



**Highland County
Community Action
Organization, Inc.
Head Start/Early Head
Start**

Annual Report to the Public

Program Year 2024-2025

Fiscal Year November 1, 2024 - October 31, 2025

**HCCAO Head Start/ Early Head Start
Annual Report to the Public
2024-2025 Program Year**

Highland County Community Action operates a publicly funded preschool/infant-toddler program that serves primarily low-income children. We enroll pregnant women, infants, and toddlers in our Early Head Start Program and 3-5-year old's in our Head Start Program who meet eligibility guidelines. We reserve at least 10% of our enrollment for children with disabilities.



Our Head Start program operates in two separate facilities – Hillsboro and Greenfield. Full-day children attend 7-hour classes 4 days a week Monday-Thursday.

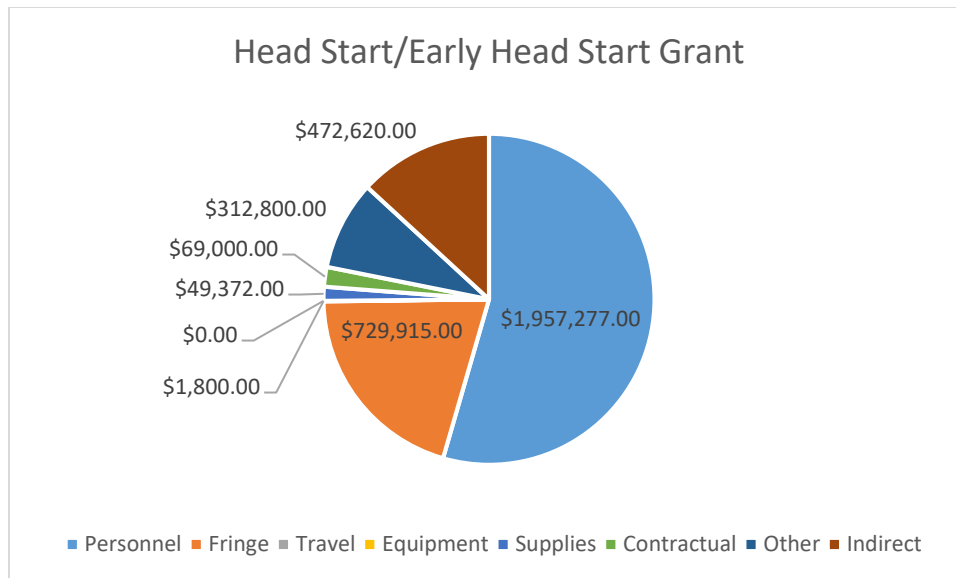
Our Early Head Start Program is made up of both center-based and home-based options. There are 2 infant-toddler classrooms in the Hillsboro Center and Greenfield Center for children 6 weeks-36 months. Our home base component consists of weekly home visits and bi-weekly socializations.

A) Fiscal Year 2025 Budgets

The HCCAO Head Start/ Early Head Start Program received \$3,552,009 from a **continuation grant** through the Administration of Children and Families for the operation of the program for 2024-2025. Our nonfederal share (in-kind) was \$908,625. We also received \$41,717 for training and professional development.

The budget is broken down into the following components:

- Personnel \$1,957,277
- Fringe \$729,915
- Travel \$1,800
- Equipment \$0
- Supplies \$49,372
- Contractual \$69,000
- Other \$312,800
- Indirect Costs \$472,620



The **Child and Adult Food Care Program (CACFP)** is a program that is run by the United States Department of Agriculture. Through this program, we are reimbursed a certain percentage for every meal (breakfast and lunch) and every snack that we serve to enrolled children. This year, we received a total of \$155,795 in reimbursements.



B) Services Provided – Head Start

Funded Federal Enrollment – 131

Total Number of Children Served – 138

Eligibility – Head Start

Income below 100% of poverty – 35 (25%)

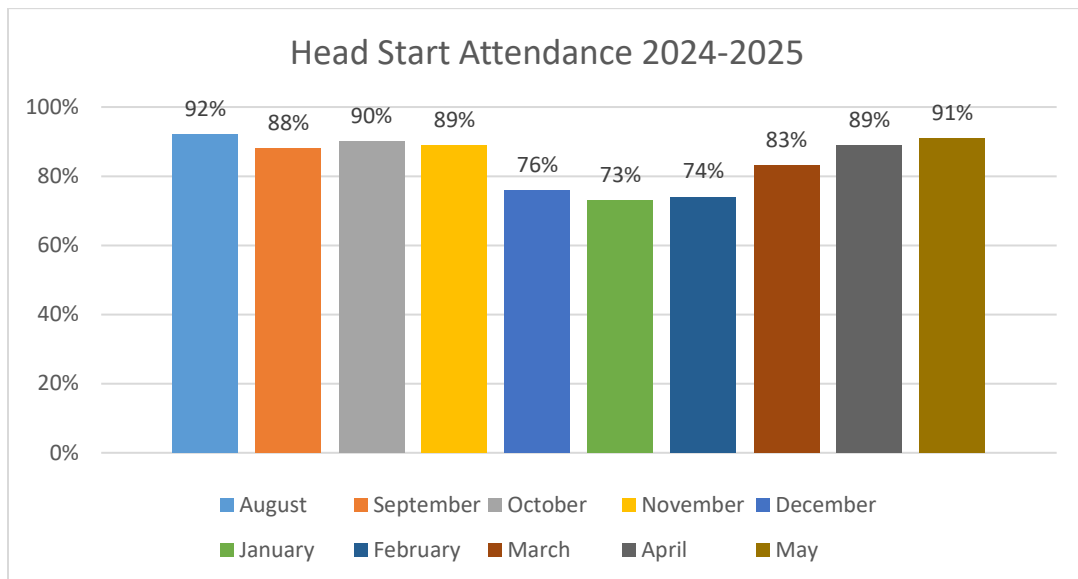
Receipt of Public Assistance such as TANF, SSI – 73 (53%)

Foster Children – 11 (8%)

Homeless Children – 0 (0%)

Over income – 13 (9%)

100-130% income- 6 (4%)



Services Provided – Early Head Start

Funded Federal Enrollment – 46

Total Number of Children Served – 78

Eligibility – Early Head Start

Income below 100% of poverty – 22 (28%)

Receipt of Public Assistance such as TANF, SSI – 38 (49%)

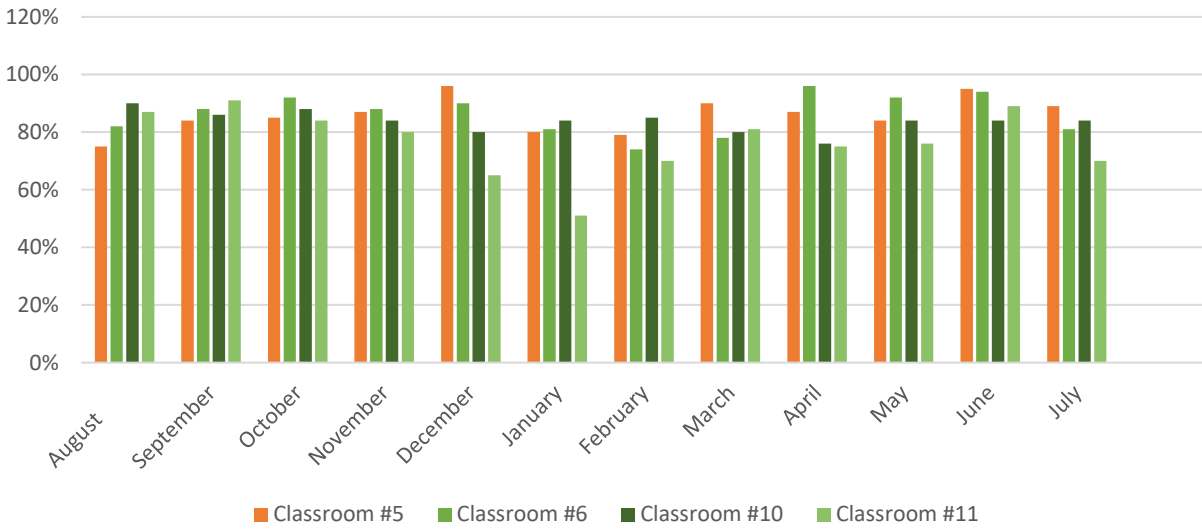
Foster Children – 6 (8%)

Homeless Children – 0 (0%)

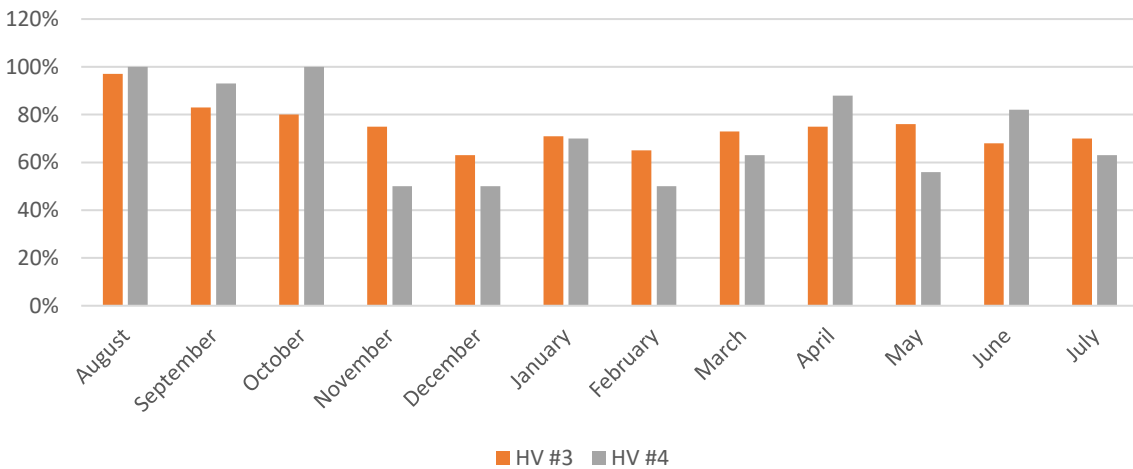
Over income – 5 (6%)

100-130% income- 7 (9%)

Early Head Start Center Attendance 2024-2025



Early Head Start Home Visitor Attendance 2024-2025



C) Audits and Reviews

Our last annual agency financial audit was completed in December 2023 with two findings. The audit of the 2024 calendar year is still in process and should be completed by February 2026.

Our program had a Focus Area 1 Review, conducted by the Administration of Children and Families, in May 2022. We were found to be in full compliance with all Federal Head Start/Early Head Start regulations.

Our program had a deficiency in the area of “reporting” from March 10, 2022 and a noncompliance in the area of “discipline” from March 10, 2022. Additionally, the program has received a noncompliance in the area of “supervision” from July 5, 2022 and a deficiency in the area of “supervision” from March 6, 2023.

D) Medical and Dental Exams

Children Receiving Medical Exams – Head Start – 113 (86%)

Children Receiving Dental Exams – Head Start – 63 (49%)

Children Receiving Medical Exams – Early Head Start – 55 (84%)

Children who are up-to-date on preventive oral care—Early Head Start— 17 (37%)

E) Parent Involvement Activities

Throughout the 2024-2025 program year, parents in our program had various opportunities to participate through:

- Policy Council and Governing Board
- Parent/Teacher Conferences
- Take Home Activities
- Workshops and Trainings
- Home Visits
- Socializations (Early Head Start Home Base)



F) Kindergarten Preparation

Head Start staff is committed to making the transition from Head Start to Kindergarten as successful as possible. In order to facilitate this transition, teachers use the Creative Curriculum in their classrooms. This curriculum aligns with the Ohio Early Learning and Development Standards, the Head Start Framework, the program’s school readiness goals, and our child assessment program, Desired Results Developmental Profile (DRDP). This curriculum provides tools to allow teachers to individualize lessons to each child, ensuring that each child is being appropriately challenged, which will in turn, allow each child to learn to his or her fullest potential.



We also maintain open communication and cooperation with parents, early intervention programs, and the local school districts. Children are taken on field trips to local kindergarten classrooms. Additionally, they are shown the video “Kindergarten, Here I Come” and practice kindergarten-like routines in the Head Start classroom. Parents and school districts are also invited to be involved in the decision-making process around the program’s school readiness goals.

Parents are encouraged to be fully involved in the transition process between Head Start and Kindergarten. Teachers conduct two home visits a year, where a parent’s educational goals for a child can be made and assessed. Teachers also share information on an individual child’s progress through the year with parents in conferences and home visits. Parents are encouraged to attend the kindergarten field trips, and are provided with information pertaining to kindergarten registrations and orientations.

