

Capstone Head Start & Early Head Start

ANNUAL REPORT 2023

Program Year Snapshot

WHAT WAS CHALLENGING

- Meeting funded enrollment quota
- Staffing shortages
- Low wages affecting ability to hire staff
- Backlogs at medical and dental providers

WHAT WE ACCOMPLISHED

- Program restructuring
- Increased staff wages
- More children and families served



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: Learning Together Center
- WIC clinics at both Head Start centers
- Pumpkin Walk outing
- Apple Orchard outing
- Making bagel bird feeders
- Tooth Tutor visits
- Active Supervision Training



Enrollment

- 84% of eligible Head Start applicants served
- 80% of eligible Early Head Start applicants served
- 97% of eligible Early Head Start Child Care Partnership applicants served

Due to staffing shortages, we were not able to serve all of the children on our waitlist and did not meet enrollment expectations.

Head Start

114 children ages 3-5
108 families

- Enrollment 87%
- Medical Exams 40%
- Dental Exams 34%

Early Head Start

113 children birth to 3
95 families

- Enrollment 74%
- Medical Exams 43%
- Dental Exams 0%*

EHS Child Care Partnership

52 children birth to 4
47 families

- Enrollment 79%
- Medical Exams 47%
- Dental Exams 0%*

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



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 wellbeing, and receiving schools are ready for children. The Capstone Head Start 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.

School Readiness Goals 2022-2023

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 created in June 2021 by the education manager and is reviewed annually by Policy Council.

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

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

These alignments create a culture of educators, caregivers, and families that work together to prepare children for school. School readiness is a priority throughout each child’s participation in our program. *Capstone Head Start’s School Readiness Plan is available upon request.*

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 FY2023, 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 FA2 performance review in Spring 2023. This resulted in two findings: One teacher in a partnership programs was found to need additional credentialing. Instances were found of applications indicating a phone interview when it had actually been done in person.

Financials

Head Start Funding Sources

\$ 5,855,186.21	US Dept of Health and Human Services
484,774.90	State of Vermont DCF/CACFP
75,981.28	State of Vermont Act 166
71,460.27	USDA Nutrition Program/CACFP
<u>260,348.23</u>	Other
\$ 6,747,750.89	

Statement of Expenditures

<i>Expenditures</i>	<i>Budget</i>	<i>Actual</i>
Personnel	\$ 3,145,494.00	\$ 3,143,788.97
Fringe	1,022,286.00	905,040.25
Travel	51,300.00	63,310.05
Contractual	645,467.00	532,313.21
Supplies	66,643.00	24,155.87
Other	1,037,815.00	1,086,883.49
<u>Indirect</u>	<u>1,006,558.00</u>	<u>1,006,012.46</u>
Total	\$ 6,975,563.00	\$ 6,761,504.30