

# Community Action Program of Evansville Children's Services Annual Report 2016-2017



**Glenda Hampton  
Board President**



**Ms. Alice Weathers  
Chief Executive Officer**

## **HEAD START MISSION STATEMENT**

Our mission is to provide opportunities for children, families, and staff to realize their goals in safe, nurturing, enriching environments, in partnership with the community.

\*Respect for Diversity

\*Dedication to Excellence



## Board of Directors

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Glenda Hampton, President  
Sabrina Stewart-Thomas, Vice President  
Sherolyn Brooks-Jordan  
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Stephen LaPlante  
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David Whitten  
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Harold Jackson  
Jessica Ricketts (Policy Council Rep)



## CAPE Head Start Services

### HEAD START

CAPE Head Start provides an early education and comprehensive support program for low-income families with children ages 3—5. Services include health, nutritional, dental and visual screening; mental health, assessment and support services for children with disabilities; and, inclusive help for families seeking supportive assistance. Parent participation in their child's education is strongly encouraged and nurtured.

### EARLY HEAD START

Early Head Start provides educational and support services to families with children from birth—3 years. Risk factors that may be barriers to optimal child and family development are identified early so that services can be tailored to meet the family's needs.

### ENTERPRISE ZONE CHILD DEVELOPMENT CENTER and CAPE PLACE 200 SIDE

Enterprise Zone and Cape Place provides expansive Head Start services for working families that need full time childcare.

### FAMILY ENGAGEMENT CENTER

The CAPE Family Engagement Center assists Head Start families and the community with computer and tutorial services to improve reading/math skills, prepare for a HSE exam, develop a resume, and further their education.



## KEY HEAD START STAFF

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Alice Weathers  
Chief Executive Officer

Mary Goedde  
Director of Children's Services

Janet Johnson  
Deputy Director

Charlotte Anderson  
Manager of Training & Staff Development

John Robinson  
Transportation Manager

Bridget Cox  
Operations Manager Posey County

Sandra Thompson  
Chief Financial Officer

Elizabeth Schlacks  
Director of Education

Marcia Haywood  
Director of Family Services

Deanna Dodds  
County Operations Manager Gibson County

Sunni Zimmer  
Manager of Disabilities, Nutrition, and Mental Health



## SERVICE AREA

CAPE Head Start serves three counties (Gibson, Posey and Vanderburgh) in Southern Indiana.

**GIBSON COUNTY**  
113 W. Broadway Street  
Princeton IN 47670  
(812) 386-6576

**VANDERBURGH COUNTY**  
401 SE 6th Street, Suite 001  
Evansville IN 47713  
(812) 425-4241

**POSEY COUNTY**  
1113 Main Street  
Mt. Vernon IN 47620  
(812) 838-4839



## **GIBSON COUNTY AT A GLANCE**

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- Population of 33,703
- 95.3% white; 2.2% African-American
- 7.5% of households headed by single parents
- 6.4% of population < 5 years old
- Per capita incomes are below state averages, median household income slightly higher than state average
- 89.8% of adults over 25 hold a high school diploma
- 11 % persons <100% Poverty
- Largest county in square miles -68.7 population per square mile

## **POSEY COUNTY AT A GLANCE**

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- Population of 25,476
- 96.9% white; 1.0% African-American
- 28% of households headed by single parents
- 5.8% of population < 5 years old
- Per capita and mean household incomes are higher than state averages
- 93.4% of adults over 25 hold a high school diploma
- 9.7% persons <100% Poverty

## **VANDERBURGH COUNTY AT A GLANCE**

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- Population of 181,721
- 86.2% white; 9.5% African-American
- 10% of households headed by single parents
- 6.1% of population < 5 years old
- Per capita income and mean household incomes are lower than state averages
- 89.9% of adults over 25 hold a high school diploma
- 17.2% persons <100% Poverty

**\*data from 2015 - 2016 census report**



## CAPE HEAD START CHILDREN AND FAMILIES SERVED

CAPE Head Start and Early Head Start are funded to provide services to 660 children and families. The funding is provided for 116 Early Head Start children and families and 544 Head Start children and families. The following chart will show the total number of families served by county and program for the 2014-2015 program year.

<i>EHS Children Served</i>	<i>HS Children Served</i>
177	655

During the Program year 16-17, CAPE Head Start and Early Head Start served a total of 832 children. This figure includes children that enrolled and dropped from the program during the program year.

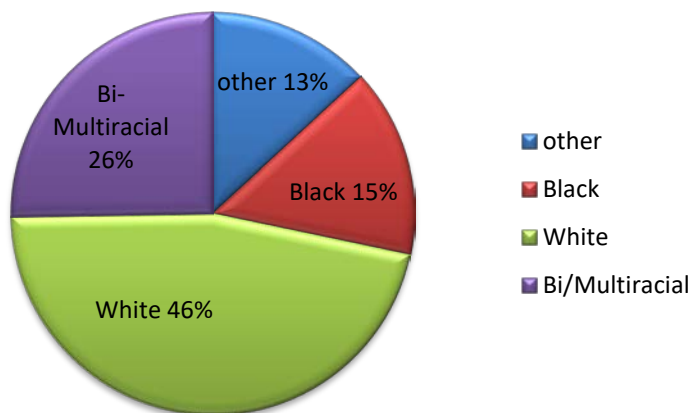
### MONTHLY ENROLLMENT = 660 (16-17)

<i>Month</i>	<i>Enrollment</i>	<i>Percentage of funded Enrollment</i>
<i>August</i>	660	100%
<i>September</i>	660	100%
<i>October</i>	660	100 %
<i>November</i>	660	100 %
<i>December</i>	660	100 %
<i>January</i>	660	100 %
<i>February</i>	660	100 %
<i>March</i>	660	100%
<i>April</i>	647	98%
<i>May</i>	194	100%
<i>June</i>	194	100%
<i>July</i>	186	96%

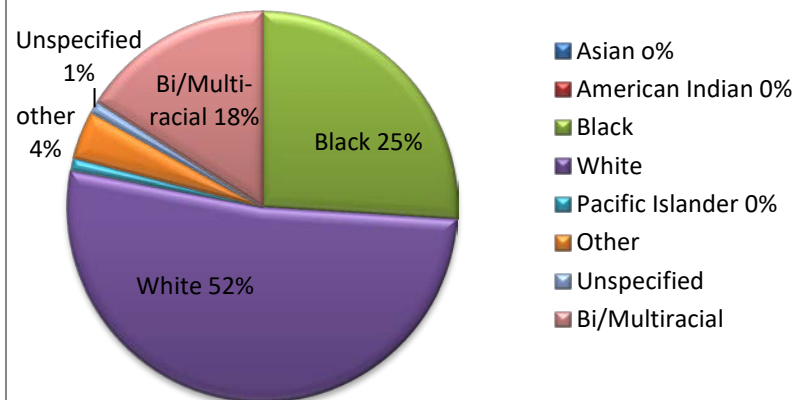


## ENROLLMENT BREAK DOWN

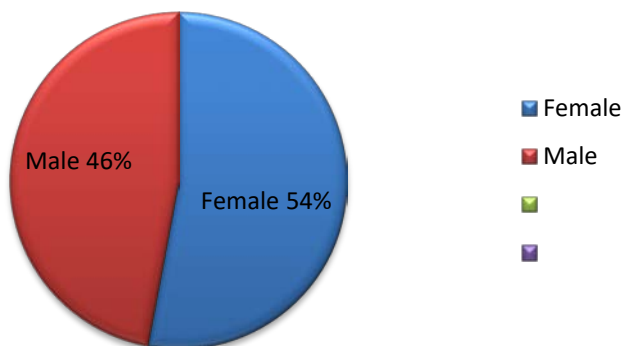
### EHS Race Categories



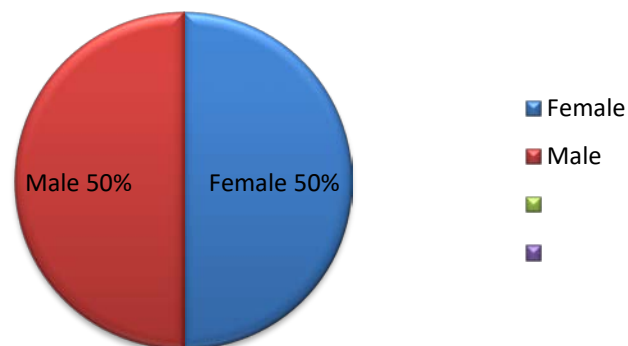
### Head Start Race Categories



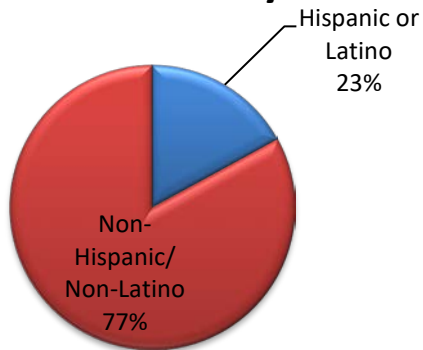
### EHS Gender



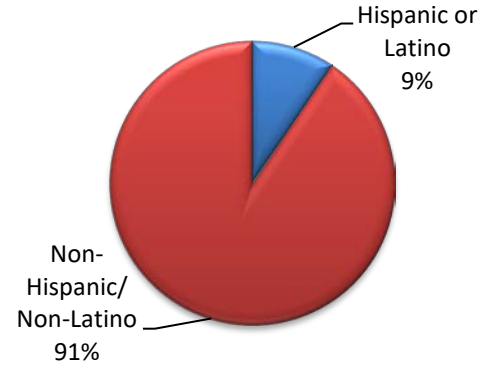
### Head Start Gender



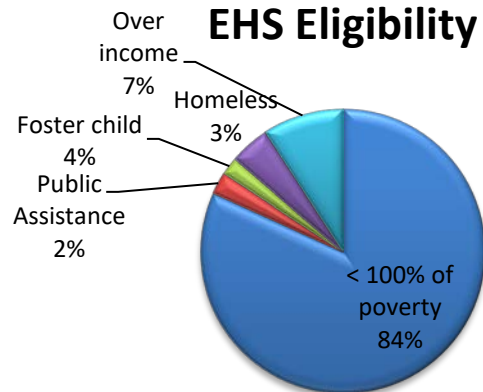
### EHS Ethnicity



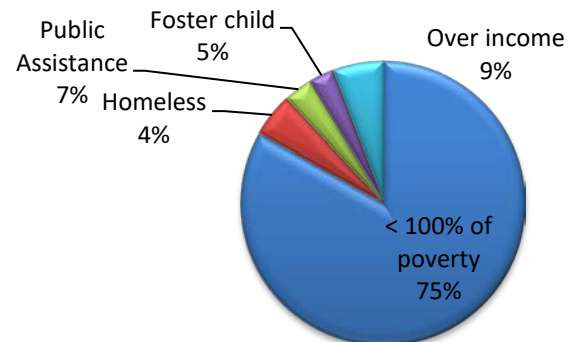
### Head Start Ethnicity



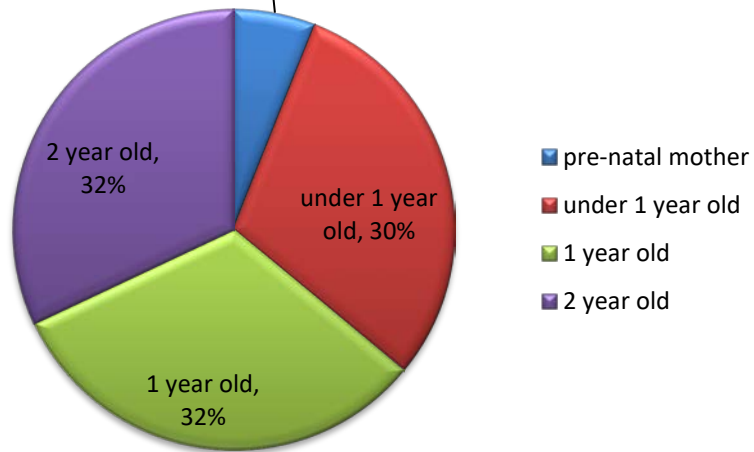
### EHS Eligibility



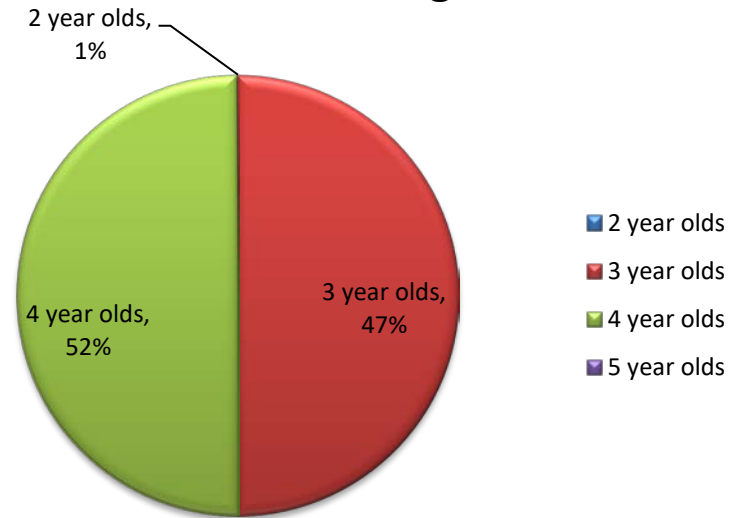
### Head Start Eligibility



**EHS Age**



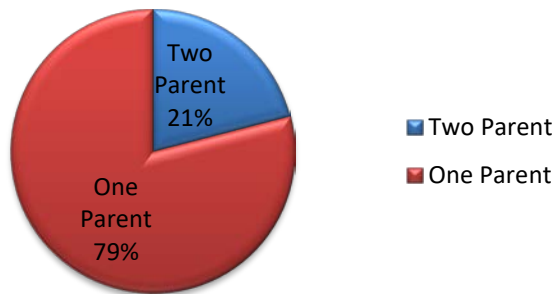
**Head Start Age**



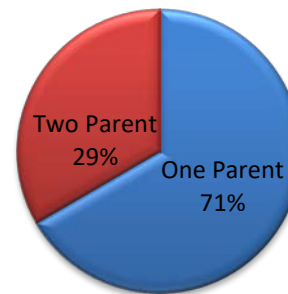


## HEAD START AND EARLY HEAD START FAMILIES

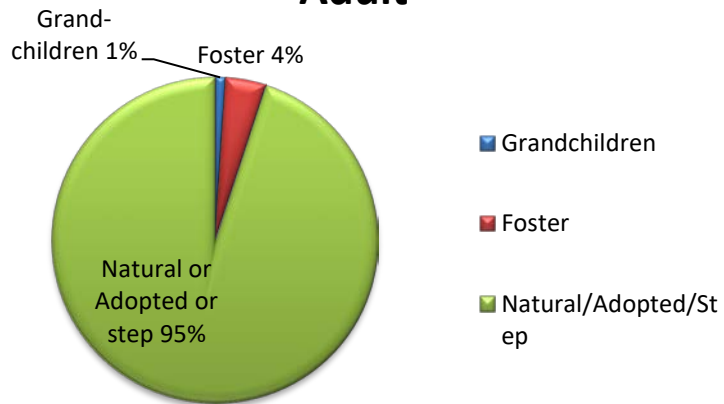
### Early Head Start Families



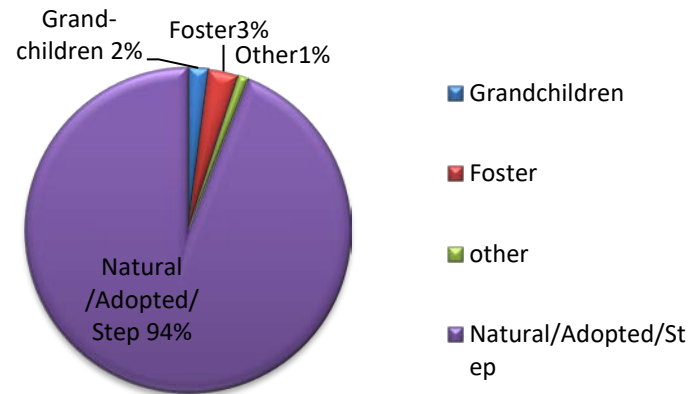
### Head Start Families



### EHS Relationship to Primary Adult



### Head Start Relationship to Primary Adult



## TOTAL FUNDS RECEIVED

CAPE Head Start and Early Head Start receives funding from the department of Health and Human services through the Office of Head Start. The non-federal share is matched through community and family donations and volunteers.

<b>EARLY HEAD START PROGRAM</b>		<b>HEAD START PROGRAM</b>	
<b>PROGRAM YEAR: 08/01/16 - 07/31/17</b>		<b>PROGRAM YEAR: 08/01/16 - 07/31/17</b>	
<b>GRANT AWARD</b>	\$ 991,029.00	<b>REVENUES</b>	\$ 4,278,575.00
<b>NON-FEDERAL CONTRIBUTION REQUIRED</b>	\$ 247,757.25	<b>NON-FEDERAL CONTRIBUTION REQUIRED</b>	\$ 1,069,643.75
<b>EXPENDITURES</b>		<b>EXPENDITURES</b>	
PERSONNEL	\$ 837,973.69	PERSONNEL	\$ 3,308,468.24
SPACE COSTS	\$ 60,870.82	SPACE COSTS	\$ 388,205.89
COMMUNICATIONS	\$ 12,374.78	COMMUNICATIONS	\$ 43,479.83
SUPPLIES	\$ 32,395.48	SUPPLIES	\$ 161,653.80
CONTRACTUAL SERVICES	\$ 14,953.78	CONTRACTUAL SERVICES	\$ 124,405.13
FOOD	\$ 1,031.85	FOOD	\$ 78,974.51
TRAVEL	\$ -	TRAVEL	\$ -
HEALTH SERVICES	\$ -	HEALTH SERVICES	\$ 500.00
EQUIPMENT	\$ -	EQUIPMENT	\$ -
VEHICLE EXPENDITURES	\$ 160.10	VEHICLE EXPENDITURES	\$ 92,954.05
LIABILITY INSURANCE	\$ 3,327.47	LIABILITY INSURANCE	\$ 26,180.06
PARENT ACTIVITIES	\$ 2,299.23	PARENT ACTIVITIES	\$ 5,166.24
PRINTING/ADVERTISING	\$ 2,184.80	PRINTING/ADVERTISING	\$ 1,505.25
<b>STAFF DEVELOPMENT</b>	<b>\$ 23,457.00</b>	<b>STAFF DEVELOPMENT</b>	<b>\$ 47,082.00</b>
<b>TOTALS</b>	<b>\$ 991,029.00</b>	<b>TOTALS</b>	<b>\$ 4,278,575.00</b>
<b>NON-FEDERAL CONTRIB</b>	<b>\$ 247,757.25</b>	<b>NON-FEDERAL CONTRIB</b>	<b>\$ 1,187,206.77</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>\$ 23,457.00</b>	<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>\$ 47,082.00</b>
USDA FOOD SERVICES (Not closed)	\$ 322,429.81 Program ends Sept. 30, 2017		



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## **FEDERAL PROGRAM REVIEW**

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The program was last reviewed in April 2014, with zero deficiencies.

## **FINANCIAL AUDIT**

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The Community Action Program of Evansville yearly has an agency-wide audit. The audit for Fiscal year 2016 was completed by Comer Nowling and Associates. There were no findings.

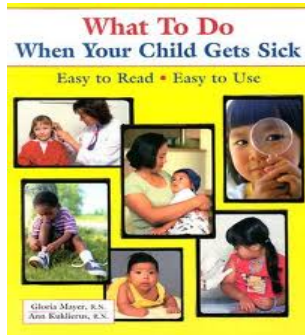




## **ACCOMPLISHMENTS**

In addition to running a successful Head Start and Early Head Start program, CAPE Head Start has retained **100% N.A.E.Y.C.(National Association for the Education of Young Children) accreditation** for all operating centers.

Sun Safety and Home Safety Training  
Neutrogena and  
UCLA/ Johnson & Johnson Health  
Care Institute








Community Foundation  
Women's Fund Posey  
Mommy and Me










## PROGRAM OPTIONS

CAPE Head Start offers a variety of program options to meet the different needs of the families in the communities we serve.

-  Extended day- 5.5 hours 4 days a week
-  Full Day/Full Year for families working and/or going to school
-  Center and Home-based Early Head Start
-  Three and a half hour day (morning and afternoon session)
-  Gender specific classroom

## FAMILY ENGAGEMENT

At CAPE Head Start and Early Head Start we believe that parents are the child's first and best teacher. We involve families in many aspects of the program to support this role. Parents are always welcome in the classroom by helping with activities or projects, attending field trips, planning classroom activities with the teachers, and sharing their culture through Family of the Week. Last year, a Family Engagement committee was established which composed of past and present parents. Parents along with staff and community members met over the course of 2016-17 school year to target developmental needs and to discuss ways to improve parent involvement in our Head Start program. Some other activities include:

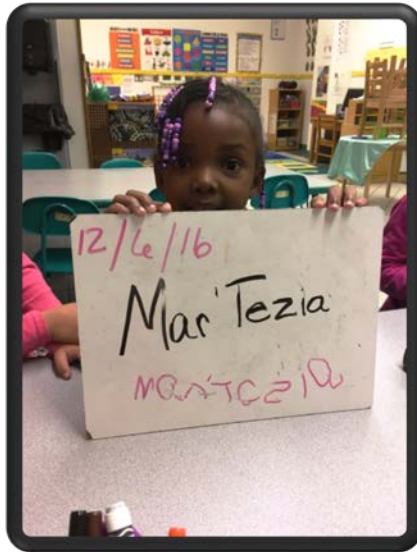
-  Monthly PTA
-  Fatherhood Program
-  Policy Council
-  Health Advisory Board
-  Education Advisory
-  Classroom volunteers
-  Grandparents Raising Grandchildren



## PREPARING CHILDREN FOR SCHOOL

CAPE Head Start provides Kindergarten Round-up and other important transition information to families in early spring. In collaboration with families, teaching staff complete transition information for the kindergarten teachers. Transitioning children visit the nearest Elementary school whenever possible.

Children Transitioning to Kindergarten: 259 of Head Start enrollment (655 children)



## Special Program Option

Gender Specific Classroom

We have a special initiative in our Head Start Program, based on research; we have implemented a gender specific classroom with all males.

## Family Engagement Center

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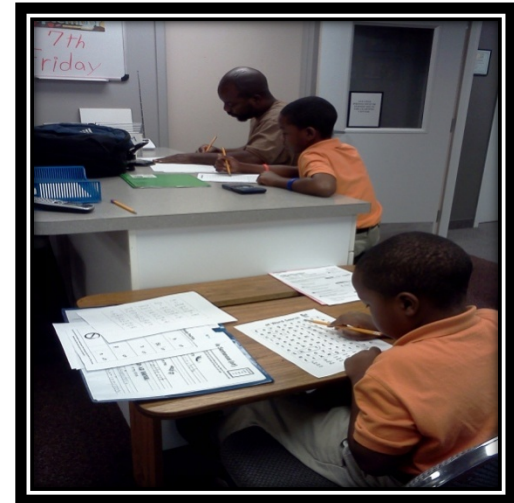
The Family Engagement Center is an intergenerational family literacy program that draws on multiple academic traditions. We utilize the learner-centered approach which enables the students to identify their own strengths and grow in a more positive direction. We engage them in meta-cognition situations and allow them to adopt a transformative style of learning. We are able to vividly incorporate learning into their personal life, which helps to make their experiences meaningful, rich and rewarding. We understand that literacy extends beyond the acquisition of reading and writing skills; therefore we employ various techniques to cater learning to the individual rather than focus on group think or the teacher-centered approach.

We offer these additional following services to help enrich individual lives:

- Math tutoring, one-to-one
- Monthly courtesy call to new students
- Reading tutors, one-to-one

Our shared experiences with students in 2016/2017 calculate to:

- 469 student visits receiving Learning Center services
- 19 new student sign-ups seeking a HSE
- 176 Head Start families seeking HSE (past and present)
- 16 ELL student visits receiving tutoring
- 82 Gifted student visits receiving tutoring
- 118 school aged child visits receiving tutoring
- 2 students overcame obstacles and received a HSE



## CURRICULUMS AND ASSESSMENTS USED

Creative Curriculum  
 Picturing America  
 Color me healthy  
 I AM moving I AM learning  
 Teaching Strategies Gold

Brigance  
 Partners for a Healthy Baby  
 DECA/DECA-IT  
 Conscious Discipline



## CHILDREN WITH DISABILITIES SERVED

CAPE Head Start served 93 children and Early Head Start served 25 children with disabilities in the classrooms. This number far exceeds the required 10% per program. Many children in the program had multiple disabilities.

### HS Disabilities

Health	1
Speech Language	77
Intellectual	2
Autism	3
Developmental delay	11

### EHS Disabilities

Autism	1
Health	0
Developmental Delay	13
Other	2
Speech	4



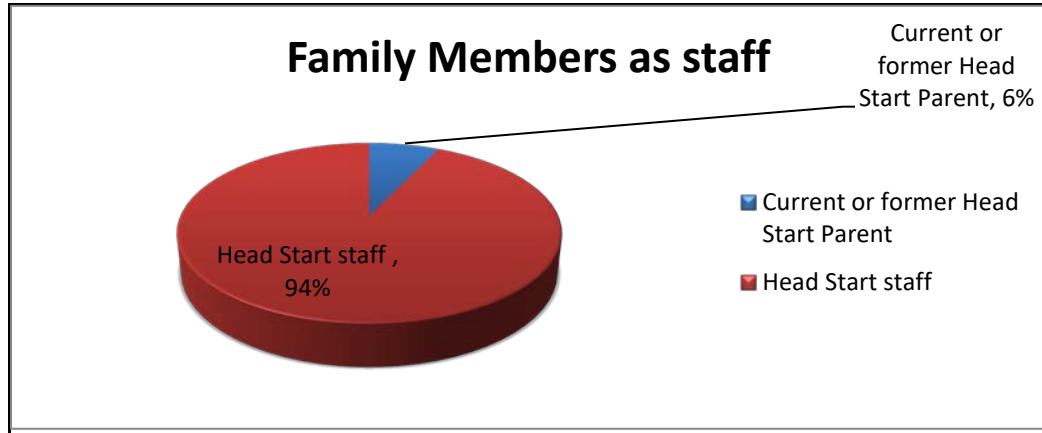
## QUALITY STAFF

We strive to hire and promote quality staff. We also work hard to fund the continuing education for staff. We work in partnership with the Indiana Association for the Education of Young children through their TEACH program to ensure staff development.

	Lead Teachers	Teacher Assistants	Caregivers	Caregiver Floats	Home Visitors	Local Site Managers
Graduate	4	1	1	0	0	1
Bachelors'	35	0	2	0	2	5
Associates	0	32	3	0	5	1
CDA	0	8	0	3	0	
Staff without degrees or credentials	0	8	0	0	0	0
Enrolled in Associates	0	0	0	0	0	0
Enrolled in Bachelors'	0	9	2	2	0	0
Enrolled in Graduate	0	0	0	0	0	0



At CAPE Head Start and Early Head Start we strive to employ our parents and former parents. The following graph depicts the percentage of staff that are current and former Head Start family members.



**Number of children up to date on EPSDT Requirements**

Head Start	Early Head Start
582/655	106/177

**Number of children who have completed a dental exam**

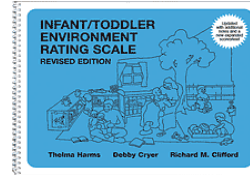
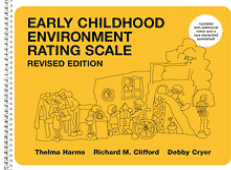
Head Start	Early Head Start
575/655	123/177



## PROGRAM IMPROVEMENT TOOLS

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**ECERS and ITERS** are used once a year to build on strengths of classrooms and teaching teams, as well as improve areas of weakness.



**CLASS** is used by the education team to evaluate the quality of interactions in our program. CLASS is reviewed and scored three times a year.



**Monthly Classroom Observations** are used for training, evaluations, coaching and overall classroom improvement.



### **Factors contributing to child outcome results**

This year, we were able to complete the report on comparing our beginning of the year data with our end of year. Consistent with previous years, we were able to identify our children's areas of strength as Social Emotional Development, Cognitive and Physical- Fine Motor Skills. We also saw significant increases in Literacy. The area of challenge is Mathematics. As a result of this data, CAPE is training teachers on ways to bring Math into the classroom every day using S.T.E.M.

Strengths—CAPE has concentrated training in the area of literacy seeing dramatic increases for the 2016-17 school year on children's outcomes. Data also revealed that all children make gains in development while at Head Start.

Challenges— Math has surfaced as our program's biggest challenge. Math covers more abstract concepts that are difficult for preschool children to understand and master (e.g. understands and describes special relationships, compares and measures, interprets relationships.)

We will continue to work in these areas by providing training in pre-service, monthly in-service, and during staff meetings. New resource books will be purchased for the teacher resource rooms at the centers. Math items will be purchased to enhance the children's curiosity and interest in these areas. S.T.E.M.(Science, Technology, Engineering, and Math) will be provided throughout the next year.



### **School Readiness Data**

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In conjunction with staff, parents, community and local kindergarten teachers CAPE Head Start developed a School Readiness plan. It includes specific skills that the group felt was necessary for children going to kindergarten. CAPE Head Start teachers assessed each child transitioning to kindergarten. This data drives the programs plans for the next school years including materials, staff training and development, and other program changes.

## Children completing Pre-k going into Kindergarten

