

United Community Action Program Inc.  
Head Start /Early Head Start

# Annual Report

Program Year 2022-2023



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# Head Start

## Our Mission:

UCAP Head Start exists to empower generations of children and families through relationships, high-quality early childhood services and connections with community resources.

## Our Vision:

To provide a dynamic and inclusive environment that inspires children and families from diverse backgrounds and cultures, to promote a love of learning, and to respect and protect healthy, meaningful relationships.

## Those We Served:

### **A summary of the community**

We were funded to serve 719 Head Start Children (3 & 4 year-olds) and 340 Early Head Start Children (0 to 3 year-olds) and Pregnant Women, a total of 1,059. For the 22-23 year, our staff, parents, Board of Directors, Policy Council, and children have worked hard to reach our goals. We are proud to briefly share some of our accomplishments with you.

However, even as we look back at our accomplishments, we eagerly anticipate the achievements of the year ahead, striving to make tomorrow better.

### **Number of children and pregnant women served.**

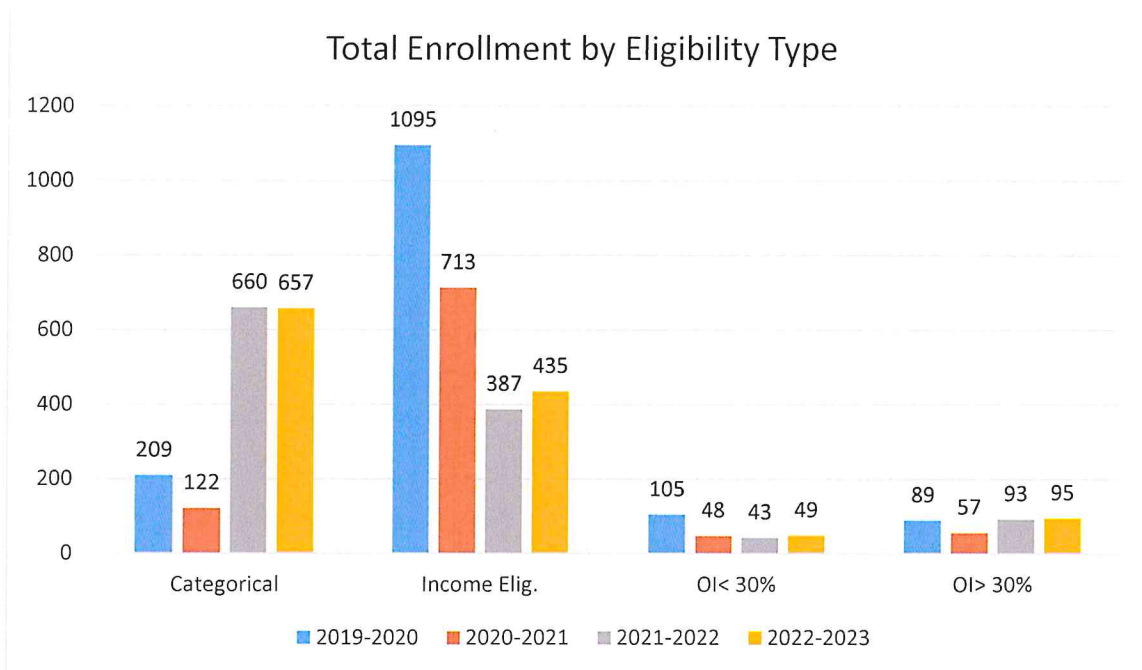
	Year 2021	Year 2022	Year 2023
Children and Pregnant Women	940	1,183	1,236
Head Start children	497	690	680
Early Head Start children	399	448	509
Pregnant Women	44	45	47



An artist in the making at Beggs Head Start



Stillwater EHS plays with bubbles



The highest enrollment type at 53.1% of enrolled children and pregnant women qualified as categorically eligible and second was the income eligible group at 35.1% of those served. Only 3.9% of those enrolled in the program qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 7.7% of total enrollment were 130% and above the poverty income, below the Office of Head Start’s federal allowable 10%. Most of the over income were enrolled in the Head Start program.

**Recruitment**

We continued the Online Parent Portal through COPA. This allowed families to apply for Head Start and/or Early Head Start online. All required documentation was able to be submitted and uploaded onto the Parent Portal for staff to review and verify for eligibility. The centers also did in-person recruiting through community events, posting enrollment flyers and meeting with families in the center for intakes. Social media usage has increased for the use of recruitment.

**Enrollment**

United’s Head Start funded enrollment was 719. Early Head Start funded enrollment was 312 infants and toddlers and 28 pregnant women for a total of 340. We did not maintain the 97% of our Head Start funded enrollment due to the inability to recruit and hire eligible teachers and the community assessment identified that income eligible

families were not in several of the communities where our centers are located so we were not able to enroll more children. Enrollment was still being reported to OHS.



Mud and Water at Cushing



Volunteers from Langston

### **Average monthly enrollment as a percentage of funded enrollment.**

- Head Start had an average monthly enrollment of 77.8%; which is a .9% decrease from last year .
- Early Head Start had an average enrollment of 91.1%; which is a 7.3% increase from last year

During the program year, we served more than 116% of our funded enrollment, a 5% increase from last year.

United operated 36 EHS classrooms and 43 HS classrooms of which only 1 was double session or 1.2% of the Head Start classrooms.

82 slots or 11% of the enrollment slots are in a public school collaboration. There were only 2 classrooms in the public school, Hominy and Beggs.

Our community assessment update shows us that most families need full-day HS services and the families of young children are moving to the larger communities to find employment and resources. The public schools are now serving most of the pre-K children in our service area. Eligible families are seeking services for the infant, toddler, twos and threes.

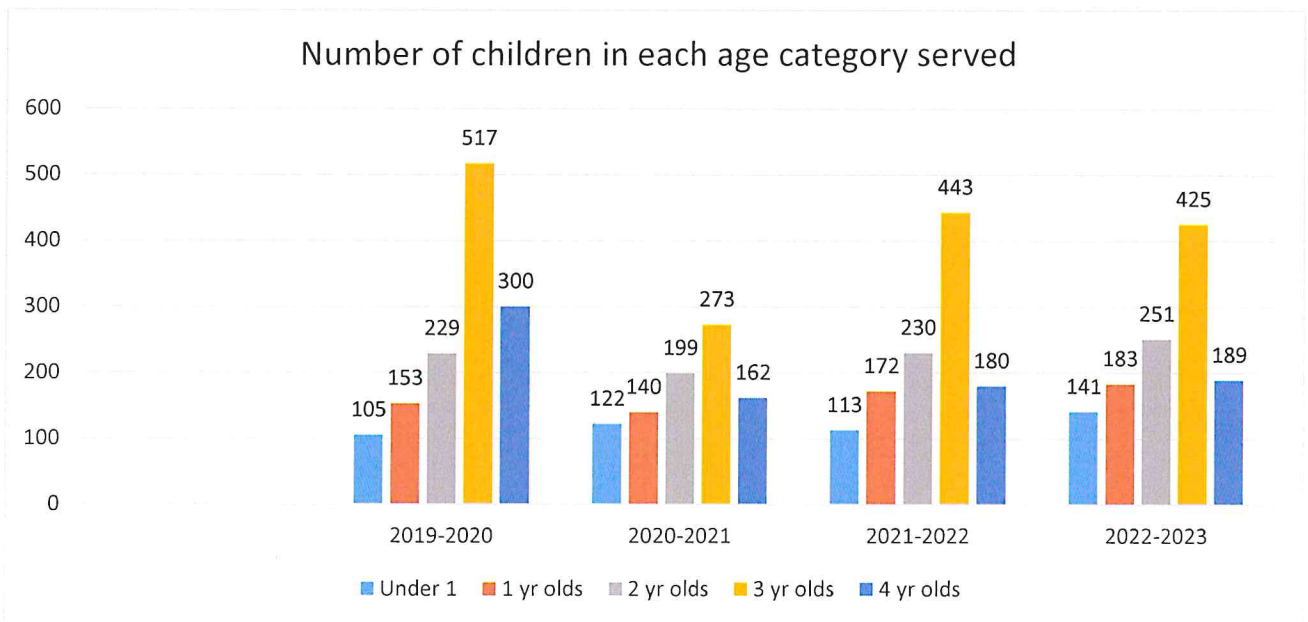


Dr. Seuss' Birthday celebrated at Ponca City Head Start



Dentist visit at Pawnee Head Start

**Age**





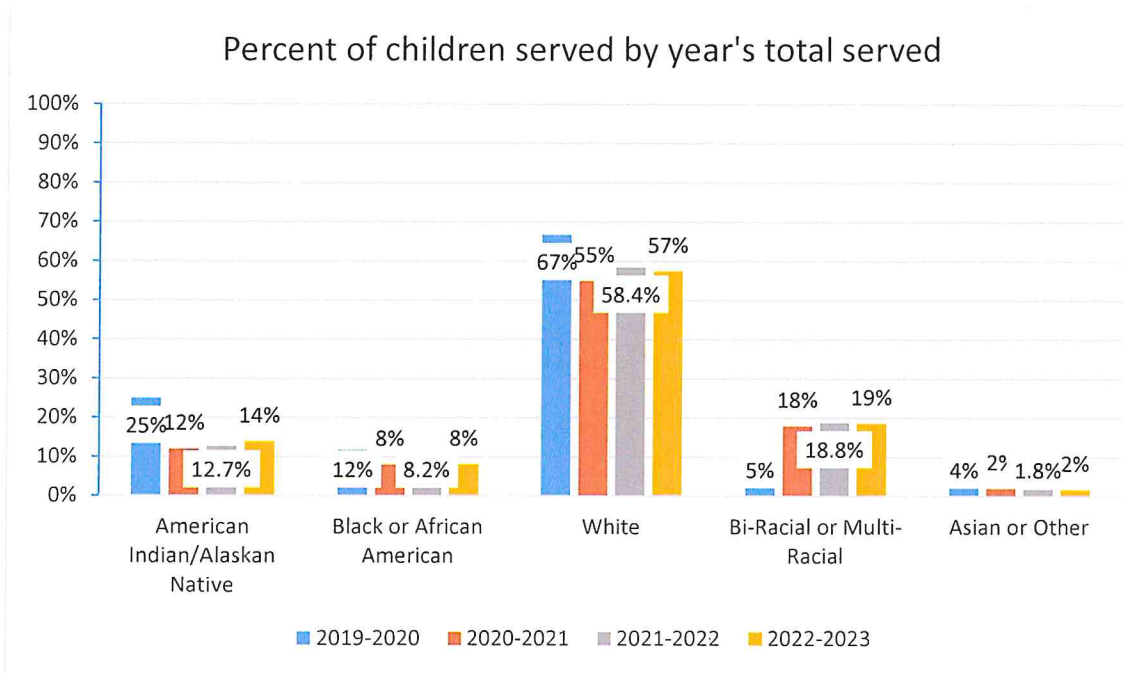
**Peter Cottontail visited children at Okmulgee Head Stat**



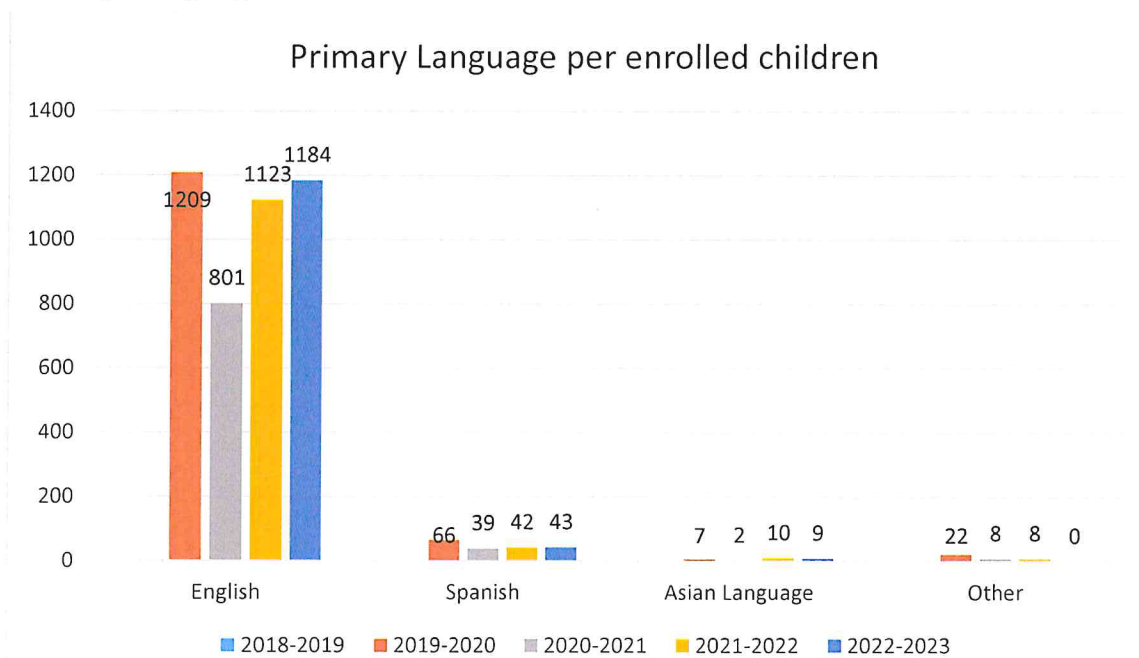
**Pawnee Head Start got a visit from the Fire Department**



## Race/Ethnicity



## Primary Language



## School Readiness

### Services to children with Disabilities

The federal mandate is to serve 10% of funded slots with children with disabilities. 113 children or 10.7% of funded slots were of children who were enrolled and determined eligible and received disability services.



Perry Head Start Pre-K celebrating 100 days of school

### Kindergarten preparation efforts

United sets school readiness goals which align with the Head Start Child Development and Early Learning Framework and represent the five essential domains of the inner wheel. United's school readiness goals align with the State of Oklahoma's 4-year-old pass skills and the Oklahoma Early Learning Guidelines for birth through five as well. Through discussion with local Elementary school administration and Early Childhood teachers we have determined that these goals align with the expectations of the schools the children will be attending.

The school readiness goals also correlate with the written curriculum we follow, HighScope Curriculum and the online assessment CORAdvantage we have used since 2018. The teachers utilize the web-based tool to enter observations, plan each child's individualized activities, and prepare lesson plans. There are also several tools that the teacher can use to help in the lesson planning process and make sure that they are capturing observations in the different dimensions.

To determine the baseline of children’s individual needs; teachers use ASQ-3 developmental screening tool at the child’s initial enrollment, typically at the beginning of the year. The teachers begin planning to provide activities that provide opportunities to observe all the children in the different domains utilizing CORAdvantage to help steer them in their planning process of determining each child’s individual goals and to select appropriate activities for the classroom and those to send home in the school readiness packets each month based on the children’s readiness to learn and interest. United CAP Head Start has a School Readiness Goal that 90% of our children will reach their expected age group learning targets for each domain.

The teachers input observations on individual children each day and must have observations for each child in each key indicator during each checkpoint. There are three checkpoints for Head Start; Fall, Winter and Spring and the Early Head Start has an additional summer checkpoint. The classroom, center and program aggregation is done periodically and at the checkpoints intervals. The parent receives their individual child’s report during the Parent Teacher conferences.

#### 4-year-old children’s School Readiness achievement

Area of Development	Percentage of 4 year old children meeting or above the expected developmental level for Kindergarten entry				
	2019	2020	2021	2022	2023
Social-Emotional	97.5	80%	80%	80.3%	84%
Physical Dev. & Health	100%	76%	63%	59%	80%
Language & Literacy	88.7%	61%	59%	56%	68%
Science & Technology	94.2%	80%	73%	70%	87%
Approaches to Learning	94.5%	80%	80%	69.2%	85%
Mathematics	84.7%	77%	62%	62%	79%
Social Studies	95.2%	75%	75%	65%	85%
Creative Arts				67.5%	77%

#### Kindergarten Transition

70% of our 4-year-old Head Start children enrolled at the end of the year were projected to be entering Kindergarten having accomplished all school readiness benchmarks. This is a decrease of 22.6% from last year.

## Work Force



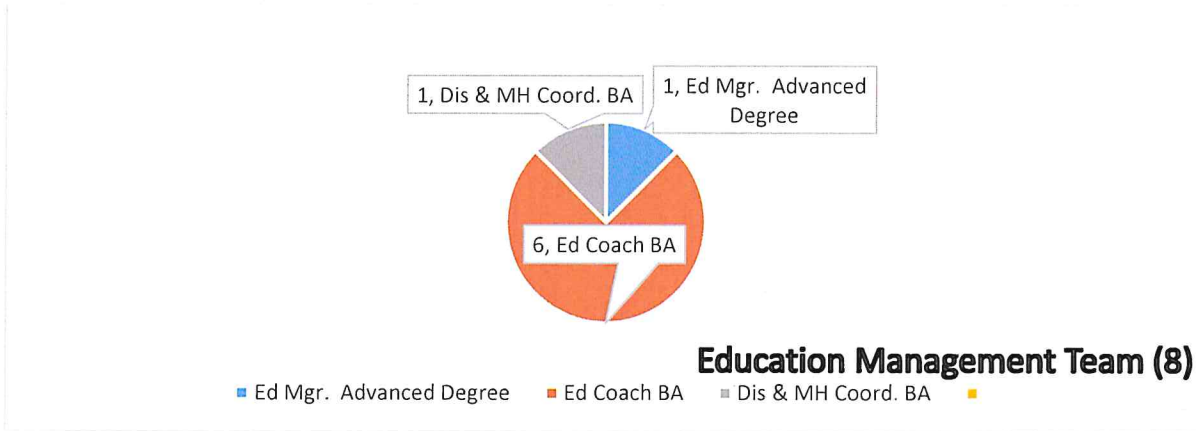
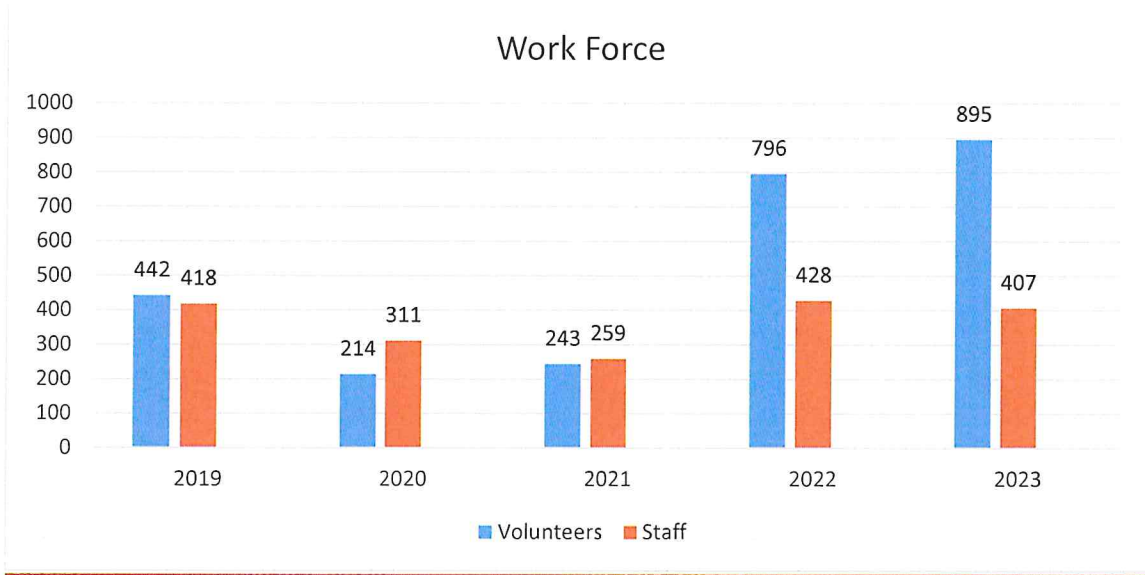
Guthrie's staff signing up for NOC coursework.



Ponca City Staff giving back to the Community on Tend to you Day.

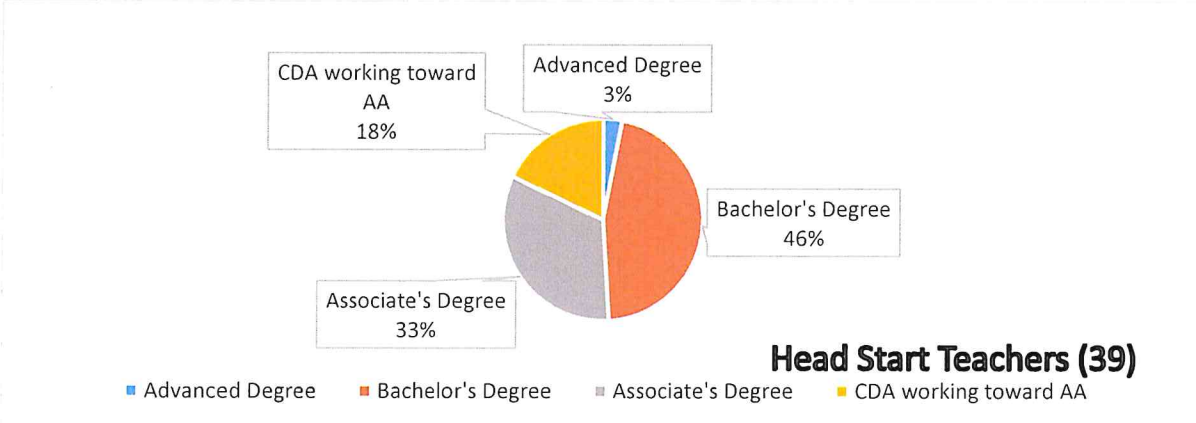


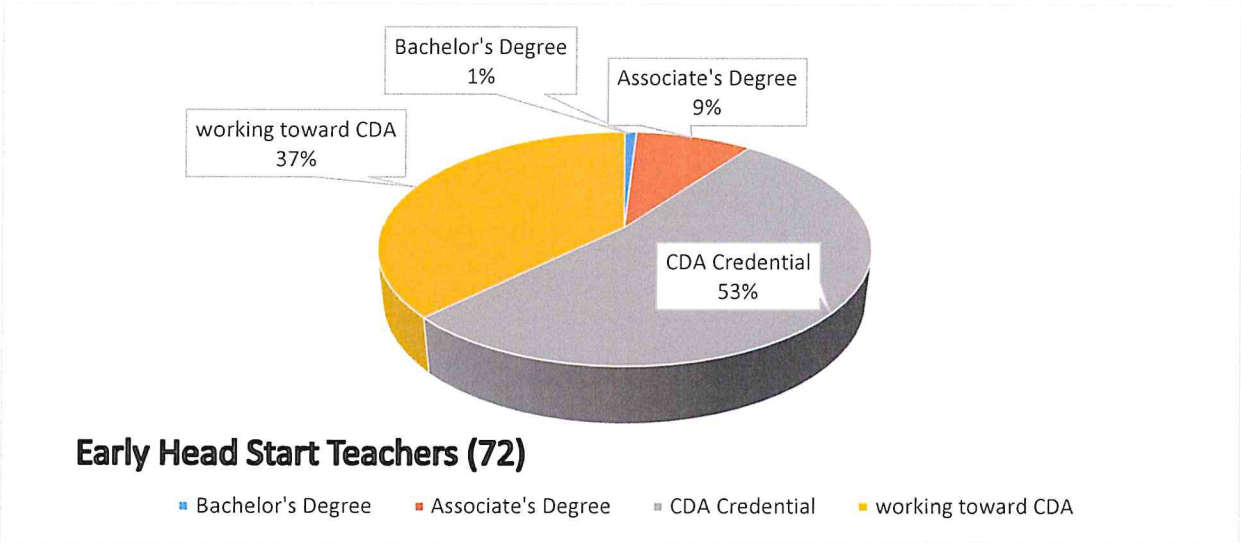
Staff at Okmulgee Head Start 0-5



21 Head Start Teaching staff received intensive coaching.

### Staff Qualifications of our Teachers

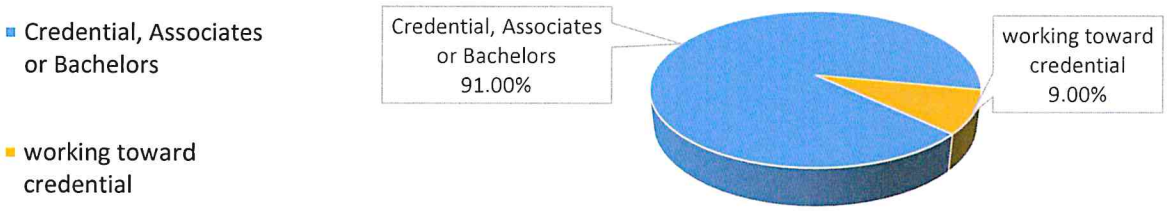




**Qualifications of our Family Support Advocates**

22 staff worked directly with families to help them meet their family's needs and achieve their goals.

**Family Support Advocates (26)**



**Health Services**

**Children Served**

1145 Children were served at least 45 days of the 2022-2023 program year.

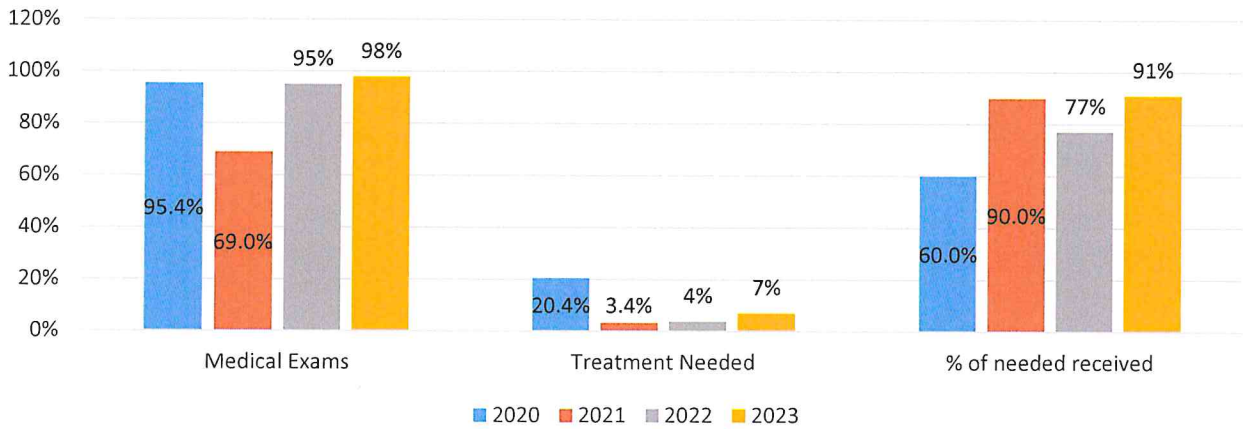
	Last year's comparison
95.5% have Health Insurance	4.5% decrease
88% are up-to-date on Immunizations	12% decrease



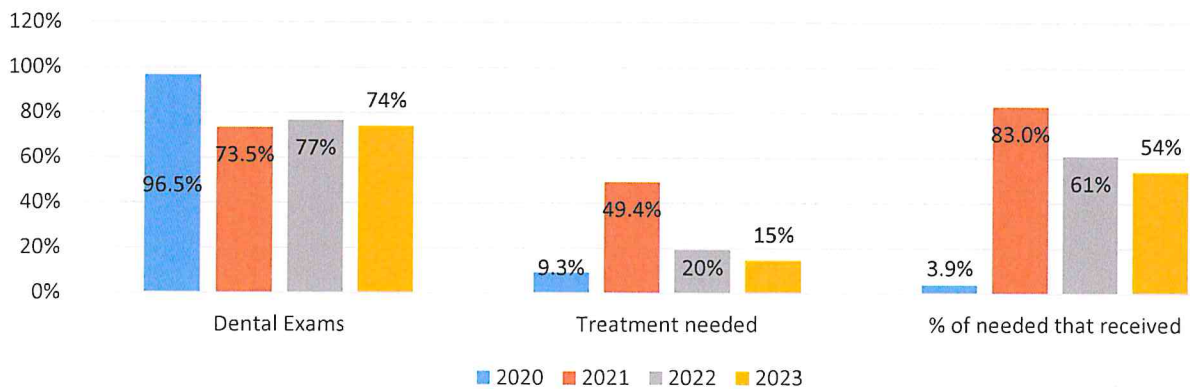
Tooth brushing practice at Stillwater Head Start

Captain Super Tooth visited Guthrie Head Start

### % of enrolled children receiving Medical Services

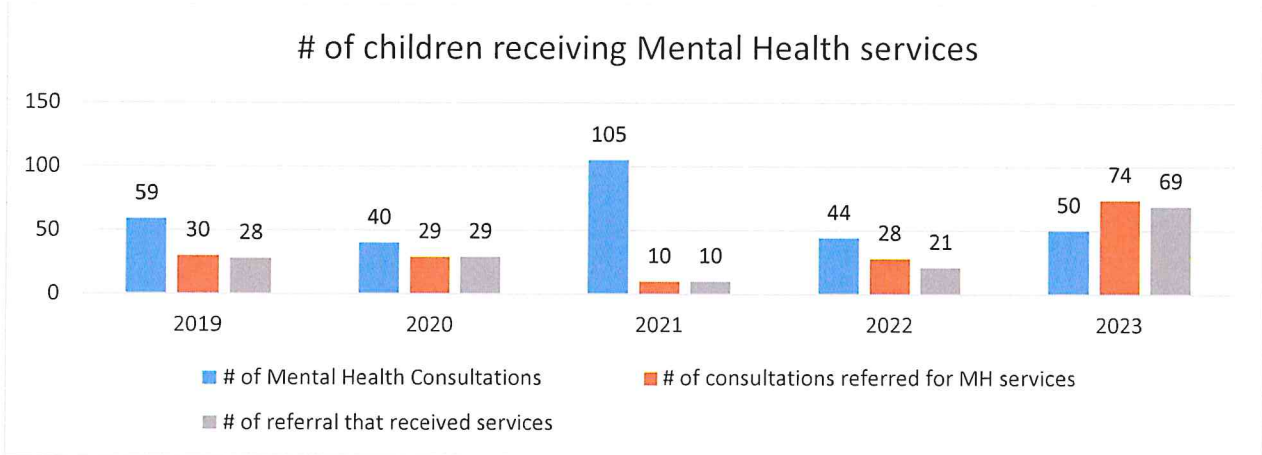


### % of the enrolled children with Dental Care



Of the 111 teaching staff, 95 or 86% received assistance from a Mental Health Professional consultation and/or observation.

### Mental Health Services



Water Fun Day at Okmulgee Head Start

### Pregnant Women Services

47 pregnant women served

Last Year's comparison served two more

19% of the women enrolled during 1st Trimester

decrease



57% of the women enrolled during 2nd Trimester

increase

23% of the women enrolled during 3rd Trimester

increase

Of the pregnant women enrolled; those receiving the following service areas:

- Prenatal health care 37 or 79%
- Postpartum health care 37 or 79%
- Mental health interventions and follow up 37 or 79%
- Education on the risks of alcohol, drugs, or smoking 14 or 30%
- Education on the importance of nutrition 44 or 94%
- Prenatal education on fetal development 35 or 74%
- Information on the benefits of breastfeeding 41 or 87%

(11) or 23% of the women were identified as medically high risk by a health care provider.

27 babies were born during the year.

30 postpartum visits completed with the moms after delivery.

### Family and Community Engagement



Parent Curriculum training at Stillwater Head Start 0-5



Grandparents celebrated at Perry HS

## Parent Engagement Activities

United CAP Head Start utilizes a family-centered program which means that we take the individual child and the group of children out of the spotlight and focus on the children within their families. The program includes the family as an integral, inseparable, part of the child's education and socialization. Families, along with their children, *are* the program. Our relationship with families are respective of their culture and diverse backgrounds in which we honor.

Families are highly encouraged to be engaged in the program. These engaging opportunities enhance parent/child interactions to strengthen school readiness. Here are ways parents can be involved:

- Family Visits
- Parent/Teacher Conferences
- Parent Curriculum Workshops
- Home Visits
- Parent Committee Meetings
- Policy Council

We work with each family to assess their strengths and needs. Staff listen to parents as they determine what goals they want to pursue and develop a plan for achieving the goals. We continue to support them and provide resources as needed.

At least one male involvement activity/event will be organized within the school term.

**Father Engagement** – There were 299 fathers or father figures participating in parent engagement experiences such as home visits, parent teacher conferences, etc.

Community partners have played an integral part in the program. We realize it takes a village and could not do it without our community support. At each location agreements have been established with the public schools, local medical clinics and social services agencies. Throughout the year, Head Start staff develop relationships with community agencies that benefit the families we serve.

Staff are making frequent contact with families by phone, email, or other types of messages to stay engaged and inquire about the wellbeing of the families.

## Services for the Families

1078 Total Families

(1010) or 93.7% of the families received at least one of 17 program services to promote family outcomes we track during the program year.

(584) or 89% of the families have set goals for themselves and

(328) or 50% of the families who set goals have completed an established goal

**Families who experienced Homelessness**

Last year's comparison

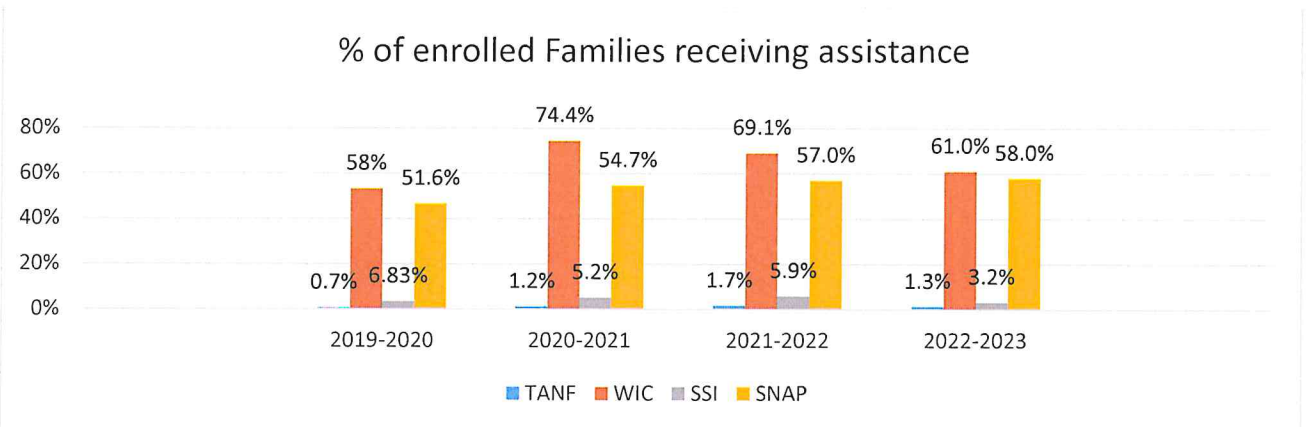
(62) or 5/7% of Families experienced Homelessness during the year

decrease

(15) or 1.4% of those acquired housing during the year

decrease

**Federal or Other Assistance received by enrolled families**



**Funding Sources**

**Total amount of public and private funds received and the amount from each source:**

	2020-2021		2021-2022		2022-2023	
US Dept. of Health & Human Serv.	\$13,139,678		\$13,893,164		\$13,527,778	
US Dept. of HHS-T/TA	\$169,210	\$13,308,888	\$169,210	\$14,062,674	\$169,210	\$13,696,988
US Dept. of Ag - CACFP Funds -	\$491,623		\$1,034,717		\$1,259,050	
OK Dept. of Ed - PS Contracts -	\$110,805		\$132,300		\$81,000	
State Appropriated Funds	\$160,454		\$168,471		\$203,193	
In-kind Match	\$2,896,330		\$1,749,586		\$2,980,776	

## Budgetary – Proposed Budget

Budget Category	2019-2020	2020-2021	2021-2022	2022-2023
Personnel	\$7,477,638	\$7,356,266	\$6,828,913	\$7,932,456
Fringe Benefits	\$1,981,591	\$1,971,644	\$1,808,905	\$1,983,426
Travel	\$50,862	\$35,390	\$73,690	\$53,902
Equipment	\$314,756	\$358,300	\$1,159,450	\$1,057,225
Supplies	\$781,199	\$640,373	\$929,779	\$703,974
Contractual	\$205,864	\$249,868	\$227,650	\$232,650
Other	\$1,645,853	\$2,697,047	\$3,033,987	\$1,733,355
Total	\$12,457,763	\$13,308,888	\$14,062,374	\$13,696,988

## Budgetary - Expenditures:

Budget Category	2019-2020		2020-2021		2021-2022		2022-2023	
	Program Operation	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	7,188,234	795,562	6,771,557	580,693	6,785,288	1,326,683	7,234,277	2,477,952
Fringe Benefits	1,485,369		1,498,200		1,358,158		1,360,140	
Travel	25,088	27,227	3,841	4,875	73,527	32,311	91,957	30,212
Equipment	54,903		158,300		390,829		498,353	
Supplies	690,283	25,195	552,537	48,311	957,531	82,809	689,729	355,106
Contractual	133,197	75,991	144,548	34,749	192,447	106,502	147,142	112,106
Construct.								
Other	2,113,145	101,690	2,606,897	174,539	2,987,890	201,281	3,282,345	5,400
Total	11,691,372	1,025,584	11,735,880	843,167	12,745,670	1,749,586	13,303,943	2,980,776

## Regulatory

### **Audit**

United is audited annually by an independent auditor to analyze the financial health of the agency. The last audit found no findings and no question costs.

If you would like to view our Annual Budget, Audit, or the results of our most recent Federal Review, they are all available at our Central Office at 501 6th Street in Pawnee, Oklahoma.

### **Results of the latest Head Start Federal Review**

United CAP Head Start received a new grant award for November 1, 2020 thru October 31, 2025.

The last Federal Review was done the week of November 1-5 2021. This was a Focus Area One Monitoring Review. **United CAP Head Start had no non-compliances in any area and was found to have one area with two areas of concern.**

The summary report stated the grantee had two area of improvement because some Early Head Start teachers did not have a CDA, although they were under contract to complete and obtain a CDA within 9 months of their hire. Also, there was one Head Start teacher without an Associate's degree in child development, ECE or equivalent, although the teacher is attending college and under contract to complete the degree in the Fall of 2022.