

Community Action Agency for McHenry County Head Start

Annual Report to the Public 2022-2023



Community Action Agency Head Start for McHenry County Annual Report to the Public 2022-2023

Mission Statement - To empower children and families who have socioeconomic needs.

Community Action Agency for McHenry County Head Start helps families in need to achieve economic self-sufficiency.

Our vision for the future is that children grow up and achieve economic success so that their children are not born into poverty.

Our method is to combine early childhood education of the highest caliber with innovative family, financial, and health services and targeted community improvement efforts.

We believe every family and every child deserves the same opportunity for success. This is achieved by empowering low-income families with the education and tools they need to break the cycle of poverty. Community Action Agency for McHenry County Head Start provides support and guidance with early childhood education and comprehensive enrichment programs for the entire family.

Community Action Agency for McHenry County Head Start specifically focuses on a two-generation approach that aims not only to prepare young children for future success in school but also their parents through programs designed to increase parenting skills, employability, and earning potential.

COVID-19 Mitigation Plan: Community action Agency for McHenry County Head Start (the Agency) will continually monitor the spread of COVID-19 in the community. The following procedures will be put into place to safeguard the health and safety of staff and children in our care. The health and well-being of our children, families and staff is our highest priority.

The COVID-19 Mitigation Plan supersede any previous policies and procedures and are subject to change with guidance from the Health Department, Office of Head Start, Department of Children and Family Services and the State of Illinois.

The Agency will adapt mitigation procedures to address any outbreak of COVID-19. The level of mitigation will change after a bi-weekly analysis of positive COVID-19 cases in the program and in the county.



Head Start strives to prepare children for school and a life-long of learning through the provision of comprehensive services that support their health, wellness, and physical development. During the 2021-2022 program year, the agency coordinated and provided health and developmental screenings, nutritious meals, oral health, and mental health supports for students while connecting their families with needed medical, education, and family support services.

A focus for the coming year will be on providing trauma-informed care. The impacts of trauma are having a detrimental effect on the mental health and well-being of individuals of all ages. Experiencing trauma can impede an individual's ability to appropriately function, behave, and flourish in different environments. For this reason, the program will implement plans beginning in the 2023-2024 program year to help staff and families recognize and respond to the signs and symptoms of trauma in clients, families, staff, and others connected to the program. By doing so, it will further support our efforts to promote children's school readiness, promote the self-sufficiency of families, and build a better community and future for all.

Changes in the community affected the program's response. With the pandemic, many residents in McHenry County are still struggling economically. Relying on our partner agencies and being connected in the community has been very important. United Way of McHenry County, the Mental Health Resource League, and various community partners and donors, have been playing a very vital role in our community. They take a very active role in filling the needs of families in the county. They have facilitated various fundraising events to collect supplies for those in need in the county, including our program Head Start.

Resources and information are shared with families in various ways. We are in contact with them by phone, email, text, & through Learning Genie, one of the communication systems. Our transportation staff has been delivering school supplies, activities, and meals to the program's families.

Enrollment

Community Action Agency for McHenry County Head Start program enrollment is reflected in the following numbers:

<i>FY 22-23 Total Funded Head Start Enrollment: 267</i>	
Crystal Lake Center	132 slots
Harvard Center	68 slots
McHenry Center	67 slots

% Eligible Population Serviced through Funded Slots	
Head Start	72%. In 2021-2022 Head Start provided services for children and their families at no cost to the family. Our monthly enrollment was 72% at the end of the school year and all the families were income-eligible. This year 2022-2023, due to COVID-19, we are at 70%.

Fiscal Year 2023 INCOME GUIDELINES (updated 01/2023)

Income	Family Size – 1	Family Size – 2	Family Size – 3	Family Size – 4	Family Size – 5	Family Size – 6	Family Size – 7	Family Size - 8
Yearly	\$14,580	\$19,720	\$24,860	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
130%	\$18,954	\$25,636	\$32,318	\$39,000	\$45,682	\$52,364	\$59,046	\$65,728
Monthly	\$1,215	\$1,643.33	\$2,071.66	\$2,500	\$2,928.33	\$3,356.66	\$3,785	\$4,213.33
Bi-Weekly	\$560.77	\$758.46	\$956.15	\$1,153.85	\$1,321.54	\$1,549.23	\$1,746.92	\$1,944.62
Weekly	\$280.38	\$379.23	\$478.08	\$576.92	\$675.77	\$774.62	\$873.46	\$972.31
Hourly 40 hrs	\$7.00	\$9.48	\$11.95	\$14.42	\$16.89	\$19.37	\$21.84	\$24.31

*For more than 8 members add \$5,140 for each additional member. The child must be three years old unless the child has an IFSP. **Transportation** to the centers is provided.

Enrollment 2022-2023:

The agency finished the year with full enrollment at 70% enrolled and a waiting list of 3% for April.

CENTER		Crystal Lake	Harvard	McHenry	Total	Percent
August	Enrollment Spaces	60/132	35/68	35/67	130/267	49%
	Waiting List	0	0	0	0	0
	Drops	0	0	0	0	0
September	Enrollment Spaces	72/132	44/68	46/67	162/267	61%
	Waiting List	1	0	1	2	1%
	Drops	1	0	1	2	1%
October	Enrollment Spaces	73/132	46/68	49/67	168/267	63%

	Waiting List	7	0	1	8	2%
	Drops	2	1	0	3	1%
November	Enrollment Spaces	73/132	48/68	51/67	172/267	64%
	Waiting List	4	0	0	4	1%
	Drops	0	1	1	2	1%
December	Enrollment Spaces	77/132	48/68	51/67	176/267	66%
	Waiting List	0	0	0	0	
	Drops	0	1	1	2	

January	Enrollment Spaces	76/132	48/68	55/67	179/267	67%
	Waiting List	0	0	0	0	
	Drops	2	0	0	2	1%
February	Enrollment Spaces	80/132	52/68	58/67	190/267	71%
	Waiting List	0	0	0	0	
	Drops	1	0	0	1	
March, April and May	Enrollment Spaces	82/132	49/68	57/67	188/267	70%
	Waiting List	0	0	0	0	0
	Drops	2	3	2	7	

Our center locations are:

* **Crystal Lake Center**, Bethany Lutheran Church, 76 W. Crystal Lake Ave., Crystal Lake IL 60014.
Phone 815-455-6930

* **Harvard Center**, First United Methodist Church, 1100 N. Division St., Harvard IL 60033.
Phone 815-943-5535

* **McHenry Center**, Shepherd of the Hills Lutheran Church, 404 N. Green St., McHenry IL 60050. Phone
815-385-3243



Parent Involvement – Family Services

Community Action Agency for McHenry County Head Start offers a variety of opportunities for parents to be engaged in their child’s learning and educational process. We provide each family with access to individualized family support services, monthly parent committees meetings/connections at all of the centers, site socializations, take-home “Learning Games” educational activities, resource fairs, a year-end parent activity event, and monthly Policy Council meetings. We also offer two evidence-based parent programs, Incredible Years and Opening Doors/Abriendo Puertas, at all of our sites. All of these parent involvement activities help connect Head Start parents with their children’s early education.

Types of Family Services	# of Families that received services – FY 22-23	Actual (updated 03/2023)
Emergency/Crisis Information	64	64
Housing Assistance Services	0	0
Mental Health Direct Services	4 (186 families received resources/material/information)	4 (186 families received resources/material/information)
English as Second Language	19	19
Adult Education	8	8
Job Training	8	8
Domestic Violence Services	186 families received resources/material/information	186 families received resources/material/information

Health Education	2	2
Parenting Education	12	12
Financial Education	186 families received resources/material/information	186 families received resources/material/information

Father Engagement:

Number of Fathers/father figures who were engaged in the following activities	# of father figures FY 21-22
Family Assessment	29
Family Goal Setting	29
Involvement in Child's Head Start Child Development Experiences	22
Head Start Program Governance	1
Parenting Education Workshops	21



2021-2022 Family Outcomes:

Families: 195; Number of Goals: 309

Areas of Engagement	Total Area Goals	Progress None	Progress In-Progress	Progress Accomplished	Outcome Period
Family Well-Being	50	5	19	26	Spring
Positive Parent-Child Relationships	14	1	7	6	Spring
Families as Lifelong Educators	49	4	15	30	Spring
Families as Learners	70	6	24	40	Spring
Family Engagement in Transition	107	12	26	69	Spring
Family Connections to Peers and Community	8	2	1	5	Spring
Families as Advocates and Leaders	11	0	0	11	Spring

2022-2023 Family Outcomes:

Families: 175 (families participating); Number of Goals: 213 (Accomplished: %)

Areas of Engagement	Total Area Goals	Progress None	Progress In-Progresses	Progress Accomplished	Outcome Period
Family Well-Being	41	24	14	3 or 7%	Fall
Positive Parent-Child Relationships	9	4	5	0 or 0%	Fall

Families as Lifelong Educators	26	24	2	0 or 0%	Fall
Families as Learners	35	25	10	0 or 0%	Fall
Family Engagement in Transition	72	0	72	0 or 0%	Fall
Family Connections to Peers and Community	26	2	4	0 or 0%	Fall
Families as Advocates and Leaders	4	2	2	0 or 0%	Fall

Seven Family Outcomes of the Parent Family and Community Engagement (PFCE) Framework.

1. Family well-being refers to families that are safe, healthy, and financially secure.
2. Positive Parent-Child Relationships means that parents and families can develop warm relationships that nurture their child's learning and development.
3. Families as Lifelong Educators refer to the idea that parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. Families as Learners are the PFCE Family Engagement Outcome that focuses on how parents and families can advance their learning interests through education, training, and other experiences that support their parenting, careers, and life goals.
5. Family Engagement in Transitions is the PFCE Family Outcome that focuses on how parents and families support and advocate for their child's learning and development as they transition to new learning environments.
6. Family Connections to Peers and Community emphasizes the supportive role of connections with peers and mentors in a family's life.
7. Families as Advocates and Leaders highlight the importance of parent and family participation in leadership development, decision-making, program policy development, and community and state organizing activities.



Crystal Lake Center Parent Engagement Training

Health and Nutrition Services

For FY 2021-2022, 100% of the children received medical and dental exams. Children also received health, dental, mental health, and nutrition services.

The Child and Adult Care Food Program (CACFP) allow us to provide nutritious meals to all children enrolled in the Head Start centers. Meals include breakfast, lunch, and afternoon snacks.

Medical, Dental Care and Mental Health for Children for FY 2021-2022	# of Children	Percentage	Actual (updated 03/3023)
Children with Health Insurance	165	88%	196
Number of children receiving an ongoing source of continuous, accessible health care	152	81%	204
Number of children with continuous, accessible dental care provided by a dentist	135	72%	201
Number of children who received preventive care	147	78%	149
Number of children for whom the Mental Health professional consulted with program staff about the child's behavior/mental health	6	3%	3
Number of Children that tested positive for Covid-19 from December to January.	9	4%	

Education Services - Preparing for Kindergarten

Community Action Agency for McHenry County Head Start's vision is that children grow up and achieve economic success so that their children are not born into poverty. As one step to help us in meeting this vision, our high-quality early childhood education program prepares children for kindergarten. We teach to all areas of child development and early learning outlined by the Head Start Child Development and Early Learning Framework. We individualize, differentiate, and personalize our instruction so that all children grow and develop while in our program.

To help teachers be effective, we have a number of supports and tools. To name a few:

- * Teachers regularly receive clear feedback from their Site Director on their effectiveness. This feedback is aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five describes the skills, behaviors, and knowledge that the program must foster in all children
- * Each teacher is supported by an Instructional Coach who regularly mentors them, models effective teaching for them, and provides general instructional leadership; and
- * Teachers are scored two times per year on the Classroom Assessment Scoring System (CLASS) by their Site Directors and the Child Services Manager.

Average Teaching Strategies Gold Child Outcomes for Spring 2022-2023

- To measure the development of our children, children are regularly observed and assessed over the year. All children are assessed using Teaching Strategies GOLD, which is an observational assessment that links to our Creative Curriculum and lesson planning. All of our preschoolers are assessed through documentation observation three times each year through Teaching Strategies GOLD.

The education department strongly believes that outcomes were much lower this year due to COVID-19 and teaching remotely; however, the agency increased 22%-41% in all domains since the beginning of the school year. The education department will focus on additional trainings for the teaching staff next year to improve child outcomes.

Snapshot data by Gold Area of Development Learning – Spring 2021/2022

Agency-Wide	Below	Meets/Exceed
Social-Emotional	20%	80%
Physical Gross & Fine Motor	15%	85%
Language Development	20%	80%
Cognitive Development	22%	78%
Literacy Development	24%	76%
Mathematics Development	23%	77%

Snapshot data by Gold Area of Development Learning – Fall 2022/2023

Agency-Wide	Below	Meets/Exceed
Social-Emotional	35%	65%
Physical Gross & Fine Motor	35%	65%
Language Development	39%	61%
Cognitive Development	37%	63%
Literacy Development	52%	48%
Mathematics Development	46%	54%

Snapshot data by Gold Area of Development Learning – Winter 2023/2024

Agency-Wide	Below	Meets/Exceed
Social-Emotional	25%	75%
Physical Gross & Fine Motor	24%	76%
Language Development	29%	71%
Cognitive Development	21%	79%
Literacy Development	30%	70%
Mathematics Development	39%	61%



Harvard Center Science Time

Attendance: The program finished the year with an average of 79% for May 2022.

CENTER	Crystal Lake	Harvard	McHenry	All Centers Average
May	81%	82%	70%	79%

Attendance: The program finished the year with an average of 85% for 08/22-03/23

CENTER	Crystal Lake	Harvard	McHenry	All Centers Average
August	80%	89%	98%	88%
September	87%	89%	85%	87%
October	80%	80%	85%	82%
November	77%	80%	85%	80%
December	75%	78%	78%	78%
January	82%	81%	83%	82%
February	84%	75%	85%	82%
March	86%	86%	82%	85%

Health Services

Children need to be healthy to learn. Health care services include dental, mental health, nutrition, and physical activities.

- All children and families are assisted in obtaining physicals and immunizations.

Fiscal Year 2021-2022:

(100%) of enrolled children maintained an ongoing source of continuous accessible health care. All children in the programs (100%) were up to date on a schedule of age-appropriate preventive measures and primary health care standards according to the EPSDT schedule for well childcare.

- Of the **212** children, **188 (88%)** were determined by a health care professional to be up to date on all immunizations appropriate for their age. **5** children (**2%**) were determined to have received all immunizations possible, however had not received all immunizations appropriate for their age. **0** children (**0%**) met the state requirement for an exemption from immunizations.

- The number of children diagnosed by a health care professional who received medical treatment for the following chronic health conditions:

Anemia 0
Asthma 0
Hearing Difficulties 1
Vision Problems 7
Diabetes 0
High Lead Levels 0

- Dental care includes screenings, exams, fluoride, and dental education including tooth brushing after a meal at school. Out of **212 children, 108 (50%)** had continuous, accessible dental care provided by a dentist, and **139 (65%)** received preventative dental care.

- Nutrition services provide enrolled children with at least two or three of their daily-required nutritional needs through breakfast, lunch, and snack at the centers. Children in full-day programs also receive snacks in the afternoon.



Eat Healthy Stay Active Program Classroom Activities, McHenry Center

Fiscal Year 2022-2023

Medical & Dental Home

Center	% of children	% of children with a
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	with a medical home	dental home
Crystal Lake	100%	100%
Harvard	100%	100%
McHenry	100%	100%

Preventive Dental

Center	# of children receiving preventive dental care during the school year
Crystal Lake	67 out of 91
Harvard	37 out of 57
McHenry	47 out of 62

Immunizations

Center	# of children up-to-date	# of children behind	# of children with an exemption
Crystal Lake	87	4	0
Harvard	53	3	0
McHenry	60	2	0

Chronic Health Conditions

Chronic condition	# of children
Allergies	2
Asthma	4
Hearing issues	0
High lead levels	0
Seizures	1
Vision issues	2

Disabilities

- **For fiscal year 2022-2023**, our program had 14 children receiving special education.
- **For fiscal year 2022-2023**, as recruitment and enrollment efforts continued throughout the summer, we started the new school year with additional children with IEPs. This school year so far 14 children already have the Individualized Education Plan (IEP) and we referred fourteen children to the school districts for further evaluations.

Head Start staff throughout the year attends a number of annual reviews and transition meetings in school districts where our enrollees are dually placed.

The program also provides to the families list of resources and activities pertaining to the needs of children with disabilities, including summer camps and activities through the Northern Illinois Special Recreation Association.

Disabilities Services

Center	# of Children with IEPs	# of Children referred to the school districts
Crystal Lake	7	9
Harvard	4	4
McHenry	3	1

Agency Total	14	14
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McHenry Center – Gross Motor Activities

Mental Health

Wellness promotion: We support the program-wide culture that promotes children and families’ mental health, social and emotional well-being.

The number of children and families for whom the Mental Health professional consulted with program staff about the child’s behavior/mental health for 2022-2023 was six.

Mental Health Services

Center	# of Children Receiving Mental Health Observations
Crystal Lake	4
Harvard	1
McHenry	1
Agency Total	6

Mental health services include positive behavioral interventions and supports in the classrooms, observations by a mental health consultant, and referrals to appropriate services when needs are identified.



Personal Health



Social Emotional

Funding Sources

Providing quality services to children and families could not be done without a variety of funding sources. In addition to the funds we receive from the Department of Health and Human Services, we also receive funds from the Child and Adult Care Food Program (CACFP), and local community supporters. The breakdown of funding is provided below:

Funding and Budgets for 2021-2022:

Revenue	
Head Start – Federal Funding (DHHS)	\$2,841,395
CACFP- Illinois State Board of Education (USDA)	168,000
United Way	80,000
Mental Health Resource League	6,990
In-Kind donations/Private Funds/Volunteered Hours by parents from the program	614,877
Total Revenue	3,711,262

Expenditures	
Salaries & Benefits	2,613,440
Child & Adult Meals	168,000
Repairs & Maintenance	41,700
Supplies	74,141
Rent	125,459
Contractual Agreements	31,294
Staff Development	26,535
Other Operational Expenses	630,693
Total Expenditures	3,711,262

Funding and Budgets for 2022-2023: (Grant Year 4)

Revenue	
Head Start – Federal Funding (DHHS)	2,841,395
CACFP- Illinois State Board of Education (USDA)	180,000
United Way	80,000
Mental Health Resource League	6,990
In-Kind donations/Private Funds/Volunteered Hours by parents from the program	623,359
Total Revenue	3,731,744
Expenditures	
Salaries & Benefits	2,523,037
Child & Adult Meals	180,000
Repairs & Maintenance	42,500
Supplies	89,244
Rent	128,259

Contractual Agreements	73,110
Staff Development	26,535
Other Operational Expenses	669,059
Total Expenditures	3,731,744

Audits: The financial audit for FY 2022, performed by Erboe and Associates, CPA, stated that the financial statements of the Agency present fairly in all material respects, the financial position as of July 31, 2022, conforms with generally accepted accounting principles. There were no deficiencies of internal control over compliance identified or reported.

Federal Monitoring: For FY 21-22, the program did not have any in-person federal or state monitoring reviews. However, Head Start continued to plan and prepare for the future. Both the Policy Council and the Board of Directors are involved in the development of the program budget and plans.

2022-2023 Updated Community and Self-Assessments data are utilized for program services, planning, improvement, and enhancement.

Supported by:

United Way of Greater McHenry County





Immanuel Lutheran Church Backpack Donation



Gallant Christmas Assistance



McHenry Center Community Volunteer



Crystal Lake Community Volunteer - Quilt

Executive Leadership Team:

Alma I. Wright, CEO/Executive Director
 Monica Marcum, Child Services Manager
 Shari Figueroa, Family Services Manager
 Tanya Cantin, Health and Nutrition Manager
 Rebecca Lilja, Bookkeeper

Site Directors:

Crystal Lake, Stephanie Ritter;
 Harvard, Rhonda Nystrom;
 McHenry, Jessica Soutar

Program Governance:

Community Action Agency for McHenry County Head Start has established and maintained a formal structure for program governance that included a governing body, a policy council, and parent committees.

Governing Body: Board members have a legal and fiscal responsibility to administer and oversee the agency's program.

Board of Directors:
John McAndrews, President
Barb Volpe, Vice President
Brian Fowler, Treasurer
Susan Fugleberg, Secretary
RB Thompson
Brittany Alers, Policy Council Representative

Policy Council: Representative parents from the centers, which are responsible for the direction of the agency.

Policy Council Members:
Brittany Alers, President, McHenry Community Member
Patricia Pena, Vice President, Crystal Lake Center Member
Ana Morales, Secretary, Harvard Community Member
Kelly Galvez, Crystal Lake Center Center Member
Alexis Meza, Harvard Center Member
Melanie Ramos, Crystal Lake Center Member
Alex Ramos, Crystal Lake Center Member
Jose Ortiz, Harvard Center Member
Heather Witt, McHenry Center Member

Parent Committees: Comprised exclusively of parents of currently enrolled children and are responsible to advise staff in developing and implementing program policies, activities, and services to ensure the program meets the needs of children and families.

Crystal Lake Center:	Harvard Center:	McHenry Center:
Melanie Ramos President	Jose Ortiz, President	Maria Vazquez, President
Carolina Diaz Tejeda, Vice President	Rosalia Martinez, Secretary	Ruben Ceballos, Vice President
Kelly Galvez, Secretary	Esidora Rivera, Member	Wendy Riano, Secretary
Viridiana Edwards, Member	Elizabeth Sanchez, Member	
Maria Del Carmen Perez Hernandez, Member	Gonzalo Santos, Member	
	Maria Esquivel, Member	

Resources:

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hspps-final.pdf>