



2020-2021

Annual Report

Early Head Start San Joaquin



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Community Action Partnership of Kern - **San Joaquin Early Head Start** is a relationship-based program. We are committed to fostering positive relationships with children, families, employees and community members. One of our goals is that every day our children feel safe and loved when they attend our centers or receive home visits. We strive to make our parents feel supported and empowered and our employees appreciated and valued.

Our Mission: CAPK San Joaquin Early Head Start is committed to supporting health, social and emotional development in all children, families and staff.

Early Head Start plays a very important role in our San Joaquin County community. We participate in several local committees to represent the needs of Early Head Start families. We also collaborate with the community to enhance the professional development of infant and toddler staff.

We are committed to continuously building positive relationships that result in a high-quality program for infants and toddlers in San Joaquin County.

-Gloria M. Barbero, Assistant Director
San Joaquin Early Head Start



This report was prepared by Chase Rangel, Data Analyst for the Head Start and State Child Development Division of Community Action Partnership of Kern. Its narrative content and report data are the sum of all the hard work put forth by our dedicated staff, support divisions, and community partners in the 2020-2021 Program Year.

If you have any questions concerning the content provided in this report, contact Chase Rangel at crangel@capk.org. An electronic copy of this report is available at www.capk.org

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The Promise of Community Action: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Since 1965, Community Action Partnership of Kern (CAPK) has provided an integrated network of services as the official anti-poverty agency in Kern County. One of more than 1,000 Community Action Agencies nationwide, CAPK is one of the largest 501(c)(3) organizations in Kern County, but its service footprint extends throughout central California, including Kings, Tulare, Fresno, Merced, Madera, Mariposa, San Bernardino and San Joaquin Counties. The agency's mission is to provide and advocate for resources that will empower the communities we serve to become self-sufficient. To achieve its mission, CAPK offers a variety of services, resources, and opportunities to help residents pursue their educational goals, secure and retain employment, maintain adequate housing, reduce food insecurity, access medical services, and more. In addition, CAPK is strongly committed to providing quality child care and preschool education.

Jeremy Tobias, CAPK's Chief Executive Officer, leads the agency and reports to an all-volunteer, 15-member tripartite board of directors who represent the public, private, and low-income sectors of Kern County. The board provides general oversight for all of CAPK's programs, including Head Start and Early Head Start. Included on the CAPK board is an Early Childhood Development professional, expressly qualified to provide oversight in CAPK's early education

programs. A member of the Head Start Policy Council, an additional governing body exclusive to the Head Start and Early Head Start programs, is seated on the CAPK Board of Directors. Additionally, a CAPK board member is seated on the Head Start Policy Council. This system of shared governance ensures ongoing, seamless communication and oversight between the two bodies for the efficient implementation of Head Start policy.

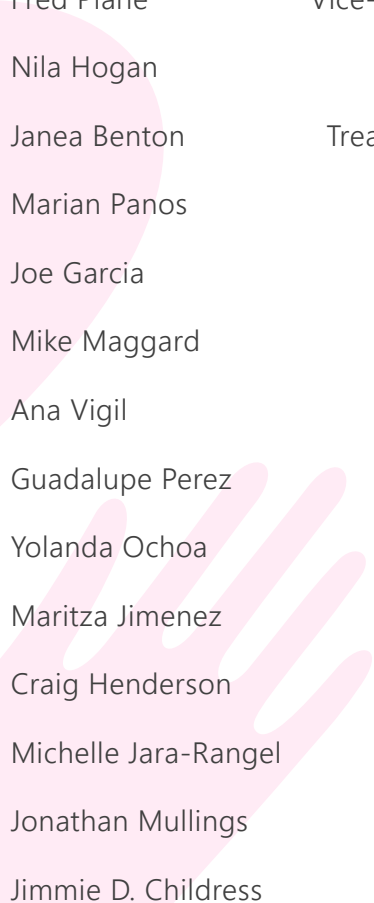
CAPK's Executive Leadership Team, led by CEO Jeremy Tobias, was recently restructured to provide greater focus and oversight. The Chief Financial Officer, Tracy Webster, oversees the Operations, Human Resources and Finance Divisions. A newly created position, Chief Program Officer, held by Traco Matthews, is responsible for all CAPK programs and oversees the Head Start/State Child Development, Health & Nutrition, Community Development, and Youth & Community Services Divisions. The Chief positions oversee a team of Directors and Managers that carryout CAPK programs and operational functions. Pritika Ram, Director of Administration, also reports directly to the CEO and is charged with directing the outreach & government relations efforts, grants & analysis, CSBG, ROMA standards, new initiatives, and the newly formed CAPK Foundation, a wholly owned subsidiary of CAPK.

[Click here to launch the 2021 CAPK Annual Report.](#)



governance

CAPK BOARD OF DIRECTORS



Curtis Floyd	Chair - Private Sector
Fred Plane	Vice-Chair - Public Official
Nila Hogan	Secretary - PC Rep.
Janea Benton	Treasurer - Public Official
Marian Panos	Public Official
Joe Garcia	Public Official
Mike Maggard	Public Official
Ana Vigil	Low-Income Sector
Guadalupe Perez	Low-Income Sector
Yolanda Ochoa	Low-Income Sector
Maritza Jimenez	Low-Income Sector
Craig Henderson	Private Sector
Michelle Jara-Rangel	Private Sector
Jonathan Mullings	Private Sector
Jimmie D. Childress	Private Sector

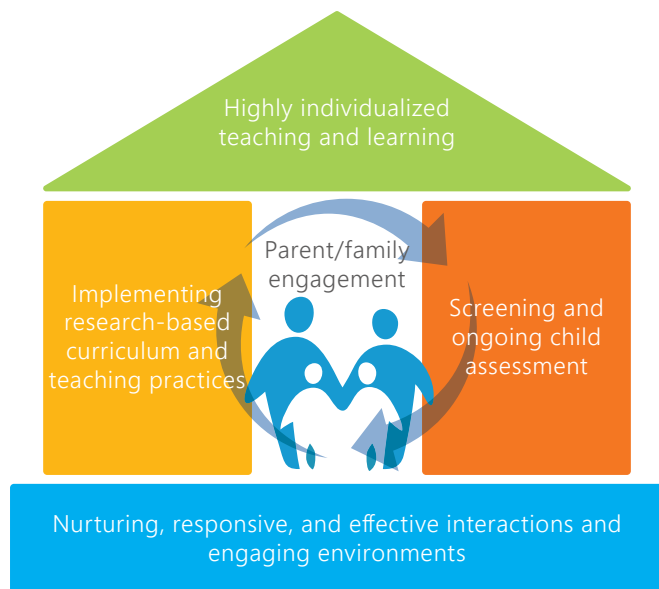
HEAD START POLICY COUNCIL

Andrea Martinez	Chair
Isabelle Diaz	Vice-Chair
Monique Davis	Secretary
Ashley McCallister	Treasurer
Dominique Bassi	Parliamentarian
Nila Hogan	Community Rep.
Jimmie Childress	Board of Directors Rep.
Mayra Martinez	1 st yr. PC Member
Pablo Reyes	1 st yr. PC Member
Jasmine Ponce	1 st yr. PC Member

school readiness

WHAT IS SCHOOL READINESS?

The Head Start Approach to School Readiness means that families are ready to support their children's learning, children are ready for school, and schools are ready for children. Historically, Head Start often has led the early childhood development field with a clear and comprehensive focus on all aspects of healthy development, including physical, cognitive, social and emotional development, all of which are essential to prepare for school. We achieve this by observing research-based strategies, curricula and philosophies.



SUPPORTING SCHOOL READINESS FOR ALL

Our program observes the House Framework for effective everyday practices. The house illustrates four integral elements of quality teaching and learning. In this framework, these elements correspond, respectively, to parts of a house - the foundation, two pillars, and a roof - and when connected with one another, they form a single structure surrounding the family in the center, fostering children's learning and development.

DUAL LANGUAGE LEARNERS

CAPK celebrates the linguistic, ethnic, and cultural diversity that exists among all of our families. This is done in the spirit of ensuring the best early care and school readiness experience possible. Our teachers and team members are well-trained to meet the needs of dual language learners

All developmental assessments are performed in a culturally and linguistically inclusive manner, whereby children are assessed in their preferred language. The majority of our funded enrollment comprises of English Language Learners, therefore, CAPK makes a strong effort to hire bilingual team members, supporting both children and families with the preservation of the home language, while also helping families develop in their use of English.

POSITIVE BEHAVIOR SUPPORT

Relationships in and out of the classroom shape the way children learn, interpret, and connect with others. A child's first years of school are filled with many wondrous moments and it's a time of tremendous physical, and intellectual development. Young children are developing self-regulation, the ability to calm or regulate themselves when they are upset, and this process can lead to some challenging moments for both adults and children.

The Pyramid Model's Positive Behavior Support framework offers proven strategies that support the learning and engagement of all children, giving teachers and parents strategies for promoting young children's healthy social and emotional development.

The Pyramid Model builds upon a tiered public health approach to providing universal supports to all children to promote wellness, targeted services to those who need more support, and intensive services to those who need them.



INTENSIVE INTERVENTION

Assessment-based intervention that results in individualized behavior support plans.

TARGETED SOCIAL EMOTIONAL SUPPORTS

Systematic approaches to teaching social skills can have a preventive and remedial effect.

HIGH-QUALITY SUPPORT ENVIRONMENTS

High-quality early childhood environments promote positive outcomes for all children.

NURTURING & RESPONSIVE RELATIONSHIPS

Supportive responsive relationships among adults and children is an essential component to promote healthy social and emotional development.

EFFECTIVE WORKFORCE

Systems and policies promote and sustain the use of evidence-based practices.

did you know?

373

The San Joaquin Early Head Start program is funded to serve 313 Early Head Start children and expectant mothers each day. Cumulatively, we served 356 infants and toddlers, and 17 expectant mothers.



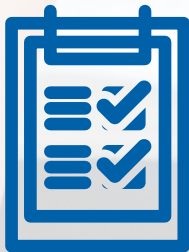
86%

Monthly enrollment, as a percentage of our funded enrollment, was 86% during the 2020-2021 school year. This includes our Early Head Start center-based, Home-based, and Pregnant Woman program options



100%

One hundred percent of those served were income eligible or categorically eligible for the program. This includes families on Public Assistance, families experiencing homelessness, and foster children.



43%

Forty-three percent of all children received medical exams. These children were up-to-date on a schedule of age-appropriate preventive and primary health care, in accordance with the California EPSDT schedule.



quality transitions

Transitions to a new care or learning setting impact the entire family. For both children and families, transitions between settings can lead to great excitement and joy. Children can look forward to new possibilities, new friends, and experiences.

Transitions can also bring on uncertainty. Children may experience loss of familiar people and predictable routines. Families may have mixed reactions to their child getting older, and may wonder if they are ready for the next stage.

As early childhood education professionals, we offer support and guidance to help families feel secure and ready to make the move to a new environment.

EARLY HEAD START

Early Head Start transition activities are designed to create the supportive climate needed for toddlers advancing into a preschool setting. These activities ensure a cohesive relationship that is secure and consistent as the family moves into a Head Start or similar preschool program.

Teachers, parents, and resource staff will collaborate in order to plan the child's transition into the most appropriate preschool setting. At this phase, the teacher and parent will review all child assessment outcomes, and will provide information to families, informing them of available preschool options.

The Transition Plan process begins when the child reaches 28 months.

CAPK has a memorandum of understanding with local agencies to continue the preschool experience from 36 months, until they enter kindergarten.

Quality transitions are important at any stage in a child's development. We arrange transition interviews and classroom visits any time a child enters a new program, or even simply a new classroom or center within our program.

In addition to infants and toddlers, we support expectant parents as they transition from the Pregnant Women Program to our center, or home-based options. Our staff and parents develop a plan based on the parents' needs for future placement of their newborn in an early education program.

family engagement

Parent and family engagement (PFE) activities are grounded in positive, goal-oriented relationships with families. When PFE activities are integrated across program foundations, family engagement outcomes are achieved, resulting in children who are healthy and ready for school. In support of the Parent, Family, and Community Engagement Framework, parents, Family Service Workers, or Home-based Educators, collaborate to create Family Plans at the start of the school year. These plans are later revisited at the conclusion of the school year to evaluate each family's progress.

Parents are the primary educators of their children, and research shows engagement activities at home are paramount to their child's success. To that end, CAPK adopted ReadyRosie, a research-based tool that provides families with customized parenting videos and activities which reinforce learning initiatives when away from the classroom.

ReadyRosie is a parenting curriculum that builds on parents' knowledge, harnessing the power of video and mobile technology to empower families and schools to work together to promote school readiness goals.



7

7 workshops were conducted for parents and families to demonstrate the use and benefits of the Ready Rosie mobile application.

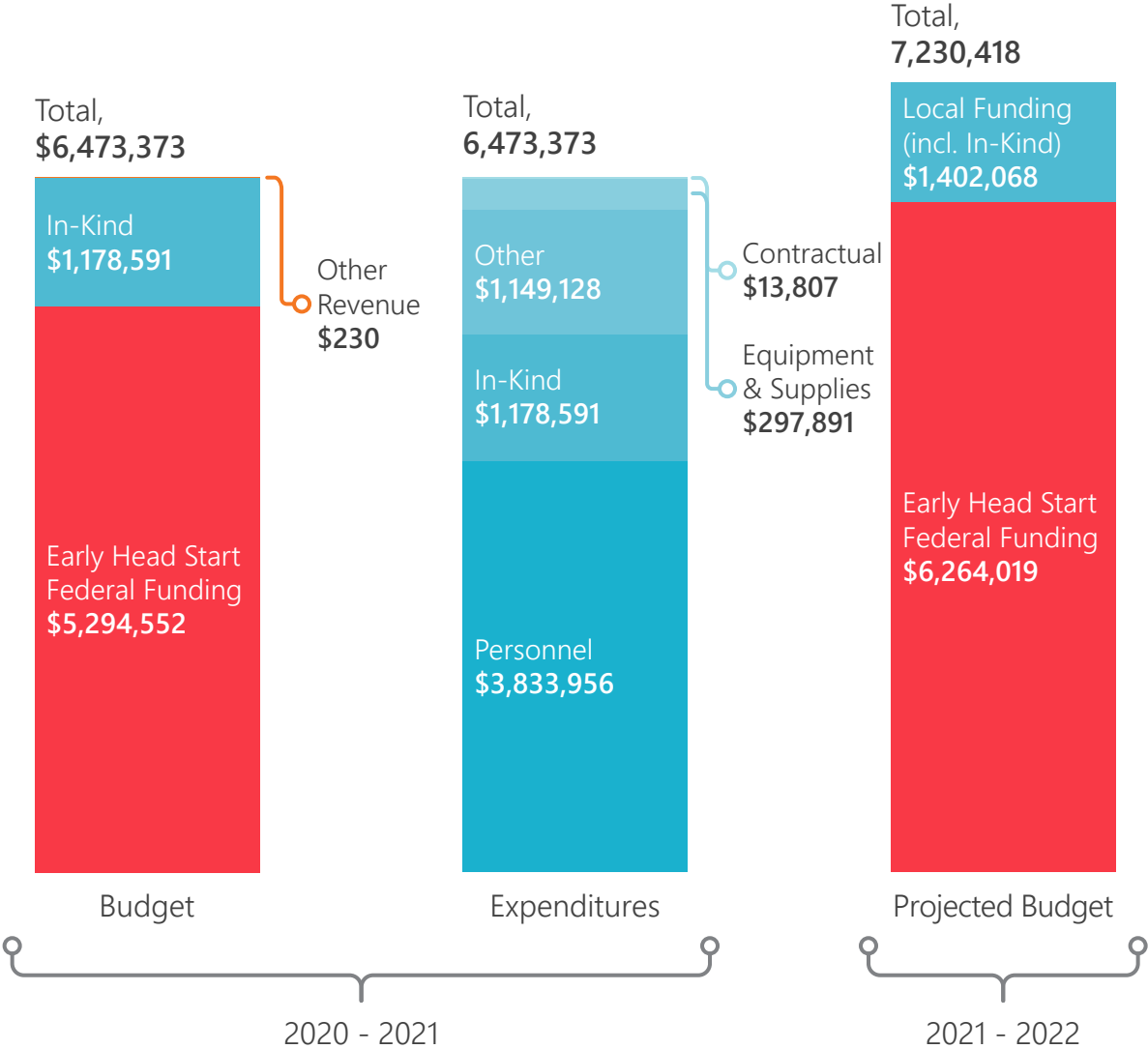
145

145 new parents and family members were registered to use the Ready Rosie mobile app.

PARENT ACTIVITIES

- ♥ Monthly Parent Policy Council and Sub-Committee Meetings (Planning, School Readiness, Finance and By-Laws);
- ♥ Quarterly Regional Parent Committee Meetings;
- ♥ Health Advisory and Committee Meetings;
- ♥ Center Family Engagement and School Readiness Parent Activities;
- ♥ Parent Orientation;
- ♥ Monthly VIP Parent Meetings;
- ♥ Workshops such Families as Partners, You Can Make A Difference, and Relationship Matters;
- ♥ Quarterly School Readiness meetings;
- ♥ Quarterly UCLA Health Care Initiative Workshops.

budget & accountability



FEDERAL MONITORING REVIEW

From May 10 to May 14, 2021, the Administration for Children and Families conducted a Focus Area One Monitoring Review of the Community Action Partnership of Kern Early Head Start Program. Based on the information gathered during this review, our program was found to have met the requirements of all applicable Head Start Program Performance Standards, consisting of Program Management, Governance, Financial Management and Enrollment practices. The review team was pleased with our service delivery, which includes Education and Development Program Services, Health Services, and Family and Community Engagement Program Services.

EXTERNAL FINANCIAL AUDIT

The annual independent audit for fiscal year ending January 31, 2021, concluded there were deficiencies in two areas of financial oversight.

Controls over Cash Disbursements

As one of its key controls over the cash disbursement process, the Organization [CAPK] has established that all check stubs be stamped "mailed" to document the completion of the cash disbursement process and that the check was mailed by an individual other than the person signing the checks. For four of forty cash disbursement transactions tested it was noted that the check stubs were not stamped "mailed." We recommend the Organization provide a training course for all finance staff regarding the established policies and procedures over the cash disbursements transaction cycle. This additional training will serve as a reminder to all finance staff regarding key controls which help to strengthen the Organization's documented policies and procedures over the cash disbursements transaction cycle.

Controls over Payroll

There was no written documentation that the payroll manager had reviewed and approved the payroll register prior to the processing of payroll. Payroll is the Organization's largest expenditure. We recommend that the Organization develop and implement policies and procedures whereby the payroll registers are reviewed and approved by the payroll manager as evidenced by initials on the respective payroll registers. The implementation of this procedure will help to strengthen the Organization's controls over payroll.

- Daniells Phillips Vaughan & Bock, CPAs & Advisors, November 10, 2021

join us

CAPK San Joaquin Early Head Start is currently accepting applications for Pregnant Mother, Infant, and Toddler enrollment opportunities. You may choose which learning format works best for you and your family. Apply today!

CENTER-BASED

For families with children from six weeks to three years of age. Through partnership with San Joaquin County Office of Education, services are provided for up to 10 hours daily, ideal for families in need of childcare while attending work or school.

PREGNANT WOMEN

A Home Visitation service in which the expectant mom and support system receive prenatal education, breastfeeding support, and access to comprehensive services through referrals.

HOME-BASED

A home Visitation program for children from birth to three years of age. Qualified professionals provide holistic services in a home environment.

Call **(209) 242-9527** to schedule a registration appointment. The following documentation is required to complete an application.

- ✓ Birth Certificate or other legal Proof of Birth
- ✓ Family Income, such as Tax Records, Pay Stubs, Public Assistance, etc.
- ✓ Proof of Address
- ✓ Immunization records
- ✓ Individualized Family Service Plan (IFSP) if applicable
- ✓ Proof of pregnancy (If applying for Pregnant Women's Program).



[Click here to learn more!](#)



Art engages children's senses in open-ended play and supports the development of cognitive, social-emotional, and multi-sensory skills. Click this link in our profile to learn more!



CAPK Head Start
Instagram

[Click here to learn more!](#)

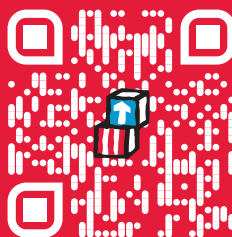


When it is cold outside, have fun inside!

Scan here to learn more!

Follow [@CapkHeadStart](#) on Facebook, Instagram, Twitter, and Pinterest to see how much fun your child could have while learning in our programs.

Through Social Media, CAPK Head Start shares a variety of activities, learning materials, and helpful tips that families can use at home for remote learning, or to enhance what children are discovering while in class.



[Click here for benefits of reading!](#)



During this Holiday season, give the gift of reading! Reading to children is a lifelong gift as it expands their vocabulary and supports brain development. Click on this post in our profile link for the benefits of reading to young children.



CAPK Head Start
Instagram

[Click here for the article!](#)



Asking children questions will start a conversation and build a relationship; most importantly, it can guide healthy behavior. Click on this post in our profile link to read an article with examples of questions to support behavior.



CAPK Head Start
Instagram

[Click here for more information!](#)



Children can develop self-regulation skills in school and at home. Here are a few ways families can help children learn self-control. Click this link in our profile to learn how!

