

Capstone Head Start & Early Head Start

2022 Annual Report

Program Year Snapshot

What We Found Challenging:

- Meeting funded enrollment quota
- Diminished Pre-K waitlist
- Classroom closures due to COVID
- Staffing shortages
- Low wages affecting ability to hire staff
- Perceived inequity in flexibility of positions
- Backlogs at medical and dental providers



What We Accomplished:

- **Flexibility**
- Returning to pre-COVID service model
- Adapting to meet the staffing reality
- Management teaming to provide coverage
- Maintaining a positive attitude
- Increased financial support for professional development

Parent Engagement

Our birth to five Head Start/Early Head Start program encourages parent engagement in every aspect of the program. Leadership opportunities are offered through participation on Policy Council and the Capstone Board.

Family Engagement Activities:

- Cooking series at the Learning Together Center
- WIC clinics at both our Head Start centers
- Pumpkin Walk outing
- Apple Orchard outing
- Tooth Tutor Visits
- Active Supervision Training
- CLIF event at Aldrich Library/library cards
- Making bagel bird feeders



Due to staffing shortages we were forced to consolidate/close classrooms and could not meet our funded enrollment expectation.

Head Start / 117 children ages 3-5
107 families

- Average monthly enrollment: **77%**
- Medical Exams: **32%**
- Dental Exams: **31%**

Early Head Start / 128 children birth to 3
110 families

- Average monthly enrollment: **80%**
- Medical Exams: **34%**
- Dental Exams: **0%***

EHS Child Care Partnership/
52 children birth to 4/47 families
Average monthly enrollment: **88%**
Medical Exams: **43%**
Dental Exams: **48%***

*Early Head Start children generally receive dental screenings as opposed to exams. These are provided by both family dentists and our program's Tooth Tutors, who are certified dental hygienists.

89% of eligible applicants served through Head Start. **87%** of eligible applicants served through Early Head Start.
97% of eligible applicants served through Early Head Start Child Care Partnerships.

Ready for Kindergarten

At Capstone Head Start we believe that school readiness means children are ready for school, families are engaged in supporting their child’s development and well-being, and receiving schools are ready for children. The Capstone Head Start School Readiness Goals serve as a guide for staff and families while preparing young children, birth to five years, for school.

We recognize both facilitated and child-initiated play as the primary mode of learning for young children. We acknowledge parents are the primary teachers of their children and plan activities with them to provide appropriate learning experiences which parent and child can do together.



This year we hired a new education and child development manager, Lindsay Crawford, and she has instituted new systems to enhance what we had been doing and make the classroom experience even better for our children and families.

Preschool teachers are observed using the CLASS research-based tool, and HOVRS is used for home visitor observations to help ensure quality services.

Program Review Results

Financial and Compliance Audits (Federal Uniform Administrative Requirements) are conducted annually by the certified public accounting firm of Leone, McDonnell & Roberts. The results of the most recent audit, for FY2022, found that financial statements were presented fairly and identified no significant material weakness. The audit found no instances of non-compliance or other matters required to be reported under Government Auditing Standards.

Capstone Head Start participated in the FA1 performance review 2021 and was found to be fully compliant. There was no program review during the 2021-2022 program year.



School Readiness Goals 2021-2022

The five developmental areas for school readiness are:

- Social Emotional
- Physical Development and Health
- Approaches to Learning
- Language and Literacy
- Cognition

The School Readiness Plan was reviewed in June of 2021 by the education manager and is reflective of the various tools used by program options for curriculum and assessment. Our plan is reviewed annually by Policy Council assuring parent input in the process and updated as needed.

The school readiness goals are aligned with the domain indicators for:

- *Teaching Strategies Gold*
- *The Head Start Early Learning Outcomes Framework (ELOF)*
- *Vermont Early Learning Standards (VELS)*
- *Parents as Teachers (PAT) curriculum and Milestones for School Readiness*
- *The Ounce Scale lessons*

These alignments create a culture of educators, caregivers and families that work together to prepare children for school.

From the onset of enrollment into our program to the time a child transitions to their next placement, school readiness is a priority for their experiences while in Head Start.

Capstone Head Start's School Readiness Plan is available by request.

Head Start Program Funding Sources

\$	6,016,463	U.S. Department of Health and Human Services
\$	467,911	State of Vermont DCF/CCFAP
\$	133,028	State of Vermont Act 166
\$	44,904	USDA Nutrition Program/CACFP
\$	95,053	Other
\$	6,757,359	Total

Statement of Expenditures	Budget	Actual
Personnel	\$ 2,999,868	\$ 3,081,741
Firnge	\$ 977,213	\$ 890,272
Travel	\$ 26,581	\$ 44,718
Contractual	\$ 619,092	\$ 460,236
Supplies	\$ 26,456	\$ 73,207
Other	\$ 944,315	\$ 1,354,125
Indirect	\$ 987,700	\$ 987,572
Totals	\$ 6,581,225	\$ 6,891,870