



Head Start Annual Report 2025

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

What is Head Start?

CAP Services' Head Start Preschool and Early Head Start are federally and state-funded programs that promote school readiness by supporting the physical, social, emotional, and cognitive development of young children. These comprehensive programs provide health, nutrition, and family support services for income-eligible families with children ages birth to age five, as well as pregnant women and families with children who have documented disabilities.

Services are offered in Portage, Waupaca, Waushara, and Marquette counties. Head Start Preschool is a part-year program for ages 3–5, while Early Head Start is a full-year program for ages 0–3 and pregnant women. The program emphasizes parent and community involvement, and families are encouraged to apply at any time.

The chart at right highlights examples of services provided.

2024-2025 Overview

In 2025, CAP Services completed a comprehensive Compensation Project focused on strengthening alignment across all positions. The project resulted in updated job titles for some positions, the implementation of a new job classification system, and a revised salary schedule that reflects current labor market standards. A cost-of-living adjustment and a longevity wage bonus were also part of the process. This intentional, data-informed approach supports fair and competitive compensation practices that promote staff recruitment and retention.



The program also received a one-time supplemental grant from the Administration for Children and Families (ACF) to enhance facility safety. Security cameras were installed in all classrooms and playground areas, and playground surfaces at the Waupaca and Wautoma centers were upgraded to provide safer, more engaging outdoor learning environments for children.

In addition, the program successfully completed a Focus Area Two Review, which examined the effectiveness of program systems and services. Preparation for the review included a comprehensive evaluation of the program's data cycle, resulting in strengthened systems for data collection, analysis, and use across both qualitative and quantitative data. The review findings confirmed full compliance with the Head Start Program Performance Standards (HSPPS). Building on this success, the program is now preparing for its next five-year grant cycle, which will run from April 2026 through March 2031.



"Staff worked really well with my kid at her own pace. They also work with us so we can be better teachers at home."

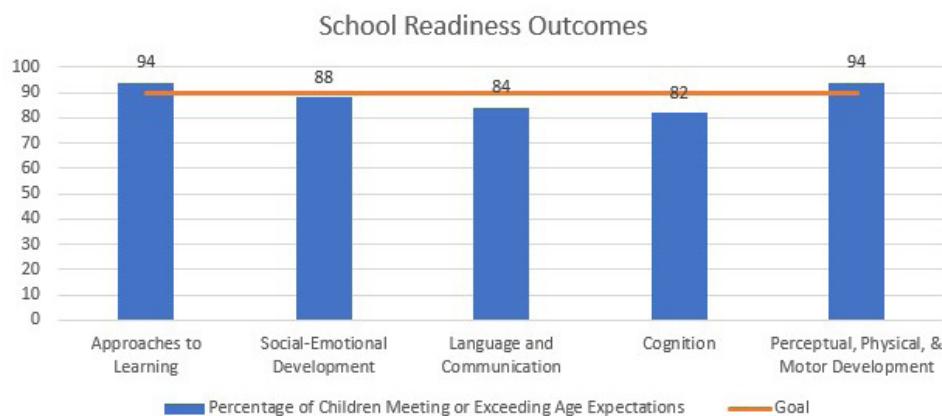
– Head Start Parent

Education

In the center-based option, the program utilizes Teaching Strategies Creative Curriculum as the foundation for lesson planning. Children are guided through a variety of studies (i.e., music making, boxes, roads, exercise, bread) while developing 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 and Partners for a Healthy Baby are the curriculums utilized 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 2024-2025, the goal was met in two domains as indicated in the chart.

Enrollment Capacity by County						
County	# of income eligible HSP students	# of enrollment spaces	% served	# of income eligible EHS students	# of enrollment spaces	% served
Marquette	42	17	40%	57	10	18%
Portage	123	105	85%	185	56	30%
Waupaca	107	91	85%	160	46	29%
Waushara	71	19	27%	106	10	9%

2024-25 Program Data

Head Start Preschool

232 Head Start Preschool enrollment slots

210 Center based federal funded

22 Home based federal funded

249 Head Start Preschool children served

236 Head Start Preschool families

95% Head Start average monthly enrollment (percentage of funded enrollment slots filled)

OR

220 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

207 Early Head Start children served

13 Pregnant Women

178 Early Head Start families

98% Early Head Start average percentage of enrollment slots filled

OR

120 children/pregnant women enrolled each month (average)

Race

2% American Indian

4% Asian

8% Black or African American

10% Biracial/Multi-racial

8% Other/Unspecified

68% White

Ethnicity

22% Hispanic or Latino

78% Non-Hispanic or Non-Latino

Parent, Family, Community Engagement



to their child at home, children's outcomes are greater, and parent-child relationships are strengthened.

Parents and staff begin by developing trusting and responsive relationships that empower families to recognize their strengths and pursue goals they have set for themselves both as parents and as a family unit.

The program also connects families with one another to expand their social networks through family events, socials, and parent committee meetings. Staff collaborate with community partners to ensure families have access to the resources they need to be as successful as possible.

MEDICAL HOME



91%
EHS Children

91%
HS Children

UP TO DATE WELL CHILD EXAMS

44%
EHS Children

77%
HS Children



DENTAL HOME



57%
EHS Children

68%
HS Children

PREVENTATIVE DENTAL EXAM

44%
EHS Children

86%
HS Children



"Every member of the team was always kind and made my child feel comfortable and special, which has been hugely instrumental in her development and family life. Really a great program to learn and grow with."

– Head Start Parent

Family Outcomes Report

According to our Parent Satisfaction Survey

97%
*of parents In the
2024–2025
program year*

- felt supported by their Family Service Coordinator or Home Visitor in achieving their personal goals. AND reported receiving information on child development that improved their ability to enhance their child's growth and strengthen their parent-child relationship.

97% of families reported receiving community resources to support their families' needs.

403

parent volunteers

73,777

total parent volunteer hours

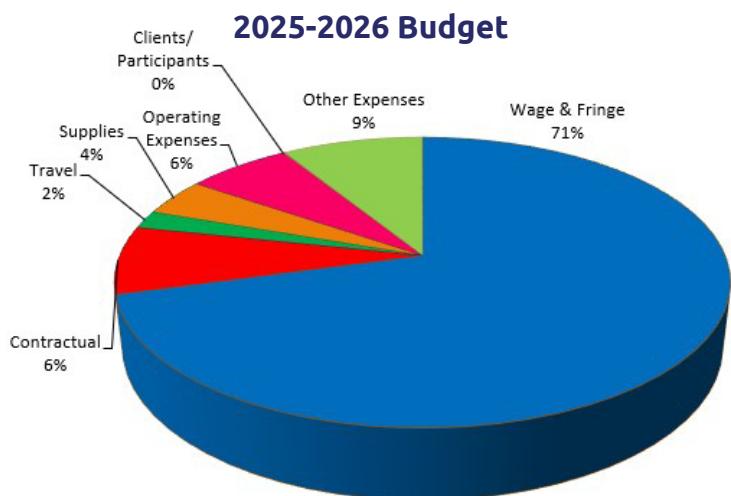
Health

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. Children and families are then connected to ongoing care that supports their current health needs and prepares them for success in public school.





Transforming People and Communities



Revenue	Amount
Head Start Federal*	\$3,933,183
Head Start State	\$149,562
Early Childhood Services	\$226,196
Early Head Start*	\$1,924,025
Total:	\$6,232,966

* One-time Supplement & CACFP revenues included

Non-Federal Share Match	
Head Start	\$952,173
Early Head Start	\$481,340
Training & Technical Assistance	
Head Start	\$35,206
Early Head Start	\$29,336

2024-2025 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 12/31/2024. 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.

2024-2025 Federal Monitoring Outcomes

In January 2025, the Administration for Children and Families conducted a Focus Area Two monitoring review of CAP Services Early Childhood Development program. Based on the information gathered during the review, it was determined that the program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

In February 2025, CAP Services, Inc. was required to develop a plan, in collaboration with the Office of Head Start, to address its current under-enrollment status. The program had been under-enrolled for four consecutive months. The plan identifies contributing factors, outlines targeted recruitment and retention strategies, and implements corrective actions to achieve and maintain at least 97 percent of enrollment in accordance with Head Start Program Performance Standards.

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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