

SWCAP Head Start
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2021-2022

SWCAP Head Start Annual Report



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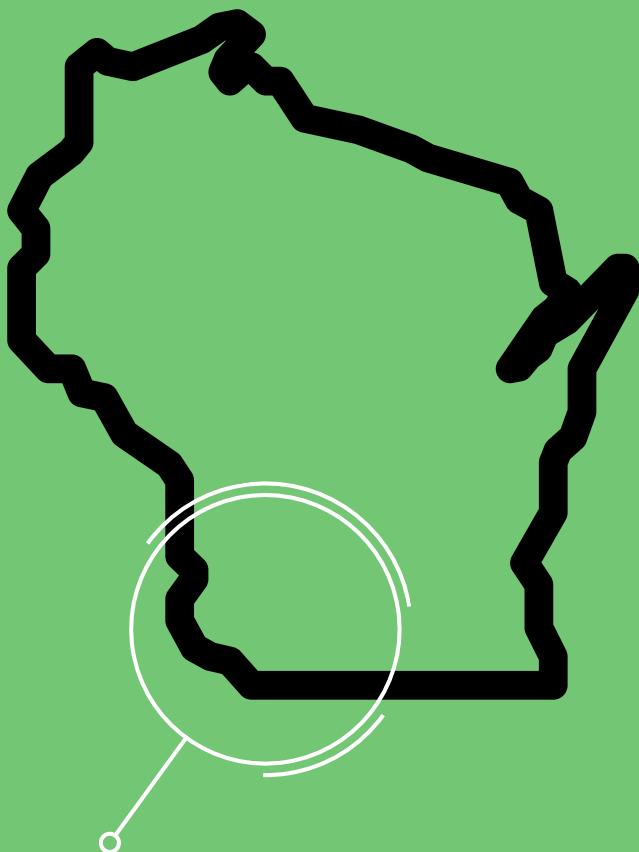
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Our Mission

SWCAP Head Start, in collaboration with community service agencies, provides expectant parents and families with children ages birth through five, opportunities for:

- child development education
- health and nutrition services
- parent and program partnerships
- family support, resource and referral

in an effort to promote school readiness, positive parent-child interactions, self-sufficiency, and healthy lifestyles.



Service Area

Grant County

Iowa County

Lafayette County

Richland County

Program Options



01. Head Start

Traditional Head Start classrooms are 3k and 4k classrooms intended to provide an introductory experience similar to what children will experience in 4k and/or kindergarten classrooms. Children are provided an opportunity to get a jump start on foundational education skills necessary for success in the traditional K-12 school system.



02. Early Head Start - Home Based

A full range of Early Head Start services are provided through weekly home visits to each enrolled child and family. The home visitor provides child-focused visits that promote the parents' ability to support their child's development. These visits last about an hour and a half each. About twice per month, the program offers opportunities for parents and children to come together as a group for learning, discussion, and social activity.



03. Early Head Start - Expansion

Education and child development services are delivered in a classroom setting. Classrooms are located in an Early Head Start center, school, or child care center. Staff members also visit family homes at least twice per year.



04. Child Care Partners

Child care partners are established daycares that SWCAP Head Start partners with to offer daycare setting services. SWCAP Head Start and the partner work together to determine how many children they are able to support in their location. SWCAP Head Start provides the financial means necessary to serve the children enrolled via Head Start.



05. Expecting Mothers

All expecting mothers are eligible for Early Head Start services at the time of conception. Home visits are provided to ensure expecting mothers have proper prenatal care and support in the child planning process.

Eligibility

Who can apply?

Any family living in Grant, Iowa, Lafayette, or Richland county with a child ages 0-5 or expecting a child. Children must be three by September 1 of the current year for Head Start.



Who is selected?

Children are selected for the program on the basis of their learning, social and emotional need, and incomes of their families. 90% of families enrolled in our program must meet federal income guidelines.



What services are provided?

Early childhood development education, special needs services, resource and referral for families, parent education, child health and safety, nutrition services, and mental health services.



Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) tasks are some of the most important work performed by Head Start programs. ERSEA governs how programs determine eligibility, enroll children, and track attendance.

Bridging the Gap

School Districts Served

Argyle School District
Barneveld School District
Belmont Community School District
Benton School District
Black Hawk School District
Boscobel Area School District
Cassville School District
Cuba City School District
Darlington Community School District
Dodgeville School District
Fennimore Community School District
Highland Community Schools
Iowa-Grant School District
Ithaca School District
Kickapoo School District
Lancaster Community School District
Mineral Point Unified School District
North Crawford School District
Pecatonica Area School District
Platteville School District
Potosi School District
Prairie du Chien Area School District
Richland Area School District
River Ridge School District
River Valley School District
Riverdale School District
Seneca School District
Shullsburg School District
Southwestern Wisconsin School District
Wauzeka-Steuben School District
Weston School District



Head Start Classroom Locations:

Boscobel
Dodgeville
Fennimore
Lancaster
Muscoda
Platteville
Richland Center
Shullsburg

Early Head Start Classroom Locations:

Boscobel
Muscoda
Platteville
Richland Center

Enrollment

The SWCAP Head Start program historically has excellent enrollment numbers; however, due to the ongoing pandemic filling available slots continued to be a challenge. For the second consecutive year, we were not 100% enrolled program-wide. Our continuous improvement plan has helped to identify ways to best recruit potential enrollees and strengthen program enrollment each month throughout the year.



Head Start Classroom

Early Head Start Home Based

Early Head Start Expansion & CCP

Funded Enrollment

145

Funded Enrollment

74

Funded Enrollment

52



Actual Enrollment
141



Actual Enrollment
97



Actual Enrollment
64



Income Eligible Families
94%



Income Eligible Families
96%



Income Eligible Families
88%



Employed, training,
or school
50%



Employed, training,
or school
48%



Employed, training,
or school
70%

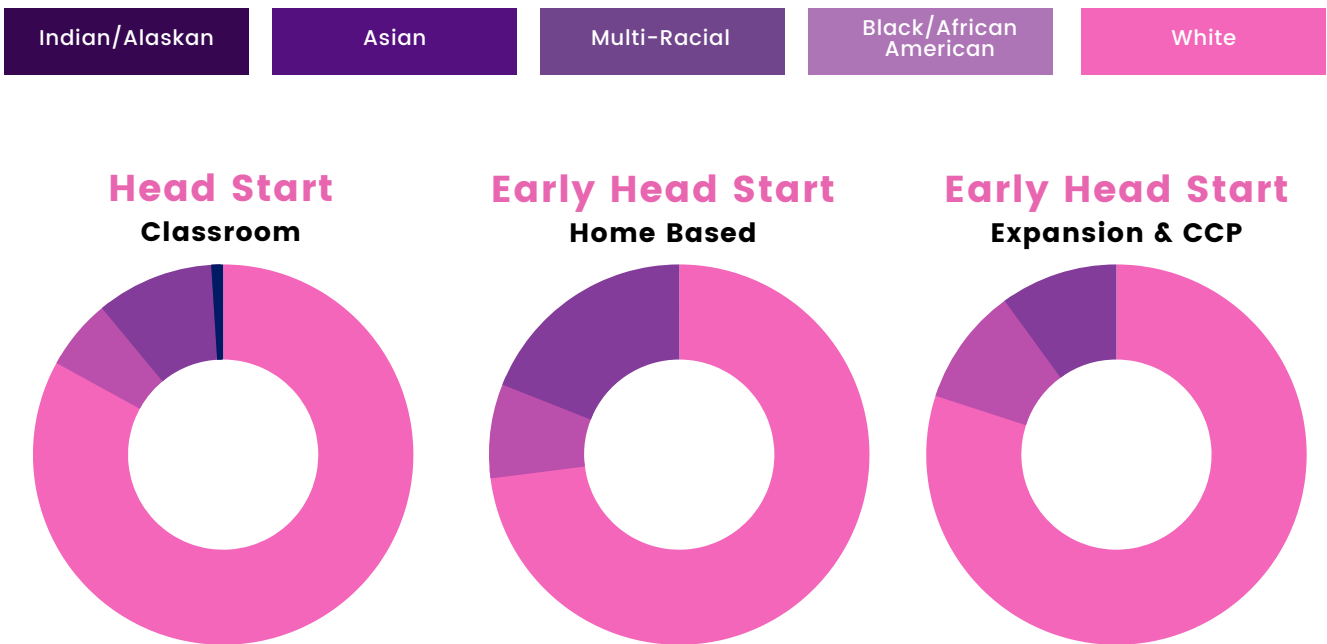
Equity

At SWCAP Head Start equity means fair and just treatment to all children, families, and those who support them, enabling everyone to achieve their full potential.

Equity promotes consistent, systemic, and fair access to comprehensive services and systems for everyone, including chronically underserved populations such as:

- African American, Black, Latino, Hispanic, Indigenous, American Indian, Alaska Native, Asian American, Pacific Islander, or other people of color
- Members of religious minorities
- Members of the LGBTQ+ community
- People with disabilities or other delays
- People who live in rural areas
- People adversely affected by persistent poverty or other forms of inequality

Race and ethnicity distribution charts by program.



SWCAP Head Start proudly serves a diverse population of children and families in southwest Wisconsin.

Education

The mission of the federally funded Head Start program is to promote the school readiness of young children from low-income families by enhancing their cognitive, social, and emotional development. SWCAP Head Start uses a multi-faceted approach to ensuring these needs are met for all of the children we serve.

Curriculum

High-quality, research-based curriculums promote measurable progress toward children's development. The content and learning outcomes of the curriculums align with the Head Start Early Learning Outcomes Framework and the Wisconsin Model Early Learning Standards.

Assessment

Ongoing child assessment is a process of gathering information to understand and support children's development over time. It includes continued observation and documentation of children's development and learning. The curriculums used describe a process for ongoing observation and documentation. Curriculums also provide supports for providers and educators to use throughout this process.

Children of all ages will display developmentally appropriate progress in the five major domains:

- Language Development
- Literacy Knowledge & Skills
- Mathematics Knowledge & Skills
- Social & Emotional Development
- Physical Health & Development

Response

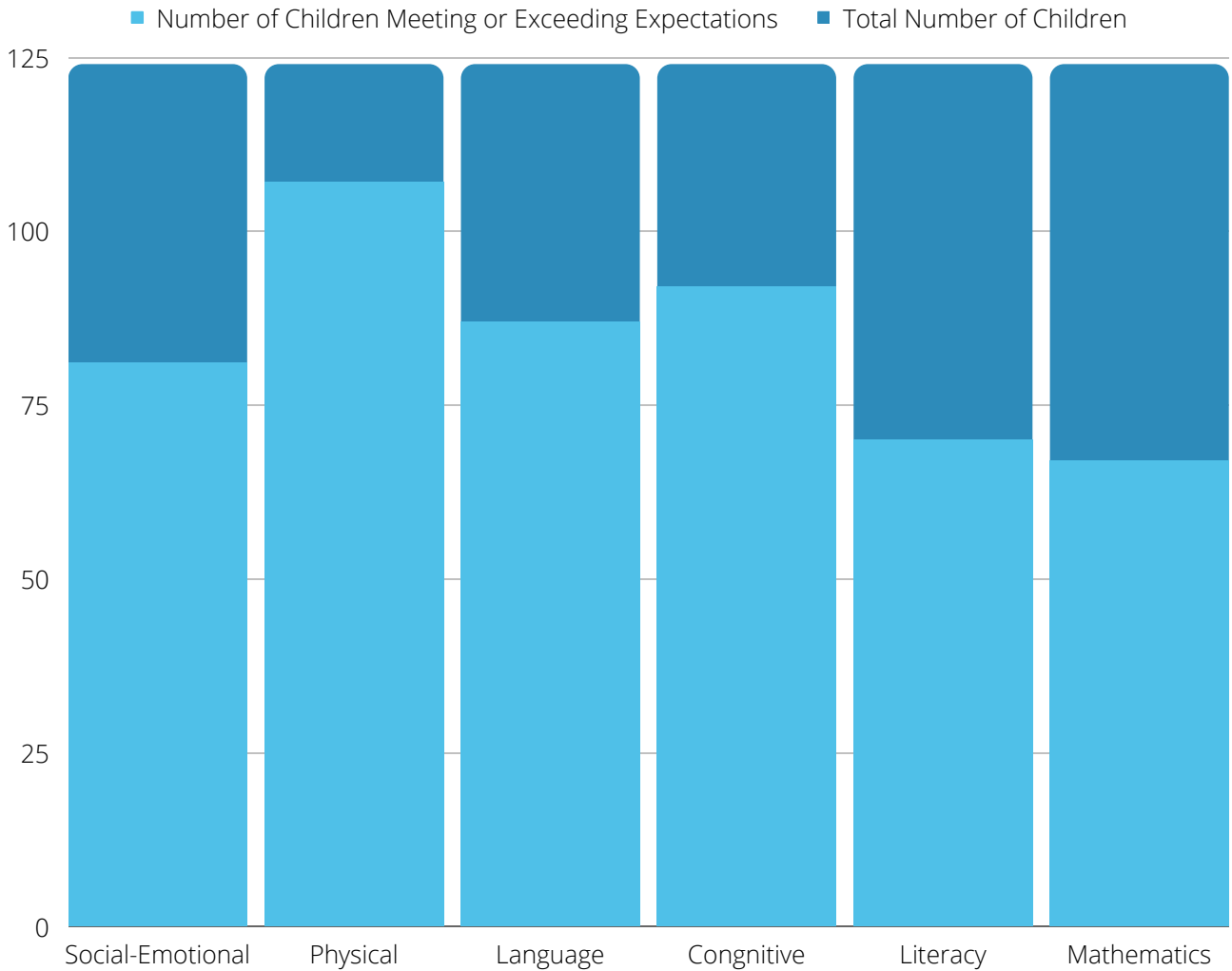
If a child repeatedly falls short of the widely-held expectations of the Head Start program using the researched based curriculums and basic classroom interventions, we will begin a referral process to outside agencies to ensure there are no further barriers to learning.

Child Outcomes



Head Start

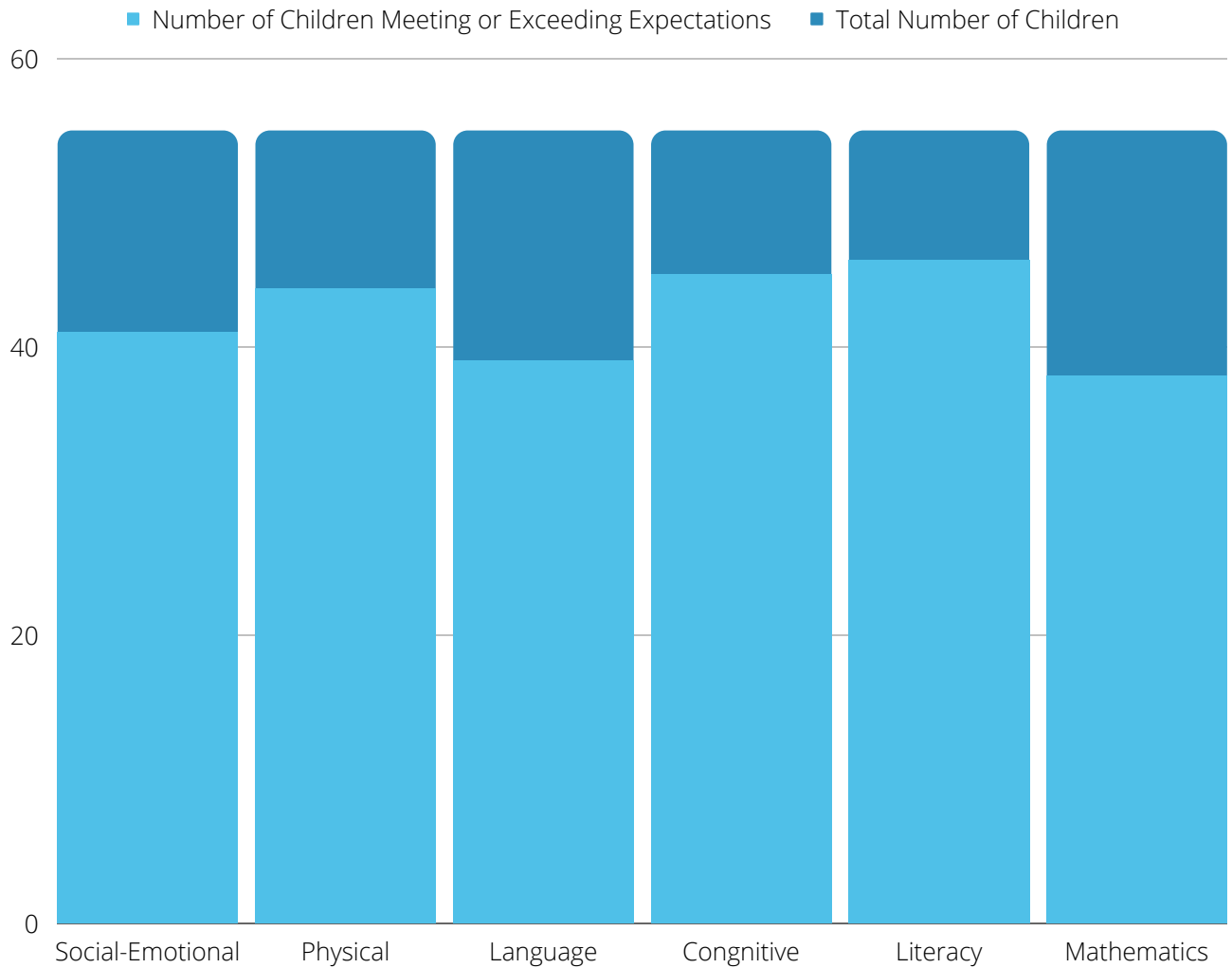
The program data from our Head Start classrooms show significant achievement for our 3 and 4 year olds towards kindergarten readiness. The majority of children who thrive in the regular education setting, and those who need additional supports, are meeting or exceeding education expectations. This data includes children with IFSP and IEP's.



IFSP and IEP's are individualized learning plans. These are created for children who we know learn differently than their peers.

Child Outcomes

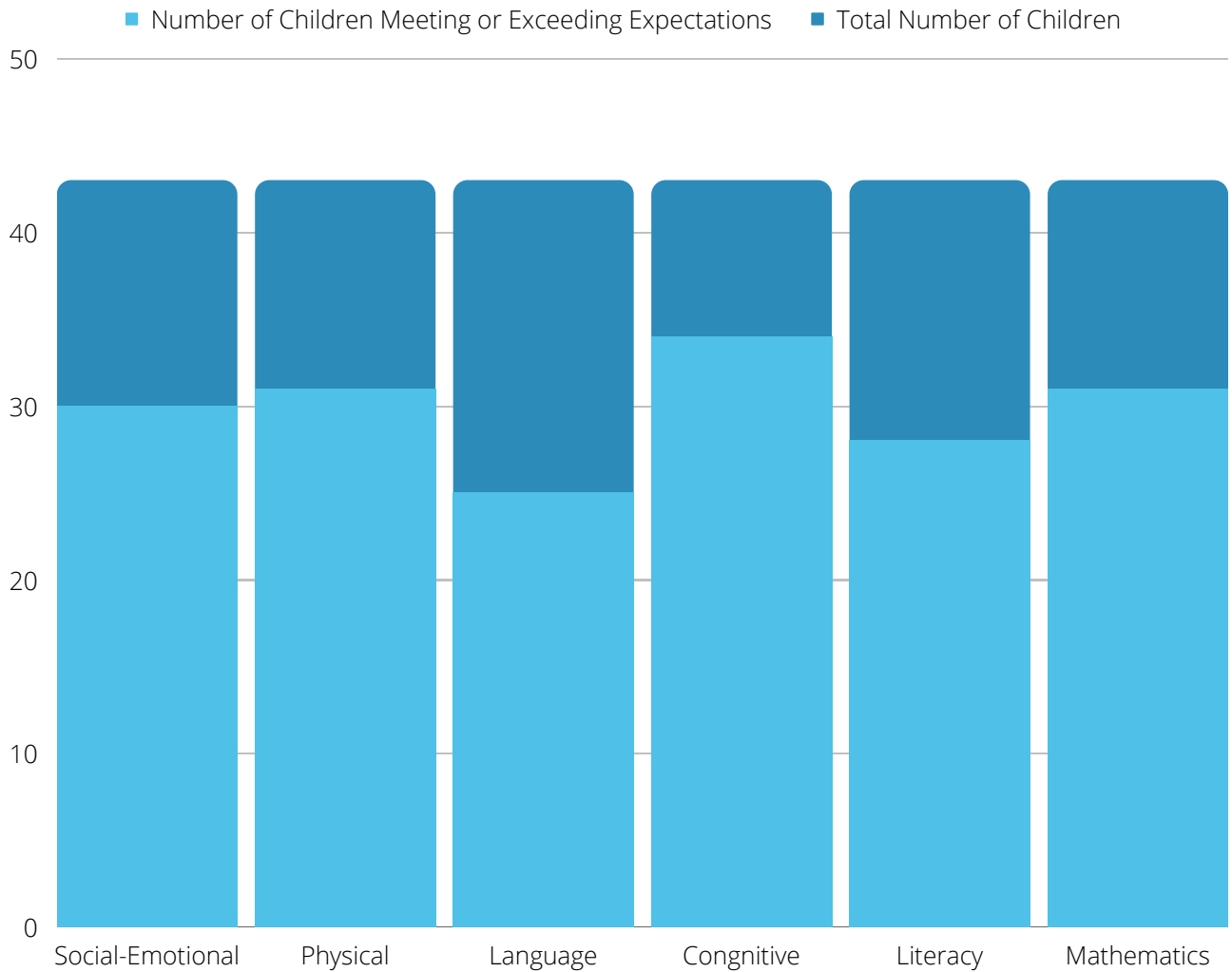
The program data from our Head Start home based show the majority of the children we serve are making progress towards kindergarten readiness. This data includes children with IFSP and IEP's.



IFSP and IEP's are individualized learning plans. These are created for children who we know learn differently than their peers.

Child Outcomes

The program data from our Head Start Expansion and Child Care Partners show the majority of the children we serve are making progress towards kindergarten readiness. This data includes children with IFSP and IEP's.



IFSP and IEP's are individualized learning plans. These are created for children who we know learn differently than their peers.

Transition Services – Kindergarten

As outlined in Head Start Performance Standards, SWCAP Head Start supports parents to ensure a successful kindergarten transition and that parents remain involved in their child's education after the transition. Our transition strategy includes:

- Helping families understand their children's progress through the Head Start program
- Helping families support their children's academic and social success during and after the transition
- Preparing families to exercise rights and responsibilities in an elementary school setting, including:
 - Obtaining language instruction services
 - Obtaining services for children with disabilities
- Preparing families to participate in ongoing educational decision-making for their children
- Familiarizing children with new school routines and environments
- Building confidence about the transition

Additionally, we support families by assisting them through the following processes:

- Providing families with a transition record outlining expectations and practices at their anticipated local school district
- Transferring our Head Start records to their anticipated local school district
- End of the year home visit to ensure a smooth transition from our program to the 4k or kindergarten environment
- Assisting parents with participation in kindergarten screening at their local school district
- Offer support for continued IEP implementation

More than 320,000 children and their families transition from Head Start programs to kindergarten every year. When these transitions are successful, children and families are more likely to experience better long-term school success. There are four points of connection that, when strengthened, facilitate effective transitions: Family-School, Child-School, Program-School, and Community-School. Such connections with local schools strengthen when these high-quality practices are implemented: Sharing Information, Building Relationships, and Establishing Alignment.

Transition Services – Other Program Options

Children enrolled in the Early Head Start program will remain in Early Head Start until they are age eligible for Head Start or another preschool program.

SWCAP Head Start will make every effort to enroll children from the Early Head Start Program into the Head Start preschool program. A family's income will be re-verified and enrollment will depend on the availability of vacancies in Head Start.

Early Head Start staff will work with each family to make the transition to a Head Start preschool classroom as smooth as possible by discussing the transition on home visits. Children selected for Head Start will visit the Head Start classroom with Early Head Start staff to become more familiar with the site. A registration/open house will be held to assist families in completing required paperwork. Child will obtain needed screenings. In August, Early Head Start staff and Head Start staff will conduct a joint home visit with the family. The visit will help the new Head Start staff person understand the goals the family has been working on in Early Head Start and give the family the opportunity to learn more about the Head Start program. Records will also be transferred at this time.

The Family Service Worker will work with the families that choose to enroll their child in another preschool program by determining the steps needed to enroll the child in the new program, encouraging parents to arrange a visit to the program site, and filling out a release of information so that records may be transferred to the new program.

Children experience many transitions, including from home to an early care and education setting, between age groups or program settings, and from preschool to kindergarten. Supporting these transitions for children, families, and staff is critically important because even positive change can be challenging. How the foundation for positive transitions is laid across all levels of the system to support children, families, and staff through transitions can have far-reaching effects on children's well-being and academic success. Program staff consider the long-term process of building and maintaining the capacity to support children and families at all levels. They also look at ways to improve how they connect and communicate within systems during transitions.

Services to Children with Special Needs

SWCAP Head Start provides guidance and assistance on how to individualize for children with disabilities, suspected delays, or other special needs. Individualization for children with disabilities, suspected delays, or other special needs includes providing more specialized supports for children to access and participate in learning, social experiences, and activities both at home and in the classroom. We help identify specialized supports including specific teaching practices and ways of interacting with children, as well as adaptations to daily schedules, learning activities, and the learning environment. Individualizing for children with disabilities, suspected delays, or other special needs enables all children to access, participate, and thrive in early learning settings.

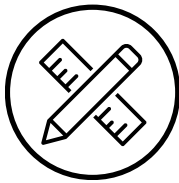


Programs must ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under the IDEA Act*, are being met and all children have access to and can fully participate in the full range of activities and services.

*IDEA is an acronym for the Individuals with Disabilities Education Act (IDEA) ensures that all children with disabilities are entitled to a free appropriate public education to meet their unique needs and prepare them for further education, employment and independent living.

Special Services

The SWCAP Head Start program works closely with several third party agencies to ensure that the needs of all of our learners are met. Some of the most common collaborations are with school districts, mental health consultants, speech and language pathologists, physical therapists, and occupational therapists.



Head Start Classroom

of children with a
diagnosed special need

41

% of children with
a diagnosis that
have an IFSP/IEP

48%



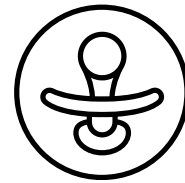
Early Head Start Home Based

of children with a
diagnosed special need

10

% of children with
a diagnosis that
have an IFSP/IEP

24%



Early Head Start Expansion & CCP

of children with a
diagnosed special need

8

% of children with
a diagnosis that
have an IFSP/IEP

27%

of children served by a
mental health consultant

26

of children served by a
mental health consultant

0

of children served by a
mental health consultant

7

Family Services

Our family services team works to build mutually respectful, strengths-based relationships between Head Start and Early Head Start staff and families, community members, and agencies. These relationships support parents' roles as valued community members and their progress toward their goals for themselves and their children. Community partners can work with families and program staff toward such goals as parents' educational advancement, economic mobility, and other aspects of family well-being.

Head Start and Early Head Start staff actively seek out and respond to community voices, strengths, and needs. Staff know their communities, and many are members of the communities they serve. They collaborate with families, community members, and other local agencies to identify common goals, align resources, and share data for continuous improvement and effective partnerships.



Family Service Referrals

In the 2021-2022 program year our family service staff have worked with families to ensure they have the resources to continuously work towards their family goals. Below is a snapshot of family goals, and the number of referrals made to outside agencies.

	Head Start	Early Head Start Home Based	Early Head Start Exp/CCP
Housing Assistance	9	9	4
Emergency Crisis Intervention	0	0	1
Mental Health Services	1	1	0
WIC	4	0	0
Health Insurance	0	0	0
Nutrition (SNAP)	2	0	1
Income Support	39	33	19
Transportation	4	3	4
# of families referred to other agencies	59	46	29



104

83

52

Family Engagement

The purpose of parent engagement is to provide experiences and activities which support and enhance the parent's role as the principal influence in their child's education and development. Each program parent will improve his/her knowledge of and ability to teach and utilize school readiness skills, preventative health care measures, community organization skills, and socialization skills by participating in home visits, parent activities, health screenings, classroom planning activities, and Policy Council. Family activities give parents and siblings the opportunity to share learning experiences with Head Start children.

EHS

September

Fun With Friends

October

Fall

November

It's Turkey Time

December

Reindeer Play

January

Snowman

February

Bear Hunt

March

Transportation

April

On the Farm

May

Ball Fun

June

Stay Active & Eat Healthy

July

Bubbles

HS

Fall

Fall Family Fun Night

Winter

Winter Ball

Spring

Community Helpers

Health Services

For over fifty years, Head Start has had a commitment to health and wellness. Promotion and prevention activities are central to the program's requirement to provide comprehensive services to support children's healthy growth and development. Today, a growing body of research demonstrates that healthy growth and development are critical for school readiness and later learning. Recent studies suggest that high-quality early childhood health and nutrition services provide the foundation for lifelong wellness.

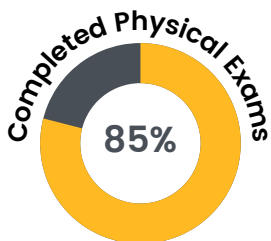
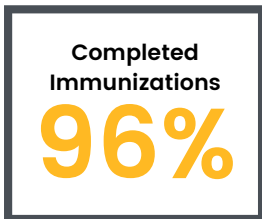


Physical Health Services

The SWCAP Head Start program recognizes the importance of up-to-date medical exams for the children and families we serve. We closely monitor and follow-up with families to ensure they have access and are making every attempt to stay up-to-date on exams. However, in the 2021-2022 program year, due to the ongoing COVID-19 pandemic, some families were unable to complete physical exams and follow-up appointments as expected due to limited service availability.



Head Start Classroom

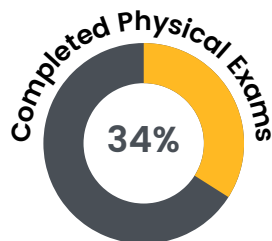
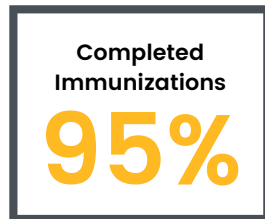


11% need follow-up treatment

38% who needed follow-up treated received treatment



Early Head Start Home Based

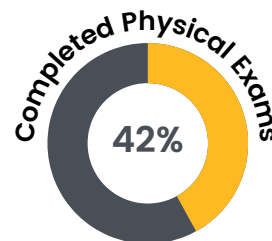
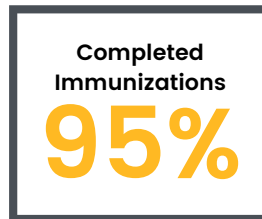


14% need follow-up treatment

2% who needed follow-up treated received treatment



Early Head Start Expansion & CCP

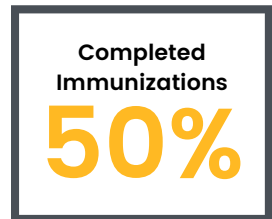


19% need follow-up treatment

5% who needed follow-up treated received treatment



Expecting Mothers Home Based



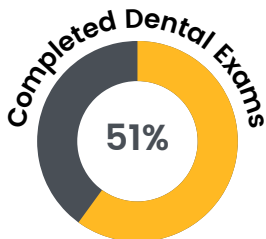
Not Reported

Dental Health Services

The SWCAP Head Start program recognizes the importance of up-to-date dental exams for the children, families and expecting mothers we serve. We closely monitor and follow-up with families to ensure they have access and are making every attempt to stay up-to-date on exams. However, in the 2021-2022 program year, due to the ongoing COVID-19 pandemic, many families were unable to complete dental exams and follow-up appointments as expected due to limited service availability. We are actively working with outside agencies to navigate this known issue and to develop viable solutions.



Head Start Classroom

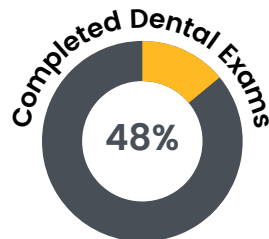


13% need follow-up treatment

2% who needed follow-up treated received treatment



Early Head Start Home Based

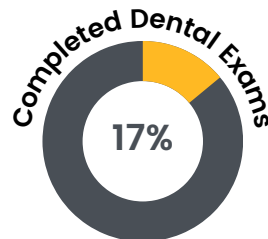


10% need follow-up treatment

0% who needed follow-up treated received treatment



Early Head Start Expansion & CCP

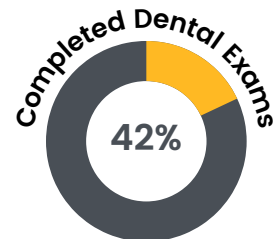


0% need follow-up treatment

0% who needed follow-up treated received treatment



Expecting Mothers Home Based



25% need follow-up treatment

33% who needed follow-up treated received treatment.

Tooth decay can be prevented or managed if children have early dental visits and if families take good care of their child's teeth between visits. Head Start staff play a key role in helping families understand the importance of regular dental visits and home care.



Nutrition Health Services

Head Start programs provide nutritious meals to children in their care. The Child and Adult Care Food Program (CACFP) aims to improve the quality of these meals and make them more affordable. Under the CACFP nutrition standards, meals and snacks should include a great variety of vegetables and fruits, more whole grains, and less added sugar and saturated fat. The standards also encourage breastfeeding and better align with the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).



Breakfast

15,704

Total nutritious breakfast meals served



Lunch

15,954

Total nutritious lunch meals served



Snack

5,822

Total nutritious snacks served

Hearing & Vision Screenings

DID YOU KNOW?

Uncorrected vision and/or hearing problems can affect a child's development and school readiness. That is why SWCAP Head Start provides vision and hearing screenings for all students in need that are enrolled in our Head Start classrooms.



135

Hearing tests completed; 57 needed rescreens or referrals.

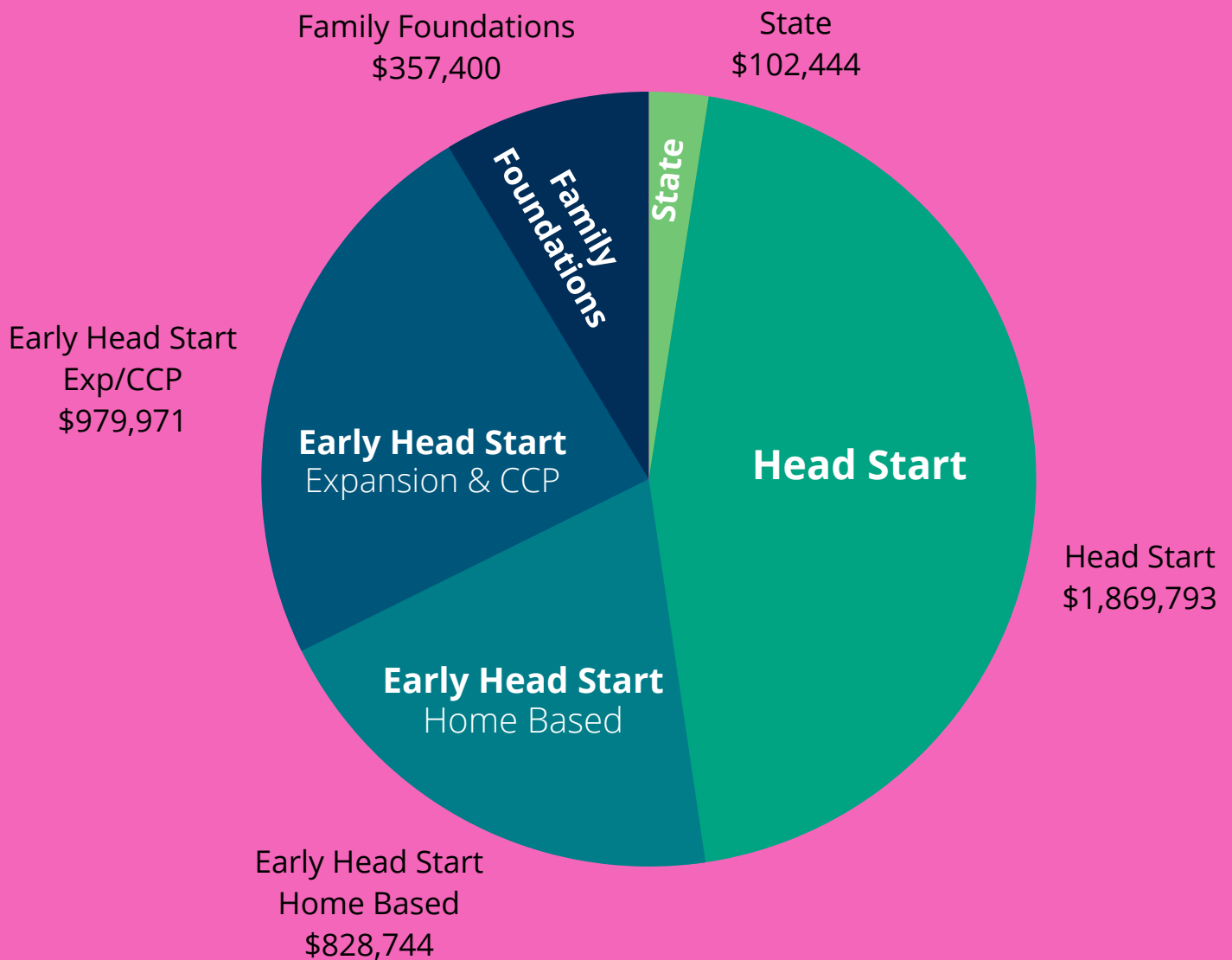
135

Vision tests completed; 29 needed rescreens or referrals



Program Funding

The SWCAP Head Start program is a non-profit organization that receives its funding from federal and state grants. Strong fiscal systems are key to maintaining a healthy and successful program. Our program follows a set of standards and minimum requirements outlined by Head Start Performance Standards.



Checks & Balances

The SWCAP Head Start Finance team relies on a team of people to ensure all grant monies are properly secured, tracked, and spent in a timely manner. In addition to the team of people that oversee the day-to-day fiscal activities of our program, we also have outside sources who complete various checks and balances to ensure proper fiscal usage of our funding.



01. Team

Our fiscal team is made up of two in-house employees and three to four employees who are employed by our grant holder, Southwestern Wisconsin Community Action Program. All income and expenses are subject to a rigorous approval policy.



02. Audit

An annual audit of SWCAP funds was conducted by WIPFLI, LLP. In 2021-2022, the agency met or exceeded all audit requirements and had no questioned costs.












03. USDA Reimbursement

During the 2021-2022 program year, \$105,679 was received by the USDA Child and Adult Care Food Program. The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers.

Budget Overview










HEAD START

	Budgeted		Actual Expenses
 Personnel	\$1,104,134	<	\$1,120,325
 Fringe Benefits	\$367,232	>	\$348,865
 Supplies	\$30,901	<	\$79,070
 Contracts	\$51,750	<	\$60,362
 Rented Space	\$37,932	>	\$37,635
 Equipment	\$45,000	>	\$35,329
 Travel	\$48,633	<	\$52,359
 Training	\$32,065	>	\$18,881
 Other	\$152,146	<	\$163,010

Budget Overview

EARLY HEAD START












	Budgeted		Actual Expenses
 Personnel	\$457,701	>	\$449,824
 Fringe Benefits	\$119,827	<	\$137,630
 Supplies	\$57,009	>	\$39,637
 Contracts	\$26,155	>	\$15,058
 Rented Space	\$18,043	>	\$12,183
 Equipment	\$8,575	<	\$26,884
 Travel	\$32,000	>	\$17,759
 Training	\$31,407	>	\$18,549
 Other	\$74,936	>	\$62,579

Budget Overview










EARLY HEAD START



	Budgeted		Actual Expenses
 Personnel	\$519,768	>	\$486,061
 Fringe Benefits	\$125,042	>	\$123,426
 Supplies	\$30,018	>	\$28,040
 Contracts	\$209,413	<	\$214,004
 Rented Space	\$14,503	<	\$20,692
 Equipment	\$0	<	\$24,604
 Travel	\$13,105	>	\$7,460
 Training	\$11,870	<	\$12,845
 Other	\$46,449	>	\$37,309






Budget Overview

STATE SUPPLEMENT

	Budgeted		Actual Expenses
 Personnel	\$60,901	<	\$72,205
 Fringe Benefits	\$23,541	>	\$17,245
 Supplies	\$22,000	>	\$1,388
 Contracts	\$2,100	>	\$1,129
 Rented Space	\$1,800	>	\$924
 Equipment	\$0	<	\$2,071
 Travel	\$3,926	>	\$1,312
 Training	\$826	>	\$791
 Other	\$7,150	>	\$5,379

Budget Overview

FAMILY FOUNDATIONS

	Budgeted		Actual Expenses
 Personnel	\$202,577	>	\$176,508
 Fringe Benefits	\$66,754	>	\$59,571
 Supplies	\$19,630	>	\$9,788
 Contracts	\$13,550	>	\$8,609
 Rented Space	\$6,500	<	\$10,859
 Equipment	\$0	<	\$1,655
 Travel	\$9,250	>	\$5,122
 Training	\$5,772	>	\$4,953
 Other	\$33,367	<	\$36,244

COVID-19

Emergency Funding

	HS/EHS COVID Funds	EHS Exp/CCP COVID Funds	CRRSA Funds	American Rescue Plan Funds
Funds Received	\$171,555	\$25,955	\$81,562	\$324,252
Expenses	\$46,172	\$29,581	\$29,910	\$166,593
Funds Remaining	\$0	\$0	\$55,652	\$157,659
Funds Expired	6/29/2022	6/30/2022	3/31/2023	3/31/2023

Emergency funds received due to COVID-19 Received in 2020-2022.

Family Foundations

Through our Family Foundations grant monies, we have access to some flexible funding. Having access to funding that has fewer restrictions and guidelines for spending allows us to serve families that are enrolled through the Family Foundations grant in way that meet their immediate needs. The focus of these flex funds is to help families solve issues before they become long-term barriers to meeting their basic needs. Examples of purchases we've made using flex funds are: car repairs, car seats, high chairs, baby clothes and cribs. Helping families meet their basic needs can make a significant difference for the lives of the families, especially the children.

Acknowledgements

The data in this report was collected, compiled and analyzed by the following SWCAP Head Start administrative staff:

Kim Trumm, Director

Paula Benson, Special Services Coordinator

Alyssa Miller, Education Coordinator

Jacob Haraldson, Grant Specialist

Charles Rubio, Jr., Fiscal Coordinator

Jody Kitelinger, Transportation Coordinator

Crystal Peterson, Health Coordinator

Jodi Shemak, Accountant

Jacquelyn Spears, Family Service Coordinator

**We thank you for your continued support
in our efforts to serve the children of
southwest Wisconsin.**

Contact

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