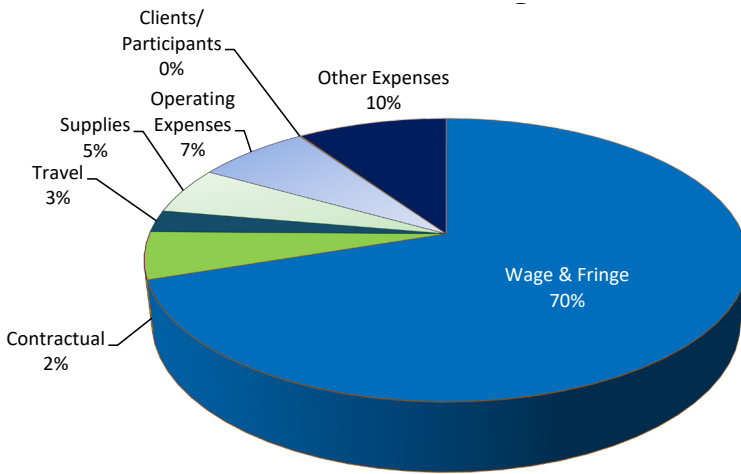
Revenue	Amount
Head Start Federal*	\$3,783,842
Head Start State	\$149,562
Early Childhood Services	\$279,794
Early Head Start*	\$1,864,491
<b>Total:</b>	<b>\$6,077,689</b>

\* COLA/Quality Improvement/CACFP revenues included

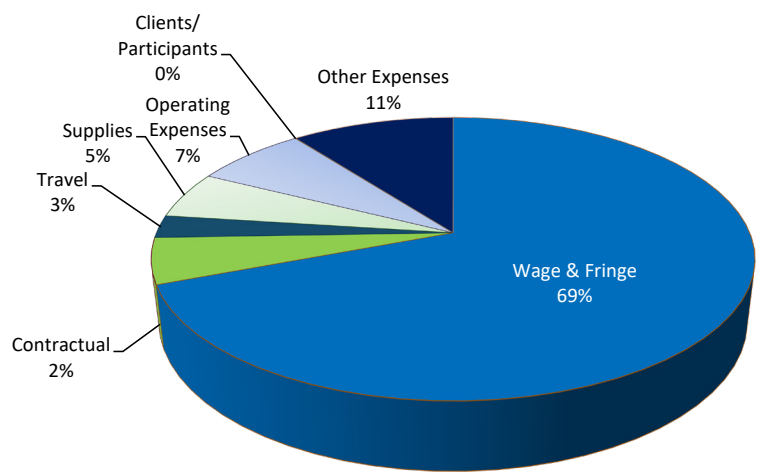
Non-Federal Share Match	
Head Start	\$862,873
Early Head Start	\$434,171

Training & Technical Assistance	
Head Start	\$35,206
Early Head Start	\$29,336

### 2023-2024 Budget



### Operating Expenses 2022-2023



## 2022 Audit Results

CAP Services financial audit meets the GAAP and Uniform Guidance 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 12/31/2022. The auditors' associated report of compliance for the 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.

## 2023 Federal Monitoring Outcomes

In March 2023 the Administration for Children and Families Office of Head Start conducted a Focus Area 1 monitoring review of the CAP Services Early Childhood Development program and established that the program had no findings.

In February 2023, the Administration for Children and Families conducted a monitoring review. Based on the information gathered during the review, CAP Services Early Childhood Development was found to be out of compliance with one Head Start Program Performance Standard, 1302.90 Personnel policies, (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct. A Corrective Action Plan was completed.

## CAP Services Early Childhood Development

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*Auxiliary aids and services are available upon request to employees and program participants with disabilities.*

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