

# Capstone Head Start



**ANNUAL REPORT SNAPSHOTS**  
2021

# How Do We Do It?

With the Help of Our Community Partners!

## **Our Head Start Families**

**Our Child Care Partners**

**Our Public-School Collaborations**

**Vermont Food Bank**

**Everyone Eats**

**Let's Grow Kids**

**Building Bright Futures**

**Tooth Tutors Funded by Delta Dental**

**Mental Health Partnerships and Consultants**

**Pediatricians, Dentists and Community Health Centers**

**Vermont Department of Health/WIC**

**Vermont Department of Children and Families**

- **Child Development Division**
- **Reach Up**

**Vermont Agency of Education**

**And More...**

# Program Year Snapshots

## Head Start



Head Start served: 120 children/112 families

- Average Monthly Enrollment: 87%
- Medical Exams: 45%
- Dental Exams: 43%
- In-person, virtual and hybrid service models
- Increased frequency of check ins with families
- Sustained relationships for stability, services and referrals
- Provided meals, educational materials/activities

## Early Head Start



Early Head Start served: 129 children/113 families (and 20 pregnant women)

- Average Monthly Enrollment: 71%
- Medical Exams: 47%
- Dental Exams: 0%\*
- Added 2 new I/T classrooms in center
- Attracted new HB families while providing remote services
- Provided meals, educational materials/activities

\*EHS children generally receive screenings rather than exams. These are provided by family dentists and/or the certified dental hygienists that serve as our Tooth Tutors.

## EHS - CCP



Early Head Start Child Care Partnership served: 50 children/43 families

- Average Monthly Enrollment: 60%
- Medical Exams: 62%
- Dental Exams: 0%\*
- EHS staff maintained their role as mentors to providers and families
- Partners struggled to maintain staff ratios and keep classrooms open
- Non-partner staff remained off site to reduce COVID transmission

# Health

## What can we say?

It was a challenging year for all the world. By putting safeguards in place early on we managed to avert many classroom closures. Our Health Manager worked closely with the Vermont Department of Health to keep tabs on what was happening and seek advice on how to proceed. The closure of medical and dental offices had a profound effect on children's immunizations and well-child and dental exams. The repercussions will be with us for a while longer, but families are doing their best to get back on track. Our tooth tutors continued reaching out to families by producing dental education videos for families to access. Our program and our agency provided many thousands of meals to the children and families that relied on our services to assist in keeping them as healthy as possible.

## Connection to Services

Staff continued their work of connecting families with needed services. In addition to the customary services, Capstone instituted two funds this year to assist families in moving forward and achieving their personal goals. Our mental health consultants were in great demand this year and connected with families (and staff) feeling in need of support to maintain a level of wellness.

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*Services this year were enhanced by special funding available through Capstone Community Action. Many of our Head Start families requested and received these funds to assist with removing barriers to moving forward. Areas of assistance included health, transportation, education and more:*

- *Laptops for college studies*
- *Dumpsters for home hygiene*
- *Auto Repairs/Inspection*
- *Laundry Vouchers*
- *Vision Exams/Glasses*
- *Appliance Replacement*
- *Twin Stroller*
- *Tires*

# Parent Engagement

*Capstone Head Start is a community that empowers everyone to be their best self through supportive relationships.*

This was a year of virtual meetings, visits and family outings. Staff continued to connect with families and families continued to connect



with our program and one another by whatever means possible. Our Policy Council met monthly using a hybrid in-person and virtual model. Parent's increased their active participation in their children's development and early

learning by virtue of the many age-appropriate activity packets that staff delivered to their homes every week.

Where staff normally had a weekly visit



with home-based families, they often



checked in multiple times per week to be certain families were okay. There

were virtual family socializations provided as well to keep families and children connected to one another while they were unable to socialize in person. Staff rose to the challenge of keeping families engaged.

## Highlights of 2021

- Opened 2 new Infant/Toddler classrooms at one center
- Increased enrollment as the year progressed despite COVID
- Maintained staffing levels with a focus on staff wellbeing
- Provided additional assistance to families for financial needs
- Minimal COVID closures
- Continued serving families through varied provision models
- Increased wages for center cooks

# School Readiness

Program Year 2020-2021 got underway in the midst of the on-going Covid19 pandemic. At the time, Vermont had one of the lowest rates of



infection in the country. We continued to follow the most stringent health and safety protocols from OHS, CDC and the Vermont Department of Health to ensure that children and families were able to continue to learn and move

forward. We served families throughout the year by various means and as local health conditions allowed, while considering families comfort levels in how best to provide services. Over the year we moved from virtual services back into in-person and also provided a hybrid of the two for families requesting that. Serving families in virtual mode proved challenging in terms of assessment, and the on-going crisis and reduced contact with other children also took a social-emotional toll on them. For children out of the classroom (home-based and virtual), staff continued to provide



families with weekly activity packets to enable parents to work with

their children and retain a focus on school readiness. Child outcomes data from this period indicate that infants/toddlers continued to progress at a rate closer to normal than did preschool aged children. Mental Health Consultants stepped up their level of engagement with children and families as well in order to support school readiness.

# Funding Sources

## Funding: Federal, State, Other/In-kind



### Head Start Program Funding Sources FY2021

|    |                  |   |
|----|------------------|---|
| \$ | 5,732,056        | U.S. Dept. of Health and Human Services |
| \$ | 451,053          | State of Vermont DCF/CCFAP              |
| \$ | 130,281          | State of Vermont Act 166                |
| \$ | 39,984           | USDA Nutrition Program/CACFP            |
| \$ | 114,037          | Other                                   |
| \$ | <u>6,467,410</u> | <b>Total</b>                            |

### Statement of Expenditures

| Expenditures | Budget              | Actual              |
|--------------|---------------------|---------------------|
| Personnel    | \$ 3,073,823        | \$ 2,955,289        |
| Fringe       | \$ 1,069,584        | \$ 938,430          |
| Travel       | \$ 40,299           | \$ 36,417           |
| Contractual  | \$ 329,202          | \$ 364,179          |
| Supplies     | \$ 36,971           | \$ 48,768           |
| Other        | \$ 1,589,639        | \$ 1,138,489        |
| Indirect     | \$ 1,010,610        | \$ 971,001          |
| Totals       | \$ <u>7,150,127</u> | \$ <u>6,452,573</u> |

## Program Review and Audit Results

From June 28, 2021 to July 2, 2021, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of the Capstone Community Action, Inc. Head Start and Early Head Start programs. The final report contained no findings of areas of concern, areas of non-compliance, or deficiencies.

Financial and Compliance Audits (Federal Uniform Requirements) are conducted annually by the certified public accounting firm of Leone, McDonnell & Roberts. The results of the most recent audit (FY 2021) 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.

## Who we are

*Capstone Head Start is a community that empowers everyone to be their best self through supportive relationships.*

*Head Start is a child & family development program for pregnant women and families with children ages birth to 5 years old.*

Our program offers individualized learning experiences that promote:

- School readiness
- Parent education
- Family health and nutrition
- Parent leadership

Our program supports families to:

- Access physical and mental health services
- Coordinate services for children with disabilities
- Plan for transportation needs
- Achieve whatever goals they have for themselves

Our program serves children and families through:

- Home visiting
- Registered or licensed childcare partners
- Collaborative public preschool classrooms
- Our own high-quality centers

**HEAD START WORKS!**

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