

## ALPI HEAD START/EARLY HEAD START

# Memo

**To:** Policy Council Members  
**From:** Tamarind L. Hill, Policy Council Chairperson  
**Date:** May 8, 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, May 15, 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

May 15, 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"/> CurShawnda Brown	GWT	<input type="checkbox"/> Linda Halpin	CR
<input type="checkbox"/> Olivia Smith	LP	<input type="checkbox"/> Teaira Reed	GT	<input type="checkbox"/> Tamarind L. Hill	FCDC	<input type="checkbox"/> Dr. George Grace	CR
<input type="checkbox"/> Amaryllis Rosario	CDFS	<input type="checkbox"/> Anthony L. Smith	GT	<input type="checkbox"/> Donna Gibson	CR		
<input type="checkbox"/> Noelia Garcia	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"/> Keonia Coats	LP	<input type="checkbox"/> Danyella Jackson	GT	<input type="checkbox"/> Priscilla Spears	GWT		
<input type="checkbox"/> Shantel Britton	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	Tamarind L. Hill	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 – April 17, 2019	Present	Yolanda Robinson, Secretary	Approval	2 minutes
5. 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	Tamarind L. Hill	Approval	4 minutes
6. 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	Present	Committee Representatives	Approval	10 minutes
7. REPORTS ✓ Board of Directors Representative	Present	Josephine Howard, Board Rep.	Approval	2 minutes
8. OLD BUSINESS ✓ Code of Business Conduct and Conflict of Interest Statement	Present	Tamarind L. Hill	Information	2 minutes
9. NEW BUSINESS ✓ Agency Picnic, Fort Pierce, FL	Present	Tamarind L. Hill	Approval	2 minutes
10. ADJOURNMENT	Present	Tamarind L. Hill	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**

Minutes and Attendance  
April 17, 2019

Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Policy Council Meeting  
**ALPI Administrative Office**  
2202 Avenue Q, Fort Pierce, FL 34950  
April 17, 2019

**MINUTES**

**1. CALL TO ORDER**

Tamarind L. Hill, Policy Council Chairperson called the meeting to order at 12:55 p.m.

**2. ROLL CALL**

Yolanda Robinson, Policy Council Secretary conducted the roll call. Members present: Nikyta L. Woods, Teaira Reed, Yolanda Robinson, Tamarind L. Hill and Amaryllis Rosario.

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

A quorum was established at 1:24 p.m.

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

Guest present: William Holt, ALPI Board of Directors Chairperson.

**3. MISSION STATEMENT**

Policy Council Members read the Mission Statement.

**4. SECRETARY'S REPORT**

The Secretary's Report was tabled until the quorum was established.

**5. ELECTION**

The election was tabled until the quorum was established.

**6. CONSENT AGENDA**

The consent agenda was tabled until the quorum was established.

**7. POLICY COUNCIL COMMITTEES**

The Policy Council Committee reports were tabled until the quorum was established.

**8. REPORT**

Board of Directors: Josephine Howard stated that the Board of Director's have not met and there was no new information. However, Mrs. Howard shared information of upcoming projects/events to include, US Censes, Elections, etc.

Right after, Myrna Rodriguez pointed out that although, there was no quorum at this time, we are asking for the Action/approval of the Human Resources listing of terminations be taken and submit the action/approval for ratification at the next meeting.

William Holt, provided additional clarification of the process of actions taken without a quorum and later ratifying those actions include, actions taken by the Policy Council Executive Committee; whose composition are those of the elected officers.

Based on the explanation provided of the agency's process, Aletta Stroder presented and distributed the Human Resources listing of terminations dated April 17, 2019. The Human Resources listing of terminations included, 1 Teacher and 1 Teacher Assistant.

Dr. George Grace referenced to the appeal process, and clarification of the appeal was provided.

At this time (1:24 p.m.), Felicia Sweeting-Harris arrived. Quorum was established.

Josephine Howard made a motion to approve the Policy Council Human Resources Listing as presented. Yolanda Robinson seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

Yolanda Robinson presented the Secretary's Report for approval and asked if there were any questions to the minutes from March 13, 2019. There were no questions or corrections.

Yolanda Robinson made a motion to approve the Secretary's Report as presented. Donna Gibson seconded. Motion carried.

At this point, Josephine Howard recommended for the prior action items to be approved all at once instead of individually, to include the Consent Agenda and Financial Reports. Tamarind L. Hill asked for approval of those action items as recommended.

Josephine Howard made a motion to approve the Consent Agenda and the Financial Reports as presented. Nikyta L. Woods seconded. Motion carried.

Following the approval, Tamarind L. Wood proceeded with Item #5 of the agenda, which consist of the Election of Vice-Chairperson. Myrna Rodriguez facilitated the election for the Policy Council Vice-Chairperson position. Ms. Rodriguez opened the floor for nominations. There was one nomination, Nikyta L. Woods. Ms. Woods provided a brief statement. Policy Council members voted unanimously for Ms. Woods to be the new Policy Council Vice-Chairperson.

## **9. OLD BUSINESS**

Myrna Rodriguez provided a status regarding the Program Self-Assessment Corrective Action Plan and informed the members that the identified non-compliance areas have been corrected.

In addition, Ms. Rodriguez also informed the members that the 2019-2020 Head Start/Early Head Start Grant Application was submitted successfully under the guidance and assistance of the CEO, Arlene Dobison.

#### **10. NEW BUSINESS**

Ms. Rodriguez presented the National Head Start Dollar per Child Campaign and provided a brief overview of the purpose of the funding. Ms. Rodriguez asked for approval to utilize the Sunshine Account Funds to donate \$831.00, according with the funded enrollment.

Donna Gibson made a motion to approve the one dollar per child donation as presented. Josephine Howard seconded. Motion carried.

Caroline Looney presented the Agency's Code of Business Conduct and the Conflict of Interest Statement for members, to review and sign.

Additional information presented for review and discussion included the following:

- 2018-2019 CLASS Observations Report. Myrna Rodriguez provided an overview of the report and stated that it is the agency's process to measure quality of teacher/child interactions. This process helps to identify areas in need of improvement to include mentoring, coaching, professional development/training, etc.
- 2018-2019 Fall/Spring School Readiness/Child Outcomes reports. Myrna Rodriguez provided an overview of the two ongoing assessments of children that show the progression children have made up to this point.
- Recruitment Flyers for the Head Start Program, Computer Assisted Tutorial Program (CAT) and the Summer Innovative Discovery and Exploration Academy.

In closing, William Holt provided words of encouragement for parent's participating. Mr. Holt pointed out the importance of the Policy Council members to attend the meetings; and stated to notify members of their replacement due to the lack of participation.

#### **11. ADJOURNMENT**

Adjournment was at 2:10 p.m.

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Policy Council Secretary

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

CENTER	NAME	OCT 3, 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUNE 2019	JULY	AUG	SEPT
Lincoln Park Head Start	Olivia Smith							A					
Lincoln Park Head Start	Nikyta L. Woods	P	P	P	P	A	A	P					
Garden Terrace Head Start	Teaira Reed			P	P	P	A	P					
Garden Terrace Head Start	Danyella Jackson	P	P	A	E	P	A	A					
Queen Townsend HSC II	Crystal Booker	P	A	P	E	P	P	A					
Queen Townsend HSC II	Jasmine Troutman	P	A	P	P	A	P	A					
Child Development & Family Services	Amaryllis Rosario							P					
Child Development & Family Services	Noelia Garcia												
Francina Duval Head Start	Raquell Bizzell							A					
George W. Truitt Family Services	Yolanda Robinson	P	P	P	E	P	P	P					
George W. Truitt Family Services	CurShaunda Brown			P		P	A	A					
Frostproof Child Development	Tamarind L. Hill	P	P	P	E	P	P	P					
HS Contracted Site St. Lucie	Mislane Charles	A	A	A	A	A	A	A					
Community Representative	Felicia Sweeting-Harris	P	P	P	A	A	P	P					
Community Representative	Linda Halpin	E	E	P	E	P	E	P					
Community Representative	Donna Gibson	A	P	P	P	P	P	P					
Community Representative	Dr. George Grace	P				P	P	P					
Board Representative	Josephine Howard	E	P	P	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						P						
Garden Terrace Head Start	Tiara King												
Queen Townsend HSC II	Lamonica Murphy												
Queen Townsend HSC II	Suntory Safford			P									
Child Development & Family Services	Shantel Britton												
Child Development & Family Services	Andrew Hendricks												
Francina Duval Head Start	Scarlet Vega												
George W. Truitt Family Services	Priscilla Spears												
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

4/29/2019  
2:30PM

## 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: DOBISON, ARLENE    Phone: (863) 956-3491    Ext: 206  
Email: adobison@alpi.org

#### Claim Information

Status: Submitted    Entered By: 0501  
Claim Month/Year: 3/2019    Date Received: 04/29/2019 2:29:12PM  
Revision #: 0  
Operating Days: 16    Average Daily Participation: 674

#### 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>10,751</u>	<u>0</u>	<u>10,751</u>	<u>10,295</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$72,266.00</u>	Meal Earnings:	<u>\$64,198.55</u>
Administrative Expenditures	<u>\$7,709.00</u>	Cash-In-Lieu:	<u>\$2,526.51</u>
Total Expenditures	<u>\$79,975.00</u>	Total Earnings:	<u>\$66,725.06</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$66,725.06</u>

**Florida Department of Health**4/29/2019  
2:30PM**Child Care Food Program****Child Care Center Claim****AN: 501 Fiscal Year: 2019 Claim Month/Year: 3/2019 Revision #: 0**

<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$12,283.88	\$483.40	\$12,767.28
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$2,952.47	\$116.09	\$3,068.56
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$7,270.39	\$287.41	\$7,557.80
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$7,011.75	\$275.42	\$7,287.17
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,629.21	\$301.98	\$7,931.19
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$8,405.17	\$328.77	\$8,733.94
<b>Site Num/ Center Num</b>	<b>Site Name</b>	<b>Address</b>	<b>Meal Earnings</b>	<b>Cash-In-Lieu</b>	<b>Total Earning</b>
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$18,645.68	\$733.44	\$19,379.12
			<b>\$64,198.55</b>	<b>\$2,526.51</b>	<b>\$66,725.06</b>

**MONTHLY NON-FEDERAL SHARE REPORT SUMMARY**  
(Due by the 7th of each month)

MONTH REPORTING: APRIL 2019			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	54CH179		
FAA PERIOD	Beginning	7/1/2018	Ending 6/30/2019

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,877,534.00	\$ 7,877,534.00
20% Non-Federal	\$ 1,989,394.00	\$ 1,989,394.00

GRANT TYPE	January	February	March	April	May	June	YTD	BALANCE	%
VOLUNTEERS	\$ 25,403.87	\$ 26,245.52	\$ 24,057.44	\$ 25,259.87			\$ 25,1978.40	\$ 387,345.60	39%
SPACE COST	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83			\$ 475,958.30	\$ 95,191.70	83%
OTHER	\$ 81,746.70	\$ 99,036.73	\$ 75,921.36	\$ 88,316.74			\$ 820,632.45	\$ (61,722.45)	108%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 154,746.40	\$ 174,878.08	\$ 147,574.63	\$ 161,172.44	\$ -	\$ -	\$ 1,548,569.15	\$ 420,814.85	79%

CERTIFICATION	DATE
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez	5/3/2019
CERTIFIED BY: Myrna Rodriguez	DATE
	5/3/2019

Comments: The estimated amount of VPK reimbursement is at \$84,813.92 for the April services rendered in St. Lucie; however, this amount will change once the final reimbursement is received from the OEL. At final time, the April "OTHER" category will be adjusted.

**ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE**

VOLUNTEERS	January	February	March	April	May	June	YTD
Parents	870	1111	882	905			8664.00
Professionals	16	18	13	8			172.00
Hours	2159.62	2364.68	2043.73	2132.83			20242.26

Definitions:  
Parents i.e., biological parent, legal guardian (to include grandparent)  
Professional i.e., Physician, Dentist, Nurse, Therapist, etc.

# **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**

**April 2019**

**MONTHLY REPORT**

Submitted By: Myrna Rodriguez Date: May 3, 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 in the Early Learning Coalition of St. Lucie County Board of Directors Meeting on April 3, 2019. The items presented included, financial information, progress reports, etc.
- Participated in the Statewide Preschool Network Regional Meeting on April 3, 2019, facilitated by the Office of Early Learning. Items of discussion included, review and analysis of the Preschool Quality Indicators including:
  - ✓ Safe and Healthy Program Practices
  - ✓ Education, Training and Support
  - ✓ Comprehensive Early Learning Standards and Curricula
  - ✓ Group Sizes and Ratios
  - ✓ Classroom Environment and Interactions
  - ✓ Support for Diverse Learners
  - ✓ Family Engagement
  - ✓ Community Relationships
- Coordinated an informal meeting with the School Board Food Department on April 4, 2019, to discuss the Computer Assisted Tutorial Program meals for the 2019 Summer Program and the 2019-2020 Program Year.
- Participated in the Senior Management Directors Meeting held on April 9, 2019, facilitated by Arlene Dobison, CEO. Items for discussion included: Share Drive, Forms, Clockwise, Travel Reimbursement, Advisory Councils Proposed Action Items, Liaison Assignments, Department Updates, etc.
- Participated in the VPK Conference Call on April 10, 2019. The Office of Early Learning facilitated the conference call. Items presented included, trainings, preschool network, transition to kindergarten, and rule updates.

- Participated in the Lead Management Meeting held on April 11, 2019 facilitated by Caroline Looney, Deputy Director. The meeting discussion included Travel, Operational Policies and Procedures, PIR, and Recruitment.
- Participated in the called meeting with the CEO, followed by the Lead Meeting on April 11, 2019, to discuss program related issues/barriers to include, but not limited to, personnel recruitment, staff credentials, program recruitment, monthly reports, children computers/smart tables, self-assessment status, etc.
- Participated in a conference call with the Regional Office Program Specialist on April 16, 2019. Items for discussion included, grant application status, training and technical assistance support, homeless agency partnerships, etc.
- Facilitated a special Management Staff Meeting on April 22, 2019 to discuss the ALPI Innovative Discovery and Exploration Academy activities and services, as well as the Head Start recruitment status and enrollment. The driven funding source for the academy is the School Readiness (SR) funding. The Management Staff will facilitate recruitment and center specific for the academy.
- Participated in the Roundtable of St. Lucie County Behavioral Health Task Force Meeting on April 24, 2019. The meeting discussions included data collection/assessment, training/outreach, and community survey.

**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
- CocaFlorida.Com new partnership
- Behavioral Health Task Force Committee

**Human Resources:**

- During this reporting period, we conducted interviews for the Teacher and Teacher Assistant positions.

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

- Program Coordinator coordinated for Dorothy Oppenheiser, Trauma Informed Care Specialist from Tykes and Teens to provide the Interviewing/Effective Communication training to the program staff on April 5, 2019.
- The Computer Assisted Tutorial Program (CAT) has served eighty (80) students year-to-date.

**Program Governance:**

- Coordinated and facilitated the Policy Council Monthly Meeting held on April 17, 2019. Ten (10) members participated in the meeting. The Policy Council action/approval and/or discussion items included, but were not limited to, meeting minutes, human resources listing to include terminations; program financial reports, program progress reports, statistical reports, NHSA Dollar Per Child Donation, self-assessment status, school readiness reports, CLASS Observation reports, Code of Business Conduct and Conflict of Interest Statement.

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

- The Health Services Manager is a certified Infant CLASS Observer effective April 10, 2019. The Health Services Manager has demonstrated proficiency in observing and coding classroom interactions reliably using the CLASS measure. Staff received 24 training hours.
- A Child Development Services Manager is a certified Pre-K CLASS Observer effective April 20, 2019. The Child Development Services Manager has demonstrated proficiency in observing and coding classroom interactions reliably using the CLASS measure. Staff received 24 training hours.
- A Teacher and a Caregiver completed the Serving Safe Food in Child Care: Clean, Cook, Chill and Separate on April 24, 2019. The training was facilitated by the Institute of Child Nutrition. Staff received 4 training hours.
- Teachers, Teacher Assistants, Caregivers, Administrative Assistants, Family Services Workers, a Child Development Center Coordinator, Maintenance Worker and Kitchen Helper completed online trainings presented by the Office of Early Learning. Staff received 1-2 training hours for each course. Training topics included the following:
  - ✓ Precautions in Transporting Children
  - ✓ Safety in the Environment
  - ✓ Preventing Child Abuse and Supporting Children in Trauma
  - ✓ Planning for Emergencies
  - ✓ Child Safety and Prevention
  - ✓ Supporting the Social-Emotional Development of Preschool Children
  - ✓ Health and Sanitation
  - ✓ Safe Sleep Practice
  - ✓ Supporting the Social-Emotional Development of Children in the Mixed-Age Groupings
  - ✓ Supporting the Social-Emotional Development of Infants and Toddlers

- The Office Supervisor and the Administrative Assistants participated in the 6<sup>th</sup> Annual Administrative Professionals Conference on April 26, 2019. The conference was facilitated by the Professional Development Institute at Polk State Corporate College. Staff received 5 training hours. Training topics included the following:
  - ✓ Creating an Engaging Culture Across Generations
  - ✓ Mental Wellness in a Modern Workplace
  - ✓ The Leader Within

**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: replacing an infant cot, electric ballast, water container, teacher chairs, light bulbs, and emergency light batteries. A door handle, air conditioner unit, bathroom sink, toilets and water bubblers were also repaired.
- Facilities Specialist coordinated with Big Chief Services to repair the air conditioning unit at the Child Development and Family Services Center on April 1, 2019.
- Facilities Specialist coordinated with Complete Restaurant Services to replace the CMA Under Counter Dishwasher at the George W. Truitt and Family Services Center on April 11, 2019.
- The renewal license applications for the Francina Duval, George W. Truitt, and Child Development and Family Services Center were submitted to the Florida Department of Children and Families on April 30, 2019.
- Continued to work on several program improvement projects to include, replacement of playground equipment, building security access equipment, and A/C Unit replacements. We expect to have obligated these projects by no later than April 30, 2019.
- As a follow-up from the Program Annual Self-Assessment, the Corrective Action Plan identified a non-compliance at the Learning Tree Academy of which they have complied with the correction of the non-compliance.



**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 Francina Duval and Queen Townsend Head Start Center II. The centers were found in 100% compliance.
- The Florida Department of Children and Families inspected/monitored the Garden Terrace Head Start Center. The center was found in 100% compliance.
- The St. Lucie County Fire Marshal conducted the required Annual Fire Inspection at the George W. Truitt Family Services Center. No violations were noted.
- The Child Care Food Program monitored the Francina Duval and Child Development and Family Services Centers. Several non-compliances were noted. A Corrective Action Plan was completed and submitted along with supporting documents.
- The School Readiness Program monitored the Francina Duval, Garden Terrace, Lincoln Park, and George W. Truitt Family Services Centers.

**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.
- Facilitated an informal meeting on April 10, 2019 with the School Board Representative regarding the renewal of the lease agreement for the ALPI Administrative Complex. The facility assessment was done on April 6, 2019 to evaluate needed repairs and cost of the repairs.

**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 participated in the Family Fun Fair Event hosted by the Early Learning Coalition of St. Lucie County on April 6, 2019, as part of the recruitment efforts.
- Family Support Services Coordinator and the Health Services Manager participated in the Home Visiting Advisory Board Meeting on April 17, 2019. Items discussed included ALPI's eligibility for the Pregnant Mom's Program, Portal Access, Nurse Family Partnership, etc.
- Family Support Services Coordinators began the selection for the Federal Head Start 2019-2020 program year. The Family Support Services Coordinators are encouraging the Family Service Workers to continue completing intakes as part of the continued recruitment process.
- Funded enrollment for the month of April 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 eleven (11) drops, nine (9) new enrollments and one re-enrollment in the Head Start Program.

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

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for April 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 and classroom staff participated in the Family Fun Fair hosted by the Early Learning Coalition of St. Lucie County on April 6, 2019. The ALPI Head Start/Early Head Start Program represented the story "Goldilocks and the Three Bears".
- Early Childhood Education Coordinator and Gicele Perna, Program Specialist from the St. Lucie County Library discussed establishing a partnership to help support early reading and the early childhood reading programs offered by the St. Lucie County Library on April 26, 2019.
- Early Childhood Education Coordinator and John Cesar, MPA. Coordinator at St. Lucie Reads discussed the distribution of books for the four year old children on April 30, 2019.
- Early Childhood Education Coordinator conducted monthly classroom observations at the George W. Truitt and Queen Townsend Head Start Center II. The purpose of the observations were to monitor teacher/child interactions and engaging activities.
- Early Childhood Education Coordinator conducted mentoring/coaching at the Francina Duval, Garden Terrace, George W. Truitt, and Queen Townsend Head Start Center II. The purpose was to provide teachers with support and strategies that will increase teacher/child interaction and implementation of the curriculum with fidelity.
- Health Services Manager and the Program Operations Director meet with Mrs. Rogers, Nutrition Consultant on April 15, 2019 to discuss Menus and Food Services Monitoring.
- Health Services Manager received an up-date regarding the Dental Coalition Meeting held on April 19, 2019. Major discussion items included but were not limited to the following:
  - ✓ Summer dental activities
  - ✓ Dental exams schedule
  - ✓ HANDS Up-date
  - ✓ School Readiness
  - ✓ Plans for expansion of program
  - ✓ Next meeting (August 22, 2019)
- Health Services Manager and the Program Operations Director attended the Behavioral Health Task Force Committee Meeting on April 24, 2019. Topics discussed included Behavior Health Data Collection Assessment, Training/Outreach, and surveys for needs assessment; various community resources were also presented.

- Health Services Manager completed the review of all the 2<sup>nd</sup> Growth Charts from the Francina Duval, Garden Terrace, Lincoln Park and Child Development and Family Services Centers.
- Mental Health and Disabilities Specialist coordinated two (2) evaluations and attended two (2) eligibility staffing's with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plans were developed.
- Mental Health and Disabilities Specialist submitted two (2) referrals for Mental Health Services.
- As of April the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT			HEAD START		691
			EARLY HEAD START (St. Lucie 64)		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	66	15	How many age 2?	2
4	Mental Retardation	0	16	How many age 3?	28
5	Hearing Impairments/Deafness	0	17	How many age 4?	41
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	70
11	Other Impairments	4	23	How many evaluated and found not eligible?	1
12	Total With Disabilities	70	24	How many suspected?	24

**TRANSPORTATION:**

- Transportation services were provided to 135 children to and from the centers for the month of April.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: preventative maintenance on Bus 3, Bus 6 and 2 food trucks.
- Transportation Coordinator coordinated with the Child Development Services Manager from the Child Development and Family Services Center for transportation services to Northport Elementary School on April 29, 2019.
- Transportation Coordinator coordinated the completion of the third and final bus evacuation drills at all Head Start/Early Head Start Centers in St. Lucie County.

**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 – May 1, 2019
- Lead Team Meeting – May 9, 2019
- Dental Coalition Meeting – May 10, 2019
- Senior Management Meeting – May 14, 2019
- Policy Council Meeting – May 15, 2019
- Program Director's Meeting – May 20, 2019
- Management Planning Meeting – May 20, 2019
- Service Area Staff Meeting – May 20, 2019
- Staff Appreciation – May 24, 2019

## ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: April, 2019		DATE: 4/30/2019	
CENTER:			
ERSEA	THIS MONTH TO DATE		
1. Enrollment			
a. The number of EHS and HS Children served (As of 9/1).	EHS	3 YEARS	4 YEARS
	1	9	0
b. Of the number of HS children in A1, the number in the VPK program.	0	0	0
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	480		
3. Dropouts			
a. Number of EHS and HS children who have dropped	0	6	5
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	3	0
4. Attendance/ADA	107		
	15		

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	1	9	10	823	
b. Of these, the number of single parent families	0	0	0	169	
c. Of these, the number of families receiving assistance under TANF Program	1	9	10	680	
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	1	1	33	
e. Of these, the number of families over income	1	2	3	99	
	0	0	0	56	
<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	14	
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	0	0	20	
c. Counseling or mental health services	1	3	4	28	
d. Education/Literacy/English as a Second Language	0	0	0	26	
e. Adult education such as GED program and college education	0	1	1	32	
f. Job Training	0	5	5	41	
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	2	2	94	
l. Assistance to families of incarcerated individuals	0	1	1	4	
m. Parent Education	4	119	123	730	
n. Marriage education	0	0	0	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	3	9	12	838
b. Weight	3	9	12	838
c. Vision	3	11	14	866
d. Hearing	3	10	13	870
e. Speech/Language	0	5	5	275
f. Behavioral	3	6	9	538
g. Developmental	2	2	4	414
h. Blood Pressure	3	0	3	824
i. Hemoglobin	1	0	1	839
j. Lead	2	0	2	823
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	94
b. Asthma	0	0	0	69
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	0	0	51
e. Vision Problems	0	0	0	8
5. Number of EHS and HS children enrolled in Medicaid	1	19	20	833
6. Number of EHS and HS children with private insurance	0	1	1	23
7. Number of EHS and HS children with "Medical Home"	2	8	10	520
8. Number of EHS and HS children who have completed a professional dental examination	11	18	29	856
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	70
10. Of the children diagnosed in B8, the number of children who received or are receiving treatment	0	2	2	71
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	5	6	11	447
13. Number of EHS and HS children with complete immunizations	0	40	40	543
14. Number of EHS and HS children with current physicals	0	0	0	883
15. Number of EHS and HS children receiving WIC services	1	3	4	445
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	610
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





# **Progress Reports**

Head Start/Early Head Start Monthly Narrative  
Head Start/Early Head Start Statistical  
Polk County

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

May 2019

### **Policy Council 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, April 9, 2019 items discussed:
  - Annual Timelines
  - Shared Drive: Information
    - Contracts
    - Grants Agreements
    - Forms
      - Travel Request
      - Leave forms
      - Purchase requisitions
      - HR Forms/Fiscal
  - Clockwise
    - Central location for clock in
    - Mobile Device Clock in
    - Directors Webinar
  - Participated in the Child Development Directors Lead Team Meeting April 11, 2019 agenda items included
  - Contracts review
  - Correspondence
  - Incidents
  - Operational Policy and Procedures, HSPS
  - PCN (any changes to current or new employees, process at beginning of pay period)
- Participated in the Directors Meeting April 11, 2019 items discussed:
  - Authorization to Incur travel
  - H/S Enrollment Tracking
  - Operational P&P (HSPS)
  - PIR report
  - Recruitment plans
- Program Operations Director participated in Policy Council April 17, 2019 items approved and/or discussed where as follows:
  - Consent Agenda Items
  - Human Resources Hires and Terminations
  - Financial Reports
- Polk County ADA 88% Enrollment for VPK 15, ADA 86.9% & enrollment 19 @ SR-90%
- VPK enrollment 14 and School Readiness 19
- NAEYC license renewal check received by NAEYC for processing

- April ELC completed CLASS monitoring's for SR classrooms, scores pending
- Administrative Professional Training April 26, 2019
- Program Director attended NHSA conference in San Antonio, TX
- Program Director attended the Fatherhood Conference in Myrtle Beach, SC
- Polk County staff participated in ELC provider meetings

**Facilitated Program Directors Management In-Service Training April 18 discussion topics included:**

- Supervision vs Active Supervision
  - Schedules on Playground'
  - Helmets
  - Congregating on playground

**Parent Meeting Chair conducted parent meeting. April 12 discussions will include:**

- ADA
- Arbor Day
- Picture Day
- ELC Class Observations April 22-May 3, 2019
- End of Year Festivities

**Record Keeping & Reporting**

- Statistical reports attached for review
- Disability reports Polk County has 2 suspected children and (5) children with disabilities enrolled with disabilities

**Human Resources**

- FCDC had no new hires for April

**Facilities Updates for the Month of March**

- Grounds & Pest Control were maintained through April
- Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensue a healthy and safe learning environment.

**Monitoring**

- CLASS observations were conducted in April by the ELC, report pending

**Fiscal**

- The program generated non-federal (in-kind) during the month of April that included volunteering from parents and professionals
- All financial invoices, requisitions, and payroll were submitted timely
- All School Readiness and Childcare income generated for April and all funding has been reported to fiscal.

**IT Support Services**

- Frostproof Child Development campus was assessed in April for WIFI to improve services.

**Family and Community Partnerships**

- Family Services staff conducted home visits and recruitment the month of April

**Nurturing Fatherhood Program**

- Two of our Fatherhood Program members participated in the Fatherhood Training in SC

#### **Early Childhood & Health Services**

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Caregivers met 2<sup>nd</sup> benchmark for ELC Pay for Performance Quality Rating Improvement System (QRIS)
- Education Coordinator in Polk participated in CLASS observation process
- Health Services Manager participated in Service Delivery Team meetings in April
- Education Coordinator completed mentoring and coaching to the education staff.

#### **Program Deficiencies if applicable:**

n/a

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

n/a

#### **Special Accomplishments:**

- Polk County met Average Daily Attendance for March
- DCF Licensing inspection no findings

#### **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 Statistical Reporting Training by Family Community Partnership Manager
- **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
    - Program staff participate in Self-Assessment, Staff Appreciation Planning, Service Delivery Team Meetings, and CLASS observations
- **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
    - Goodwill Program provided reading materials for all children
- **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 the Annual Meeting to further assist with their professional development goals.
    - WH Behavioral Health continue to provide observations and mental health consultations to children and staff

- Computers have been ordered for all classrooms to enhance learning experience for VPK /School Readiness classrooms.
- Individual meetings, mentoring and coaching is provided to all teaching staff monthly.

**Special Projects:** N/A

**Critical Concerns/Challenges:**

- n/a

**UPCOMING EVENTS**

- Senior Meeting May 6, 2019
- Parent Committee Meeting May 10 2019
- Policy Council Meeting May 15, 2019
- FACA May 14-17, 2019
- Center Closed May 24, 2019 Staff Appreciation
- May 31, 2019 End of Year Activities and Alumni Picnic

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

3REPORT FOR THE MONTH		April 2019
OF:		
CENTER:	ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE: April 2019

ERSEA	THIS MONTH	TO DATE
1.Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	EHS 4 3 YEARS 4 YEARS	4 108
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.	4	42
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped	3	32
b. Of the number in B1, the number who dropped prior to 45 days of attendance	0	03
4. Attendance/ADA	85 %	85 %

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	4		4	61
a. Of these, the number of two parent families	2		2	26
b. Of these, the number of single parent families	1		1	62
c. Of these, the number of families receiving assistance under TANF Program	0		0	0
d. Of these, the number of families receiving Supplemental Security Income (SSI)	1		1	4
a. Of these, the number of families over income	0		0	0
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.)	0		0	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	0		0	5
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	1		1	61

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# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

8. Number of EHS and HS children who have completed a professional dental examination	0	0	0	84
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	1
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	1
11. Of the children examined in B9, 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	4	4	4	108
13. Number of EHS and HS children with complete immunizations	0	0	0	1
14. Number of EHS and HS children with current physicals	16	16	16	120
15. Number of EHS and HS children receiving WIC services	2	2	2	68
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	73
17. Number of teacher and caregivers home visits completed (1u)	28	28	28	76
18. Number of teacher and caregivers home visits completed (2u)	0	0	0	76
19. Number of parent/teacher/caregivers conferences completed	0	0	0	76
20. Number of EHS/HS with baseline assessments completed	0	0	0	76
21. Number of EHS/HS with mid-year assessments completed	58	58	58	58
22. Number of EHS/HS with final assessments completed	0	0	0	0
SERVICE DELIVERY cont'd				
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	0	5
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	0	5
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	0	0	5
4. Number of EHS and HS children with suspected disabilities	0	0	0	5
5. Number of referred EHS and HS children awaiting testing or staffing	3	3	3	8
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	2	2	2	2
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	0
10. Number of children the MH Professional provided an individual mental health assessment	2	2	2	2
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0
12. Number of MDT's meetings	1	1	1	1
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	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	0	5
b. Mental health intervention and follow up		0	0	0
c. Substance abuse prevention		0	0	0
d. Substance abuse treatment		0	0	0



# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

a. 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

SIGNATURE: Christine Wilson	JOB TITLE: CDSM	DATE: 4/30/2019
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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: April, 2019

**Center Activities Summary:**

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

- The center scheduled spring picture day for the child and we ensured that all children in attendance were groomed and ready to take their individual pictures.
- Special activities for the month; Assisted with Kindergarten Enrollment/Applications process. Transitional Fieldtrip so that the transitioning children experienced a day in Kindergarten to as to know what to expect once transitioned.
- Class observation conducted during the month as a make up for EHS which was rescheduled.
- Staff, children and parents participated and or attended the Family Fun Fair which was hosted by the Coalition in April. The event was a great way to bring awareness of the importance and impact of Early Childhood Education.
- Children who did not miss any school days for the month of April received perfect attendance certificates.

**Parent Committee Meeting:**

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

- Parent Committee Meeting topics; Moving on Ceremony and Parent End of the year Activity. The group also talked about the scheduling of the final Parent Conference which is set to begin in May.
- Parent training topics; Helping Children with temper tantrums.
- **Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)  
None

**Upcoming Events:**

Mass recruitment/Enrollment

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: April 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, et

The parent meeting was held on April 11<sup>th</sup> with going over the moving up ceremony and the parent activities that will be held after the children activity.

**Action Items for Policy Council:**

- Francina Duval Moving up Activity
- Francina Duval Parent activity
- 

**Upcoming Events:**

May 1<sup>th</sup> parent teacher conference begin along with the VPK assessment

May 3<sup>rd</sup> Hispanic cultural celebration

May 5<sup>th</sup> Cinco de Mayo celebration

May 9<sup>th</sup> will be center parent meeting

May 24<sup>th</sup> staff Appreciation

May 27<sup>th</sup> Holiday for all

May 28<sup>th</sup> will be the moving up ceremony for the children that are going to the public school.

Submitted by: Mary Brunson

Revised 01/2008

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

Center: ALPI Garden Terrace Head Start Center

Date: April 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: Children Health Insurance's and Dental follow-up on ALL children for the school. . Case Manager new children 2019 – 2020 and continues with Intakes Application process. And also with FPA ( Family Partnership Agreements).
- Child Care Facility Inspection conducted on April 4, 2019 by Inspected Kathleen Walters. Center In – Compliances with regulations.
- Nutritional Consultant visit center on April, 2019, follow up with children Growth Chart (Height/Weight).
- Preschool CLASS (CLASSROOM ASSESSMENT SCORING SYSTEM) Observation (Individual Classroom) conducted in the month Of April 2019.
- Picture Day for ALL on April 11, 2019.
- Early Learning Coalition School readiness Monitoring conducted School April 12, 2019.
- New Enrollments for the school year 2019 – 2020, process begin April 22, 2019 at the center level.
- The Violence Reduction Program (VRP) Reading Program at the center on April 23, 2019, visit classrooms (Reading children Books)  
And all children at the center received a free story book to take home.
- Bus Evaluation conducted on April 25, 2019.

**Parent Committee Meeting: April 11, 2019**

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

- Topic Discuss: Parent Training provided by Parent Academy of St. Lucie County: Topic: Helping Kids Solve Conflicts.

**Action Items for Policy Council:**

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

- Parent Appreciation: May 22, 2018

**Upcoming Events: Mental Health Awareness Month and National Physical and Fitness Month**

- VPK Assessments AP111: May 1, 2019 – May 23, 2019
- Monthly Staff Meeting: May 2, 2019
- Parent Meeting/Parent Training: May 9, 2019
- Mother Day Celebration May 10, 2019
- 2<sup>nd</sup> Parent/Teacher Conference Begin: May 1, 2019 – May 21, 2019
- CINCO DE MAYO: May 3, 2019
- Teacher Appreciation Week: May 1 – 5, 2018 (Recognition Day May 7, 2019)
- Moving Up Ceremony Activities/Parent Appreciation: May 29, 2019

Submitted: Sandra Monroe: Child Development Services Manager

Revised 01/2008

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

**Center:** ALPI George W. Truitt Family Services Center **Date:** April 30, 2019

**Center Activities Summary:**

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

Poetry Reading Day.....April 5, 2019  
St. Lucie Early Learning Coalition Family Fun Fair.....April 6, 2019  
Parent Committee Meeting.....April 9, 2019  
IRSC International Reading Club.....April 12, 2019  
Math Awareness Week.....April 15-18, 2019  
Policy Council Meeting.....April 17, 2019  
Wear the color Spring Color.....April 18, 2019  
Holiday for All.....April 19, 2019  
Week of the Young Child.....April 8-12, 2019  
Earth Day.....April 22, 2019  
United State Attorney's Reading Team.....April 23, 2019.  
Arbor Day.....April 26, 2019

**Parent Committee Meeting:**

Guest Speaker: Elise from Health Insurance

**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:**

2<sup>nd</sup> Parent/Teacher Conference.....May 1-21, 2019  
Teacher Appreciation Week.....May 1-3, 2019  
Hispanic Cultural Celebrations.....May 3, 2019  
Mother's Day Celebration.....May 10, 2019  
Parent Committee Meeting.....May 14, 2019  
Policy Council Meeting.....May 15, 2019  
Field Day-Physical Fitness Day.....May 17, 2019  
Staff Appreciation.....May 24, 2019  
Memorial Day Holiday for All.....May 27, 2019  
Community Engagement Reading Day.....May 28, 2019  
Moving Up Ceremony.....May 31, 2019  
End of the Year Parent Celebration.....May 31, 2019

**Submitted by :** Donna Hammond, CDSM

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

Center:                     LPHSC                    

Date:           April 2019                    

**Center Activities Summary:**

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

- Poetry Day Activity.
- New Image Photography pictures taken on April 12, 2019.
- Parent/Child Engagement activity with 36 parents engaged in activities with their child.
- Perfect Attendance Certificates awarded to 40 children for the month of March.
- Classroom observations conducted throughout the month.

**Parent Committee Meeting: 4/10/19**

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

- Kindergarten Enrollment (SLCSB staff Angela Moreno)
- C.A.T. Summer Program.
- Children Arrival/Departure.
- Children attendance and scheduling Doctor's appointments.
- Release of Immunization Records & Physicals
- Final VPK Assessment APA 3 will begin May 1, 2019.
- 2<sup>nd</sup> Parent/Teacher Conference begin May 1, 2019.
- Kindergarten Application Status.
- End of the Year Activity on May 17, 2019.
- Discussed the Moving On Activities which would be on May 30, 2019.
- Teacher Appreciation Week begins April 30-May 3, 2019.
- Field Day planned for 5/17/19.

**Action Items for Policy Council:**

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

- None at this time

**Upcoming Events:**

- Mother's Day Celebration
- Field Day
- End of the Year Activity
- Staff Appreciation
- Moving On Ceremony

Submitted by:           Glenda Johnson                    

Revised 01/2008

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

**Center:** QTHSC II

**Date:** April 11<sup>th</sup>, 2019

**Center Activities Summary:**

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

- **Online Kindergarten Registration;** Parents were reminded that open registration ends on April 30th, 2019 and that children will still be able to register after that, but that parents would not have a choice as to what school their child would be given. Parents were reminded that all Kindergarten registration must be completed online.
- **Recruiting for Head Start;** Parents were urged to see their FSW about completing the intake process for any younger siblings and to spread the word to family members, friends and neighbors about the availability of the program.
- **Upcoming Moving Up Ceremonies;** Parents were given the dates and times for each class' Moving Up Ceremony, to be held here on May 21, 22, and 23, 2019. Parents were encouraged to invite family members.
- **Voting on Moving Up Theme for 2019;** Parents selected the theme "ALPI Queen Townsend Ohana; a Hawaiian Luau Farewell"

**Parent Committee Meeting:**

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

- **Parent Information: Child Abuse Prevention Month;** Parents were given several fliers and a discussion was held as to what they should do and where they should turn if they are feeling overwhelmed by parenting duties. The parents were provided with printed resources and instructions to seek help from FSWs, managers and teachers when dealing with difficult child behaviors.

**Action Items for Policy Council:**

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

- None at this time.

**Upcoming Events:**

- 4/1 Kindergarten Open Enrollment (ends 4/30)
- 4/8 Music Awareness Day
- 4/8-4/12 Children's Week Activities (Please see your child's teacher)
- 4/19 NO SCHOOL; Good Friday

Submitted by: 



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

**Early Head Start**

**Frostproof Child Development Center**

**Parent Committee Report For**

**Center: Frostproof CDC/EHS**

**Date: April 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 April
- Fire Drill was conducted during the month of April
- Service Delivery Team Meeting was conducted for the month of April
- Policy Council Meeting was held in Fort Pierce during the month of April
- We had a total of (15) VPK (19) School Readiness and (56) EHS children enrolled in Frostproof and (20) enrolled at Jumpstart for the month of April
- Management Team Meeting was held during the month of April
- Parent Committee Meeting was held during the month of April
- Pest control services were provided during the month of April
- We observed Arbor Day during the month by planting a tree on the front lawn
- Story Hour was conducted by Mrs. Carmen Cruz from The Goodwill Program of Sebring, FL she read to the VPK/SR classroom discuss the story, ask them open ended questions and gave each child their personal book during the month of April
- Behavioral Specialist observed classrooms during the month of April
- ELC did CLASS Assessment for (5) five classrooms during the month of April
- Attended ELC Providers Meeting for VPK/SR Contracts year 2019-20
- Picture Day was held on 4/30/2019 by Teddy Bear Studio
- ELC did a Level II Monitoring for our program/Sign-in-out sheets etc., there were no non-compliances

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

- Staff began Phase II for PFP Program

**Action Items for Policy Committee Meeting:**

- To approve April's report.

**Upcoming events:**

- **Parent Meeting 5/10/2019.**
- **Policy Council Meeting 5/15/2019.**
- **Staff Appreciation 5/24/19**
- **Memorial Day 5/27/19**