

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

Annual Report

Program Year 2023-2024



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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 23-24 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.

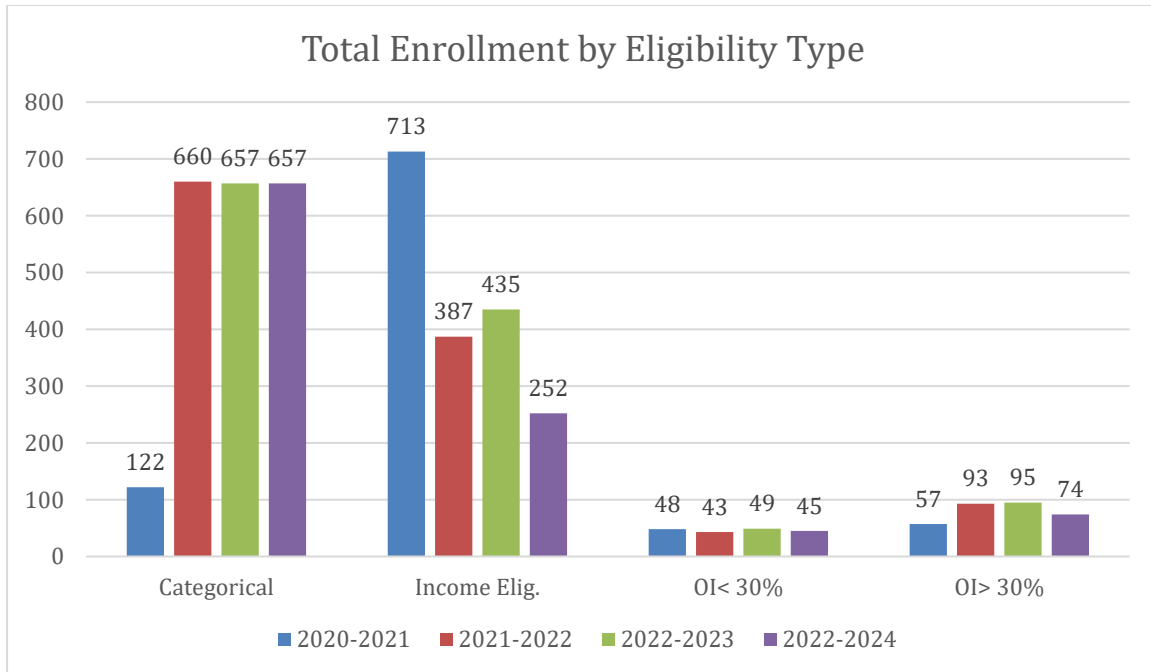
	Year 2022	Year 2023	Year 2024
Children and Pregnant Women	1,183	1,236	1,176
Head Start children	690	680	621
Early Head Start children	448	509	516
Pregnant Women	45	47	39



An artist in the making at Beggs Head Start



Stillwater EHS plays with bubbles



The highest enrollment type at 55.9% of enrolled children and pregnant women qualified as categorically eligible and second was the income eligible group at 21.6% of those served. Only 3.8% of those enrolled in the program qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 6.2% 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. Centers were responsible for creating their own recruitment plans and including parents and all staff to be part of the recruitment efforts in their communities. Recruitment is a year round task.

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 University at Guthrie Head Start Center.

Average monthly enrollment as a percentage of funded enrollment.

- Head Start had an average monthly enrollment of 70.17%; which is a 7.63% decrease from last year .
- Early Head Start had an average enrollment of 95.61%; which is a 4.51% increase from last year

During the program year, we served more than 105.8% of our funded enrollment. But it was a 5% decrease from the 2022-2023 school year.

United operated 36 EHS classrooms and 43 HS classrooms.

37 slots or .51% of the enrollment slots are in a public school collaboration.

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.

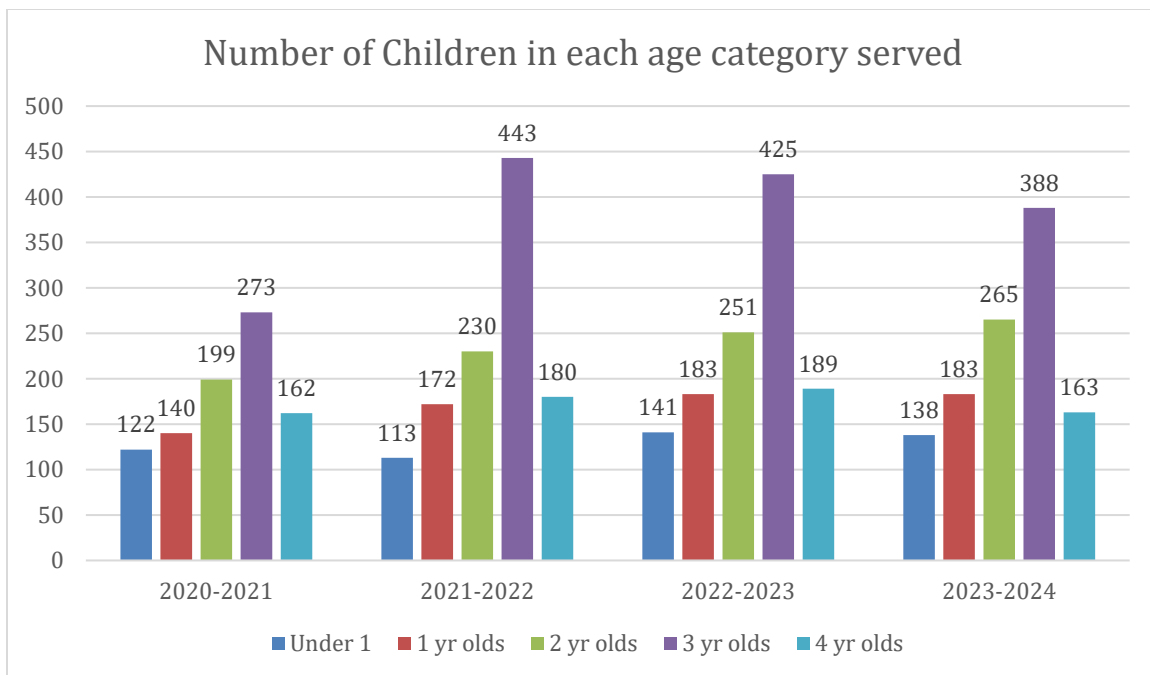


Dr. Seuss' Birthday celebrated at Ponca City Head Start



Dentist visit at Pawnee Head Start

Age



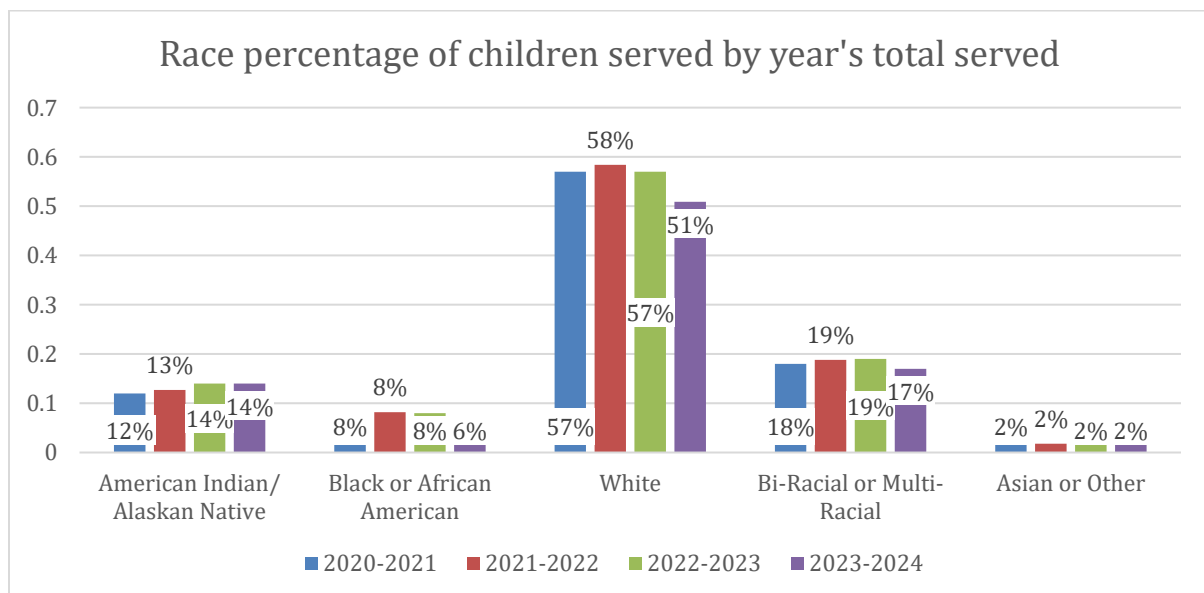


Peter Cottontail visited children at Okmulgee Head Start



Pawnee Head Start got a visit from the Fire Department

Race/Ethnicity



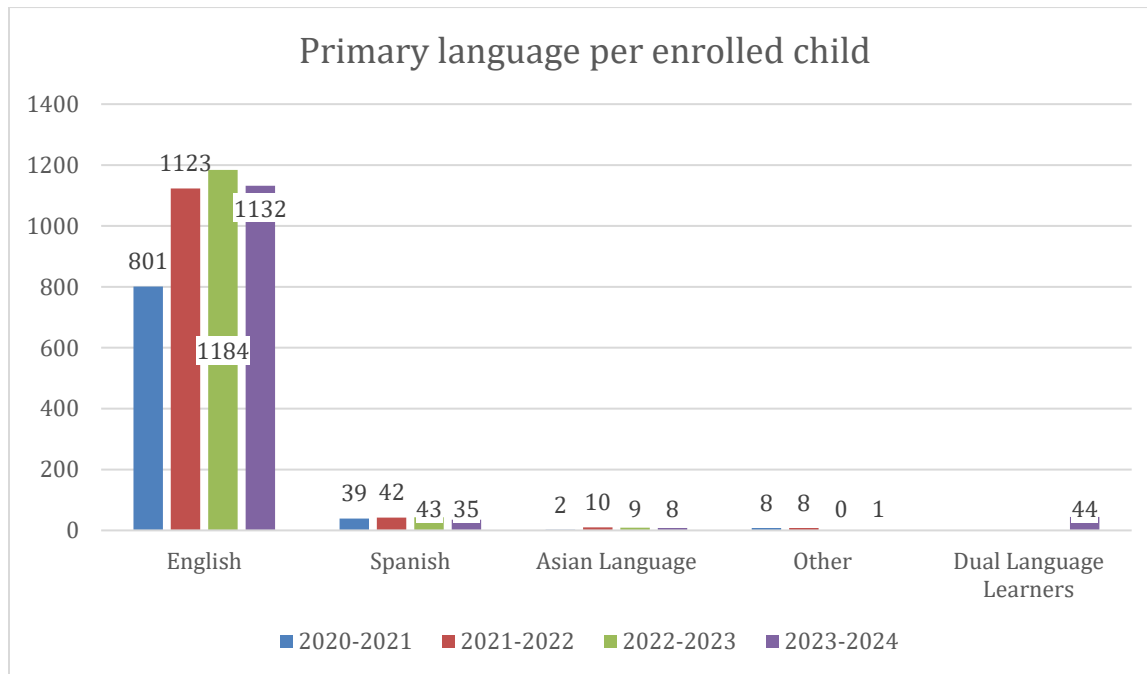
2023-2024

Children's Ethnicity

Hispanic- 11.1%

Non-Hispanic-88.9%

Primary Language



School Readiness

Services to children with Disabilities

The federal mandate is to serve 10% of funded slots with children with disabilities.

101 children or 10% 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				
	2020	2021	2022	2023	2024
Social-Emotional	80%	80%	80.3%	84%	78%
Physical Dev. & Health	76%	63%	59%	80%	77%
Language & Literacy	61%	59%	56%	68%	71%
Science & Technology	80%	73%	70%	87%	75%
Approaches to Learning	80%	80%	69.2%	85%	79%
Mathematics	77%	62%	62%	79%	77%
Social Studies	75%	75%	65%	85%	77%
Creative Arts			67.5%	77%	74%

Kindergarten Transition

For the program year of 2023-24, 74% of our 4-year old Head Start children were projected to be entering kindergarten having accomplished all school readiness benchmarks. Which is a 4% increase from the 2022-23 school year.

UCAP EMPLOYEES



Guthrie's staff signing up for NOC coursework.

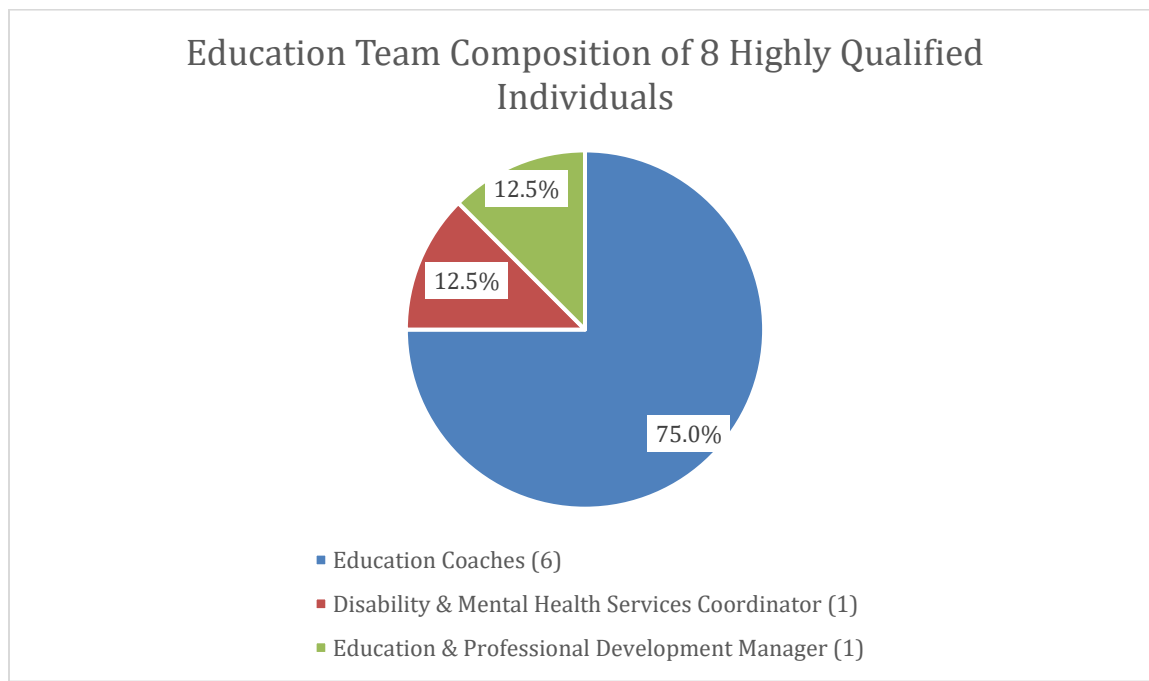
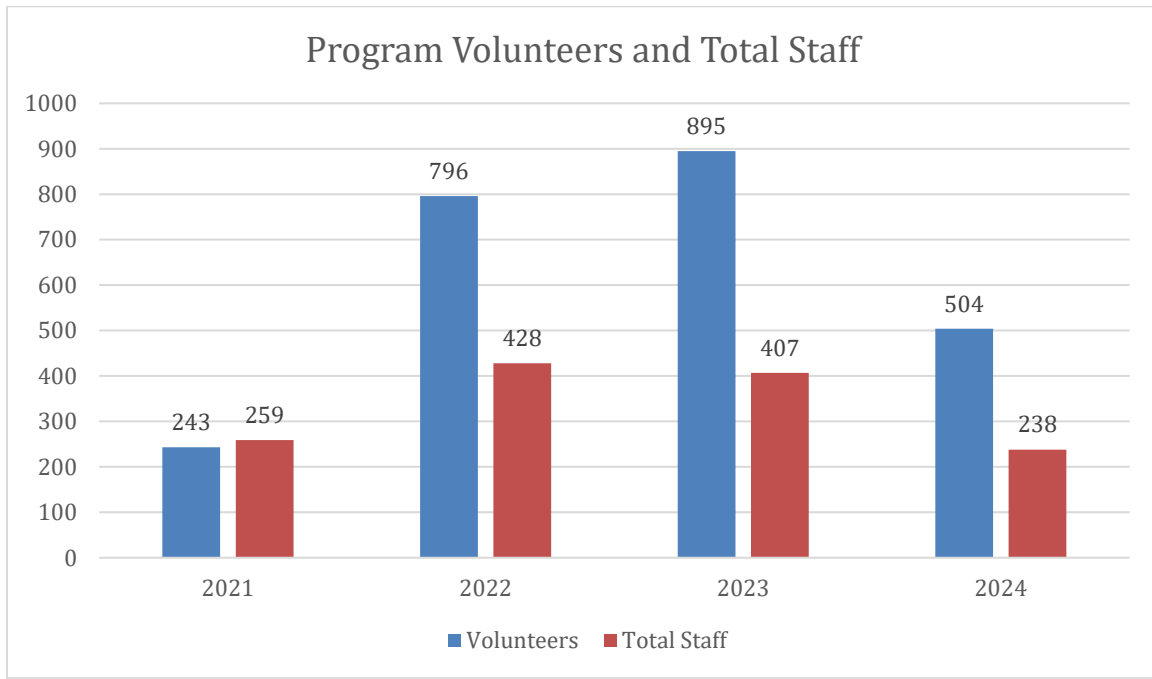


Ponca City Staff giving back to the Community on Tend to you Day.



Staff at Okmulgee Head Start 0-5

UCAP HS/EHS Personnel

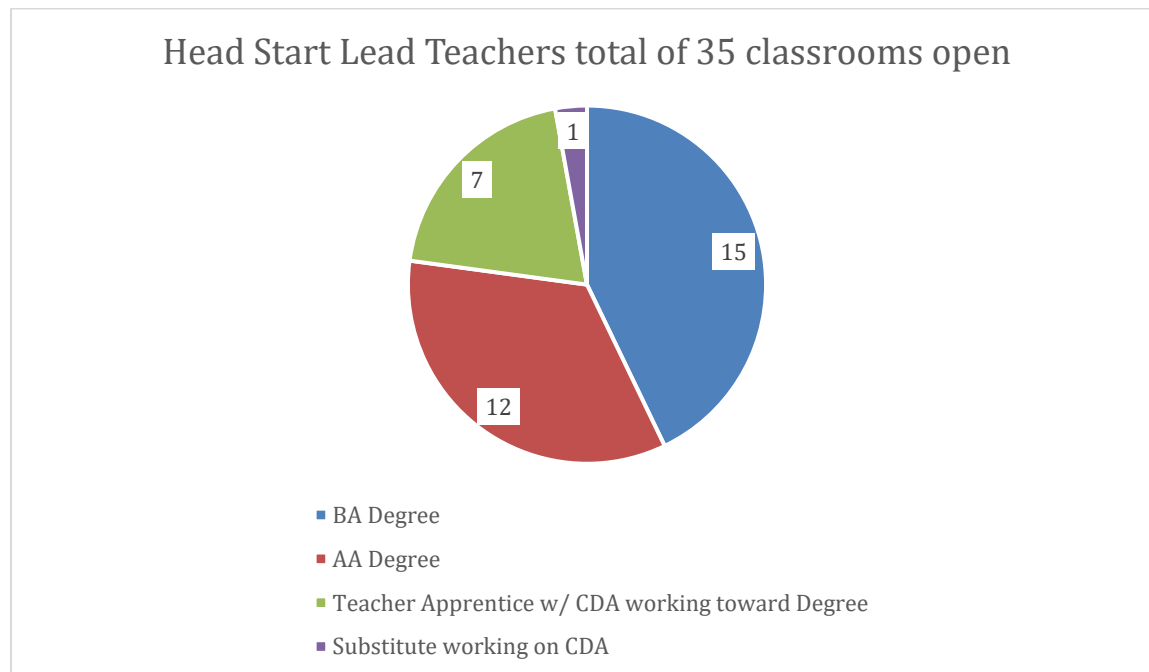


21 Head Start Teaching staff received intensive coaching.

9 Early Head Start Teachers received intensive coaching.

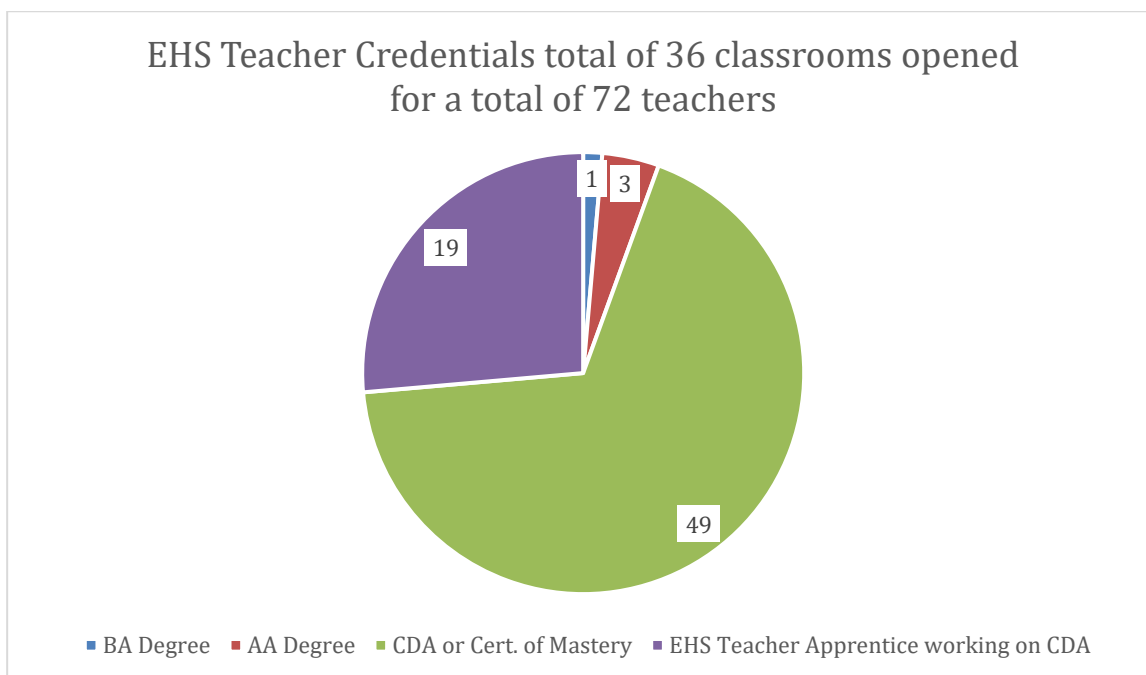
Qualifications of our Head Start Teachers 77% have Degrees

7 classrooms were not open due to lack of qualified teachers and eligible children.



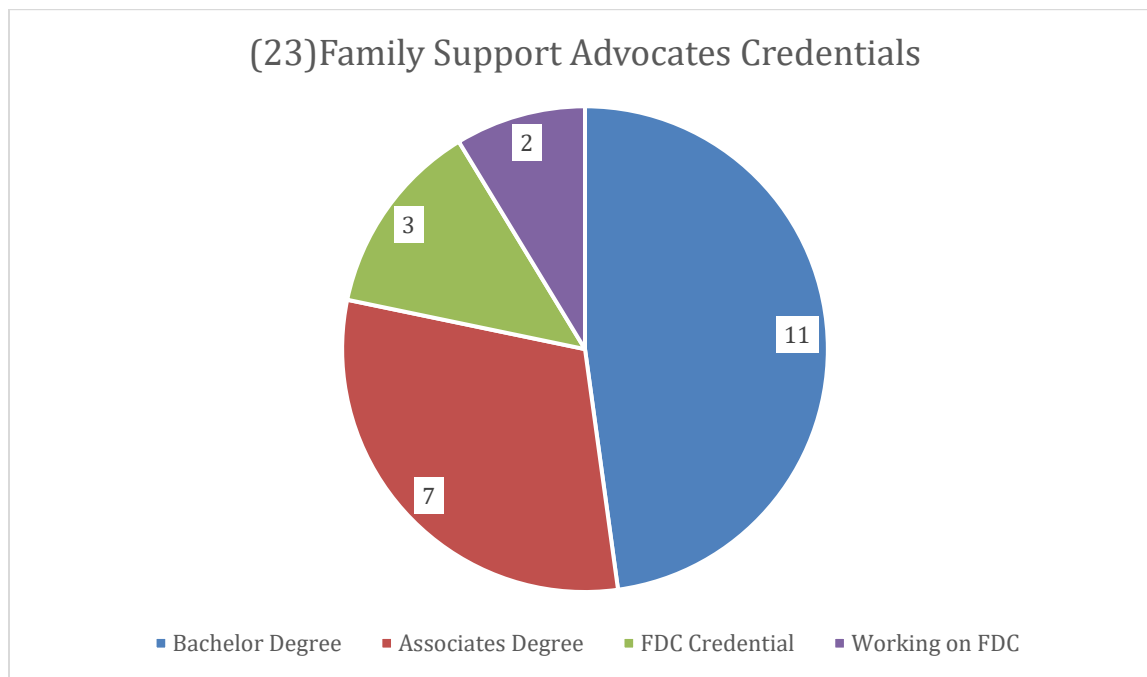
Qualifications of our Early Head Start Teachers 74% have the required credential or higher.

3 classrooms weren't open due to lack of teachers.



Qualifications of our Family Support Advocates

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



Health Services

Children Served

1137 Children were served at least 45 days of the 2023-2024 program year.

97.4% have Health Insurance

91.9 are up-to-date on Immunizations

Last year's comparison

1.9% increase

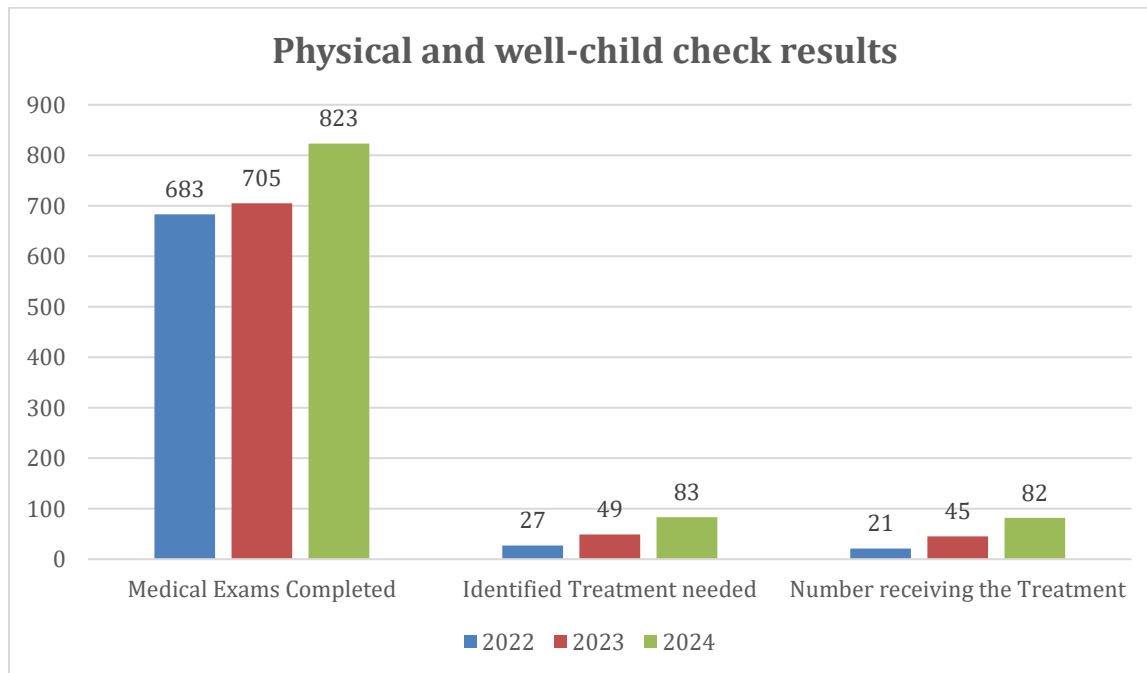
3.9% increase

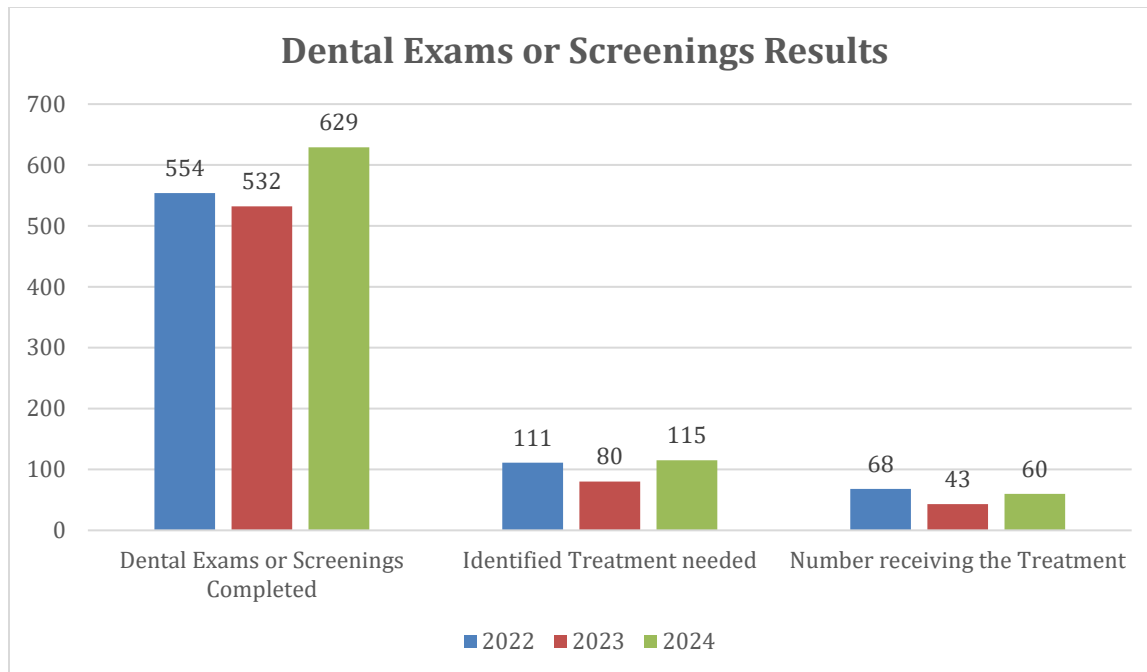
Medical Services



Tooth brushing practice at Stillwater Head Start

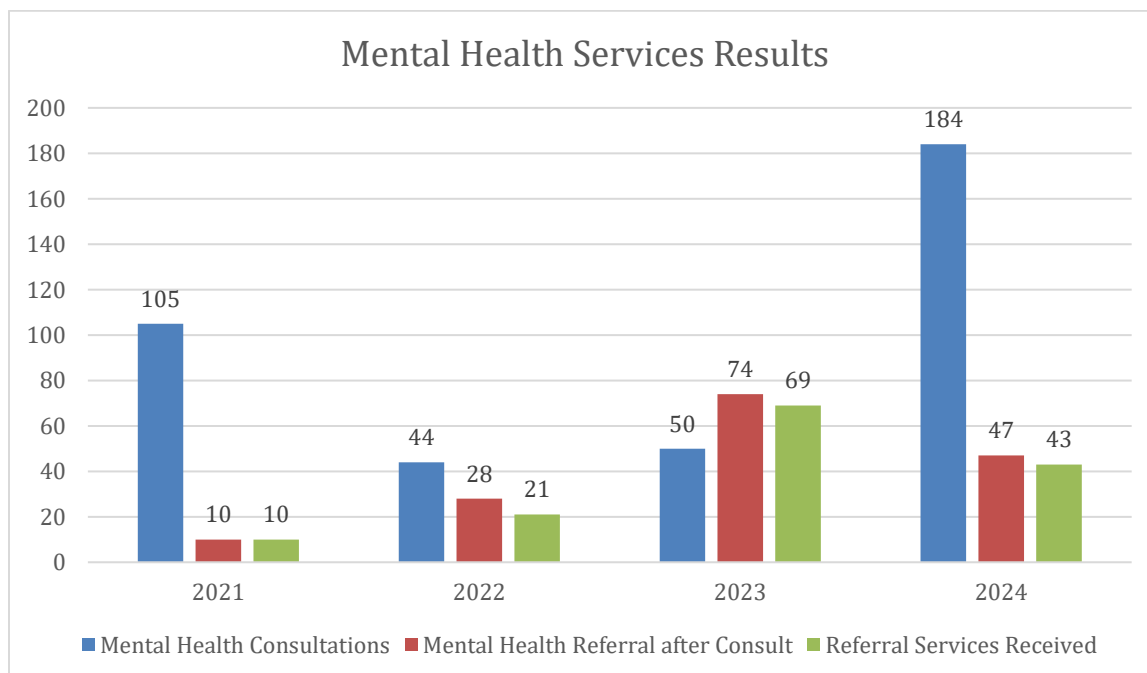
Captain Super Tooth visited Guthrie Head Start





Mental Health Services

Of the 117 teaching staff, **74%** received assistance from a Mental Health Professional consultation and/or observation.





Water Fun Day at Okmulgee Head Start

Family and Community Engagement

Pregnant Women Services

41 pregnant women served

Last Year's comparison

six less served

20% of the women enrolled during 1st Trimester

increase

54% of the women enrolled during 2nd Trimester

decrease

26% of the women enrolled during 3rd Trimester

increase

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

- Prenatal health care 28 or 72%
- Postpartum health care 14 or 36%
- Mental health interventions and follow up 3 or 8%
- Education on the risks of alcohol, drugs, or smoking 11 or 28%
- Education on the importance of nutrition 25 or 64%
- Prenatal education on fetal development 26 or 67%
- Information on the benefits of breastfeeding 28 or 72%

(8) or 21% of the women were identified as medically high risk by a health care provider.

27 babies were born during the year.

27 postpartum visits completed with the moms after delivery.

Budgeting Parent Education Event at Stillwater HS 0-5



National Dads Bring Your Child to School Day at Bristow HS/EHS

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 | Home Visits |
| · Parent/Teacher Conferences | Parent Committee Meetings |
| · Parent Education Events | 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.

Staff promote specific engagement strategies to males and father figures in the children's lives. This includes activities or events as well as making sure they are engaged in the family engagement process which includes the family assessments, goal setting, and visits. **Father Engagement** – There were 355 fathers or father figures participating in their child's developmental experiences which is an increase from last year.

Community partners have played an integral part in the program. Throughout the year, Head Start staff develop relationships with community agencies that benefit the families we serve. Each center establishes partnerships with the public schools, local medical clinics and social services agencies. Some partnerships are formalized with agreements or memorandum of understanding.

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

1013 Total Families

(917) or 90.5% of the families received at least one of 17 program services to promote family outcomes we track during the program year.

(707) or 70% of the families have set goals for themselves and

(386) or 55% of the families who set goals have completed an established goal

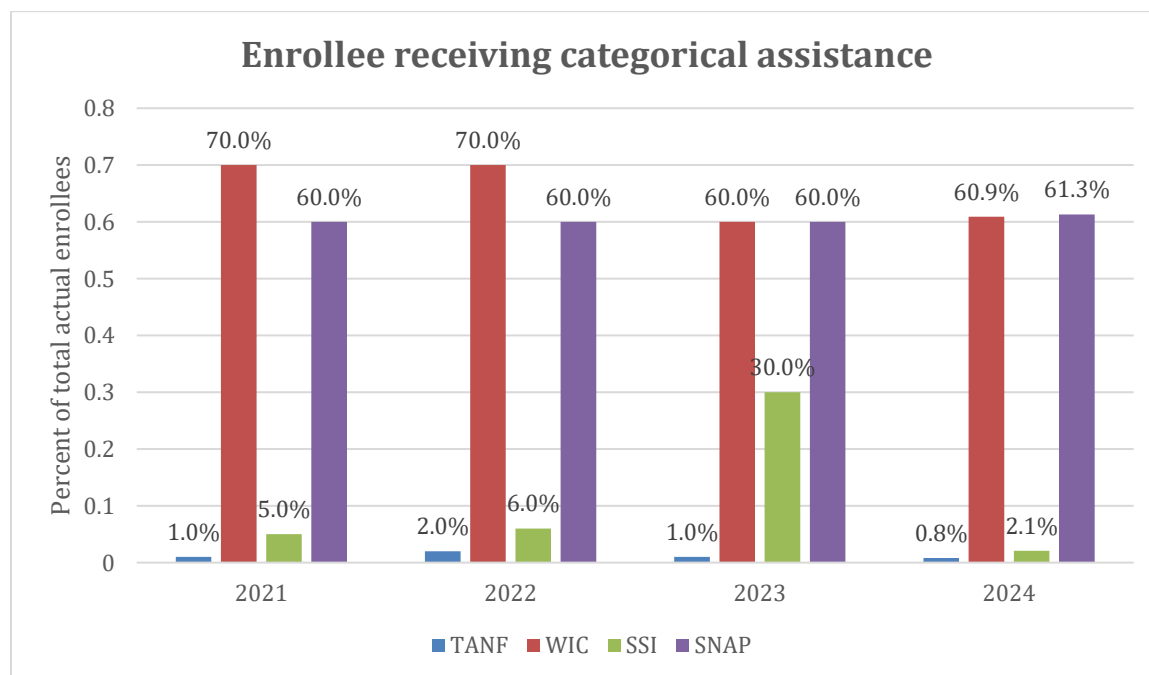
Families who experienced Homelessness

Last year's comparison

(72) or 7.1% of Families experienced Homelessness during the year increase

(39) or 54.1% of those acquired housing during the year increase

Federal or Other Assistance received by enrolled families



Funding Sources

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

	2021-2022		2022-2023		2023-2024	
US Dept. of Health & Human Serv.	\$13,893,164		\$13,527,778		14,174,585	
US Dept. of HHS-T/TA	\$169,210	\$14,062,674	\$169,210	\$13,696,988	169,210	14,343,795
US Dept. of Ag - CACFP Funds -	\$1,034,717		\$1,259,050		1,320,427	
OK Dept. of Ed - PS Contracts -	\$132,300		\$81,000		85,250	
State Appropriated Funds	\$168,471		\$203,193		179,244	
In-kind Match	\$1,749,586		\$2,980,776		3,307,003	

Budgetary – Proposed Budget

Budget Category	2020-2021	2021-2022	2022-2023	2023-2024
Personnel	\$7,356,266	\$6,828,913	\$7,932,456	8,345,629
Fringe Benefits	\$1,971,644	\$1,808,905	\$1,983,426	2,173,945
Travel	\$35,390	\$73,690	\$53,902	58,675
Equipment	\$358,300	\$1,159,450	\$1,057,225	946,574
Supplies	\$640,373	\$929,779	\$703,974	731,765
Contractual	\$249,868	\$227,650	\$232,650	136,716
Other	\$2,697,047	\$3,033,987	\$1,733,355	1,781,281
Total	\$13,308,888	\$14,062,374	\$13,696,988	14,174,585

Budgetary - Expenditures:

	2020-2021		2021-2022		2022-2023		2023-2024	
Budget Category	Program Operation	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	6,771,557	580,693	6,785,288	1,326,683	7,234,277	2,477,952	7,651,712	3,024,808
Fringe Benefits	1,498,200		1,358,158		1,360,140		1,366,338	
Travel	3,841	4,875	73,527	32,311	91,957	30,212	91,383	11,762
Equipment	158,300		390,829		498,353		946,574	
Supplies	552,537	48,311	957,531	82,809	689,729	355,106	566,962	128,040
Contractual	144,548	34,749	192,447	106,502	147,142	112,106	154,949	80,676
Construct.								
Other	2,606,897	174,539	2,987,890	201,281	3,282,345	5,400	3,366,288	61,717
Total	11,735,880	843,167	12,745,670	1,749,586	13,303,943	2,980,776	14,144,206	3,307,003

Regulatory

Audit

United is audited annually by an independent auditor to analyze the financial health of the agency. The last audit for FYE 10-31-23 found no findings and no questioned 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.

The next audit is scheduled to begin April 28, 2025 and will be presented to the UCAP Board in July 2025.

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 an unannounced Focus Area 2 monitoring review, completed the week of November 13-17 2024.

The summary report stated the grantee had one area of non-compliance in the area of child health and oral health status and care. It was stated that 27 of 331 children didn't have a medical determination within the first 90 days of enrollment. Also, 33 of 331 children didn't have an oral health determination within the first 90 days of enrollment. The corrective action plan was submitted within the approved timeframe and accepted as corrected.

Also the grantee had one deficiency stated the grantee did not obtain the results of an initial background check prior to hiring one or more staff members. The CRC obtained for 4 of the staff members hired in the previous 12 months did not include fingerprints. 2 fingerprints were completed one day after hire. The corrective action plan was submitted within the approved timeframe and accepted as corrected.

United CAP Head Start had a CLASS Video Review from February 14th to May 6th 2024. The scores reflect a small .06 of a point to meet the Highest Range Score in Emotional Support, .49 of a point to meet the Highest Range Score in Classroom Organization and .51 of a point to meet the Highest Quality Score in Instructional Support. These CLASS scores are well above the average scores used to determine the competitive threshold scores.