

SWCAP Head Start
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2023 - 2024

SWCAP Head Start Annual Report



Our Annual Report can be located at: www.swcap.org or at the
Head Start office, 212 E. Chapel St., Dodgeville, WI 53533



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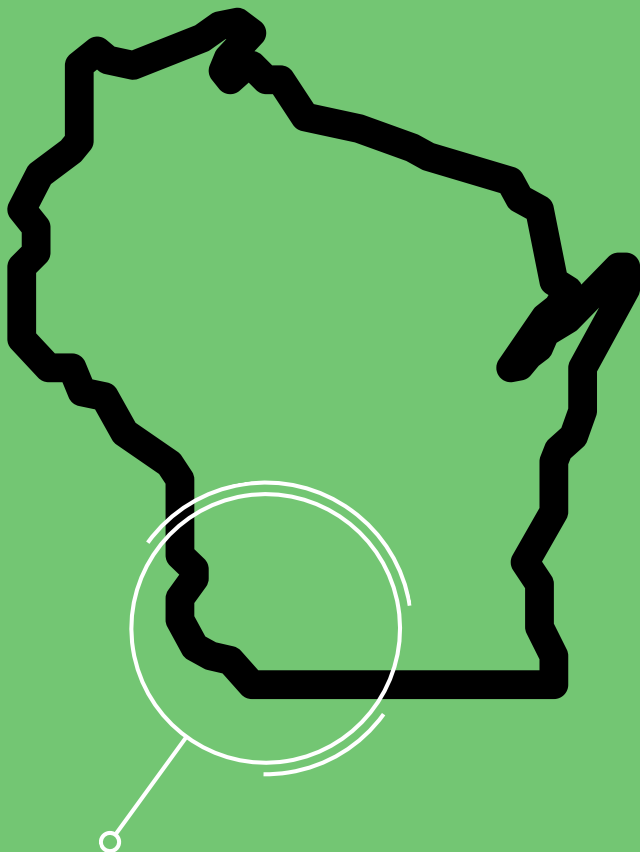
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Our Mission

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

Serving Children Three to Five Years Old

Traditional Head Start classrooms are 3k and 4k classrooms intended to provide an introductory experience similar to learning opportunities provided to children 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

Serving Children Zero to Three Years Old and Pregnant Women

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 facilitate the parents' ability to support their child's development. Visits last an hour and a half each. 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

Serving Children Zero to Three Years Old

Education and child development services are delivered in a nurturing 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

SWCAP Partners with Snug as a Bug Daycare to Offer EHS Services to Children Age 6 Weeks to 3 Years Old.

Child care partners are established childcare providers that SWCAP Head Start partners with to offer childcare 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 from 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 or working 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 and pregnant women 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, prenatal support, 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
Darlington
Dodgeville
Lancaster
Muscodas
Platteville
Richland Center

Early Head Start Classroom Locations:

Boscobel
Muscodas
Richland Center

Early Head Start Child Care Partner Classroom Locations:

Snug as a Bug-Cuba City
Snug as a Bug - Lancaster

Enrollment

The SWCAP Head Start program historically has excellent enrollment numbers; however, filling available slots has been a challenge since the pandemic. For the fourth 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



YTD Actual Enrollment

131



Income Eligible Families

93%



Employed, training,
or school

72%

Funded Enrollment

74



YTD Actual Enrollment

106



Income Eligible Families

98%



Employed, training,
or school

53%

Funded Enrollment

52



YTD Actual Enrollment

65



Income Eligible Families

94%



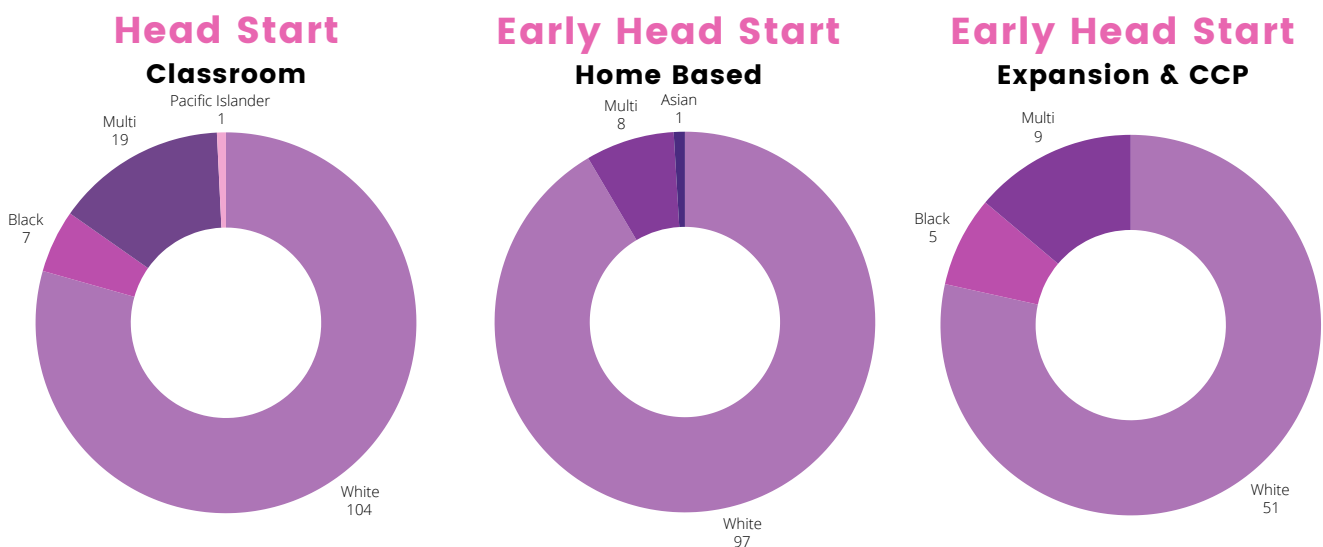
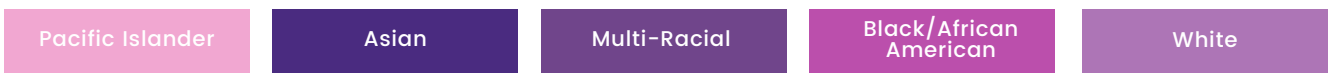
Employed, training,
or school

66%

Demographics



Race 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 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 & Literacy Development
- Cognitive Skills
- Mathematics Knowledge & Skills
- Social & Emotional Development
- Physical Health & Development

Response

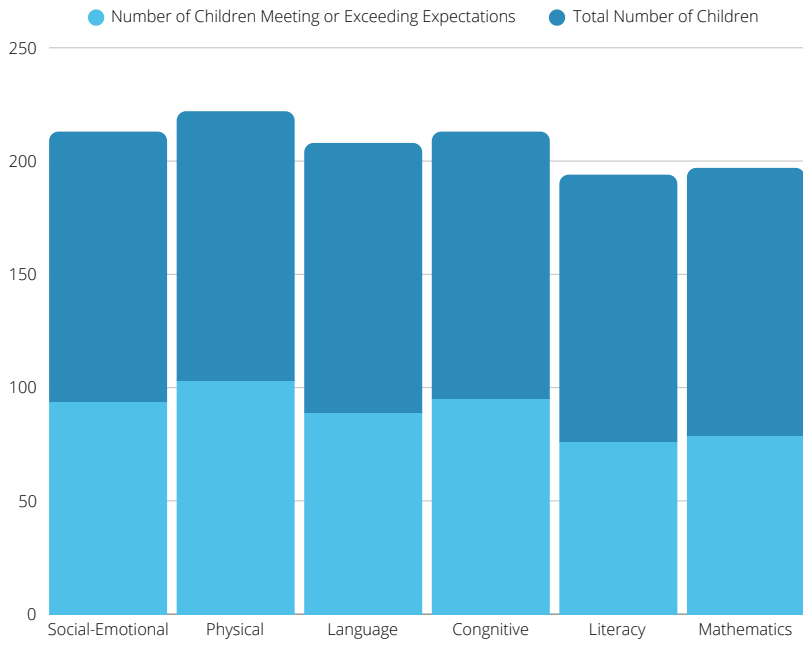
If a child repeatedly falls short of the widely-held expectations of the Head Start program using the researched based curriculums and basic classroom interventions, we will begin a referral process to outside agencies to ensure there are no further barriers to learning.

Child Outcomes

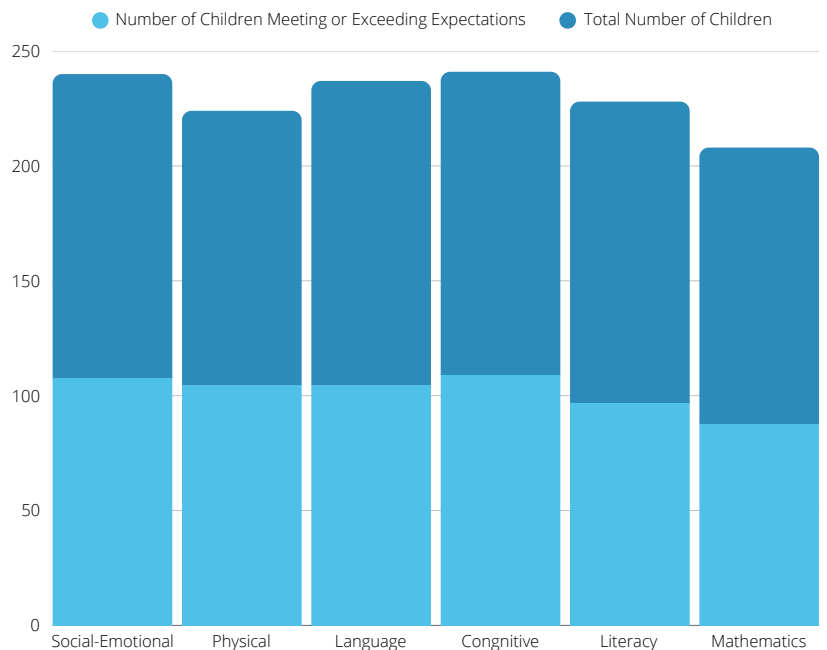


Head Start

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.



Fall 2023



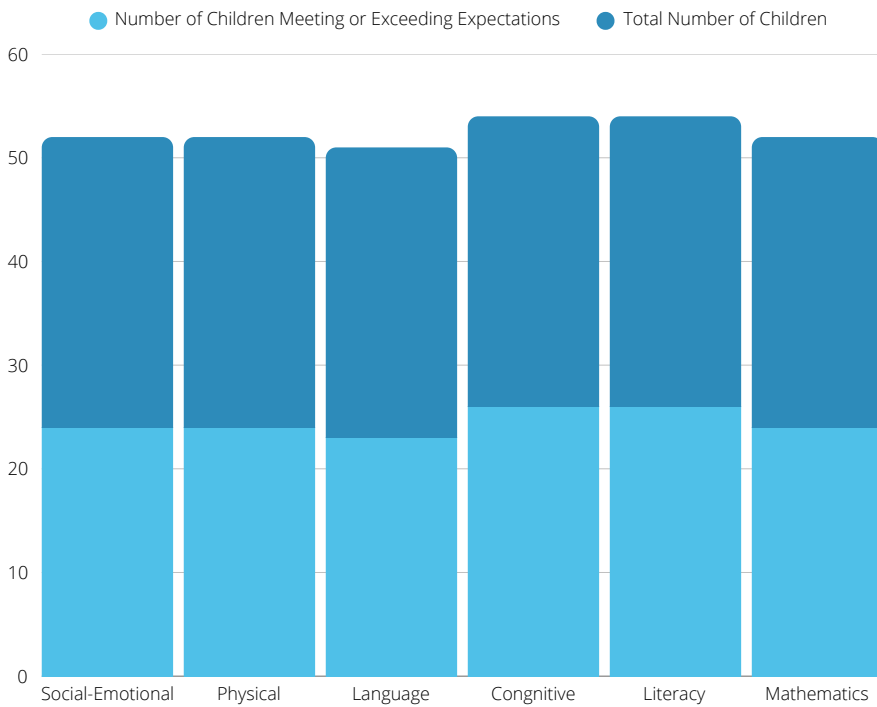
Spring 2024

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

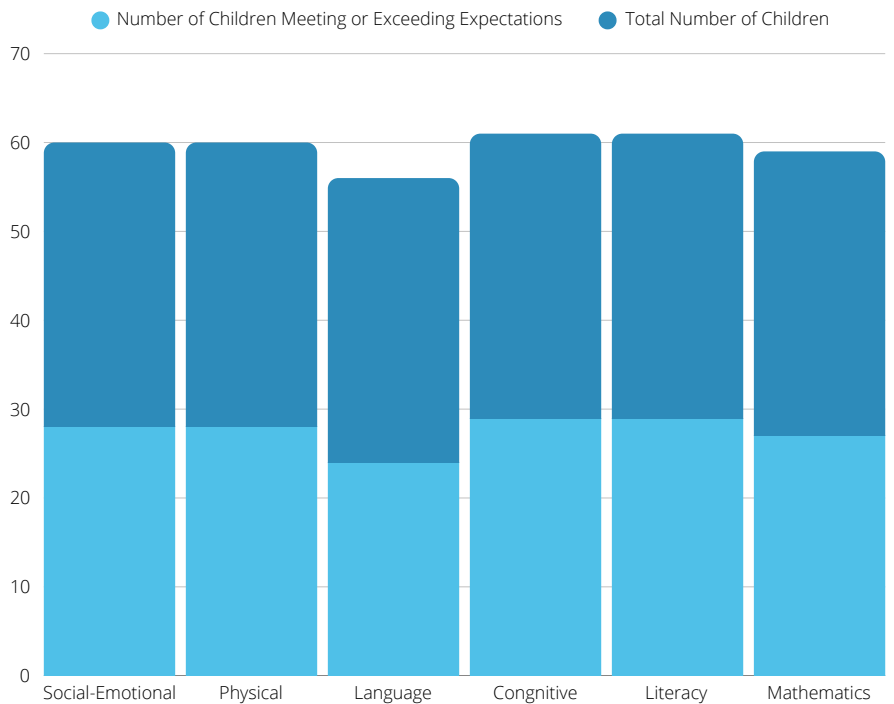
Child Outcomes

Early Head Start Home Based

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



Fall 2023

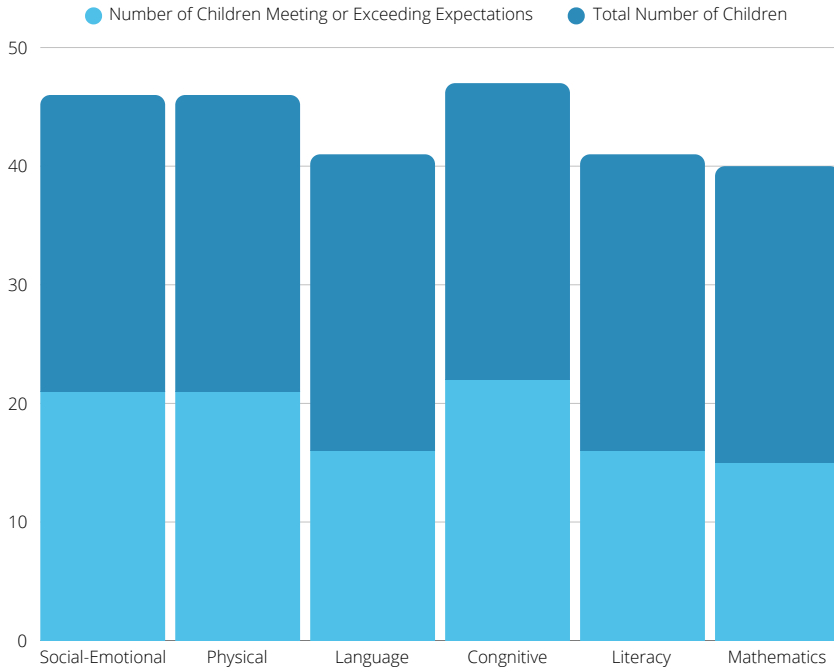


Spring 2024

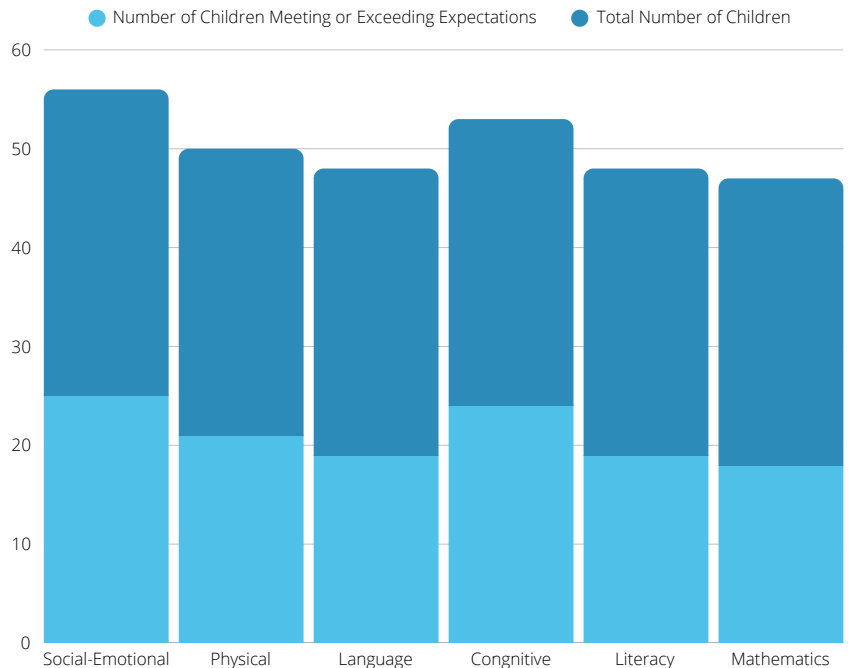
IFSP and IEP's are individualized learning plans. These are created for children who we know learn differently than their peers.

Child Outcomes

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



Fall 2023



Spring 2024

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

Transition Services – Kindergarten

SWCAP Head Start supports children and parents to ensure a successful transition to kindergarten and encourages parents to remain involved in their child's education after the transition. Our transition strategy includes:

- Helping families understand their children's developmental progress during their time in 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 children's 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

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 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 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 Advocate 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



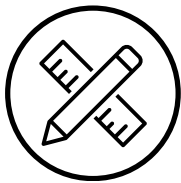
SWCAP Head Start provides guidance and assistance on how to individualize for children with disabilities, suspected delays, or other special needs. Individualization for children with disabilities, suspected delays, or other special needs includes providing more specialized supports for children to access 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

28

% of children enrolled
with an IEP



of children served by a
mental health consultant

8



Early Head Start Home Based

of children with a
diagnosed special need

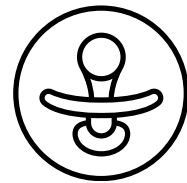
14

% of children enrolled
with an IFSP/IEP



of children served by a
mental health consultant

1



Early Head Start Expansion & CCP

of children with a
diagnosed special need

7

% of children enrolled
with an IFSP/IEP



of children served by a
mental health consultant

1

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 2023-2024 program year family advocate staff worked with families to ensure they have the resources to consistently progress toward 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	3	5	3
Emergency Crisis Intervention	0	0	0
Mental Health Services	0	0	0
WIC	1	1	0
Health Insurance	0	0	0
Nutrition (SNAP)	0	0	1
Income Support	33	39	12
Transportation	1	0	0
Total # of families referred to other agencies	33	31	12
	140	80	59

Family Engagement

The purpose of parent engagement is to offer experiences and activities that strengthen and parents in their role as the primary influence in their child's education and development. Through participation in home visits, parent activities, health screenings, classroom planning, and the Policy Council, each program parent will enhance their knowledge and ability to foster school readiness skills, preventive health care practices, community involvement, and socialization skills. Family activities also provide parents and siblings with opportunities to share meaningful learning experiences with Head Start children.

EHS

September

New Year & New Friends

October

Fall

November

Friendsgiving

December

Holiday Shapes

January

Snowball Toss

February

Mittens

March

Transportation

April

Fun on the Farm

May

Planting Flowers

June

Bubbles

July

Ball Play

HS

Fall

Fall Harvest

Winter

Candyland

Spring

Carnival

Health Services

For over sixty years, Head Start has had a commitment to health and wellness. Health and prevention activities are central 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.

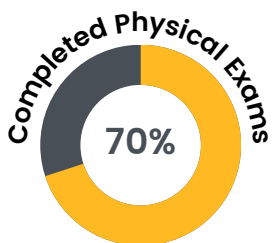
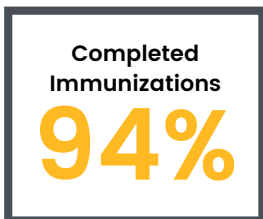


Physical Health Services

The SWCAP Head Start program recognizes the importance of up-to-date medical exams for the children and families we serve. We partner with families to ensure they have access to medical providers and are making every attempt to stay up-to-date on exams.



Head Start Classroom

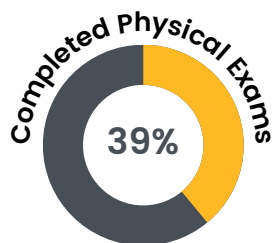
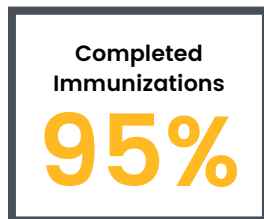


42% need follow-up treatment

62% who needed follow-up treated received treatment



Early Head Start Home Based

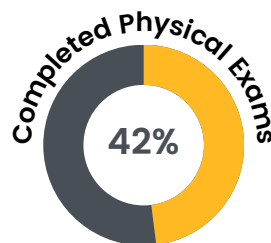
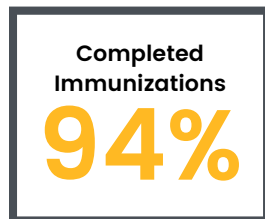


33% need follow-up treatment

50% who needed follow-up treated received treatment



Early Head Start Expansion & CCP

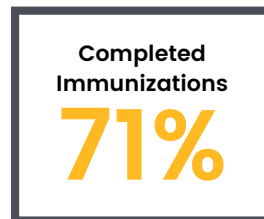


30% need follow-up treatment

62% who needed follow-up treated received treatment



Expecting Mothers Home Based

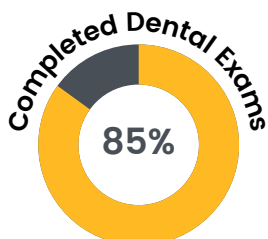


Dental Health Services

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.



Head Start Classroom

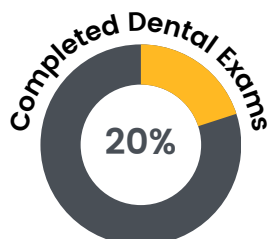


22% need follow-up treatment

47% who needed follow-up treated received treatment



Early Head Start Home Based

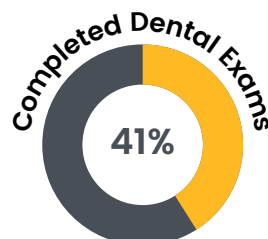


16% need follow-up treatment

33% who needed follow-up treated received treatment



Early Head Start Expansion & CCP

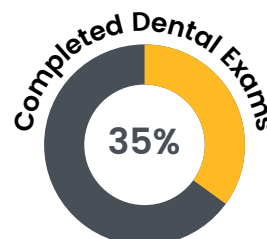


0% need follow-up treatment

0% who needed follow-up treated received treatment



Expecting Mothers Home Based



40% need follow-up treatment

0% 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

12,031

Total nutritious breakfast meals served



Lunch

13,004

Total nutritious lunch meals served



Snack

7,546

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 enrolled children in our Head Start program who were not screened at their medical doctors.



113

Hearing tests completed; 29 needed rescreens or referrals.

144

Vision tests completed; 26 needed rescreens or referrals

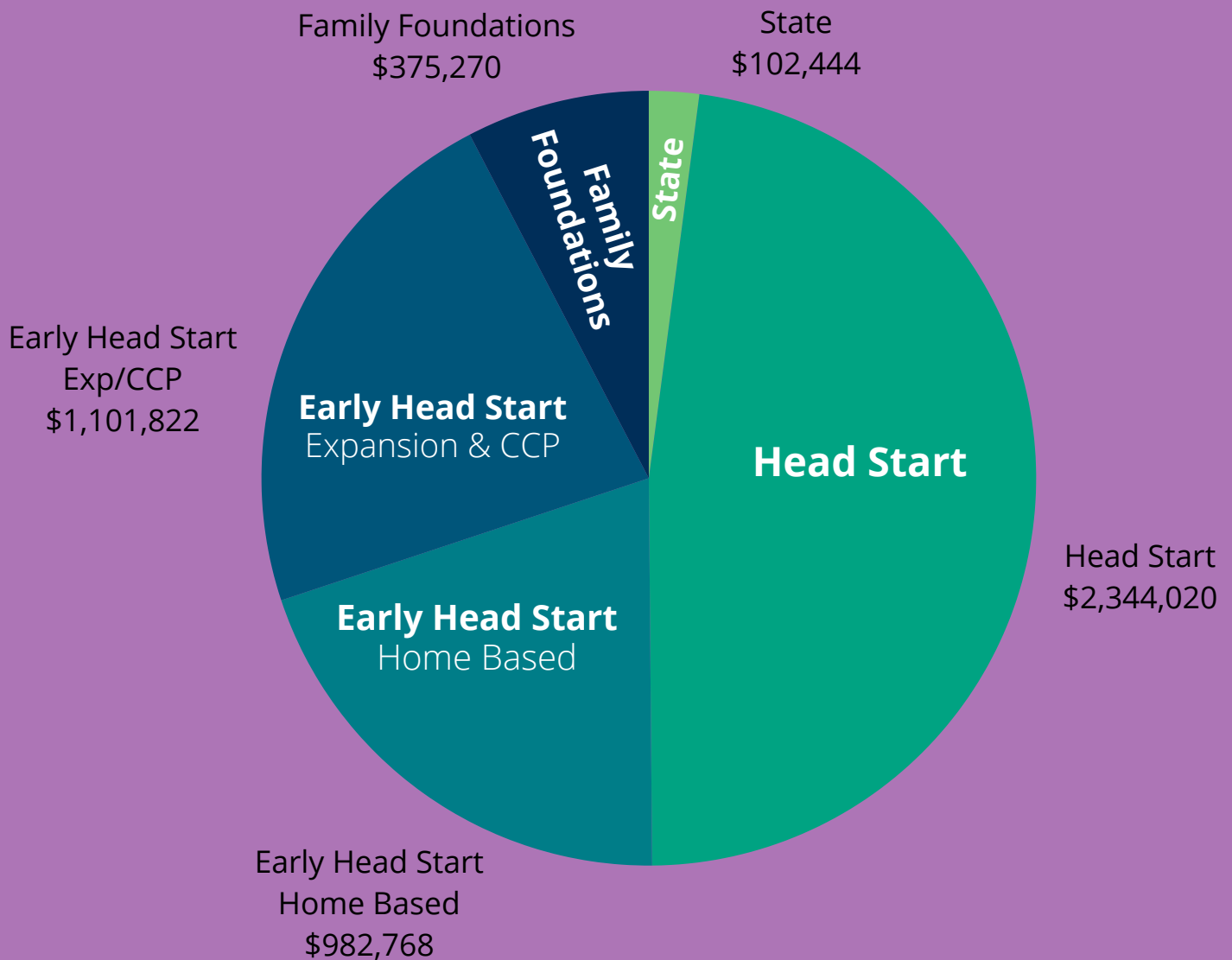


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2023-2024 ANNUAL REPORT

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 and SWCAP fiscal policies and procedures.



Checks & Balances

The SWCAP Head Start program 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 Wegner CPAs, who are contracted by our grant holder, Southwestern Wisconsin Community Action Program, Inc. (SWCAP). 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 2023-2024 the program was late in submitting the SF-429 Real Property report. Additionally, the annual audit was not completed on time. A corrective action plan was implemented and subsequent reports and audits were completed timely.












03. USDA Reimbursement

During the 2023-2024 program year, \$95,743 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	\$1,280,854	>	\$1,136,869
 Fringe Benefits	\$389,374	>	\$279,874
 Supplies	\$31,000	>	\$29,558
 Contracts	\$35,110	>	\$43,395
 Rented Space	\$50,446	<	\$52,320
 Equipment	\$51,919	>	\$19,724
 Travel	\$5,794	>	\$5,599
 Training	\$18,098	>	\$14,697
 Other	\$481,425	>	\$384,915

Budget Overview

EARLY HEAD START












	Budgeted		Actual Expenses
 Personnel	\$587,092	>	\$356,204
 Fringe Benefits	\$149,968	>	\$98,864
 Supplies	\$23,250	>	\$18,729
 Contracts	\$28,453	>	\$21,627
 Rented Space	\$29,015	>	\$16,473
 Equipment	\$5,764	=	\$5,764
 Travel	\$1,987	>	\$2,429
 Training	\$16,805	>	\$11,350
 Other	\$140,434	>	\$111,540

Budget Overview










EARLY HEAD START



	Budgeted		Actual Expenses
 Personnel	\$560,105	>	\$451,308
 Fringe Benefits	\$97,418	<	\$108,286
 Supplies	\$32,826	>	\$12,701
 Contracts	\$240,920	>	\$232,004
 Rented Space	\$25,873	>	\$18,824
 Equipment	\$0	=	\$0
 Travel	\$5,794	>	\$2,372
 Training	\$15,879	>	\$13,291
 Other	\$123,007	>	\$110,241










Budget Overview

STATE SUPPLEMENT

	Budgeted		Actual Expenses
 Personnel	\$39,278	>	\$20,828
 Fringe Benefits	\$12,008	>	\$4,577
 Supplies	\$0	=	\$0
 Contracts	\$800	<	\$2,510
 Rented Space	\$0	=	\$0
 Equipment	\$0	=	\$0
 Travel	\$0	=	\$0
 Training	\$46,833	<	\$53,282
 Other	\$3,525	<	\$4,792

Budget Overview

FAMILY FOUNDATIONS

	Budgeted		Actual Expenses
 Personnel	\$233,358	>	\$214,406
 Fringe Benefits	\$63,652	>	\$54,677
 Supplies	\$8,250	>	\$1,225
 Contracts	\$13,500	>	\$13,291
 Rented Space	\$7,500	<	\$9,062
 Equipment	\$0	=	\$0
 Travel	\$0	=	\$0
 Training	\$4,460	>	\$3,032
 Other	\$44,550	>	\$22,364

Additional Family Foundations Funding

Flex Funds

The Family Foundations Home Visiting grant monies provide flex funds for Early Head Start Home Visiting children and families. The flex funds allow us to serve families enrolled through the Family Foundations grant in a way that meets their immediate needs. The focus of 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.

American Rescue Plan Funds

Included in the 2023-2024 grant year, the Family Foundations grant provided \$20,785 to the program for Early Head Start Home Visiting families. The program used the funds to purchase \$50.00 Walmart gift cards. The gift cards did not allow for the purchase of alcohol, tobacco, and firearms. Gift cards were given on a monthly basis to enrolled families who met attendance goals. The gift cards allowed families to purchase needed household supplies and items, such as cleaning supplies, groceries, and diapers.

Acknowledgements

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

Tawny Hardyman, Director

Paula Benson, Special Services Manager

Jacob Haraldson, Grant Specialist

Jenna Hertrampf, Education Manager

Jody Kitelinger, Administrative Coordinator

Crystal Peterson, Health Manager

Jodi Shemak, Program Accountant

Jacquelyn Spears, Family Service Manager

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

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