

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

Annual Report

Program Year 2020-2021



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Head Start

Our Mission:

To educate and assist disadvantaged young children and their families to be prepared for kindergarten and life.

Our Vision:

To provide a dynamic and exciting environment that inspires children and families to love to learn and to respect and protect healthy, meaningful relationships.

Those We Served:

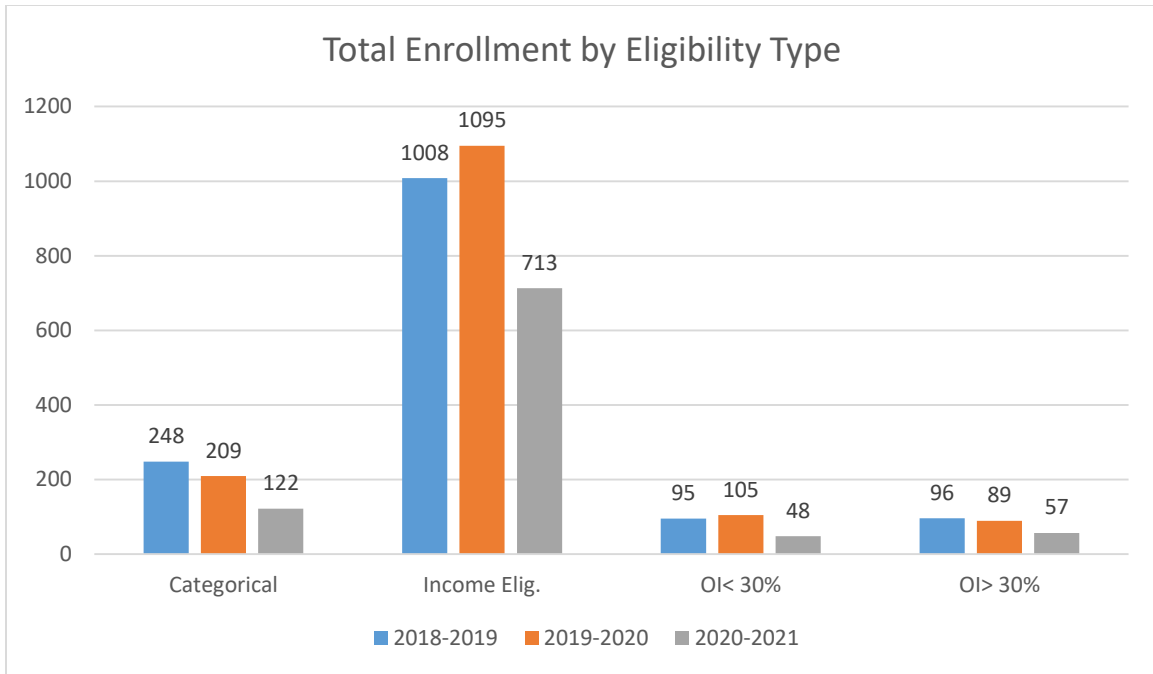
During our program year, we were able to return to in-person services through implementing strict Covid protocols based on the CDC guidelines pertaining to school re-openings. At times there were challenges in the form of exposure based closures and attendance lows from maintaining quarantine guidelines. However, we were dedicated to providing safe and healthy environments, which included frequent sanitation, smaller class sizes, masking, social distancing when possible, air purifiers, and health checks before entering the building. Welcoming children back into our buildings was the highlight of our year and we are confident that we were able to do so because our transmission rates were lowered through the Health & Safety protocols.

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 8 months that we were in operation, 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 2019	Year 2020	Year 2021
Children and Pregnant Women	1,447	1,498	940
Head Start children	916	967	497
Early Head Start children	468	473	399
Pregnant Women	63	55	44



89% of enrolled children and pregnant women qualified as categorically or income eligible. Only 5% of those enrolled Head Start aged children qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 6% 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. From July 1, 2020-June 30, 2021, (201) families had submitted an online application. The centers also did in-person recruiting through community events, posting enrollment flyers and meeting with families in the center for intakes. There were precautions taken and some limitations to the in-person recruiting due to Covid.

Enrollment

United’s Head Start funded enrollment was 819. Early Head Start funded enrollment was 288 infants and toddlers and 28 pregnant women for a total of 316. For the 2020-2021 school term we did not maintain the 97% of our Head Start funded enrollment but due to the pandemic, allowances were made during time of building back to full comprehensive in-person service. To be able to lessen Covid exposure our Head Start classrooms enrolled up to 10 children for in-person services and the Early Head Start classrooms enrolled up to 6 infants and toddlers. Enrollment was still being reported to OHS. A notice of award was received January 26, 2021 approving the conversion and

revising the funded HS to 719 and EHS to 340 with 312 infants and toddlers with the same number of pregnant women effective February 1, 2021.

Average monthly enrollment as a percentage of funded enrollment.

- Head Start had an average enrollment of 56%; which is a 36.9% decrease from last year
- Early Head Start had an average enrollment of 72%; which is a 27.6% decrease from last year

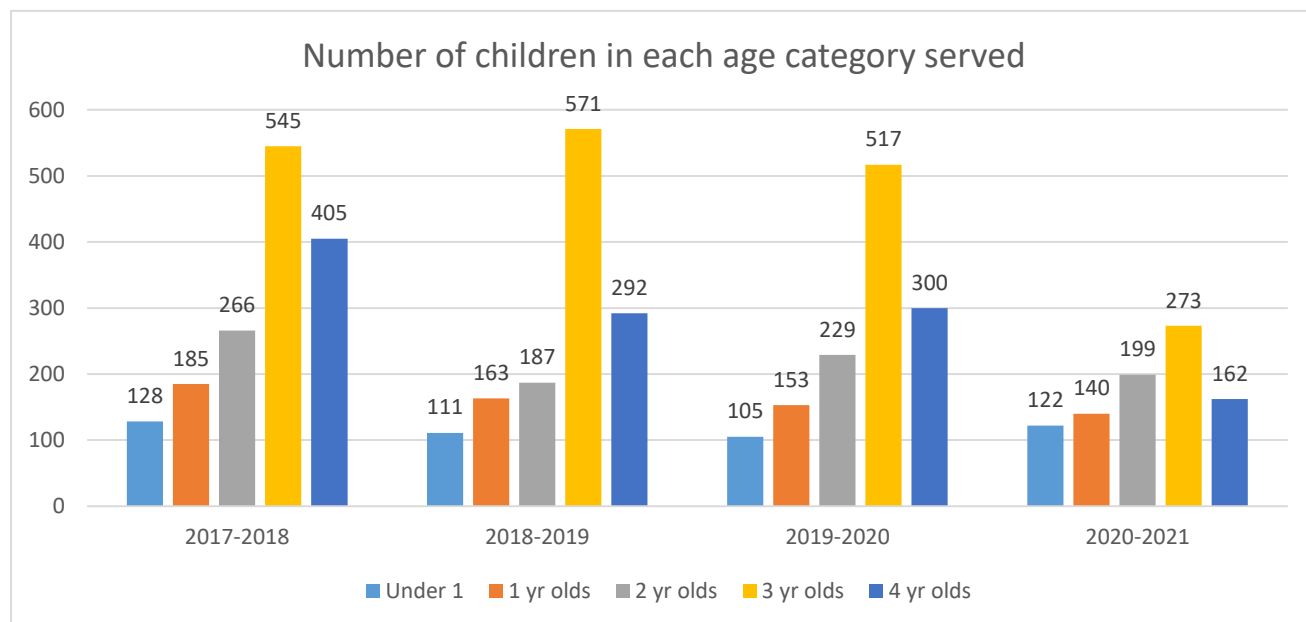
During the program year, we served more than 89% of our funded enrollment, a 42% decrease from last year.

United operated 33 EHS classrooms and 40 HS classrooms of which only 2 were double sessions or 5% of the Head Start classrooms.

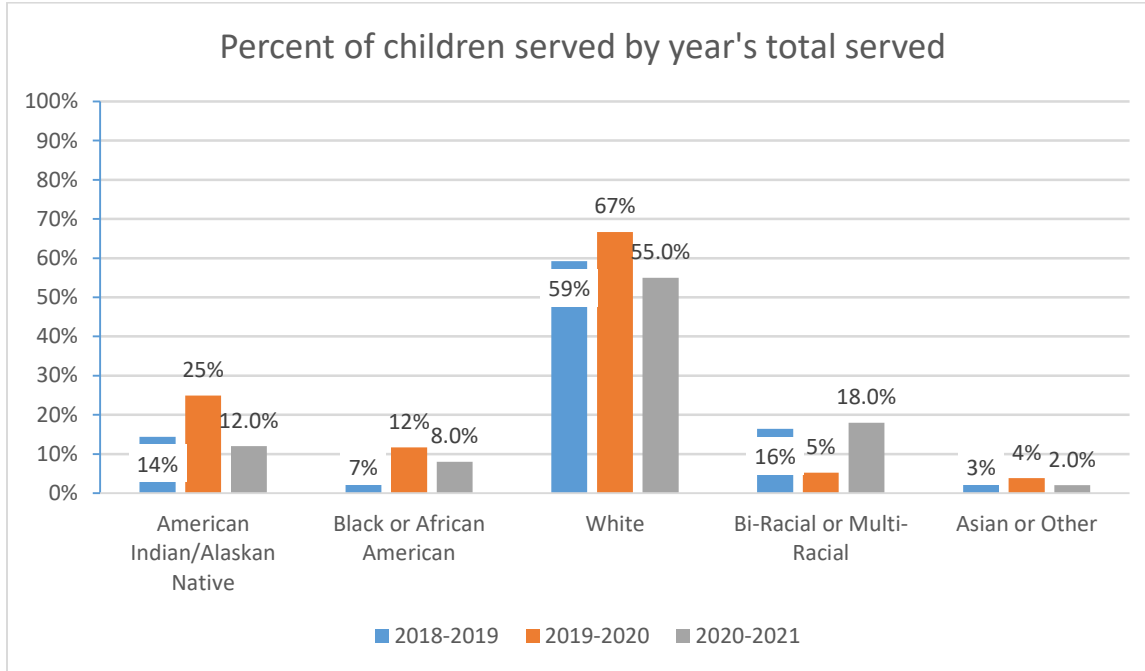
72 slots or 10% of the enrollment slots which is a decrease of 53 slots from last year are in a public school collaboration. The decrease is due to using pandemic enrollment numbers for in-person services. We decreased class sizes to 10 4-year-olds per classroom. There are only 2 classrooms in the public 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.

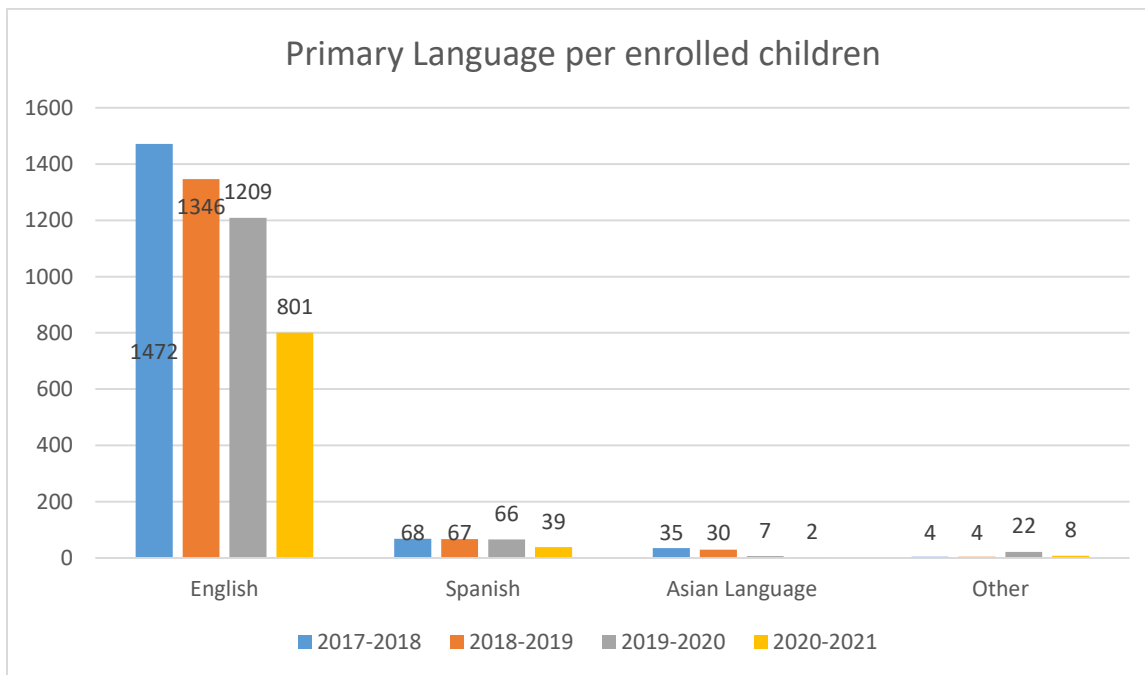
Age



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. **184 children or 17.9% of funded slots** were of children who were enrolled and determined eligible and **received disability services. Well over the 10% mandate.** We continued to serve our children with disabilities through remote engagement once the pandemic kept us from continuing in person. Teachers sent activities to support the child's IEP or IFSP goals and continued to document the IEP or IFSP goals in our database like normal.

Staff and families were given helpful online resources as they continued to engage with children on IEPs/IFSPs and their families. They were reminded to help their families remember that the most important aspect was for them to help the family to stay calm and establish a healthy routine for their child.

Remote Engagement

Remote Engagement was created specifically in response to the pandemic. Remote Engagement is a program to connect with and engage parents as active participants in their children's learning. We will support this learning through educational, disability, family engagement, nutrition, and health services. Remote Engagement is not virtual instruction, yet a holistic approach to supporting and engaging children and families safely through the pandemic. When a center experienced a closure, whether pandemic or otherwise, families were provided materials in the form of Remote Engagement.

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

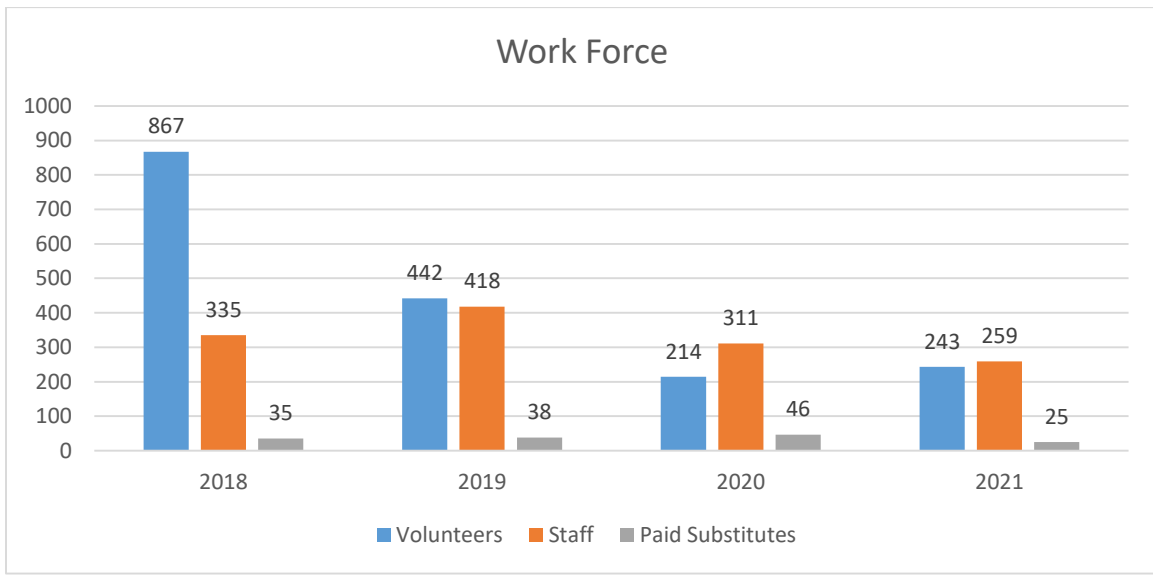
Area of Development	Percentage of 4 year old children meeting or above the expected developmental level for Kindergarten entry				
	2017	2018	2019	2020	2021
Social-Emotional	97.1%	84%	97.5%	80%	80%
Physical Dev. & Health	93.6%	92%	100%	76%	63%
Language & Literacy	Language 93.8%	82%	88.7%	61%	59%
Science & Technology	Cognitive 96.7%	Cognitive 85%	94.2%	80%	73%
Approaches to Learning	Literacy 96.5%	80%	94.5%	80%	80%
Mathematics	90.4%	75%	84.7%	77%	62%
Social Studies			95.2%	75%	75%

The 2020-21 school year was filled with several challenges that made it difficult to have a consistent in-person approach. Covid closures coupled with attendance issues due to the illness, resulted in data collection not being as consistent as we would have liked. While our children experienced gains in our classrooms, the assessment cycles and the school readiness achievement data for 2021 does not reflect it as fully as previous years.

Kindergarten Transition

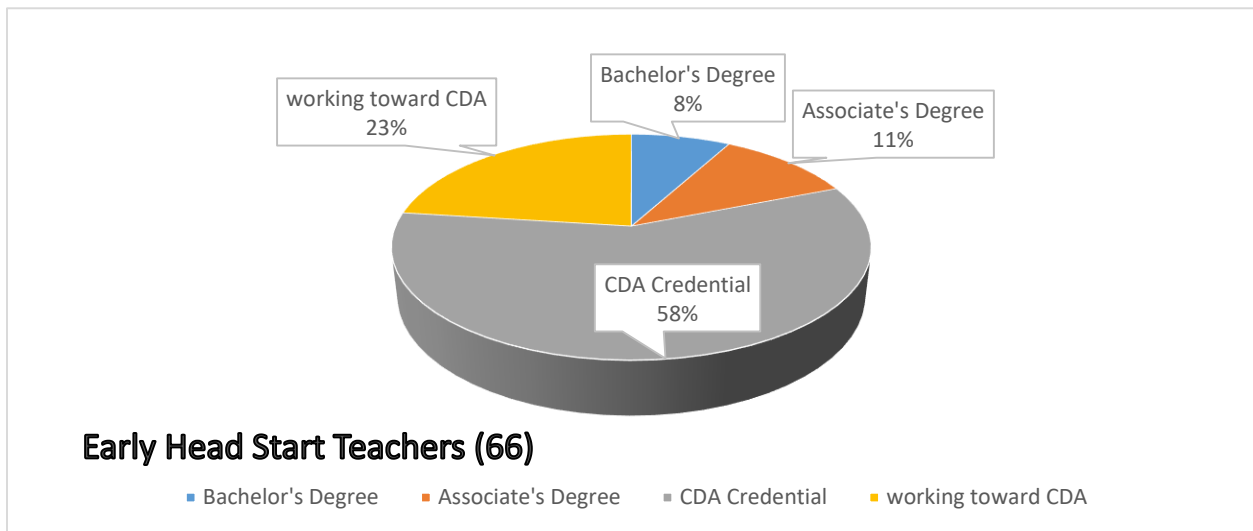
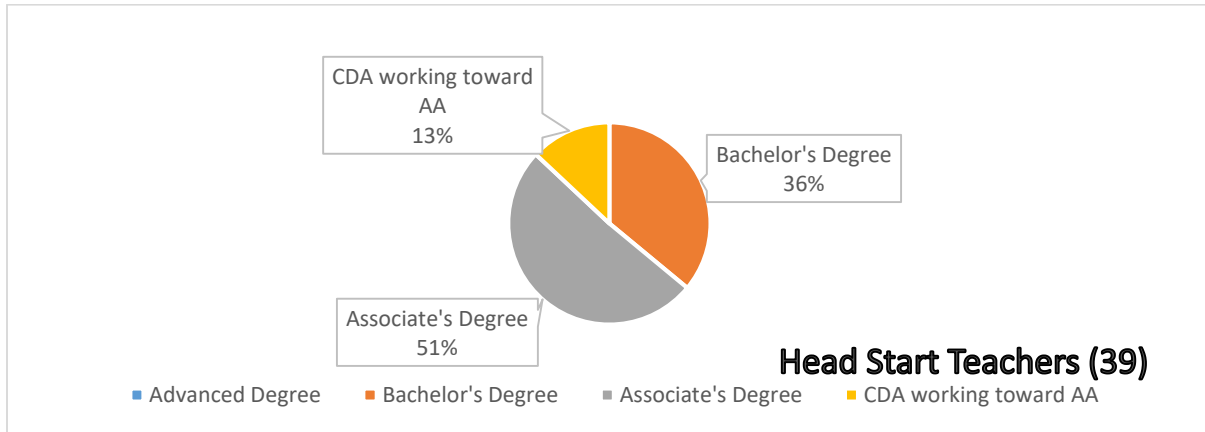
58% of our 4-year-old Head Start children enrolled at the end of the year were projected to be entering Kindergarten having accomplished all school readiness benchmarks.

Work Force



Staff

Qualifications of our Teachers

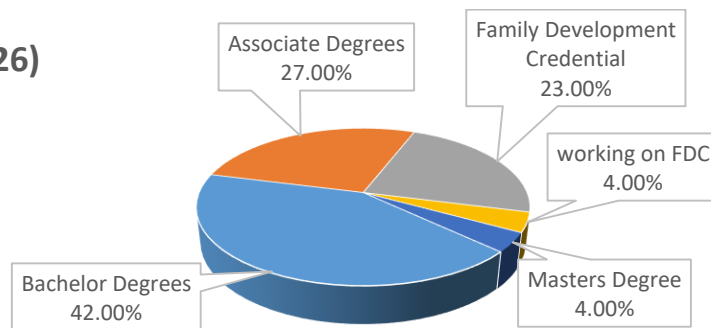


Qualifications of our Family Support Advocates

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

Family Support Advocates (26)

- Bachelor Degrees
- Associate Degrees
- Family Development Credential
- working on FDC



Health Services

In response to the pandemic, we took a cautionary approach to providing health services to families. We value the safety and well-being of the families we serve above everything else, so that meant adjusting the way in which health services were provided. Previously, we had been able to provide lead screenings to all children within the walls of our building but in an effort to keep visitors in buildings to a minimum this service was halted. We also saw a decrease in medical providers offering this service. Across our service area, county health departments halted providing necessary immunizations and well-child checks. Despite these challenges, the children we served still received services, albeit not as punctually as they received them pre-pandemic.

Children Served

842 Children were served at least 45 days of the 2020-2021 program year.

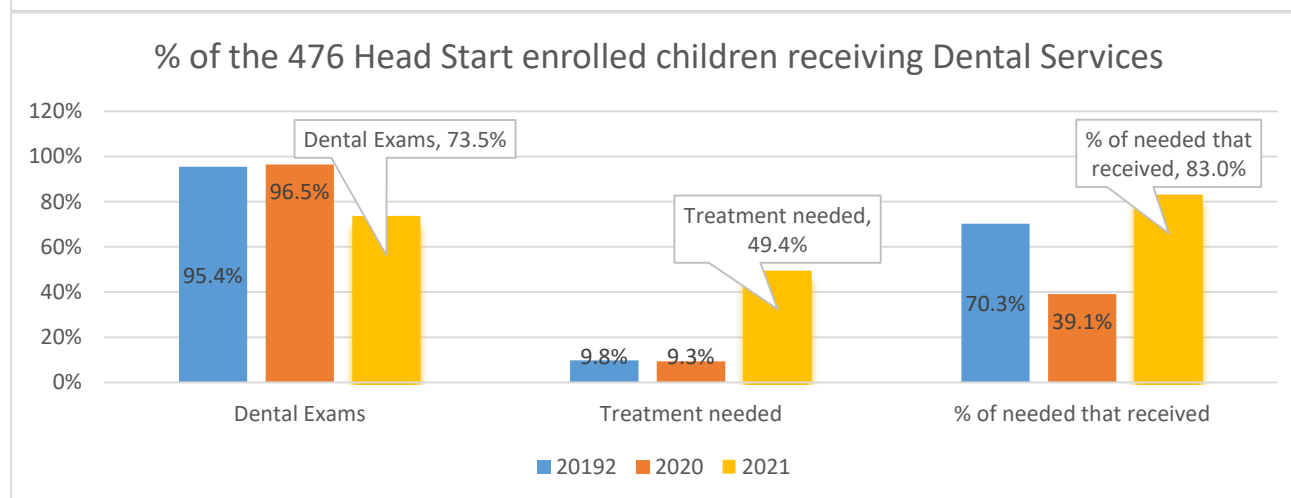
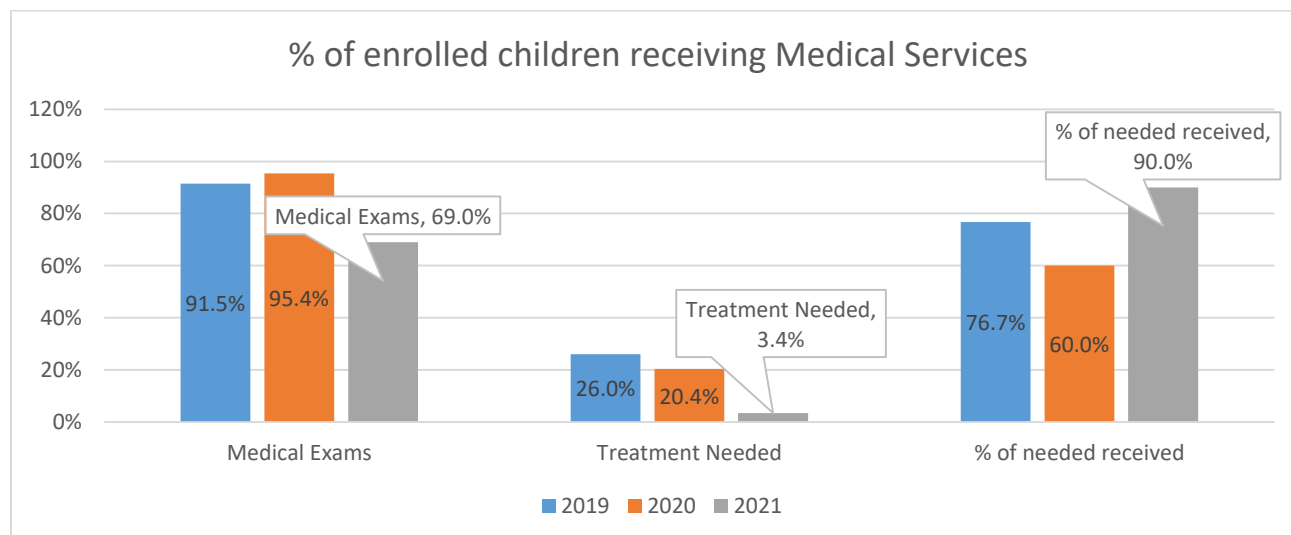
Last year's comparison

96.8% have Health Insurance

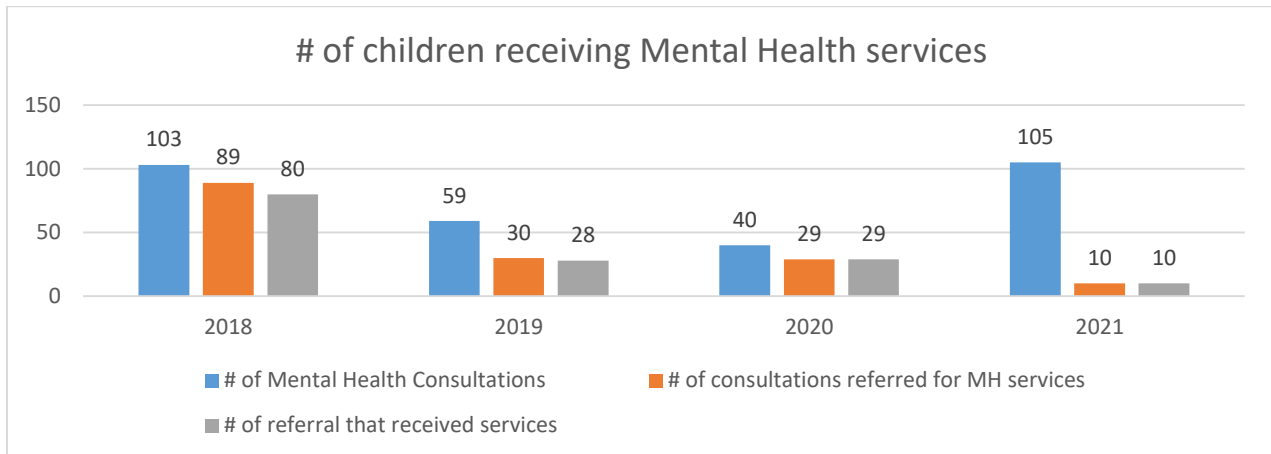
4% increase

80.4% are up-to-date on Immunizations

8.4% decrease



Mental Health Services



Pregnant Women Services

	Last Year's comparison
44 pregnant women serve	served less but was above required enrollment
36% of the women enrolled during 1st Trimester	increase
41% of the women enrolled during 2nd Trimester	decrease
23% of the women enrolled during 3rd Trimester	decrease

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

- Prenatal health care 25 or 57%
- Postpartum health care 23 or 52%
- Mental health interventions and follow up 19 or 43%
- Substance abuse prevention 20 or 45%
- Substance abuse treatment 12 or 27%
- Prenatal education on fetal development 22 or 50%
- Information on the benefits of breastfeeding 26 or 59%

(6) or 14% of the women were identified as medically high risk by a health care provider.

16 babies were born during the year.

17 postpartum visits completed with the moms after delivery.

Family and Community Engagement

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 136 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.

Due to Covid, 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. A revised parent handbook was established with COVID protocol, to ensure when children returned to our center, families could feel safe knowing we put safety/sanitation as a high priority.

Services for the Families

817 Total Families

(398) or 49% of the families received at least one of 17 program services to promote family outcomes we track during the program year.

(735) or 90% of the families have set goals for themselves and

(400) or 49% of the families who set goals have completed the established goals

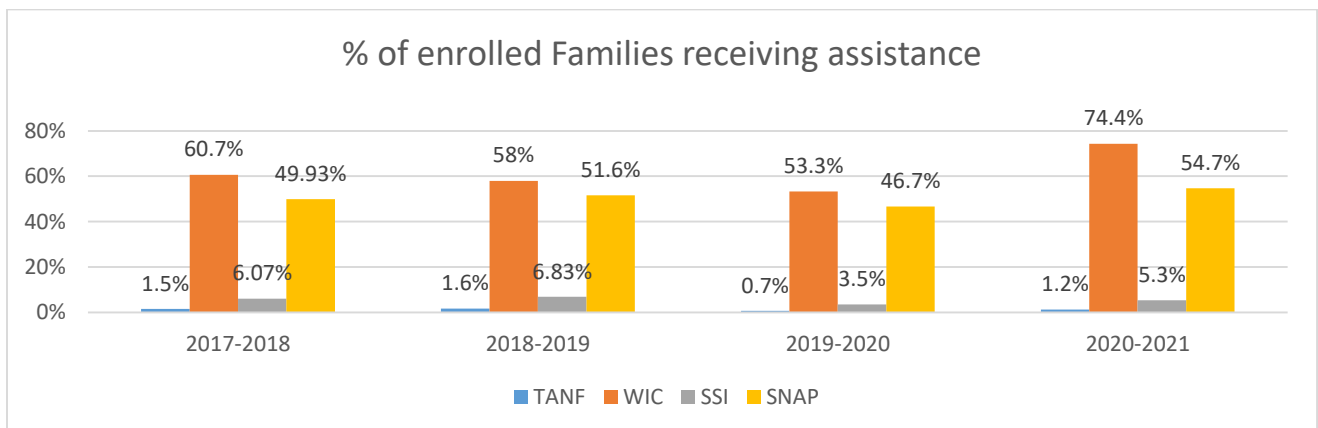
Families who experienced Homelessness

Last year's comparison

(29) or 4% of Families experienced Homelessness during the year decrease

(1) or 3% 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:

	2018-2019		2019-2020		2020-2021	
US Dept. of Health & Human Serv.	\$10,986,172		12,288,553		\$13,139,678	
US Dept. of HHS-T/TA	\$169,210	\$11,155,382	169,210	12,457,763	\$169,210	\$13,308,888
US Dept. of Ag - CACFP Funds -	\$859,471		405,985		\$491,623	
OK Dept. of Ed - PS Contracts -	\$162,800		141,000		\$101,805	
State Appropriated Funds	\$149,252		142,908		\$160,454	
In-kind Match	\$2,838,994		2,727,988		\$2,896,330	

Budgetary - Proposed budget:

Budget Category	2017-2018	2018-2019	2019-2020	2020-2021
Personnel	\$6,922,590	\$6,848,743	\$7,477,638	\$7,356,266
Fringe Benefits	\$1,847,901	\$1,833,294	\$1,981,591	\$1,971,644
Travel	\$61,890	\$68,802	\$50,862	\$35,390
Equipment	\$81,414	\$115,500	\$314,756	\$358,300
Supplies	\$390,976	\$521,604	\$781,199	\$640,373
Contractual	\$162,163	\$173,823	\$205,864	\$249,868
Other	\$1,519,323	\$1,593,616	\$1,645,853	\$2,697,047
Total	\$10,986,257	\$11,155,382	\$12,457,763	\$13,308,888

Budgetary - Expenditures:

Budget Category	2017-2018		2018-2019		2019-2020		2020-2021	
	Program Operation	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	6,852,628	2,138,419	\$6,998,792	2,049,948	7,188,234	795,562	\$6,771,557	\$580,693
Fringe Benefits	1,535,067		\$1,546,462		1,485,369		\$1,498,200	
Travel	16,325	63,943	\$37,612	143,432	25,088	27,227	\$3,841	\$4,875
Equipment	53,019		\$54,903		56,056		\$158,300	
Supplies	555,723	121,223	\$478,596	62,120	690,283	25,195	\$552,537	\$48,311
Contractual	140,155	190,592	\$145,839	139,445	133,197	75,991	\$144,548	\$34,749
Construct.								
Other	2,237,923	291,796	\$2,055,969	444,049	2,113,145	101,609	\$2,606,897	\$174,539
Total	11,390,840	2,805,973	11,318,182	2,839,994	11,691,372	1,025,584	\$11,735,880	\$843,167

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.