



# Head Start / Early Head Start Annual Report 2019-2020

Fiscal Year  
November 1, 2019 - October 31, 2020



**\*Balance of local match** requirement waived due to COVID-19 pandemic. Match requirement met.

**\*\* EHS Center Based program** not operational due to start-up challenges exasperated by the COVID-19 pandemic. Program closed-out in August 2020.

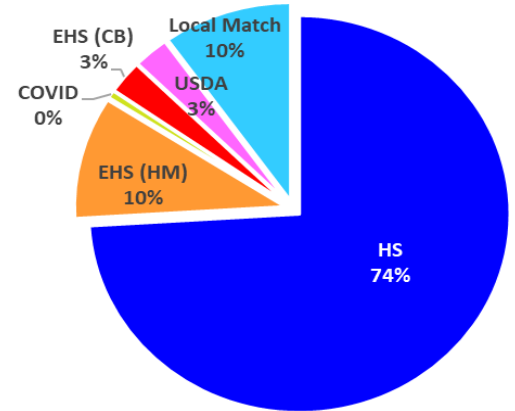
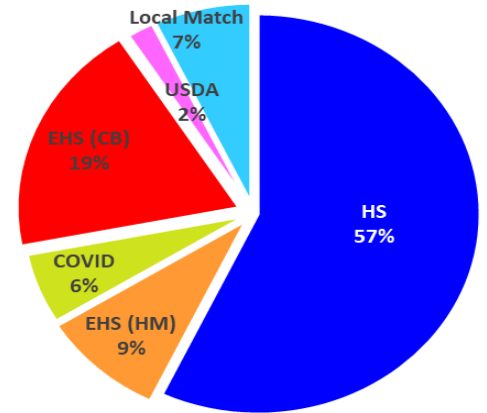
## FUNDING & BUDGETS

### REVENUES:

Head Start	\$3,346,348
EHS (Home Based)	\$532,414
HS One-Time COVID	\$334,826
**EHS (Center Based)	\$1,115,479
USDA (CACFP)	\$114,473
*Local Match (In-Kind)	\$415,907
<b>Total Revenues</b>	<b>\$5,859,447</b>

### EXPENDITURES:

Head Start	\$3,103,536
EHS (Home Based)	\$418,352
HS One-Time COVID	\$26,685
**EHS (Center Based)	\$112,212
USDA (CACFP)	\$114,473
*Local Match (In-Kind)	\$415,907
<b>Total Expenditures:</b>	<b>\$4,191,165</b>



## ENROLLMENT:

FY19/20	Funded Enrollment	Total Families served	Total Children served	Average Enrollment
Head Start	335	354	389	100%
Early Head Start (Home Based)	46	51	58 children 9 pregnant women	100%
Program Wide	381	405	456	100%

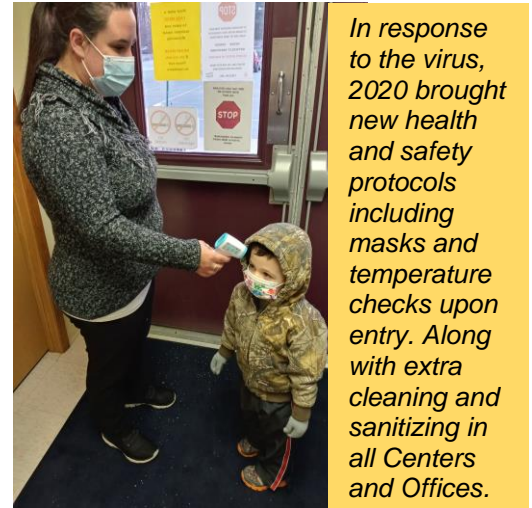


**Percentage of Eligible Children Served**

Program	Applications Received	Eligible Children Served	Percentage
Head Start	411	389	95%
Early Head Start (Home Based)	75	58 children 9 preg. women	89%
Program Wide	486	456	92%

**Medical and Dental Exams**

	Head Start	Early Head Start (Home)
Dental	294 (76%)	58 children (100%) 9 pregnant women
Physical	379 (97%)	55/58 children (95%) 9 pregnant women



*In response to the virus, 2020 brought new health and safety protocols including masks and temperature checks upon entry. Along with extra cleaning and sanitizing in all Centers and Offices.*

**PARENT INVOLVEMENT ACTIVITIES - COVID-19**

Head Start recognizes that a positive relationship with parents is essential to the overall development and education of their children. Head Start / Early Head Start staff use a variety of methods to support and encourage parent involvement.

To reinforce the concept that parents are their child’s primary teacher, home visits and parent meetings are offered for Head Start parents. Once a week, Early Head Start (home-based program) staff meet with parents bringing structured and informal activities for the parent and child. Early Head Start parents are also encouraged to participate in socializations twice a month which include parent education and age-appropriate parent-child activities. Parent/Teacher Conferences for Head Start parents may be scheduled as desired to discuss their child’s progress and to gather ideas which can be utilized to further enhance their child’s development. Father involvement is a focus and is tracked. Special efforts to outreach and support father involvement is a program goal.

The COVID-19 pandemic started in February 2020, eventually shutting down the Centers for the remainder of the program year. Parent engagement was essential to continue their child’s learning progress. Teachers maintained regular contact with parents and providing learning activities for children, tracking progress, and resources.

Parent involvement is also supported through the many volunteer opportunities that are available at FiveCAP, Inc. Early Head Start / Head Start parents are provided opportunities to volunteer in the classroom, county offices, commodities distribution and by attending monthly field trips. Through participation in the Policy Council, Health Advisory Council, as well as, the Grant planning process parents are able to gain valuable leadership skills, as well as, to provide input into Head Start policies, activities and procedures.

To recognize those parents who have given of their time throughout the year and to celebrate their success, a Parent Volunteer Honors Banquet is generally held annually. Due to the pandemic and for the first time ever, the 2020 Parent & Volunteer Recognition Banquet was cancelled.



*Interactive learning with technology.*

**TECHNOLOGY**

With the help of Head Start One-Time COVID funding, the use of technology was expanded with the purchase of HATCH Ignite tablets to issue out for all remote learners. Teachers assigned individualized activities based on child’s age and progress level, in coordination with the weekly lesson plan. Tablets are turned in the end of each week for the Teacher to track progress.

In addition to the devices and Zoom meetings, the distance learning classroom in Baldwin was upgraded with new equipment and an additional distance learning site was added at the Idlewild Historic & Cultural Center which allows for social distancing and larger groups.

**CURRICULUM AND KINDERGARTEN READINESS**

In an effort to prepare children for Kindergarten, FiveCAP uses a locally designed, research-based thematic curriculum. The Head Start Curriculum helps teachers plan and implement a developmentally appropriate program that promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science and social studies. FiveCAP integrates curriculum with high quality assessments, professional development and resources to create a well-rounded program that addresses the unique needs of early childhood professionals, children and their families.

The Head Start Curriculum has been aligned with the Head Start Early Learning Framework and the MI Early Childhood Standards of Quality.

The Head Start Work Sampling System is used to assess children in the core areas three (3) times a year. This assessment tool is embedded in the Curriculum and works hand and hand with the Head Start Curriculum to ensure child success. Head Start Child Outcomes determine the accomplishment of age-appropriate milestones in cognitive, language, emotional, social and motor skills.

A Remote Learning Plan was developed and implemented in February/March 2020 and carried out through the remainder of the program/fiscal year. In-person and remote learning options were and continue to be provided in accordance with State government Executive Orders and federal guidance. State Child Care Licensing and CDC protocols are followed for the health and safety of children, families, and staff.

**KINDERGARTEN TEACHER SCHOOL READINESS SURVEY**

Principals and Kindergarten Teachers in sixteen (16) school districts in the four-county service area were surveyed. The survey asks Kindergarten Teachers to rank in importance what they feel a child must know to be considered school ready when entering Kindergarten. Due to school shutdowns because of COVID-19, the survey was not conducted in Spring 2020. However, Social and Emotional domains have over the years consistently ranked highest in importance. Results shown below for the most recent survey conducted in Spring 2019.



Abilities:	Very Important	Somewhat Important	Least Important
Follow simple classroom rules and routines.	41 (100%)	0	0
Controls impulses and self-regulates.	41 (100%)	0	0
Perform basic self-help/self-care tasks.	41 (100%)	0	0
Follows one- to two-step directions.	40 (98%)	1 (2%)	0
Relates appropriately to adults other than parent/primary caregiver.	39 (95%)	2 (5%)	0
Demonstrates age-appropriate independence in a range of activities, routines & tasks.	38 (93%)	3 (7%)	0
Appropriately expresses needs and wants verbally in primary language.	35 (85%)	6 (15%)	0
Participates successfully in circle time.	35 (85%)	6 (15%)	0
Identifies at least ten (10) letters of the alphabet, especially those in their own name.	32 (78%)	9 (22%)	0
Works and plays cooperatively with peers.	31 (76%)	10 (24%)	0
Uses eye-hand coordination to perform tasks.	26 (63%)	15 (37%)	0
Shows awareness of the environment.	25 (61%)	16 (39%)	0
Use of small manipulatives such as crayons, paintbrush, buttons, and zippers.	24 (59%)	17 (41%)	0
Shows eagerness and curiosity as a learner.	19 (46.5%)	19 (46.5%)	3 (7%)
Uses letter-like shapes, symbols, and letters to convey meaning.	18 (44%)	18 (44%)	5 (12%)
Recognizes and names common shapes.	17 (41%)	24 (59%)	0
Uses senses to observe and explore classroom materials and natural phenomena.	17 (41%)	23 (57%)	1 (2%)
Recognizes eight primary colors.	16 (39%)	25 (61%)	0



Moves with balance and control.	15 (37%)	26 (63%)	0
Associates sounds with written words.	13 (32%)	28 (68%)	0
Uses dialogue, actions and objects to tell a story or explain thoughts and feelings about self or a character.	13 (32%)	22 (53%)	6 (15%)
Orders, compares and describes objects according to size, length, height, and weight.	9 (22%)	26 (63%)	6 (15%)
Begins to be aware of technology and how it affects their lives.	7 (16%)	15 (37%)	19 (47%)

= Physical Dev/Health     
  = Social and Emotional     
  = Approaches to Learning  
 = Language and Literacy     
  = Cognitive and General Knowledge

**LINGUISTIC – HS and EHS PY 2019/2020**

Number of children whose primary language is English: 383  
 Number of children whose primary language is Spanish: 6

**MOST RECENT FEDERAL MONITORING REVIEW**

A Head Start/Early Head Start federal Focus Area 1 (FA1) Aligned Monitoring Review on the content areas of Program Design & Management, School Readiness, Family & Community Engagement, ERSEA, and Fiscal Infrastructure was conducted in PY 2018/2019. No findings or corrective actions.

**AUDITS**

FiveCAP, Inc. FY 2018/2019 Financial Statements and Audit are available upon request. FiveCAP received federal notification of acceptance of the FY 2019 Audit.



**FIVECAP, INC.  
HEAD START CENTERS**

**Southern Newaygo FiveCAP Head Start Center**  
 9815 S. Mason Drive, Grant, MI 49327  
 Ph: (231) 834-9472 Fax: (231) 834-1850

**Hesperia Area Child Development Center**  
 M-20 5210 One Mile Road, Fremont, MI 49412  
*Mailing: PO Box 284, White Cloud 49349*  
 Ph/Fax: (231) 924-9719

**Robert F. Williams  
Community & Family Service Center**  
 2448 W. 44<sup>th</sup> Street, PO Box 387, Baldwin, MI 49304  
 Ph: (231) 745-6254 Fax: (231) 745-4387

**Manistee Child Development Center**  
 265 First Street, Manistee, MI 49660  
 Ph/Fax: (231) 723-2231

**Northern Manistee Child Development Center**  
 8850 N. Highbridge Road, Kaleva, MI 49645  
 Ph/Fax: (231) 362-2444

**Ludington Area FiveCAP Head Start Center**  
 1115 S. Madison, Ludington, MI 49431  
 Ph/Fax: (231) 845-0041

**Fountain Child Development Center**  
 3876 East Main, PO Box 54, Fountain, MI 49410  
 Ph/Fax: (231) 462-3961

**EARLY HEAD START (home-based)**

**Mason County:**

Mason Co. FiveCAP Office  
 (231) 757-3785 – Scottville

**Manistee County:**

Manistee Co. FiveCAP Office  
 (231) 723-8327 – Manistee

**Lake County:**

Lake Co. FiveCAP Office  
 (231) 745-4617 – Baldwin

**Newaygo County:**

Newaygo Co. FiveCAP Office  
 (231) 689-6688 – White Cloud

