



Head Start/Early Head Start
ANNUAL REPORT
2019-2020

Policy Council Approval Date: 12/22/2020
Board of Director's Approval Date:

CAPCO HS/EHS

Website: www.capco.org

CAPCO Head Start/Early Head Start
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MISSION STATEMENTS

CAPCO's Mission Statement

CAPCO is dedicated to providing and advocating for community wide actions and program that increase individual's dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.

Head Start/Early Head Start's Mission Statement

The mission of the CAPCO Head Start/Early Head Start Program is to enhance the sense of dignity and self-worth of all enrolled children and their families through a comprehensive program, which will help them, adapt responsibly to present and future environments and life changes.

Operating Highlights

This annual report covers the time period from June 1, 2020 through May 31, 2020. With the pandemic of the corona virus beginning in March 2020, somethings will look different from previous years. Our staff, the children, and the families persevered through the difficulties of shutting down, virtual learning, and daily changes associated with COVID-19.

“ HEAD START/EARLY HEAD START HEROES ”

Looking Ahead

The CAPCO Head Start/Early Head Start Program will positively continue to look ahead to bigger and better things. Our staff and volunteers will inspire our children and families and assist them through the challenges everyone is facing these days.

FINANCIAL SUMMARY: FISCAL YEAR ENDING MAY 2020

Department of Health and Human Services:

Description	Amount
Head Start/Early Head Start Grant	\$2,841,028.00
Head Start/Early Head Start Training and Technical Assistance	\$ 46,400.00

USDA/CACFP Federal Cash:

Description	Amount
USDA Federal Cash (CACFP Program/Reimbursement for Food/Staff)	\$131,925.86

Universal Pre-K (UPK Cash)

Description	Amount
UPK Cash (Received from Cortland Schools, McGraw Schools, and the YMCA)	\$192,988.20

Total Received: \$ 3,212,342.06
 Total Non-Federal Share (In-Kind): \$ 721,857.00
 Grant Total with Non-Federal Share: \$ 3,934,199.06

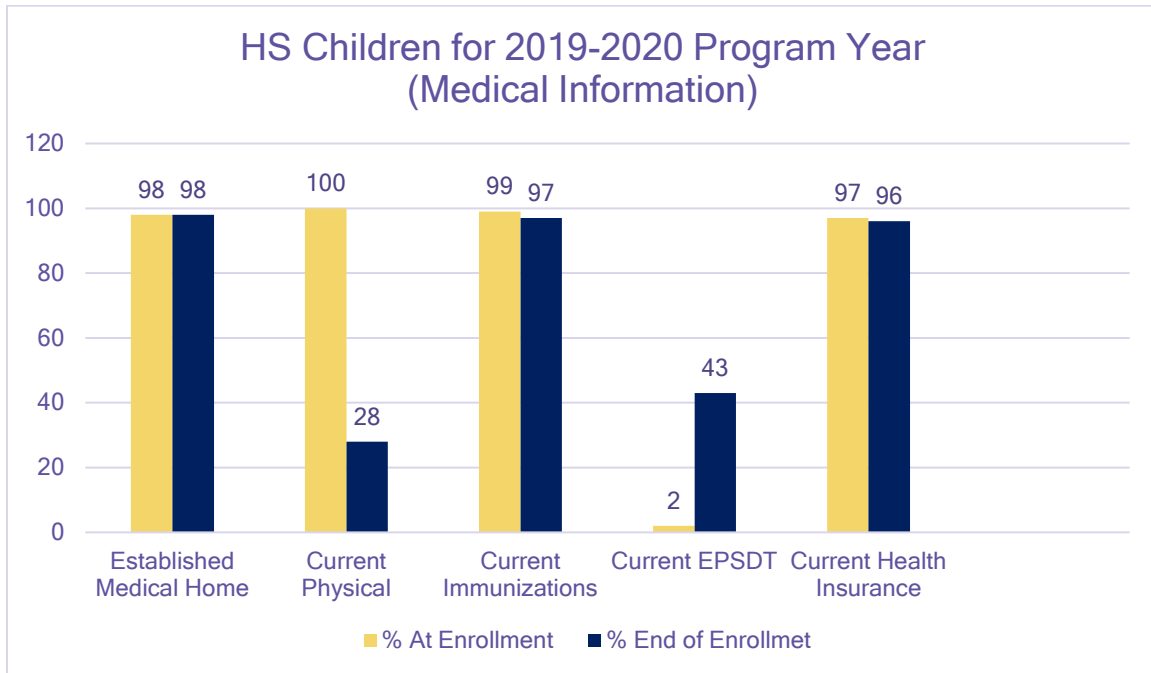
NOTES: We did not receive any USDA funding for ½ March 2020-August 2020 because we were remote and not serving food.



FUNDING/PROPOSED BUDGET FOR JUNE 1, 2020-MAY 31, 2021

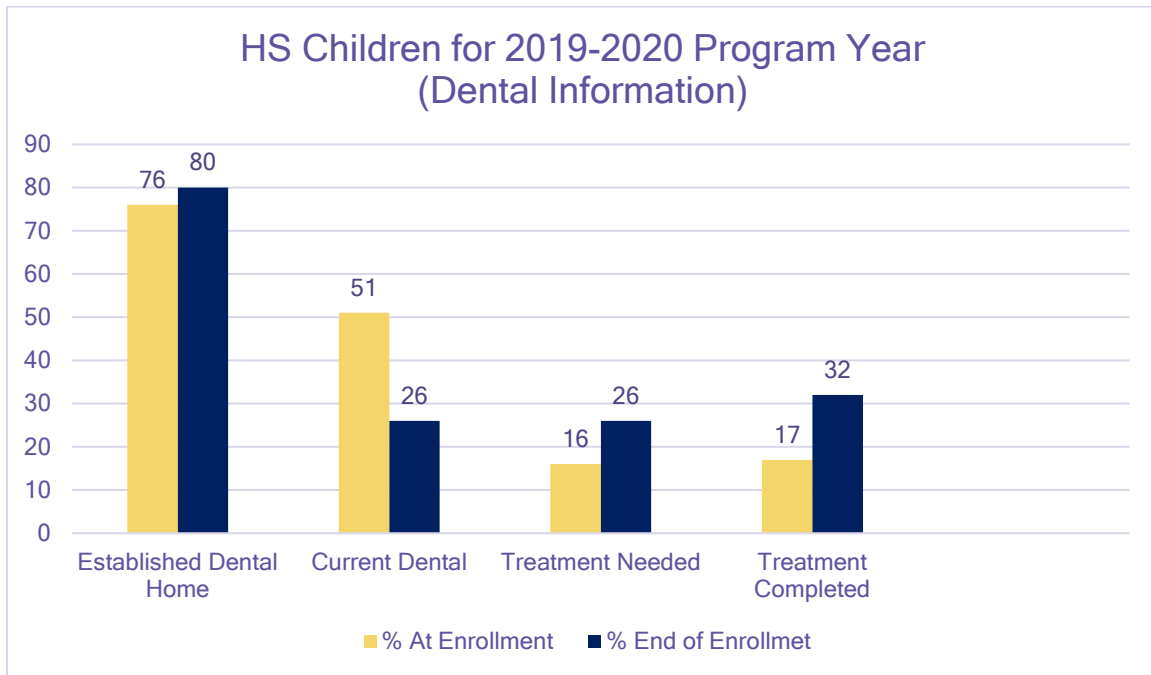
DESCRIPTION	REVENUE
Head Start Personnel	\$1,241,677.00
Head Start Fringe	\$ 276,382.00
Head Start Travel	\$ 1,092.00
Head Start Supplies	\$ 42,162.00
Head Start Contractual	\$ 24,070.00
Head Start Other	\$ 211,599.00
Early Head Start Personnel	\$ 701,801.00
Early Head Start Fringe	\$ 157,344.00
Early Head Start Travel	\$ 554.00
Early Head Start Supplies	\$ 46,422.00
Early Head Contractual	\$ 13,553.00
Early Head Start Other	\$ 124,372.00
Head Start and Early Head Start COLA and Quality Improvement	\$ 136,373.00





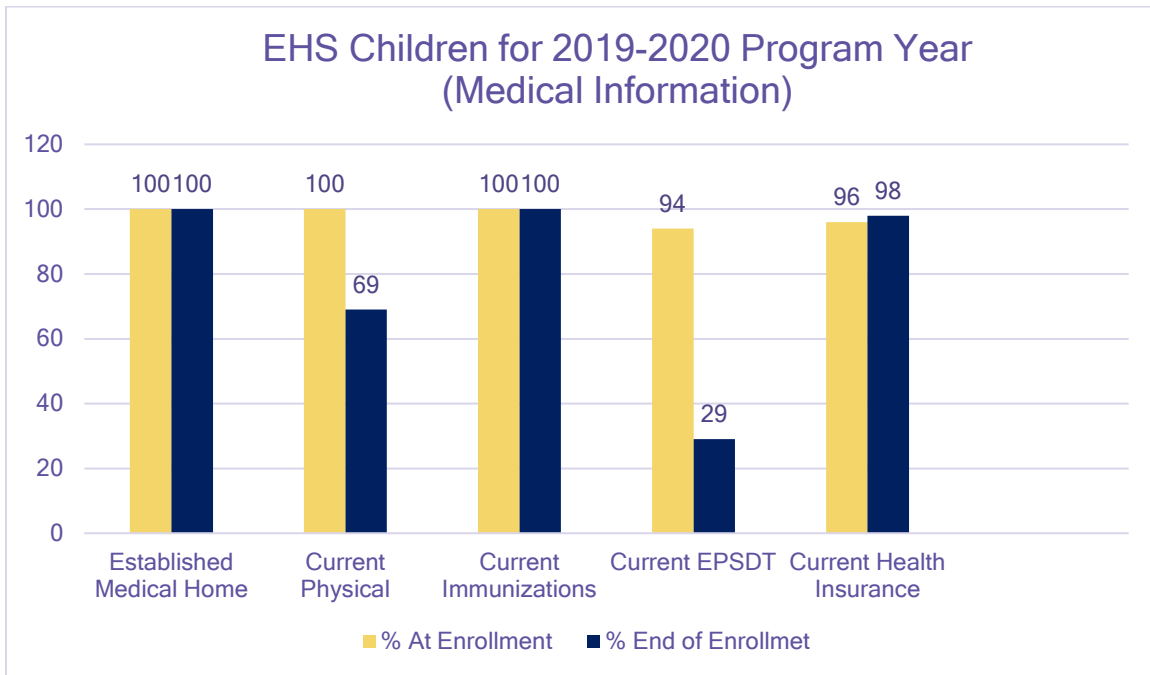
Head Start- Medical Information

193 (98%) of the children had an established medical home at enrollment and 193 (98%) at the end of enrollment for the 2019-2020 Program Year. All children, at enrollment, had a current medical/physical exam, but by June of 2020, 142 (74%) of children did not have an up to date medical/physical exam on file. This number is so high due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. However, 191 (97%) of children had current immunizations according to NYSIIS (New York State Immunization Information System) and the PIR. One child had a Medical Exemption for Immunizations for the 2019-2020 Program Year due to a cancer diagnosis/treatment. Per the Program Information Report (PIR), 84 (43%) of HS children were up to date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well childcare, by end of enrollment. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining medical records almost impossible during that time. Also, numerous medical offices in our community closed during this time and were only taking emergency appointments.



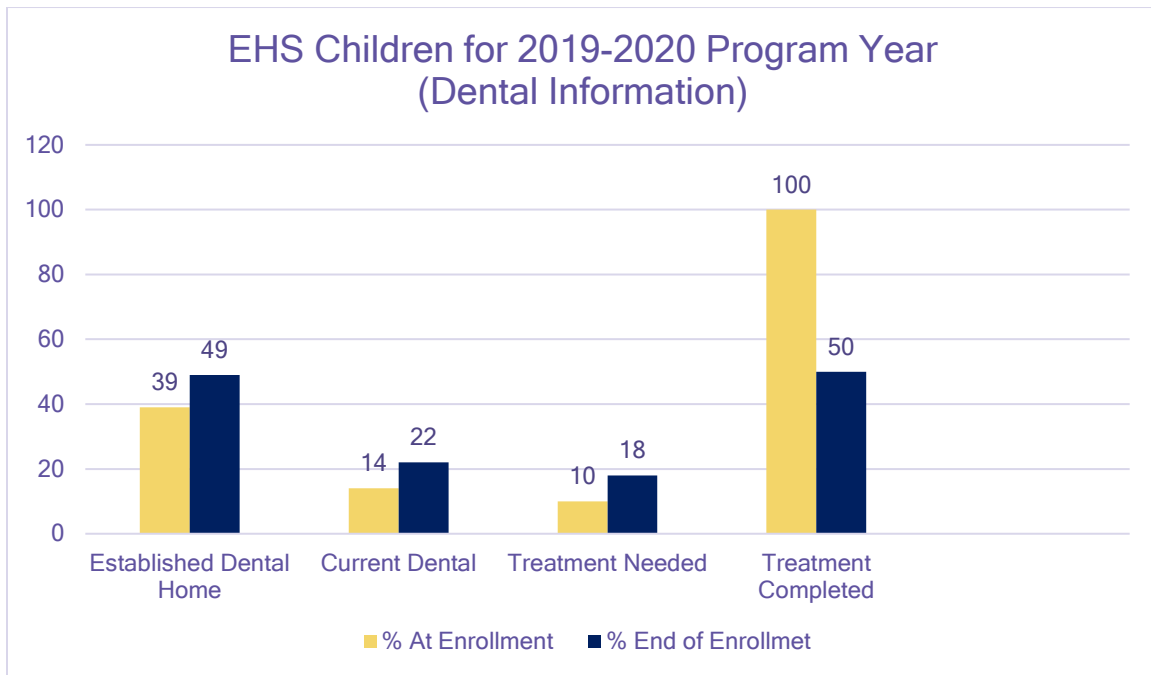
Head Start- Dental Information

149 (76%) of HS children had an established dental home at enrollment and 156 (80%) had established a dental home at end of enrollment for the 2019-2020 Program Year. At enrollment, 100 (51%) of children had received a dental exam and by June 2020, 51 (26%) of children had a current dental exam. This number is so low due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. Of the received dental exams, 12 (16%) needed treatment and 2 (17%) had treatment completed at enrollment. At the end of enrollment, 22 (26%) needed treatment completed and 7 (32%) completed treatment by June 2020. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining dental records almost impossible during that time. Also, numerous dental offices in our community closed during this time and were only taking emergency appointments. This made getting a dental exam, for children under age 6, even more difficult in our area.



Early Head Start- Medical Information

70 (100%) of the children had an established medical home at enrollment and 70 (100%) of children at the end of enrollment for the 2019-2020 Program Year. All children, at enrollment, had a current medical/physical exam, but by July 2020, 22 (31%) children did not have an up to date medical/physical exam on file. This number is due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. However, 70 (100%) of children had current immunizations, at the end of enrollment, according to NYSIIS (New York State Immunization Information System) and the PIR. Therefore, most of the 22 children missing an exam probably did have current medical/physical exams, but EHS never received paperwork. Per PIR at enrollment, 68 (94%) of EHS children were up to date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well childcare and 21 (29%) were up to date at the end of enrollment. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining medical records almost impossible during that time. Also, numerous medical offices in our community closed during this time and were only taking emergency appointments.



Early Head Start- Dental Information

28 (39%) of EHS children had an established dental home at enrollment and 35 (49%) had established a dental home at end of enrollment for the 2019-2020 Program Year. At enrollment, 10 (14%) of children had received a dental exam and by July 2019, 16 (22%) of children had a completed dental exam. Of the received dental exams, 1 (10%) child needed treatment and 1 (100%) child had completed treatment at enrollment. At the end of enrollment, 2 (18%) children needed dental treatment and 1 (50%) child had completed dental treatment by July 2020. These numbers are so low due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining dental records almost impossible during that time. Also, numerous dental offices in our community closed during this time and were only taking emergency appointments. This made getting a dental exam, for children under age 6, even more difficult in our area.

Family Services for Program Year 2019-2020

Head Start Enrollment

Total number of children served: 196

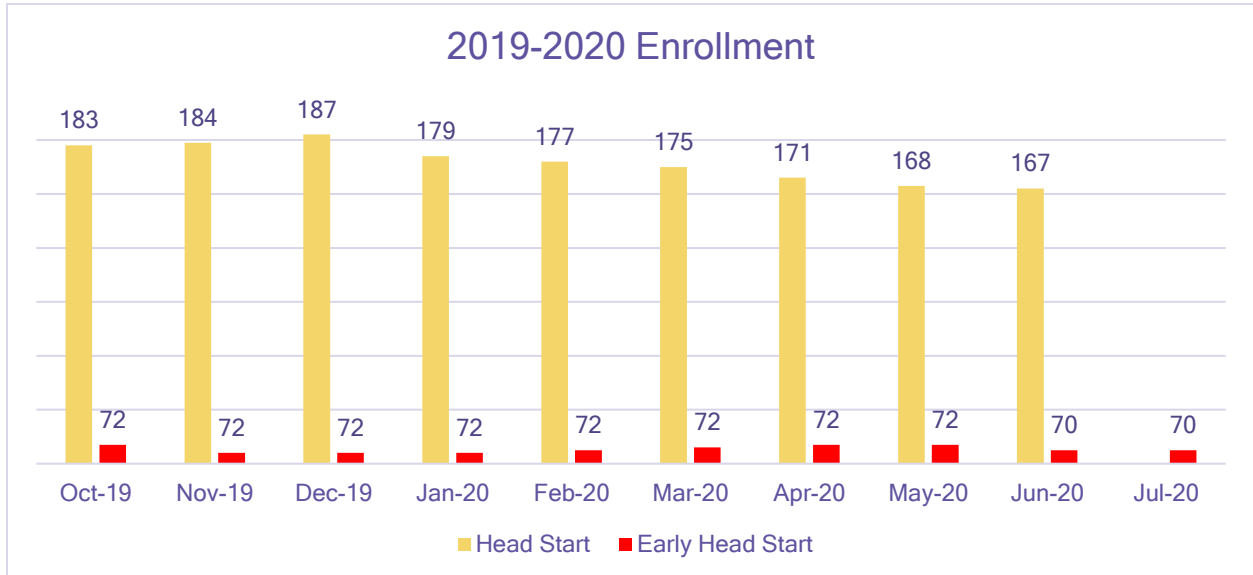
Total number of families served: 186

Early Head Start Enrollment

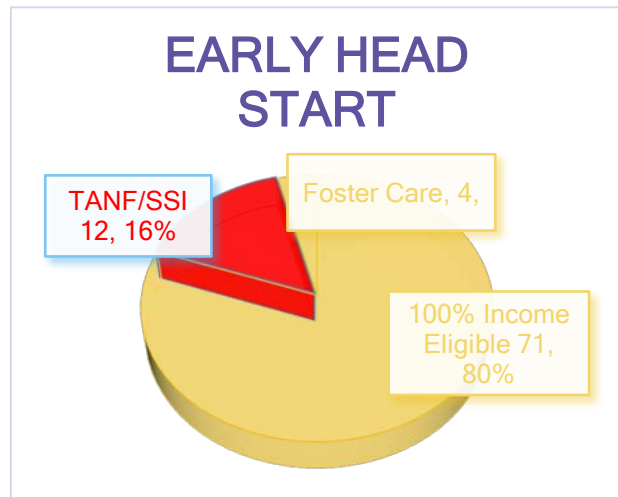
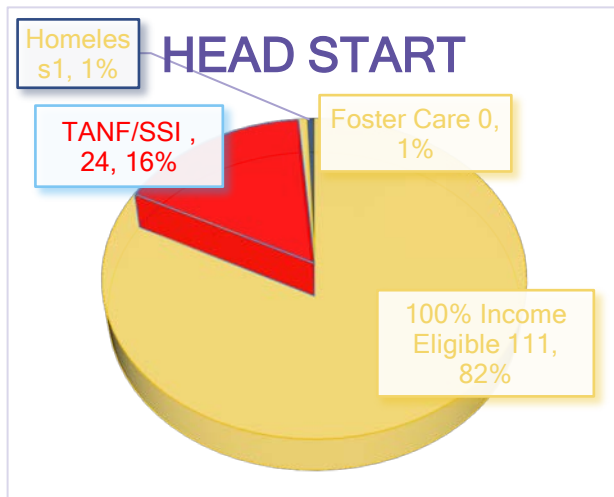
Total number of children served: 83

Total number of families served: 73

Funded enrollment for Head Start is 200 and Early Head Start is 72. The chart below shows the enrollment number reported each month to the regional office. Even with increased recruitment efforts before COVID-19 shutdown, our program was unable to achieve and maintain full enrollment in our Head Start program.



Percentage of Eligible Children Served:



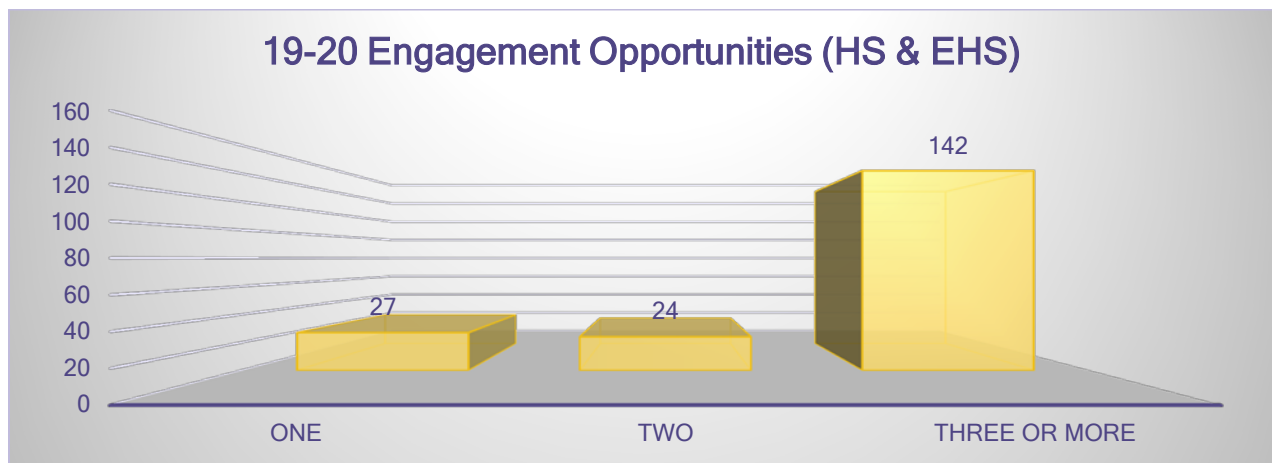
INFORMATION ABOUT FAMILY ENGAGEMENT ACTIVITIES

Parents were offered many opportunities to be involved in our program through Parent Committee meetings and Family Engagement activities/events.

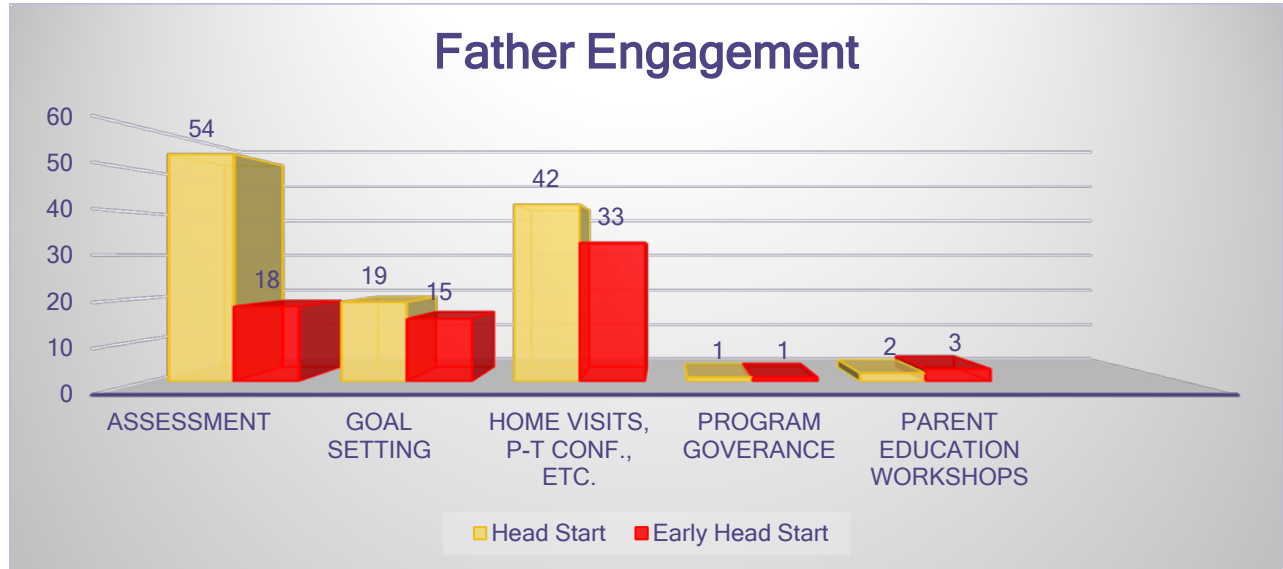
Parents of enrolled children were invited to participate in Parent Committee meetings. During these meetings the parents were able to advise staff members and assist in developing program wide family engagement events. The program was able to provide one family engagement event for all families with currently enrolled children, while utilizing our collaborations with community partners. In February, the Parent Committee meetings were changed to monthly meetings that would be offered program wide and would offer parent/child activities along with the sharing of educational materials. The program was able to complete one of these meetings before the COVID-19 shutdown.

Classroom staff planned out monthly family activities, allowing families the opportunity to visit the classroom and engage with their children. All of the activities touched on at least one family outcome from the PFCE framework.

Number of Families Involved in family engagement opportunities:



Father Engagement:



Family engagement during the COVID-19 shutdown:

Family Services staff continued to engage families weekly to determine any current needs and offer necessary referrals. As of June 1, 2020, families received 286 referrals to community agencies. The majority of these referrals were for supplemental food needs and emergency assistance for baby supplies.



PREPARING CHILDREN FOR KINDERGARTEN

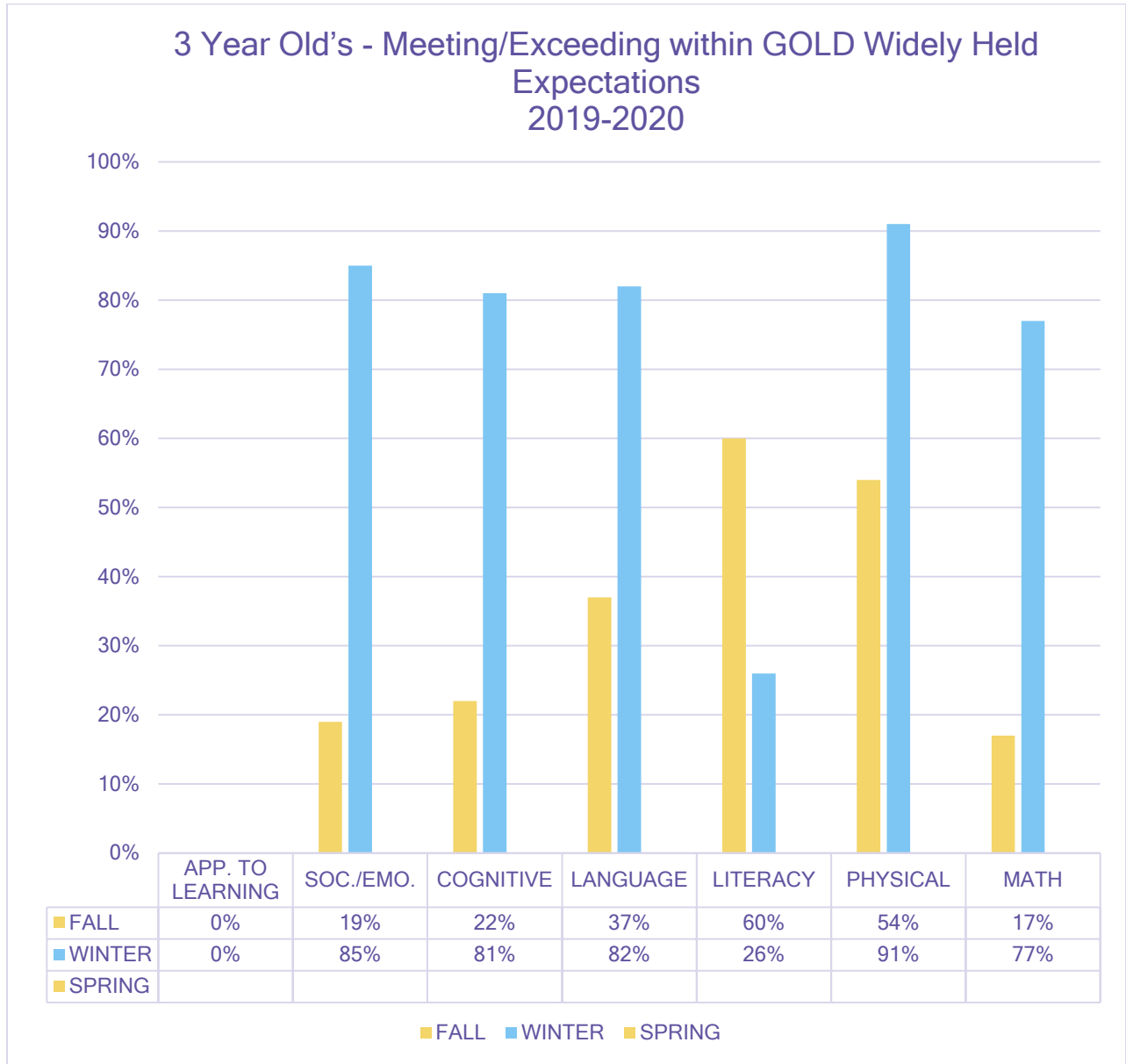
Through the process and experiences provide to children and families, we strive to prepare children and families for the transition to kindergarten and their academic and social success. Head Start School Readiness goals are organized to include the seven Head Start Domains and successful completion of skills in each area.

CAPCO Head Start and Early Head Start uses *The Creative Curriculum®* as a foundational curriculum. *The Creative Curriculum®* is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. *The Creative Curriculum®* helps teachers create a high-quality learning environment and build a thorough understanding of best practices. *The Creative Curriculum®* helps teachers build children's confidence, creativity and critical thinking skills, and promote positive outcomes.

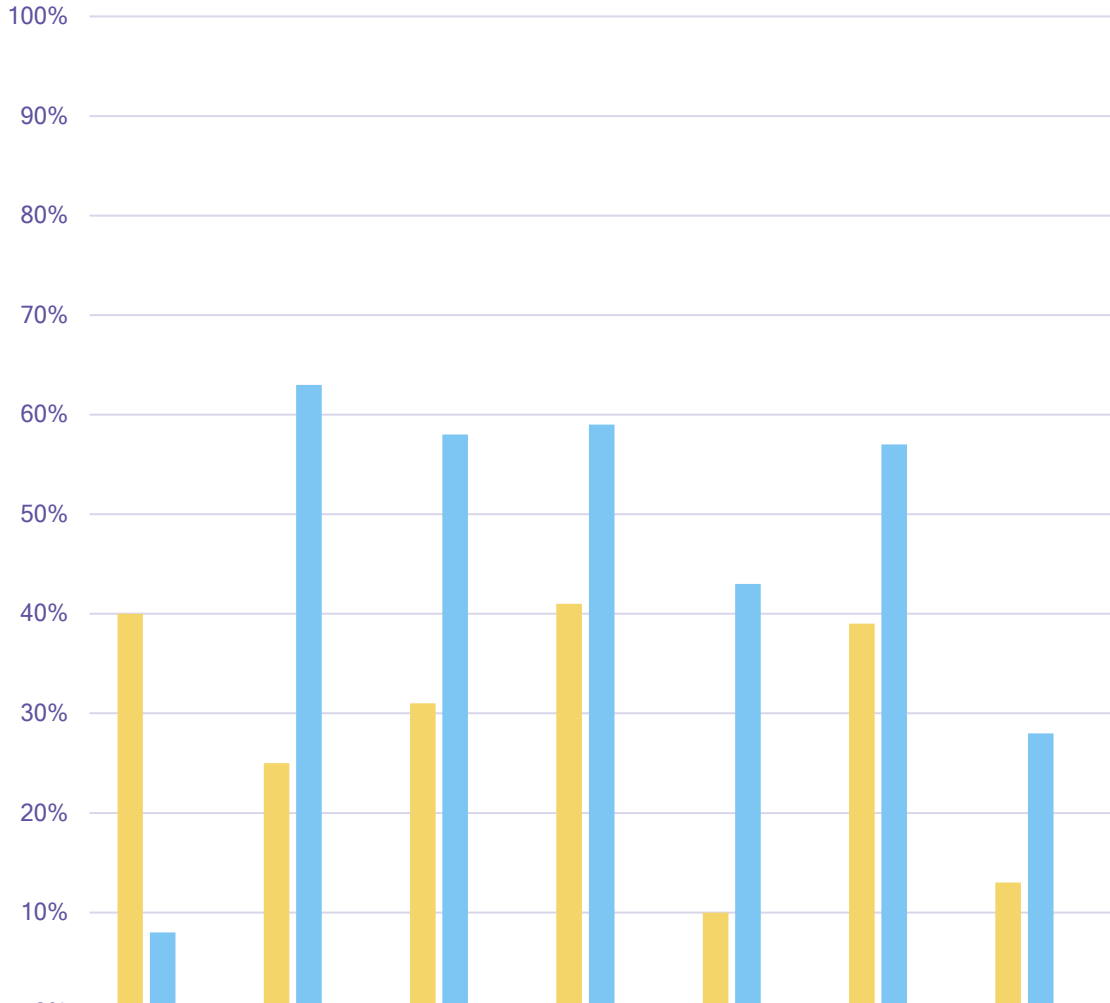
In addition to using *The Creative Curriculum®*, our program utilizes *Numbers Plus* (math) and *ECHOS* (science) curriculums embedded into lesson plans as intentional teachings of math and science concepts. These concepts are modified into intentional teaching moments for children in our Early Head Start program. Four-year-old classrooms incorporate the *Common Core* (literacy) curriculum; part of ENGAGENY, into lesson plans, while three-year-old and Early Head Start classrooms use a thematic approach in developing daily program activities. The program uses *The Incredible Years* as a social-emotional curriculum in conjunction with the Pyramid Model, to teach problem solving and social-emotional competence. Our program is in its fourth year of program-wide Pyramid Model implementation.

Teaching Strategies Gold (TSG) is used to assess school readiness in both Head Start and Early Head Start classrooms in the domains of approaches to learning, social and emotional development, cognitive knowledge (including science), language development, literacy development, physical development (fine/gross motor skills), and mathematics. These objectives for learning are aligned with the Head Start Early Learning Outcomes Framework. For Head Start and Early Head Start children, baseline data is collected in the fall and then two additional checkpoints are done in the winter and spring. Progress is monitored, instruction is adjusted, and decisions on professional development are made, based on outcomes within each domain. Our program strives to have 85% of all children transitioning into kindergarten, to have met or exceed the expectations in all domain areas

School Readiness: 3-Year Old's, 4-Year Old's, and Early Head Start:



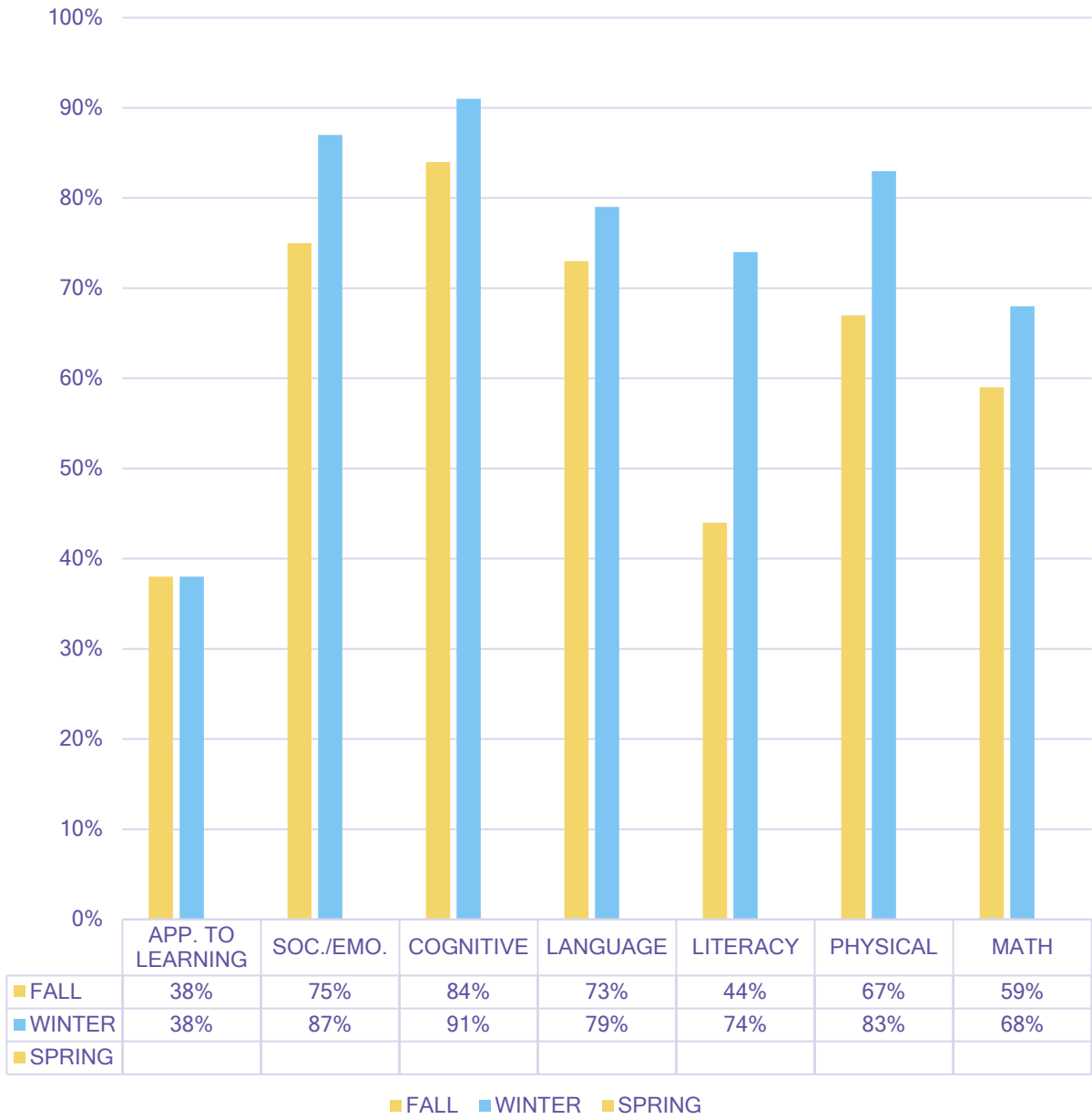
4 Year Old's - Meeting/Exceeding within GOLD Widely Held Expectations 2019-2020



	APP. TO LEARNING	SOC./EMO.	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	40%	25%	31%	41%	10%	39%	13%
WINTER	8%	63%	58%	59%	43%	57%	28%
SPRING							

FALL WINTER SPRING

EHS - Meeting/Exceeding within GOLD Widely Held Expectations 2019-2020



CLASS Scores

CLASS Data

2019-2020

	National Mean 2019	Lowest 10%	Highest 10%	CAPCO Fall 2019
Emotional Support	6.05	5.69	6.38	5.80
Classroom Organization	5.79	5.32	6.17	5.13
Instructional Support	2.91	2.33	3.45	2.71

*Spring 2020 CLASS observations were not conducted due to COVID-19 pandemic.

Independent Auditor's Report

November 5, 2020

To: The Board of Director's of the Cortland County Community Action Program, Inc.
From: Bonadio & Co., LLP (Certified Public Accountants)
432 North Franklin Street, #60
Syracuse, NY 13204

Phone: (315) 476-4004

We have audited the accompanying financial statements of Cortland County Community Action Program, Inc. (a New York not-for-profit corporation), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities and change in net assets, functional revenue and expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cortland County Community Action Program, Inc. as of December 31, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the 2018 financial statements of Cortland County Community Action Program, Inc., and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 6, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 2020 on our consideration of Cortland County Community Action Program, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Cortland County Community Action Program, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cortland County Community Action Program, Inc.'s internal control over financial reporting and compliance.

Bonadio & Co., LLP