

## ALPI HEAD START/EARLY HEAD START

# Memo

**To:** Policy Council Members  
**From:** Cobie B. Tai, Policy Council Chairperson  
**Date:** March 6, 2019  
**Re:** Policy Council Meeting

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This is to inform you that the next Policy Council meeting will be held on Wednesday, March 13, 2019 at **12:30pm** at the following location:

**ALPI Administrative Office**  
**2202 Avenue Q**  
**Fort Pierce, FL 34950**  
**(772) 466-2631**  
**Time: 12:30pm**

Should you need transportation or babysitting services, please contact Myrna Rodriguez, Program Operations Director at (772) 466-2631 Ext. 11 or 14.

I look forward to seeing all of you there.

xc: Chief Executive Officer  
Deputy Director  
Program Operations Directors  
Managers

**ALPI HEAD START/EARLY HEAD START POLICY COUNCIL MEETING**  
**ALPI ADMINISTRATIVE OFFICE**  
 2202 Avenue Q, Fort Pierce, FL  
**March 13, 2019**

**Policy Council Members**

<input type="checkbox"/> Scarlet M. Vega	FD	<input type="checkbox"/> Crystal Booker	QTHSC II	<input type="checkbox"/> Yolanda Robinson	GWT	<input type="checkbox"/> Felicia Sweeting-Harris	CR
<input type="checkbox"/> Nikyta L. Woods	LP	<input type="checkbox"/> Jasmine Troutman	QTHSC II	<input type="checkbox"/> CurShaunda Brown	GWT	<input type="checkbox"/> Linda Halpin	CR
<input type="checkbox"/> Cobie B. Tai	LP	<input type="checkbox"/> Teaira Reed	GT	<input type="checkbox"/> Tamarind L. Hill	FCDC	<input type="checkbox"/> Dr. George Grace	CR
<input type="checkbox"/> Noelia Garcia	CDFS	<input type="checkbox"/> Danyella Jackson	GT	<input type="checkbox"/> Donna Gibson	CR		
<input type="checkbox"/> Shantol Britton	CDFS	<input type="checkbox"/> Mislane Charles	CC/HS	<input type="checkbox"/> Josephine Howard	CR		

**Policy Council Alternates**

<input type="checkbox"/> Elza Laurent	LP	<input type="checkbox"/> Tiara King	GT	<input type="checkbox"/> Orlethea Plowden	GWT	<input type="checkbox"/> Lakayla Jackson	FCDC
<input type="checkbox"/> Steve Durant Estima	LP	<input type="checkbox"/> Anthony L. Smith	GT	<input type="checkbox"/> Priscilla Spears	GWT		
<input type="checkbox"/> Amaryllis Rosario	CDFS	<input type="checkbox"/> Suntory Safford	QTHSC II	<input type="checkbox"/> Raquel Bizzell	FD		
<input type="checkbox"/> Andrew Hendricks	CDFS	<input type="checkbox"/> Lamonica Murphy	QTHSC II	<input type="checkbox"/> Grace Potts	CC/HS		

Caroline W. Looney, Deputy Director  
 Donita Brunson, Family & Community Partnerships Manager  
 Iris Rivera, Health Services Manager

Aletta Stroder, Program Operations Director – Polk  
 Myrna Rodriguez, Program Operations Director - St. Lucie  
 Alisa Thornton, Early Childhood Development Education Services Manager

**AGENDA**

WHAT	HOW	WHO	ACTION	TIME
1. CALL TO ORDER	Call Meeting	Cobie B. Tai, Chairperson	None	1 minute
2. ROLL CALL	Roll Call	Yolanda Robinson, Secretary	None	5 minutes
3. MISSION STATEMENT	Read Mission	All members	None	1 minute
4. SECRETARY'S REPORT ✓ Policy Council Minutes – January 16, 2019	Present	Yolanda Robinson, Secretary	Approval	2 minutes
5. ELECTION – Policy Council Board of Directors Representative	Present	Cobie B. Tai, Chairperson	Approval	5 minutes
6. CONSENT AGENDA ✓ Head Start/Early Head Start: Program Operations Director ✓ Head Start/Early Head Start: Program Operations Director ✓ Parent Committee Report - Child Development and Family Services Center ✓ Parent Committee Report - Lincoln Park Head Start Center ✓ Parent Committee Report - Francina Duval Head Start Center ✓ Parent Committee Report - Garden Terrace Head Start Center ✓ Parent Committee Report - Queen Townsend Head Start Center II ✓ Parent Committee Report - George W. Truitt Family Services Center ✓ Parent Committee Report - Frostproof Child Development Center	Present	Cobie B. Tai, Chairperson	Approval	4 minutes
7. POLICY COUNCIL COMMITTEE REPORTS ✓ Personnel/Grievance: a. Human Resources ✓ Grants/Fiscal: a. Financial Reports b. Sunshine Account Statement & USDA Reimbursement Report c. Non-Federal Report d. 2019-2020 Head Start and Early Head Start Grant Application to include COLA	Present	Committee Representatives	Approval	10 minutes
8. REPORTS ✓ Board of Directors Representative	Present	Josephine Howard, Board Rep.	Approval	2 minutes
9. OLD BUSINESS ✓ Program Annual Self-Assessment Report and Corrective Action Plan	Present	Cobie B. Tai, Chairperson	Approval	2 minutes
10. NEW BUSINESS ✓	Present	Cobie B. Tai, Chairperson	Approval	5 minutes
11. ADJOURNMENT	Present	Cobie B. Tai, Chairperson	Approval	1 minute

**HEAD START/EARLY HEAD START MISSION STATEMENT**

The mission of the Head Start/Early Head Start Program is to provide the families we serve with the resources necessary to increase self-sufficiency, promote social competence and enhance the quality of life in the community of which we are a part.

Therefore, "our family" is dedicated to creating an environment that promotes learning, growth, development, independence, and inter-dependence through a total commitment to excellence.

**Policy Council**  
February 20, 2019  
**Minutes and Attendance**

Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Policy Council Meeting  
**ALPI Administrative Office**  
2202 Avenue Q, Fort Pierce, FL 34950  
February 20, 2019

**MINUTES**

**1. CALL TO ORDER**

Yolanda Robinson, Policy Council Secretary called the meeting to order at 12:59 p.m.

**2. ROLL CALL**

Yolanda Robinson, Policy Council Secretary conducted the roll call. Members present: Crystal Booker, Teaira Reed, Danyella Jackson, Yolanda Robinson, CurShaunda Brown and Tamarind Hill.

Community Representatives present: Donna Gibson, Josephine Howard, Linda Halpin and Dr. George Grace.

A quorum was established.

Staff present: Caroline Looney, Myrna Rodriguez and Aletta Stroder.

**3. MISSION STATEMENT**

Policy Council Members read the Mission Statement.

**4. SECRETARY'S REPORT**

Yolanda Robinson asked members if there were any questions to the minutes from January 16, 2019. There were no questions or corrections.

Josephine Howard made a motion to approve the Secretary's Report as presented. Crystal Brooker seconded. Motion carried.

**5. ELECTION**

Myrna Rodriguez facilitated the election for the new Policy Council Board of Directors Representative. Ms. Rodriguez opened the floor for nominations. There was one nomination, Yolanda Robinson. Policy Council members voted unanimously for Ms. Robinson to represent the Policy Council at the Board of Directors membership.

**6. CONSENT AGENDA**

Yolanda Robinson presented the Consent Agenda for approval and asked if there was item(s) that needed to be discussed separately. No item(s) needed to be discussed separately.

Josephine Howard made a motion to approve the Consent Agenda as presented. Donna Gibson seconded. Motion carried.

**7. POLICY COUNCIL COMMITTEES**

Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources list of new hires dated February 20, 2019 for review and approval. The Human Resources listing included new hires: 1 Teacher, 1 Family Services Worker and 1 Administrative Assistant.

CurShaunda Brown made a motion to approve the Policy Council Human Resources Listing as presented. Crystal Booker seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include Program Financial Report, Food Program Reimbursement, and the Non-Federal Share.

Teaira Reed made a motion to approve the Financial Reports as presented. Crystal Booker seconded. Motion carried.

**8. REPORT**

Board of Directors: Josephine Howard provided an overview of the Annual Corporate Meeting/Luncheon held on January 26, 2019. In addition, Mrs. Howard informed the members that the Board of Directors orientation/governance training will be taking place on February 23, 2019 and encouraged members to participate.

Donna Gibson made a motion to approve the Board of Directors Report as presented. Crystal Booker seconded. Motion carried.

**9. OLD BUSINESS**

Myrna Rodriguez presented the 2019-2020 Head Start/Early Head Start Selection Criteria for review and approval. Ms. Rodriguez provided an overview of the selection criteria point system.

Crystal Booker made a motion to approve the 2019-2020 Head Start/Early Head Start Selection Criteria as presented. Josephine Howard seconded. Motion carried.

**10. NEW BUSINESS**

Ms. Rodriguez indicated that the Program Annual Self-Assessment is in progress at this time and the full report will be introduced to the members for review and approval at the next meeting in March 2019.

**11. ADJOURNMENT**

Adjournment was at 1:26 p.m.

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Policy Council Chairperson

**AGRICULTURAL AND LABOR PROGRAM, INC.  
2018-2019 POLICY COUNCIL MONTHLY MEETING ATTENDANCE**

CENTER	NAME	OCT 3,	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
		2018	2018	2018	2018	2018	2018	2018	2018	2018	2018		
Lincoln Park Head Start	Cobie B. Tai	P	P	A	E	A							
Lincoln Park Head Start	Nikyta L. Woods	P	P	P	P	A							
Garden Terrace Head Start	Teaira Reed			P	P	P							
Garden Terrace Head Start	Danyella Jackson	P	P	A	E	P							
Queen Townsend HSC II	Crystal Booker	P	A	P	E	P							
Queen Townsend HSC II	Jasmine Troutman	P	A	P	P	A							
Child Development & Family Services	Noelia Garcia			P	P	A							
Child Development & Family Services	Shantel Britton	P	A	P	P	A							
Francina Duval Head Start	Scarlet M. Vega	A	P	P	A	A							
George W. Truitt Family Services	Yolanda Robinson	P	P	P	E	P							
George W. Truitt Family Services	CurShaunda Brown			P		P							
Frostproof Child Development	Tamarind L. Hill	P	P	P	E	P							
HS Contracted Site St. Lucie	Mislane Charles	A	A	A	A	A							
Community Representative	Felicia Sweeting-Harris	P	P	P	A	A							
Community Representative	Linda Halpin	E	E	P	E	P							
Community Representative	Donna Gibson	A	P	P	P	P							
Community Representative	Dr. George Grace	P				P							
Board Representative	Josephine Howard	E	P	P	P	P							

*Total Representatives Present:*

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
<b>ALTERNATES</b>													
Lincoln Park Head Start	Elza Laurent	E											
Lincoln Park Head Start	Steve Durand Estima	P											
Garden Terrace Head Start	Anthony L. Smith												
Garden Terrace Head Start	Tiara King												
Queen Townsend HSC II	Lamonica Murphy												
Queen Townsend HSC II	Suntory Safford			P									
Child Development & Family Services	Amaryllis Rosario												
Child Development & Family Services	Andrew Hendricks												
Francina Duval Head Start	Raquel Bizzell												
George W. Truitt Family Services	TBA												
George W. Truitt Family Services	Orlethea Plowden												
Frostproof Child Development	Lakayla Jackson	P		P									
HS Contracted Site St. Lucie	Grace Potts												

**P - PRESENT**

**E - EXCUSE**

**A - ABSENT**

**NO MEETING**

# **Program Financial Reports**

# Florida Department of Health

2/25/2019  
9:53AM

## Child Care Food Program

### Child Care Center Claim

S - 501    Region: C    RPS: 6    Fiscal Year: 2019    Termination Date: \_\_\_\_\_  
 Add'l Doc Required: \_\_\_\_\_    ADR Reason: \_\_\_\_\_    Meal Disallowance: \_\_\_\_\_  
 Legal Name: AGRICULTURAL LABOR PROG. INC.    FEIN: 591634148001  
 D/B/A: AGRICULTURAL LABOR PROG. INC.  
 Mailing Address: P.O. BOX 3126 WINTER HAVEN, FL 33885  
 Program Manager: JOHNSON, DELORIS    Phone: (863) 956-3491    Ext: 206  
 Email: djohnson@alpi.org

#### Claim Information

Status: Submitted    Entered By: 0501  
 Claim Month/Year: 1/2019    Date Received: 02/25/2019 9:21:54AM  
 Revision #: 0  
 Operating Days: 17    Average Daily Participation: 705

#### Sites Operated:

PNP: 0    OSHCC: 0    For-Profit: 0    HS: 7    Church: 0    Public: 0    Total: 7

#### Children Enrolled by Category:

Free 826    Reduced 0    Non-needy 0    Total 826

#### Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>11,323</u>	<u>0</u>	<u>11,311</u>	<u>10,856</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$60,962.00</u>	Meal Earnings:	<u>\$67,586.54</u>
Administrative Expenditures	<u>\$8,282.00</u>	Cash-In-Lieu:	<u>\$2,658.10</u>
Total Expenditures	<u>\$69,244.00</u>	Total Earnings:	<u>\$70,244.64</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$70,244.64</u>

# Florida Department of Health

2/25/2019  
9:53AM

## Child Care Food Program

### Child Care Center Claim

AN: 501 Fiscal Year: 2019 Claim Month/Year: 1/2019 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$13,037.66	\$513.48	\$13,551.14
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,031.62	\$118.44	\$3,150.06
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$8,013.84	\$318.19	\$8,332.03
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$7,480.79	\$293.05	\$7,773.84
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,497.61	\$295.63	\$7,793.24
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$8,773.57	\$343.10	\$9,116.67
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$19,751.45	\$776.21	\$20,527.66
			<b>\$67,586.54</b>	<b>\$2,658.10</b>	<b>\$70,244.64</b>

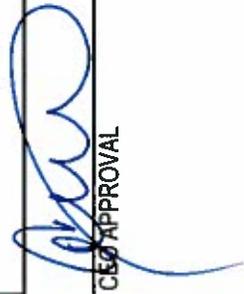
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
 HEAD START/EARLY HEAD START PA -22/25 & PA - 20/26  
 FINANCIAL STATUS REPORT  
 (due by the 15th of each month)

FOR THE MONTH OF: FEBRUARY 2019  
 CONTRACT DATE: JULY 1, 2018- JUNE 30, 2019

BUDGET CATEGORIES	ACTUAL COST THIS MONTH	CUMULATE COST TO DATE	APPROVED BUDGET PA 22/25	APPROVED BUDGET PA 22/25 COLA	APPROVED BUDGET PA 20/11 TITA	APPROVED BUDGET PA 22/25 PROGRAM IMP.	TOTAL APPROVED BUDGETS (Financial Award)	BUDGET BALANCE	PRIOR YEAR FEBRUARY 2018 YTD EXPENSES
PERSONNEL	\$ 355,429.19	\$ 2,455,334.23	\$ 4,288,379.00	\$ 111,496.00	\$ -	\$ -	\$ 4,399,875.00	\$ 1,944,540.77	\$ 2,397,513.42
FRINGE	\$ 94,012.32	\$ 676,378.89	\$ 1,165,583.00	\$ 30,306.00	\$ -	\$ -	\$ 1,195,889.00	\$ 519,510.11	\$ 703,995.87
TRAVEL	\$ 21,115.65	\$ 48,212.35	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00	\$ (22,212.35)	\$ 52,233.35
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ -
SUPPLIES	\$ 1,331.21	\$ 57,452.71	\$ 60,500.00	\$ -	\$ -	\$ -	\$ 60,500.00	\$ 3,047.29	\$ 51,261.66
CONTRACTUAL	\$ 62,425.96	\$ 208,926.22	\$ 213,576.00	\$ 5,553.00	\$ 115,057.00	\$ -	\$ 334,186.00	\$ 125,259.78	\$ 270,753.01
OTHER	\$ 94,607.33	\$ 603,567.09	\$ 918,002.00	\$ 26,092.00	\$ -	\$ 107,000.00	\$ 1,051,094.00	\$ 447,526.91	\$ 752,025.36
INDIRECT COST	\$ 68,267.33	\$ 487,836.33	\$ 706,593.00	\$ 18,397.00	\$ -	\$ -	\$ 724,990.00	\$ 237,153.67	\$ 441,578.59
TOTAL GRANT FUNDS	\$ 697,188.99	\$ 4,537,707.82	\$ 7,378,633.00	\$ 191,844.00	\$ 115,057.00	\$ 192,000.00	\$ 7,877,534.00	\$ 3,339,826.18	\$ 4,669,361.26
NON-FEDERAL SHARE	\$ 60,769.40	\$ 223,249.47	\$ 1,844,658.00	\$ 47,961.00	\$ 28,765.00	\$ 48,000.00	\$ 1,969,384.00	\$ 1,746,134.53	\$ 549,507.70
TOTAL	\$ 757,958.39	\$ 4,760,957.29	\$ 9,223,291.00	\$ 239,805.00	\$ 143,822.00	\$ 240,000.00	\$ 9,846,918.00	\$ 5,085,960.71	\$ 5,218,868.96

**Budget/Cost Adjustment Comments:**

The Travel Line Item has exceeded the allocated amount for the year; however, the expenses are automatically adjusted based on the overall budget.

  
 CEO APPROVAL

3/5/19  
 DATE

# **Progress Reports**

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

St. Lucie County

**Head Start/Early Head Start Department of St. Lucie County**

**February 2019**

**MONTHLY REPORT**

Submitted By: Myrna Rodriguez Date: March 5, 2019

**DEPARTMENTS ACTIVITIES SUMMARY**

(E.g., Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.)

**Program Design and Management, Facilities, Materials, and Equipment**

**Planning/Communication/Internal Reporting:**

- Participated and sponsored the Links to Literacy St. Lucie County Early Childhood 2019 Conference on February 2, 2019. Over 50 of ALPI's Classroom, Clerical, and Management Staff participated in the conference. A Child Development Services Manager presented a training. Participants received 6 In-Service training hours. The overall conference was a success. Training topics included the following:
  - ✓ Reaching Beyond Story Time
  - ✓ Sign Language to Enhance Communication, Language and Literacy
  - ✓ Intervention Resources for Autism Spectrum Disorders
  - ✓ Social-Emotional Learning to Enhance Behavior and Language and Literacy
  - ✓ Let's Lasso Literacy!
  - ✓ Make Story Time Come to Life!
  - ✓ Initial Letter Sounds: Teaching an Old Trick to New Dogs!
  - ✓ Successful Read-Alouds: Teacher Voice and Effective Questioning
  - ✓ Start at The Very Beginning
  - ✓ Listening to Literacy
  - ✓ Literacy in Mathematics
  - ✓ Phonological Awareness is in The House!
  - ✓ Using Affirmations to Teach Vocabulary and Shift Students' Mindsets
  - ✓ Academic Talk Using iReady Discourse Cards
- ❖ *Refer to page 4 – Goal 1 of the Agency Strategic Five-Year Plan.*
- Coordinated a meeting with John Ceaser, Program Coordinator for St. Lucie Reads Initiative on February 4, 2019. This initiative is to promote literacy across the county. This initiative is being funded by Children's Services Council of St. Lucie County. Therefore, in the near future all centers will house a small library
- Participated in the monthly Early Learning Coalition of St. Lucie County Board of Directors meeting on February 6, 2019. The discussion included: financial reports, state database system update for School Readiness and VPK services, etc.
- Coordinated and participated in a special meeting with Florida Transportation System Representatives on February 6, 2019. The meeting was coordinated by the Transportation Coordinator to discuss the repairs bus #6 needs. The discussion was successful and we expect for Florida Transportation System to fully repair the bus.

- Coordinated and participated in a meeting with Tykes and Teens of the Treasure Coast on February 7, 2019. The meeting was to discuss services to the program staff and parents at no cost to the program. The services include but are not limited to: Staff training, parent training, etc. Program staff present at the meeting included the Mental Health/Disabilities Specialist and the Program Coordinator of the CAT Program.
- Participated in the Senior Management Directors Meeting held on February 11, 2019 facilitated by Arlene Dobison, Chief Executive Officer. Items for discussion included: program calendar updates, shared governance orientation, reimbursement for travel, Board of Directors feedback, program reports, etc.
- Participated in the monthly VPK Conference call on February 13, 2019 facilitated by the Office of Early Learning. Items for discussion included:
  - ✓ Transition to Kindergarten Summits (Spring 2019)
  - ✓ Statewide Pre-K Network
  - ✓ 2017-2018 VPK Provider Kindergarten Readiness Rate Update
  - ✓ Rule Update 6M-810.410 Voluntary Prekindergarten Program Substitute Instructors
- Participated in the Lead Management Meeting held on February 14, 2019 facilitated by Caroline Looney, Deputy Director. The meeting discussion included: PROMIS Training, Travel, Business Cards, etc.
- Over twenty of ALPI's Caregivers, Teachers, Teacher Assistants, Family Services, Maintenance and Kitchen Staff completed/renewed the American Safety and Health Institute Basic First Aid/CPR and AED for Adult/Child/Infant training on February 18, 2019. The training was presented by the Tessa Adams, CPR Services.
  - ❖ *Refer to page 4 – Goal 1 of the Agency Strategic Five-Year Plan.*
- Participated on the first Statewide Pre-School Network telephone conference held on February 21, 2019. The discussion included the introduction of the network, the 10 preschool building blocks, Florida Early Care and Education System, etc. The next regional meeting will be held on April 3, 2019.
- Coordinated and facilitated the Policy Council Monthly Meeting that was held on February 20, 2019. Ten (10) members participated in the meeting. The Policy Council action/approval items included but were not limited to the Human Resources Listing, Program Financial Reports, and 2019-2020 Head Start/Early Head Start Selection Criteria.

- Participated in the Transition Providers Meeting held on February 21, 2019. Items presented included: School enrollment/registration, parent's kindergarten checklist, transportation, magnet schools, public school family services advocates visits, etc.
- Conducted the monthly Special Director's Management Staff meeting on February 25, 2019. Items presented included: VPK/SR Enrollment status, Public School registration, delay enrollment, etc.
- Nineteen of ALPI's Family Services Workers, Administrative Assistants, and Management Staff participated in the two day PROMIS Training held on February 26-27, 2019. The training was facilitated by Thalsidia Garcia from Cleverex.
  - ❖ Refer to page 4 – Goal 1 of the Agency Strategic Five-Year Plan.

**Community Relations/Collaborations:**

- Early Learning Coalition of St. Lucie County
- St. Lucie County Public Schools
- HAND's Dental Clinic of St. Lucie County
- Kids Connected by Design – Healthy Start/Healthy Families/Home Visitation Program
- CokeFlorida.Com new partnership

**Human Resources:**

- During this reporting period, we conducted interviews for Teacher Assistants and Instructional After School Aide. One Administrative Assistant was provided with an orientation/training prior to beginning on her specific roles.

**Computer Assisted Tutorial Program (CAT):**

- The Computer Assisted Tutorial Program (CAT) has served seventy (70) students year-to-date.
- The Program Coordinator, Mental Health/Disabilities Specialist and the Program Operations Director met with Mrs. Oppenheiser from Tykes and Teens of the Treasure Coast on February 7, 2019 to review and plan upcoming training for the parents and staff.

**Program Governance:**

- Coordinated and facilitated the Policy Council Monthly Meeting that was held on February 20, 2019. Ten (10) members participated in the meeting. The Policy Council action/approval items included but were not limited to the Human Resources Listing, Program Financial Reports, and the 2019-2020 Head Start/Early Head Start Selection Criteria.

**GOAL 1: Create additional educational experiences and opportunities for staff – Objective 1.1-1.5.**

- Fifty-four of ALPI's Caregivers, Teachers, Teacher Assistants, Child Development Services Managers, the Early Childhood Education Coordinator, an Administrative Assistant and a Family Services Worker participated in the Links to Literacy St. Lucie County Early Childhood 2019 Conference on February 2, 2019. Staff received 6 In-Service training hours. Training topics included the following:
  - ✓ Reaching Beyond Story Time
  - ✓ Sign Language to Enhance Communication, Language and Literacy
  - ✓ Intervention Resources for Autism Spectrum Disorders
  - ✓ Social-Emotional Learning to Enhance Behavior and Language and Literacy
  - ✓ Let's Lasso Literacy!
  - ✓ Make Story Time Come to Life!
  - ✓ Initial Letter Sounds: Teaching an Old Trick to New Dogs!
  - ✓ Successful Read-Alouds: Teacher Voice and Effective Questioning
  - ✓ Start at The Very Beginning
  - ✓ Listening to Literacy
  - ✓ Literacy in Mathematics
  - ✓ Phonological Awareness is in The House!
  - ✓ Using Affirmations to Teach Vocabulary and Shift Students' Mindsets
  - ✓ Academic Talk Using iReady Discourse Cards
- Twenty-six of ALPI's Caregivers, Teachers, Teacher Assistants, Family Services, Maintenance and Kitchen Staff completed/renewed the American Safety and Health Institute Basic First Aid/CPR and AED for Adult/Child/Infant training on February 18, 2019. The training was facilitated by the Tessa Adams, CPR Services. Staff received 8 In-Service training hours.
- Nineteen of ALPI's Family Services Workers, Administrative Assistants, and Management Staff participated in the two day PROMIS Training on February 26-27, 2019. The training was facilitated by Thalsidia Garcia from Cleverex. Staff received 12 training hours.

**Facilities:**

- Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- Facilities Specialist completed several projects generated by Work Requests such as: repairing an air conditioner vent, an exit door, toilets and sink faucets. Light bulbs, electric ballasts and a vacuum were replaced.
- Facilities Specialist coordinated with Big Chief Services to repair the air conditioning unit at the Lincoln Park Head Start Center on February 12, 2019.

- Facilities Specialist coordinated with Fort Pierce Utilities Authority to conduct the Semi-Annual Grease Trap Inspections at the Queen Townsend Head Start Center II and at the George W. Truitt Family Services Center on February 27, 2019.

#### **Health and Safety:**

- The Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure that all centers have the necessary cleaning supplies to perform daily sanitation activities as per the Daily Facility Checklist.
- The Facility Specialist distributed cleaning supplies to all the centers; supplies included: Garbage Bags, Paper Towels, Rinse Free, Bleach, Teachers Cleaning Towels, Cleaning Cloths, Toilet Paper, Disinfectant Spray, Kleenex, Gloves, Soap, Shoe Covers and other items as needed.

#### **Monitoring:**

- The Early Learning Coalition of St. Lucie County monitored the Child Development and Family Services Center. The center was found in 100% compliance.

#### **Fiscal:**

- The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
- Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.

#### **IT Support Services:**

- Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.

#### **Family and Community Partnerships:**

- Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
- Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the enrollment process.
- Family Support Services Coordinators continued to conduct recruitment at local apartment complexes, bakery shops, laundry mats, beauty shops, and convenient stores. Family Support Services Coordinators obtained contact information from several families, scheduled appointments, and completed the application process.

- Funded enrollment for the month of February for St. Lucie County consisted of 755. The breakdown included: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were seven (7) drops and ten (10) new enrollments in the Head Start Program. There were seven (7) new enrollments in the Early Head Start Program and two (2) drops in the Pregnant Women Program.

### **Early Childhood and Health Services:**

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for February were provided. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home. Items included in the folders were as follows:
  - ✓ Nightly Reading Record
  - ✓ Calendars
  - ✓ Various Games
  - ✓ Sight Words
- Early Childhood Education Coordinator conducted Mentoring/Coaching Support Observations at the Lincoln Park and George W. Truitt Family Services Center. The purpose of the observations were to monitor routines and transitions. After the observations were completed feedback and a plan of action was provided to the Caregivers, Teachers, and Teacher Assistants. The Child Development Services Manager were also given a copy for the teachers file.
- Early Childhood Education Coordinator conducted classroom observations at the Child Development and Family Services Center, Garden Terrace, George W. Truitt, Lincoln Park, Queen Townsend Head Start Center II and at the Learning Tree Academy. The purpose of the observations were to monitor implementation of curriculum with fidelity, teacher child interactions, developmentally appropriate teaching practices and activities, and to provide teachers with immediate feedback and strategies.
- Early Childhood Education Coordinator met with the Transportation Coordinator and Bus Monitor to discuss the implementation of instructional activities. The purpose for the meeting was to share a resource kit that was put together to extend the children's learning during bus transition. The resource kit included the following materials:
  - ✓ Rhyme and chant posters
  - ✓ Alphabet Cards
  - ✓ Age appropriate story books (68)
  - ✓ CD's (3)
  - ✓ Nursery Rhymes and Finger Plays
  - ✓ Departure Rituals and Read Aloud

- Health Services Manager participated in the Region IV Head Start Conference held in Atlanta, Georgia on February 1-8, 2019. Trainings topics included but were not limited to the following:
  - ✓ Child Assessment for Infants and Toddlers: Why, What, and How
  - ✓ Off to a Healthy Start
  - ✓ Health and Safety
  - ✓ Social Emotional Learning
  - ✓ Safety and Injury Prevention
  
- Health Services Manager initiated Dental Awareness information for parents and staff. Parents, children and staff participated in the Dental Awareness Poster Contest, where every child was a winner. Children were provided with tooth brushes and stickers for their participation in the contest.
  
- Mental Health and Disabilities Specialist met with Dawn Guiel, ESE Chairperson with the St. Lucie County School Board on February 6, 2019. Items discussed included therapist providing services to Head Start student on site at the center, developing a schedule and notifying the center staff of the changes.
  
- Mental Health and Disabilities Specialist coordinated three (3) evaluations and attended two (2) eligibility staffings with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plans were developed.

- As of February the following table represents the total number of children that have been determined as children with disabilities:

<b>FUNDED ENROLLMENT</b>		<b>HEAD START</b>		691	
		<b>EARLY HEAD START (St. Lucie 64)</b>		64	
Total 10%= 75 children					
1	Health Impairments	0	13	How many age 0?	0
2	Emotional/Behavior Disorders	0	14	How many age 1?	0
3	Speech/Language Impairments	63	15	How many age 2?	2
4	Mental Retardation	0	16	How many age 3?	26
5	Hearing Impairments/Deafness	0	17	How many age 4?	39
6	Orthopedic Impairments	0	18	How many age 5?	0
7	Visual Impairments/Blind	0	19	How many over income?	3
8	Learning Disabilities	0	20	How many pre-diagnosed?	31
9	Autism	0	21	How many dropped to date?	2
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	67
11	Other Impairments	4	23	How many evaluated and found not eligible?	1
12	Total With Disabilities	67	24	How many suspected?	21

**TRANSPORTATION:**

- Transportation services were provided to 134 children to and from the centers for the month of February.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: brakes inspected and adjusted on Bus 6.

**DEFICIENT AREA(S):**

None

**PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):**

None

**SPECIAL ACCOMPLISHMENTS:**

None

**BOARD RELATED ACTIVITIES:**

None

**CRITICAL CONCERNS / CHALLENGES:**

None

**WORKSHOPS / TRAINING / CONFERENCES, ETC.:**

None

**UPCOMING EVENTS:**

- Early Learning Coalition Board Meeting – March 6, 2019
- Dental Coalition Meeting – March 8, 2019
- Program Director's Meeting – March 11, 2019
- Management Planning Meeting – March 11, 2019
- Service Area Staff Meeting – March 11, 2019
- Senior Management Meeting – March 12, 2019
- Pregnant Mom Meeting/Training (Transition and Resources) – March 13, 2019
- Policy Council Meeting – March 13, 2019
- Lead Team Meeting – March 14, 2019
- St. Lucie – Spring Break Week – March 18 – 22, 2019
- In-Service St. Lucie Head Start – March 25, 2019



# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: February, 2019		DATE:	3/4/19
CENTER:			
ERSEA			
1. Enrollment	EHS	3 YEARS	4 YEARS
a. The number of EHS and HS Children served (As of 9/1).	0	8	2
b. Of the number of HS children in A1, the number in the VPK program.	0	0	2
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	0
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a. Number of EHS and HS children who have dropped	2	4	3
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0
4. Attendance/ADA			

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>				
<b>1. Total number of Head Start Families</b>				
a. Of these, the number of two parent families	0	9	9	805
b. Of these, the number of single parent families	0	4	4	168
c. Of these, the number of families receiving assistance under TANF Program	0	5	5	663
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	30
e. Of these, the number of families over income	0	3	3	94
2. Total number of families identified as needing services or identified an interest in the following areas:				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	1	2	3	11
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	1	1	19
c. Counseling or mental health services	0	4	4	22
d. Education/Literacy/English as a Second Language	0	3	3	25
e. Adult education such as GED program and college education	0	2	2	31
f. Job Training	0	2	2	34
g. Substance abuse prevention or treatment	0	0	0	36
h. Child Abuse and Neglect Services/Training	0	0	0	0
i. Domestic violence services	0	0	0	0
j. Child support assistance	0	0	0	0
k. Health education	0	20	20	92
l. Assistance to families of incarcerated individuals	0	2	2	3
m. Parent Education	0	160	160	631
n. Marriage education	0	1	1	1
o. Asset building services (such as financial education, opening savings and checking account etc.	0	0	0	0

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>B. Early Childhood Development and Health Services</b>				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	18	21	39	817
b. Weight	18	21	39	817
c. Vision	12	10	22	845
d. Hearing	12	12	24	850
e. Speech/Language	0	7	7	257
f. Behavioral	2	8	10	515
g. Developmental	39	6	45	398
h. Blood Pressure	5	36	41	804
i. Hemoglobin	5	23	28	818
j. Lead	0	24	24	805
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	0	0	92
b. Asthma	0	0	0	57
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	0	0	49
e. Vision Problems	0	0	0	3
5. Number of EHS and HS children enrolled in Medicaid	10	10	20	808
6. Number of EHS and HS children with private insurance	0	2	2	22
7. Number of EHS and HS children with "Medical Home"	17	12	29	501
8. Number of EHS and HS children who have completed a professional dental examination	4	10	14	820
9. Of the children in B8, the number of children diagnosed as needing treatment	0	21	21	68
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	21	21	68
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0
12. Number of EHS and HS children with up-to-date immunizations	15	0	15	429
13. Number of EHS and HS children with complete immunizations	0	24	24	482
14. Number of EHS and HS children with current physicals	17	12	29	875
15. Number of EHS and HS children receiving WIC services	6	4	10	437
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )	0	0	0	620
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	702
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>C. Father Engagement</b>				
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	0	2	2	30
b) Family goal setting	0	2	2	25
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	9	9	32
d) Head Start program governance, such as participation in the Policy Council	0	2	2	9
e) Parenting education workshops	0	1	1	19
<b>D. Mental Health and Disabilities</b>				
1. Number of EHS and HS children with a diagnosed disability	2	8	10	67
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	2	8	10	67
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	2	8	10	67
4. Number of EHS and HS children with suspected disabilities	0	0	0	21
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	21
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	3
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	3
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	0	0	3
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	3
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
<b>E. Pregnant Women Services</b>				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	4
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	2
d. Substance abuse treatment			0	2
e. Prenatal education on fetal development			0	0
f. Information on the benefits of breastfeeding			0	0
<b>F. Transportation</b>				
1. Number of children receiving transportation services			5	181
2. Number of field trips taken			0	1
Comment:				
SIGNATURE:		JOB TITLE:		DATE:
<i>Lisandra Concepcion</i>		Family Support Services Coordinator		3/5/19

# **Progress Reports**

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

Polk County

## **HEAD START/EARLY HEAD START DEPARTMENT**

March 2019  
Policy Report

Submitted by: Aletta Stroder, Program Operations Director Polk County

### **DEPARTMENTS ACTIVITIES SUMMARY**

(Eg, Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources,)

### **Program Design and Management, Facilities, Materials, and Equipment**

#### **Planning/Communication/Internal Reporting/ Governance:**

- Participated in the Senior Meeting of the CEO, Feb. 11, 2019 items discussed:
  - Program Calendar Updates
  - Shared Governance Orientation:
  - Reimbursement of Travel
  - Organizational Standards
  - Business Travel Policy
  - Program Reports Clarity
  - Board of Directors Feedback
- Participated in the Child Development Directors Lead Team Meeting Feb. 14, 2019 agenda items included
  - CCFP (food invoices, check request)
  - PROMIS Training Feb. 26-27, 2019 in Polk County
  - Self-Assessment 19-21<sup>st</sup>
  - Travel (must be submitted on time)
- Participated in the Directors Meeting Feb. 14, 2019 items discussed:
  - Business Cards ordered for all Lead Team Members
  - Driving Records must be submitted as policy indicates
  - HSPS; 5 Year Grant Directors will meet during week of Self-Assessment
  - PROMIS Training- provided additional training dates/availability
  - Invitation of HSM, MH in Lead meetings
  - PCN must be signed by supervisor and POD
- Baycare/Winter Haven Hospital provided assessments:
  - February 13, 2019 at Frostproof Child Development no social/emotional concerns noted.
- PROMIS Training
  - Health Services Manager, Admin. Assistant, Office Supervisor, Center Manager, Program Director, Family Services Worker all participated in 2 days of PROMIS training.!
- Program Operations Director participated in Policy Council Feb. 20, 2019
- Program Operations Director participated in the Board Governance Orientation. Saturday, Feb. 23, 2019
- FCDC ADA 88% (55 enrolled) and JumpStart (18 enrolled) ADA 87% for February
- Enrollment for February for VPK was 14 and School Readiness 19
- DCF Re-inspection February 28, 2019 report pending

**Facilitated Program Directors Management In-Service Training Feb. 15, 2019 discussion topics included:**

- Controlling your Emotions
- Defining an Exceptional Employee
- Performance Evaluations Policy 235
- Holiday Schedule Policy 560
- 10 Actions to Create a Culture of Safety
- Communication and Building Rapport
- Challenging Behaviors & Conscious Discipline
- Mental Health Services Available to staff
- Documentation of Sick Children/Medication
- Caregiver Team Meetings by POD & CM
- Computer Updates & Driving Records
- Following up on deadlines add to calendar
- Parent Meeting Training
- Self-Assessment, Region IV, and Fatherhood Training
- EHS Expansion Grant Meeting

**Parent Meeting Chair conducted parent meeting February 8, 2019 discussions will include:**

- Attendance for January 96%
- Program Self-Assessment
- Black History Month Food Festival
- Dental Awareness was provided by Central Florida Health Care
- Fatherhood Car Show in March

**Record Keeping & Reporting**

- Statistical reports attached for review
- Disability reports Polk County has 4 suspected children and 5 children enrolled with disabilities

**Human Resources**

- FCDC hired 3 substitutes for EHS & School Readiness;

**Facilities Updates for the Month of February**

- Grounds & Pest Control were maintained through February
- Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensue a healthy and safe learning environment.
- New Oven and Dishwasher installed in kitchen
- Palm Trees were pruned and lawn was cut in February

**Monitoring**

- Winter Haven Behavioral Health monitored both Polk County sites in February
- Classrooms and facilities were monitored by Self-Assessment Team

## **Fiscal**

- The program generated non-federal (in-kind) during the month of January that included volunteering from parents and professionals
- All financial invoices, requisitions, and payroll were submitted timely
- School Readiness and Childcare services generated for the month of February and all funding has been reported to fiscal.
- Laptops were ordered for each classroom to ensure caregivers are able to input assessments

## **IT Support Services**

- n/a

## **Family and Community Partnerships**

- Family Services Coordinator participated in Car Seat Training Feb. 25-28 in Ft. Pierce to become a certified trainer to assist families in Polk in obtaining affordable car seats.

## **Nurturing Fatherhood Program**

- Dads are getting ready for the Car Show in March

## **Early Childhood & Health Services**

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Caregivers received Data analysis training
- Caregivers received VPK/TSG Objective Checklist Training
- Caregivers all met TSG Checkpoints for February
- Health Services Manager & Education Coordinator in Polk participated in Self-Assessment
- Education Coordinator provided orientation for new caregivers Feb. 25, 2019

## **Program Deficiencies if applicable:**

n/a

## **Proposed Strategy to Correct Deficiency/ (ies)**

## **Special Accomplishments:**

Polk County staff went out in the community February 15, to recruit for 2019-2020

## **Five Year Strategic Plan Related Achievements:**

- **Goal 1. Create Additional Educational Experiences for Staff**
  - Develop a better educated and more highly skilled workforce
    - Staff participated in PROMIS Training by Cleverex, 2/26 & 2/27 in Frostproof
- **Goal 2. Devise a Plan of Upward Mobility within the Agency**
  - Provide individual opportunities for creativity
    - Internal postings for positions are shared with internal staff and 1 staff was selected to advance her career in the executive office.
- **Goal 3. Partner with Other Entities for More Efficient Service Delivery**
  - Explore membership in community service organizations and aggressively seek fundraising opportunities with banks vendors etc.
    - Polk County community partners like the Care Center who have donated

- perishables, clothing and other items to the center for families to assist with obtaining or attaining self-sufficiency.
- Polk County partnered with Central Florida Health Care to provide trainings at Frostproof Child Development Center
- **Goal 4. Target New Areas of Expansion**
  - Expand Programmatic Thrusts
  - Polk County's VPK and School Readiness program continues to grow 35 over the last (2) years.
- **Goal 5. Enhance Program Development for and Service Delivery to Children and Their Families**
  - Create opportunities for academic success for children
    - Teachers were provided training during in-service January 4, 2019 to further assist with their goals.

**Special Projects:** N/A

**Critical Concerns/Challenges:**

- n/a

**UPCOMING EVENTS**

- Dr. Seuss Day, March 1, 2019
- Senior Meeting March 12 2019
- FCDC Parent Meeting March 8, 2019
- Policy Council Meeting March 20, 2019
- Polk County EHS Expansion Site Inspections March 6, 2019
- 2<sup>nd</sup> Home Visit of Program year March 1-22, 2019
- Polk County Spring Break March 25-29, 2019

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

<b>3REPORT FOR THE MONTH</b> February 2019	
<b>OF:</b>	
<b>CENTER:</b> ALPI FROSTPROOF/JUMPSTART Early Head Start	<b>DATE:</b> February 2019

ERSEA	THIS MONTH	TO DATE
<b>1. Enrollment</b>		
a. The number of EHS and HS Children served (As of 8/1)	2	85
b. Of the number of HS children in A1, the number in the VPK program.	0	0
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	38
<b>2. Of the number of HS Children eligible for kindergarten</b>		
<b>3. Dropouts</b>		
a. Number of EHS and HS children who have dropped	2	15
b. Of the number in B1, the number who dropped prior to 45 days of attendance	0	03
<b>4. Attendance/ADA</b>	88 %	85%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>				
<b>1. Total number of Head Start Families</b>	2		2	80
a. Of these, the number of two parent families	2		2	25
b. Of these, the number of single parent families	0		0	55
c. Of these, the number of families receiving assistance under TANF Program	0		0	1
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0		0	4
e. Of these, the number of families over income	0		0	0
<b>2. Total number of families identified as needing services or identified an interest in the following areas:</b>				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0		0	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	1		1	14
c. Counseling or mental health services	0		0	0
d. Education/Literacy/English as a Second Language	0		0	0
e. Adult education such as GED program and college education	2		2	69

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
f. Job Training	3		3	31
g. Substance abuse prevention or treatment	0		0	0
h. Child Abuse and Neglect Services/Training	0		0	0
i. Domestic violence services	0		0	0
j. Child support assistance	0		0	0
k. Health education	11		11	49
l. Assistance to families of incarcerated individuals	0		0	0
m. Parent Education	0		0	9
n. Marriage education	0		0	0
<b>SERVICE DELIVERY cont'd</b>	<b>EHS</b>	<b>HS</b>	<b>THIS MONTH</b>	<b>TO DATE</b>
<b>B. Early Childhood Development and Health Services</b>				
<b>1. Number of EHS and HS Children who have completed the following screenings:</b>				
a. Height	5		5	88
b. Weight				
c. Vision	5		5	88
d. Hearing	0		0	83
e. Speech/Language	0		0	83
f. Behavioral	0		0	83
g. Developmental Screening				
h. Blood Pressure	67		67	150
i. Hemoglobin	2		2	8
j. Lead	4		4	62
	2		2	51
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0		0	6
3. Of the number referred in B2, the number who have completed follow up or received treatment	0		0	3
4. The number of EHS and HS children receiving or received treatment for the following:	0		0	0
a. Anemia	0		0	2
b. Asthma	0		0	5
c. Hearing Difficulties	0		0	1
d. Overweight	0		0	0
e. Vision Problems	0		0	2
5. Number of EHS and HS children enrolled in Medicaid	1		1	78
6. Number of EHS and HS children with private insurance	0		0	01
7. Number of EHS and HS children with "Medical Home"	1		1	84
8. Number of EHS and HS children who have completed a professional dental examination	0		0	75
9. Of the children in B8, the number of children diagnosed as needing treatment	0		0	1
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0		0	1
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0		0	0

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	10	10	HS	THIS MONTH	TO DATE
12. Number of EHS and HS children with up-to-date immunizations	10			10	93
13. Number of EHS and HS children with complete immunizations	0			0	1
14. Number of EHS and HS children with current physicals	6			6	89
15. Number of EHS and HS children receiving WIC services	2			2	61
16. Number of EHS and HS children receiving meals via Child Care Food Program	7			7	68
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )	0			76	76
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )	0			0	0
19. Number of parent/teacher/ caregivers conferences completed	0			0	76
20. Number of EHS/HS with baseline assessments completed	0			0	76
21. Number of EHS/HS with mid-year assessments completed	0			0	0
22. Number of EHS/HS with final assessments completed	0			0	0
<b>SERVICE DELIVERY cont'd</b>	<b>EHS</b>	<b>HS</b>		<b>THIS MONTH</b>	<b>TO DATE</b>
<b>C. Mental Health and Disabilities</b>					
1. Number of EHS and HS children with a diagnosed disability	0			0	4
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	1			1	4
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0			0	0
4. Number of EHS and HS children with suspected disabilities	0			0	3
5. Number of referred EHS and HS children awaiting testing or staffing	1			1	4
6. Number of EHS and HS children referred for mental health services outside of the program	0			0	0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0			0	0
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0			0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0			0	0
10. Number of children the MH Professional provided an individual mental health assessment	0			0	0
11. Number of children the MH Professional facilitated a referral for mental health services	0			0	0
12. Number of MDT's meetings	0			0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0			0	0
1. Indicate the number of pregnant women who received the following services while enrolled in EHS					
a. Prenatal and postpartum health care				0	5
b. Mental health intervention and follow up				0	0
c. Substance abuse prevention				0	0
d. Substance abuse treatment				0	0
e. Prenatal education on fetal development				0	5
f. Information on the benefits of breastfeeding				0	5
1. Number of children receiving transportation services					
				0	0
2. Number of field trips taken					
				0	0

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

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SIGNATURE:	Christine Wilson	JOB TITLE:	CDSM	DATE:	2/28/2019
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# **Parent Committee Reports**

**The Agricultural and Labor Program, Inc.**  
**Head Start/Early Head Start**  
**Parent Committee Report Form**

Center:     CDFSC    

Date:     February 2019    

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- The parents and their child was able to attend and participate in the parent/child engagement hands on activity in their individual classrooms as well as attend the Annual Healthy Heart's Ball. At the ball, both parent and child were able to participate in music and movement activities as a way to promote healthy habits.
- Perfect Attendance Ceremony- The perfect attendance monthly ceremony was well attended once again. Children was able to receive certificates for the month of January who did not miss any days.
- Dental Awareness activity took place on behalf of National Children's Dental Health Month. Each classroom completed a dental poster and both parent and child completed an at home project which was displayed throughout the center.
- Dr. Watts visited the center to read to the children as a way to promote literacy.
- Each classroom discussed an identified black inventor with the children as a lesson for Blk History Month and had the children did a presentation for the office staff to showcase their newly obtained knowledge.

**Parent Committee Meeting:**

(Discussed topics, trainings, special speaker, etc.)

- Parent training topics; Setting Boundaries & Discipline where over 50 parents were able to attend

▪ **Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)

None

**Upcoming Events:**

Kindergarten Enrollment Process

Annual Science Fair.

Submitted by:     Crystal Dames, CDSM

**The Agricultural and Labor Program, Inc.  
Head Start/Early Head Start  
Parent Committee Report Form**

Center: Francina Duval HEAD START

Date: February 2019

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

Some of the activities that the children are working on are the study of trees and recycle, the children learned how to take care of their plants and how does plants change from a baby to a large tree. With the recycle the children learn how to make something out of nothing.

**Parent Committee Meeting:**

(Discussed topics, trainings, special speaker, etc.)

The parent meeting was Thursday February 14<sup>th</sup> with going over the transition activities with the public school registration, we are also working on the VPK with parents getting them ready for next school term.

**Action Items for Policy Council:**

- None
- 

**Upcoming Events:**

First parent Home Visit will start on October 1<sup>st</sup>

Second Home-visit will begin March 1th

Dr. Seuss Birthday

March 11<sup>th</sup>-15<sup>th</sup> Stem Week

March 14y Parent Meeting

March 15<sup>th</sup> Mid-Year School Readiness child outcomes

March 18<sup>th</sup>-22<sup>nd</sup> Spring Break

March 25<sup>th</sup> In-Services for Staff

Submitted by: Mary Brunson

**The Agricultural and Labor Program, Inc.  
Head Start/Early Head Start  
Parent Committee Report Form**

Center: Garden Terrace Head Start Center

Date: February 2019

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- Service Delivery Team Meeting throughout the month February 2019. Follow-up referrals, Physicals and Immunizations Record, Dental Follow-up, 2<sup>nd</sup> Height/Weight screenings. Cum. /Education Files review. Teaching Strategies GOLD Reports (Check Point 2) and 2<sup>nd</sup> Home Visits.
- Fire Drill conducted on February 1, 2019. Center Activity: Office Staff, Teaching Staff, and children.
- Early Childhood of St. Lucie Schools (Children Conference) February 2, 2019. Several Teaching Staff and Family Services Worker Attended Training.
- Friend Day on February 14, 2019. Enrichments activities in classroom with Children and Teaching Staff.
- Black History Museum Tour on February 4 – 28, 2019. All classrooms and office display exhibits. Parent and Visitors has great opportunity to do a walk throughout of the center museum.
- Program Annual Self – Assessment conducted on February 19 – 21, 2019. Visitors (ALPI Employees and Parents) conducted Self – Assessments at the center level.
- Attorney Donald Watson visit center on February 21, 2019. Presentation of Ruby Bridges story Books and picture presenting during Black History Month.
- VRP Violence Reduction Partnership Pre-K reading Program visit center on February 26, 2019.. Enhance children Literacy through Reading. All children received a story book.

**Parent Committee Meeting: February 14, 2019. (National Children's Dental Health Month)**  
(Discussed topics, trainings, special speaker, etc.)

- Topics Overview: VPK Certificates for the School Year 2019 – 2020. And Children Transitioning to Kindergarten Information for the school year 2019 – 20120, etc. Also Special refreshments for parents and Door Prizes.

**Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)

- n/a

**Upcoming Events: National Children Dental Health Month/ Black History Month**

- March 1 – 31, 2019 – 2<sup>nd</sup> Home Visits
- March 1, 2019 – Dr. Seuss (Birthday)
- March 7, 2019 – Monthly Staff Meeting
- March 14, 2019 – Parent Meeting
- March 18 – 22, 2019 – Spring Break

Submitted by: Sandra Monroe - Child Development Services Manager

The Agricultural and Labor Program, Inc.  
**Head Start/Early Head Start**  
Parent Committee Report Form

Center: ALPI George W. Truitt Family Services Center Date: February 28, 2019

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

Parent Committee Meeting.....February 12, 2019  
Pregnant Mom Meeting..... February 13, 2019  
Wear the Color Red.....February 14, 2019  
Black History Week.....February 11-15, 2019  
Policy Council Meeting.....February 20, 2019  
Holiday for All.....February 1, 2019  
Community Engagement Reading Day.....February 26, 2019  
Dental Awareness Week.....February 18-22, 2019  
Taste Walk of Red Snacks.....February 27, 2019

**Parent Committee Meeting:**

NO speaker at this time.

**Action Items for Policy Council:**

None at this time.

(Items that require Council approval such as use of the Parent Activity Funds)

None at this time.

**Upcoming Events:**

IRSC International Reading Club.....March 1, 2019  
Planting a Garden.....March 1, 2019  
2<sup>nd</sup> Home- Visit Begin..... March 1-15, 2019  
Parents Reading Engagement Week (Dr. Seuss).....March 1-8, 2019  
Parent Committee Meeting.....March 12, 2019  
Kindergarten Meeting.....March 13, 2019  
Science Fair.....March 15, 2019  
Wear the color Green.....March 15, 2019  
Spring Break.....March 18-22, 2019  
In- Services Training.....March 25, 2019  
United State Attorney's Reading Team.....March 26, 2019

**Submitted by:** Donna Hammond, CDSM

Revised 01/2008

**The Agricultural and Labor Program, Inc.**  
**Head Start/Early Head Start**  
**Parent Committee Report Form**  
**For February 2019**

Center: Lincoln Park Head Start

Date: 2/28/2019

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- 40 parents attended PCM meeting. Ms. Johnson reviewed the agenda and discussed topics at a glance.
- February Parent/Child Engagement Package, issued to parents during the month. Parents were encouraged to work with their child on activities presented on the form for the month and to initial each day and signed the bottom of the form in which they assisted the child.
- Perfect Attendance certificates issued to 42 children that received perfect attendance for the month January 2019.
- 2<sup>nd</sup> Home Visit Request forms issued for parents signatures to confirm date/time of scheduling by the teaching staffs.
- Parent/child engagement activity conducted following PCM meeting. 26 Parents were engaged in classroom activities with their child.
- Black History Program conducted on 2/8/19. Each classroom elaborated on African Americans which made history in the presence of parents and friends.

**Parent Committee Meeting: Held on February 13, 2019**

**(Discussed topics, trainings, special speaker, etc.)**

- SLCSB staffs Angela Moreno and Virginie Osbert discussed with parents the process of kindergarten enrollment for the upcoming school year of 2019-2020.
- Friendship Day activities scheduled for children to create memories with peers on 2/14/19.
- President's Day on 2/18/19 is a regular school day for all Head Start children.
- Parent/Child Engagement packets discussed to let parents know the importance of working with children on the activities.
- Dental Awareness week long activities during the week of 2/25-27/19. Children and parents will create posters and hang around their classroom.
- ALPI Annual Self-Assessment will take place 2/19-21/19.
- Scheduling appointments for children after school has ended to ensure services are being provided.

**Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)

None

**Upcoming Events:**

- 2<sup>nd</sup> Home Visit begins 3/1/19
- Kindergarten open enrollment process will begin for first round pick on 3/1-29/19.
- Dr. Seuss's Week 3/2-8/19
- CLASS Observations begin 3/4/19
- Next PCM Meeting 3/13/19
- STEM Week (All about Science) 3/11-15/19
- Spring Break 3/18-22/19
- Staff In-Service Day 3/25/19

Submitted by: Glenda Johnson, CDSM

Revised 01/2008

The Agricultural and Labor Program, Inc.  
**Head Start/Early Head Start  
Parent Committee Report Form**

Center: QTHSC II

Date: February 13, 2019

**Center Activities Summary:**

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- VPK 2018-2019 Online Registration Details; The parents were informed that the VPK application process needed to be completed for eligible four year olds as soon as possible to insure correct placement for the upcoming school year. Parents were urged to seek out the CDSM or FSWs for assistance with the process.
- Renewing Immunizations and Physicals; Parents were urged to keep immunizations up to date and reminded that there was currently a measles outbreak in 10 states due to vaccination non-compliance. Parents were reminded that if they wait until the last minute for physicals there may be a delay in getting their child registered for school.

**Parent Committee Meeting:**

(Discussed topics, trainings, special speaker, etc.)

- Registration for Kindergarten 2019; Parents were advised that public school registration begins on the first day of March and runs until 3/29/19. The parents were provided with the SLCSB 2019-2020 Calendar and a copy of the start times for all of the schools in the county. The CDSM urged them to look at these two documents and consider carefully their work schedules so that they could begin the process of school choice based upon the needs of their family. Parents were informed that the registration packets would be provided after the meeting that the CDSM would be attending on 2/21/19

**Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)

- None at this time

**Upcoming Events:**

- Kindness Day Celebration 2/13 Parents were reminded to check with teachers of individual classrooms to discuss the activities for this day.
- Dental Health Week 2/18-22; Parents were informed that classroom teachers were requesting a take-home activity that included making a poster to showcase dental health.
- Policy Council Meeting 2/20; parents were informed that this would be held on Wednesday at 12:30.
- Open Enrollment for Kindergarten 3/1-3/29; This was a topic of discussion during the meeting

Submitted by: Ellen Bradley, CDSM

**The Agricultural and Labor Program, Inc.**

**Early Head Start**

**Frostproof Child Development Center**

**Parent Committee Report For**

**Center: Frostproof CDC/EHS**

**Date: February 2019**

**Center Activities Summary:**

**Accomplished activities such as educational/curriculum, parent training, field trips, screenings, community partnerships/involvement, and special events, etc.**

- FCDC met ADA month of February
- Fire Drill was conducted during the month of February.
- Service Delivery Team Meeting was conducted for the month of February
- Policy Council Meeting was held in Fort Pierce during the month of February.
- We have a total of (15) VPK; (19) School Readiness and (55) EHS children enrolled in Frostproof and (20) enrolled at Jumpstart.
- Management Team Meeting was held during the month of February.
- Parent Committee Meeting was held on 2/8/19, our guest speaker was Solomon Vasquez from Central Florida Health Care, Dental Department, and he spoke on the importance of children receiving dental care at an early age, we had (12) twelve parents to attend.
- Pest control services were provided during the month of February.
- We celebrated Black History during the month of February.
- Story Hour was conducted by Mrs. Carmen Cruz from The Goodwill Program of Sebring, FL she read to the VPK/SR classroom discussed the story and asked them open ended questions and gave each child their personal book during the month of February.
- All staff participated in recruitment on 2/15/19 in the Frostproof/Babson Park/West Frostproof areas during Staff Development Day.
- All staff celebrated "Presidents Day" on 2/18/19.
- Celebrated with African Heritage Food on 2/28/19.
- Three (3) Substitute Caregivers were hired during the month of February.
- Parent Committee Chair and Vice of Parent Committee participated in program Self-Assessment

**(Discussed topics, trainings, special speaker, etc.)**

- Management staff participated in PROMIS Training on 2/26-27, 2019

**Action Items for Policy Committee Meeting:**

- To approve Februarys report.

**Upcoming events:**

- Home Visits 3/1-3/22/19
- Parent Meeting 3/8/2019.
- Spring Break March 25-29 2019
- Policy Council Meeting 3/20/2019.



AGRICULTURAL AND LABOR PROGRAM, INC.

2019 PROGRAM SELF-ASSESSMENT

HEAD START AND EARLY HEAD START

## INTRODUCTION

The Agricultural and Labor Program, Inc. (ALPI) conducted a Program Self-Assessment in accordance with the requirements of the Head Start/Early Head Start §1302.102 (b)(2) of the Head Start Performance Standards. The purpose is to evaluate the progress toward accomplishing its goals and objectives, and to the extent of which Head Start/Early Head Start programs are meeting the requirements as prescribed in the Performance Standards and Head Start Act.

As part of the Program Self-Assessment, the program reviews and evaluates the program's goals and objectives for the Head Start and Early Head Start Program. The program takes in consideration the following regulations and requirements to include: ALPI's Strategic Plan, Head Start Performance Standards, Head Start Reauthorization Act, State and local licensing and school readiness expectations in accordance with the Head Start Early Learning Outcomes Framework and Florida Early Learning and Development. This process allows management to engage in a comprehensive program review and planning to establish and maintain a progress of ongoing monitoring and continuous improvement for achieving the program goals and objectives that ensure the delivery of effective, and high-quality program services.

The Program Self-Assessment provides ALPI with information to:

- Evaluate the effectiveness of its systems in facilitating compliance with required standards; early in the program year to make changes in accordance with ALPI's Program Operational Policies and Procedures;
- Determine if the rate of progress being made by children is adequate for them to be ready for school by the end of the program year based on the agency's School Readiness Plan;
- Identify objectives scheduled for accomplishment during the current program year; and make changes in accordance with ALPI's Program Operational Policies and Procedures;
- Confirm that the program has met "time sensitive" requirements outlined in standards and regulations;
- Allow sufficient time during the current program year for modification to its management and service delivery systems and plans, and the reallocation of resources to ensure that every participant in the program receives maximum benefit.

The Program Self-Assessment is a progress of ongoing monitoring to self-assessment with a comprehensive emphasis during the program's mid-year phase which is led by the agency's management staff as part of the agency's 'on-going' management oversight. The process begins in November 2018 and ends in February 2019.

ALPI initiated the mid-year Program Self-Assessment during the Board of Director's Annual Retreat, conducted on November 16-18, 2018. The Board of Director's is presented with a 12 months period of ongoing monitoring documentation collected for review and evaluation. The Board evaluated results and benchmarks based on program goals and objectives as part of the agency goals, objectives and benchmarks.

Overall, the program's mid-year self-assessment represents a comprehensive review of the ongoing flow of compliance oversight and corrections that is a part of a system of ongoing oversight, which ensures effective implementation of the program's performance standards, laws, and regulations throughout the program year. This process allows ALPI to correct quality and compliance issues immediately, work with the Board of Directors and the Policy Council to address issues, and implement procedures that prevent recurrence of previous quality and compliance issues. In addition, this allows uncovering deficits and potential weaknesses and to problem solve for effective solutions without any interruption of ongoing services.

ALPI's Management Staff facilitated the final phase of the mid-year Program Self-Assessment the week of February 19-21, 2019, for the purpose of, allowing all participants to conduct data tours and exploration visits and finally to report findings and to develop corrective action plans as indicated by those findings.

The methodology used to collect data for the purpose of, determining the program effectiveness of ALPI's Management Systems in facilitating the accomplishment of the program's goals and objectives, and compliance with Head Start/Early Head Start program regulations, state and agency policies through the following:

- Review and analysis of student performance i.e., Teaching Strategies GOLD ongoing assessments, Voluntary Pre-K Assessment's results and Child Outcomes Reports
- Review of services rendered to families as part of the family and community engagement
- Site observations of health and safety practices
- Site observations of child/teacher interactions
- Staff interviews
- Review of eligibility, recruitment, selection, enrollment and attendance policies and procedures

ALPI utilized the Office of Head Start Focus Area Two Protocol as the tool to guide the facilitation of the Program Self-Assessment process. The Program Operations Directors provided an orientation of the protocol and techniques to the self-assessment team prior to the implementation of the activities.

## PROGRAM SELF-ASSESSMENT SUMMARY REPORT

### PROGRAM GOVERNANCE

The Board of Director's Retreat was conducted on November 16-18, 2019. The Board of Directors Retreat members were presented with 12 months period of ongoing monitoring for review and evaluation. The Board evaluated results and benchmarks based on program goals and objectives as part of the agency goals, objectives and benchmarks. The participants included: Board of Directors, Policy Council, Advisory Councils, and ALPI's Senior Management Staff. The information presented included but was not limited to the following:

- ALPI's Strategic Plan Outcomes
- Head Start and Early Head Start Program Information Report (PIR)
- 2018 Program Annual Self-Assessment Results and Corrective Action Plans
- Child Outcomes for Head Start/Early Head Start, VPK, and Child Care
- Teaching Staff Professional Plan Status
- Teaching Staff Credentials Status
- Head Start/Early Head Start Program Goals and Objectives
- Head Start/Early Head Start Service Delivery Target Areas Status
- 12 Months of Monitoring Reports to include: Department of Children and Families Licensing Office, Early Learning Coalitions, Fire Marshall Districts, Child Care Food Program, etc.
- Funding Applications for Head Start/Early Head Start Services

*No findings were reported.*

#### **Service Delivery:**

During December 2018 through February 2019, the Management Staff conducted a comprehensive file review to evaluate program progress in delivering services to the children and families. The comprehensive review of Service Delivery is designed to provide adequate time for a detailed review of services delivered to children and families, and ensure the implementation of the agency/program operational policies and procedures. Based on the results, it was determined and validated those services to children and families were on target based on the program's benchmarks in accordance with the Performance Standards, and Head Start Act.

*No findings were reported.*

## **PROGRAM STRUCTURE**

ALPI operates Head Start and Early Head Start Center-based options based on the community assessment data. The program delivers full services as described in the Performance Standards. The Early Head Start Program operates 1,387.5 hours of planned class operations and the Head Start Program 1,080 hours of planned class operations. Classroom ratios are in accordance with the federal and state teacher/child ratios and group sizes. Based on the onsite observations it was confirmed that both class size and teacher-child ratio met the federal and state licensing requirements.

*No findings were reported.*

## **QUALITY EDUCATION AND CHILD DEVELOPMENT SERVICES**

According with the data tours and exploration visits, the self-assessment team determined that the program demonstrated that high-quality early education and child development services are being provided to children in accordance with rules and regulations that governs the Head Start and Early Head Start. The tours and explorations revealed the following:

- 1302.31 Effective teaching practices: classroom staff were providing a responsive care that promoted healthy development recognizing the needs of the dual language learners. The materials were in multiple languages; which supports the children home language, and the daily schedule shows rest, meals, physical activities, transitions, etc.
- 1302.31 Curricula: the program utilizes a research-based curriculum, the Creative Curriculum for Preschoolers and the Creative Curriculum for Infants, Toddlers and Twos.
- 1302.33 Assessment for individualization: the program utilizes research-based tools for developmental screening such as DECA, ASQ, Speed DIAL, etc. to identify children with concerns. The program completed the 45/90 days screenings in accordance with the established benchmark.
- 1302.45 Support with challenging behaviors and mental health: the program supports the children's mental health needs by engaging parents, securing consultation services, providing strategies/techniques to teachers to assist in the classroom management, etc. in addition, the program secures monthly on-site mental health consultations for parents and staff.
- 1302.71 Learning environment: the learning environments are well-organized promoting developmentally appropriate space to include daily schedules, lesson plans, indoor and outdoor learning experiences. Children have opportunities for choices, play, exploration, etc.

- 1302.102 School readiness and data tours, revealed the program's aggregation of data that consist of gathering from Teaching Strategies GOLD ongoing assessment, VPK assessments, CLASS Observations, and the program's school readiness expectations. Documentation/reports demonstrated that the program continues to lead early childhood with a strong and clear focus on all aspects of healthy development, to include the physical, cognitive, social and emotional development, all of which are essential to getting children ready for school.

*No findings were reported.*

## **QUALITY HEALTH SERVICES**

According with the data tours and exploration visits, the self-assessment team determined that the program demonstrated that high-quality health, oral health, mental health, and nutrition services are being provided to children in accordance with rules and regulations that governs the Head Start and Early Head Start. The tours and explorations revealed the following:

- 1302.41 Collaboration with parents: the program review of information shows the efforts of parent engagement; parents provide in advance authorization for health and developmental in accordance with policies and procedures.
- 1302.42 Child health status and care: according with the program policies and procedures during the enrollment process the child's ongoing source of health care is identified. For those children that do not have a source of ongoing care, the program's family services staff assist parents accessing a source of care.
- 1302.43 Oral health practices: the program classroom daily schedule of activities reflects children brushing their teeth daily with toothpaste with fluoride.
- 1302.44 Child nutrition: the program nutrition services are developmentally appropriate and in accordance with the USDA requirements, providing breakfast, lunch and snack. Serving and transportation of meals complied with the licensing requirements to include meeting the needs of children with special dietary needs.
- 1302.45 Wellness promotion: the program support system for wellness and promotion includes monthly on-site mental health consultations for parent and staff; provide training and techniques to assist staff with children with challenging behaviors, etc.
- 1302.47 Safety practices: in accordance with the program safety practices policies and procedures, the program's physical environment at all sites were welcoming, clean and attractive. However, at two sites, the outdoor equipment and fall zone were not in accordance with the program's safety practices policies and procedures. The program operational policies and procedures facilitates regular/ongoing monitoring/inspections of play areas.

- 1302.80 Enrolled pregnant women: during the program’s enrollment process, the determination of ongoing source of health care is established. In collaborations with community resources/agencies pregnant women are provided with required trainings, resources, materials, etc. during their pregnancy period.

*Noncompliance: 1302.47 (2) (v) Equipment and material – Be kept safe through an ongoing system of preventative maintenance.*

1. At the Jumpstart Development Center: a) the outdoor fall zone did not meet the standards safety requirements; and b) broken tricycles were used by children
2. At the Learning Tree Academy: a) children were using broken tricycles and no helmets were being used; and b) the playground equipment was not clean.

## **QUALITY FAMILY AND COMMUNITY ENGAGEMENT SERVICES**

According with the data tours and exploration visits, the self-assessment team determined that the program demonstrated that high-quality family and community engagement services are being provided to support families and making progress towards their goals in accordance with rules and regulations that governs the Head Start and Early Head Start. The tours and explorations revealed the following:

- 1302.34 Engaging parents and family members: the program demonstrated that families are a part of the child’s educational developmental recognizing the parent’s role as the first educator. The program conducts home visits and parent/teacher conferences to discuss their child’s progress. Monthly, the program distributes parent/child home activities that supports program curriculum and school readiness.
- 1302.50 Family engagement approach: the program demonstrated the integration of parents/families into all service areas supporting families and promoting children learning and development. The program’s support system includes linking community resources to address parents/family’s needs, providing assistance such on-site mental health, transportation, nutrition consultation services, emergency crisis, etc.
- 1302.51 Parent activities to promote child learning and development: the program as part of the efforts to support and increase school readiness, provide parents with a monthly parent/child home activities packet that supports the parents as the first teacher in their child’s life. The program also provides parent trainings that support parenting skills in collaboration with community resources.
- 1302.52 Family partnership services: the program’s Family Partnerships Agreement process is designed to work in collaboration with parents to meet their needs/goals by establishing clear roles of responsibility, connecting parents with community resources, following up on steps achieved, and providing continuous support to parents.

- 1302.53 Community partnerships: the program demonstrated community collaborations across all service areas to include meeting the needs of health, nutrition, mental health, education, etc.

*No findings were reported.*

### **Monitoring ERSEA: Eligibility, Selection, enrollment, and Attendance**

According with the data tours and exploration visits, the self-assessment team determined that the program demonstrated to have a system to ensure compliance with ERSEA requirements in accordance with rules and regulations that governs the Head Start and Early Head Start. The tours and explorations revealed the following:

- 1302.12 Determining, verifying, and documenting eligibility: the program process is as follows: 1) When a child is enrolled in Early Head Start and moves to Head Start, the staff must re-verify the family's income again to determine eligibility; and 2) The program keeps eligibility determination records for each child enrolled in the program that include:
  1. Copies of any documents used to determine eligibility (income)
  2. Statements verifying an in-person or telephone interview
  3. Efforts made to verify eligibility (third-party verification, family consents, etc.)
  4. Statements that identifies what way the family was eligible (income, public assistance, homeless, foster care, etc.)
  5. Records are kept on currently enrolled children and maintained for one year after they have stopped receiving services or are no longer enrolled.
  6. Program Resources and Outcomes Management Information System (PROMIS) is utilized to maintain eligibility, verification, and track children and families. Information includes, but is not limited to the following: name, income, family size, verification, demographic, enrollment, health, screenings and results, family needs assessment, drops, transfers, replacements, attendance, home visits, follow up, services rendered, etc.
- 1302.15 Enrollment: the program has maintained full enrollment the full year according with records and staff interviews. Children are replaced within 30 days.
- 1302.16 Attendance: In accordance with the program's policies and procedures children attendance is tracked daily. Children with absences are monitored and tracked within one hour from the program start time.

*Noncompliance: 1302.16 (a)(1)(2) Promoting regular attendance.*

*1. At all centers files were reviewed, it was determined that there was no consistency in attempting to contact parents regarding children absences.*

**2019 PROGRAM SELF-ASSESSMENT  
CORRECTIVE ACTION PLAN**

*Noncompliance: 1302.47 (2) (v) Equipment and material – Be kept safe through an ongoing system of preventative maintenance.*

1. At the Jumpstart Development Center: a) the outdoor fall zone did not meet the standards safety requirements; and b) broken tricycles were used by children.
2. At the Learning Tree Academy: a) children were using broken tricycles and no helmets were being used; and b) the playground equipment was not clean.

**Desired Outcome:** Ensure outdoor play areas at the contracted sites are kept in accordance with the safety practices at all times.

Activity	Person Responsible	Completion Date	Documentation	Status
1. Remove broken toys/equipment from the playground area.	Contracted Center Staff Service Area Managers	02/20/2018	Monitoring Reports	Completed
2. Add adequate amount of surface to comply with fall zones playground requirements.	Contracted Center Staff	03/15/2019	Monitoring Reports	Pending
3. Review safety practice procedures with the contacted site staff i.e., using of helmets, cleanliness of playground equipment, etc.	Service Area Managers		Procedures	Pending
4. Provide technical assistance and/or training on policies and procedures to ensure compliance and best practices are carried out at all times.	Contracted Center Staff Service Area Managers		Agenda & Sign-In Sheets	Pending
5. Monitor and evaluate progress for compliance.	Service Area Managers Directors		Monitoring Reports	Pending

*Noncompliance: 1302.16 (a)(1)(2) Promoting regular attendance.*

1. At all centers files were reviewed, it was determined that there was no consistency in attempting to contact parents regarding children absences.

**Desired Outcome:** Maintain compliance to ensure children are safe when they do not arrive at school.

Activity	Person Responsible	Completion Date	Documentation	Status
1. Review the policies and procedures and provide a refresher training to staff to ensure compliance is maintained.	Service Area Managers	03/08/2019	Agenda & Sign-In Sheets	In progress
2. Provide technical assistance on reinforcing the policies and procedures to ensure compliance and best practices are carried out at all times.	Service Area Managers CDSM	03/15/2019 – 6/30/2019	Sign-In Sheets	In progress
3. Monitor and evaluate progress for compliance.	CDSM Service Area Managers Directors	03/15/2019 – 6/30/2019	Monitoring Reports/Center Visitation Forms	In progress

## PROGRAM SELF-ASSESSMENT PARTICIPANTS

Caroline W. Looney, Deputy Director  
Myrna Rodriguez, Program Operations Director  
Aletta Stroder, Program Operations Director  
Alisa Thornton, Early Childhood Development and Education Services Manager  
Cynthia Paull, Early Childhood Education Coordinator  
Iris Rivera, Health Services Manager  
Toni Jones, Health Services Manager  
LaTonya Robinson, Mental Health/Disabilities Specialist  
Donita Brunson, Family and Community Partnerships Manager  
Jewel Whitehead, Family Support Services Coordinator  
Elnora Hall, Early Childhood Education Coordinator  
Alicia Sierra, Family Services Worker  
Crystal Dames, Child Development Services Manager  
Cheryl Filipwicz, Child Development Center Coordinator  
William Hopkins, Transportation Coordinator  
Tamarind Hill, Policy Council Member  
Lakayla Jackson, Policy Council Member  
Dr. George Grace, Policy Council Member  
Sinia Galvez, Parent  
Josephine Howard, Board of Directors Member  
Rosa Cendejas, Community Volunteer