

ALPI HEAD START/EARLY HEAD START

Memo

To: Policy Council Members
From: Yolanda Robinson, Policy Council Chairperson
Date: January 8, 2020
Re: Policy Council Meeting

This is to inform you that the next Policy Council meeting will be held on Thursday, January 16, 2020 at **5:00pm** at the following location:

**ALPI Administrative Office
2202 Avenue Q
Fort Pierce, FL 34950
(772) 466-2631
Time: 5:00pm**

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

January 16, 2020

Policy Council Members

<input type="checkbox"/> Vemea Jones	FD	<input type="checkbox"/> Joseph Young	QTHSC II	<input type="checkbox"/> Yolanda Robinson	GWT	<input type="checkbox"/> Tamarind L. Hill	CR
<input type="checkbox"/> Nikyta L. Woods	LP	<input type="checkbox"/> Kavir Alvarado	QTHSC II	<input type="checkbox"/> Anthony Smith	GWT	<input type="checkbox"/> Linda Halpin	CR
<input type="checkbox"/> Kayla Taveras	LP	<input type="checkbox"/> Teaira Reed	GT	<input type="checkbox"/> Barbara Jean Aponte	FCDC	<input type="checkbox"/> Dr. George Grace	CR
<input type="checkbox"/> Peter Negron Jr.	CDFS	<input type="checkbox"/> Jennifer Reed	GT	<input type="checkbox"/> Teah Butler	FCDC	<input type="checkbox"/> Donna Gibson	CR
<input type="checkbox"/> Danielle Ryan	CDFS	<input type="checkbox"/> Arelys Montes	CC/HS	<input type="checkbox"/> Josephine Howard	CR		

Policy Council Alternates

<input type="checkbox"/> Cobie Tai	LP	<input type="checkbox"/> Chasity Bennett	GT	<input type="checkbox"/> Llana Hills	GWT	<input type="checkbox"/> Khenda B. Daniels	FCDC
<input type="checkbox"/> Amdrea Joseph	LP	<input type="checkbox"/> Tierra Shannon	GT	<input type="checkbox"/> Cristal Sanchez	GWT		
<input type="checkbox"/> Amarillis Rosario	CDFS	<input type="checkbox"/> Sharon Zachery	QTHSC II	<input type="checkbox"/> Miriam De La Cruz	FD		
<input type="checkbox"/> Shacora Harris	CDFS	<input type="checkbox"/> Correy Barron	QTHSC II	<input type="checkbox"/> Sheryolanda Smith	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	Yolanda Robinson, Chairperson	None	1 minute
2. ROLL CALL	Roll Call	Teaira Reed, Secretary	None	5 minutes
3. MISSION STATEMENT	Read Mission	All members	None	1 minute
4. SECRETARY'S REPORT ✓ Policy Council Minutes – December 19, 2019	Present	Teaira Reed, 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	Yolanda Robinson, Chairperson	Approval	2 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 ✓ ALPI Corporate Luncheon ✓ Operational Policies and Procedures	Present	Yolanda Robinson, Chairperson	Information	2 minutes
9. NEW BUSINESS ✓ ACF-OHS Funding Management Letter	Present	Yolanda Robinson, Chairperson	Information	5 minutes
10. ADJOURNMENT	Present	Yolanda Robinson, 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

Minutes and Attendance

December 19, 2019

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
December 19, 2019
MINUTES

1. CALL TO ORDER

Yolanda Robinson, Policy Council Chairperson called the meeting to order at 5:14 p.m.

2. ROLL CALL

Teaira Reed, Policy Council Secretary conducted the roll call. Members present: Vernea Jones, Nikyta L. Woods, Peter Negron Jr., Danielle Ryan, Joseph Young, Teaira Reed, Yolanda Robinson, Anthony Smith, Barbara Jean Aponte, Teah Butler, Tierra Shannon, and Jennifer Ford.

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

Alternates present: Kavir Alvarado (with voting rights), Miriam De La Cruz, and Chasity Bennett.

Member Excused: Tamarind L. Hill.

A quorum was established.

Staff present: Caroline Looney, Aletta Stroder, Donita Brunson, Alisa Thornton and Iris Rivera.

3. MISSION STATEMENT

Policy Council Members read the Mission Statement.

4. SECRETARY'S REPORT

Teaira Reed asked members if there were any questions to the minutes from November 21, 2019. No questions or corrections were made.

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

5. CONSENT AGENDA

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

Teaira Reed made a motion to approve the Consent Agenda as presented. Peter Negron Jr. seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources list of new hires dated December 19, 2019 for review and approval. The Human Resources listing of new hires included, 4 Teacher Assistants.

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

Grants/Fiscal Committee: Caroline Looney presented the Financial Reports and provided an overview of the reports to include, Child Care Food Program Reimbursement, SunTrust/Sunshine Account Statement and the Non-Federal Share.

Nikyta L. Woods made a motion to approve the Financial Reports as presented. Anthony Smith seconded. Motion carried.

7. REPORT

Board of Directors: Josephine Howard provided a brief overview of the Board of Directors Retreat held on November 22-24, 2019 in Orlando, Florida.

Anthony Smith made a motion to approve the Board of Directors Report as presented. Danielle Ryan seconded. Motion carried.

8. OLD BUSINESS

Caroline Looney provided a brief overview regarding the Focus Area 1 Federal Review and the OHS Regional Program Specialist visit during the week of December 9-13, 2019.

9. NEW BUSINESS

Caroline Looney presented ALPI's Personnel and Fiscal Management Policies and Procedures along with the Impasse Policy and Procedure for review and approval.

Barbara Jean Aponte made a motion to approve ALPI's Personnel and Fiscal Management Policies and Procedures along with the Impasse Policy and Procedure as presented. Linda Halpin seconded. Motion carried.

10. ADJOURNMENT

Adjournment was at 6:30 p.m.

Policy Council Chairperson

THE AGRICULTURAL AND LABOR PROGRAM, INC.

2019-2020 POLICY COUNCIL MONTHLY MEETING ATTENDANCE ROSTER

CENTER	REPRESENTATIVE NAME	OCT. 19	NOV. 19	DEC. 19	JAN. 20	FEB. 20	MARCH 20	APRIL 20	MAY 20	JUNE 20	SEPT. 20
FDHSC	Vernea Jones	P	P	P							
LPHSC	Nikyta L. Woods	P	P	P							
LPHSC	Kayla Taveras	P	P	A							
CDFSC	Peter Negron Jr.	A	P	P							
CDFSC	Danielle Ryan	A	A	P							
QTHSCII	Joseph Young	P	P	P							
QTHSCII	Kavir Alvarado	P	P	P							
GTHSC	Teaira Reed	P	P	P							
GTHSC	Jennifer Ford			P							
GWTFSC	Yolanda Robinson	P	P	P							
GWTFSC	Anthony Smith	P	P	P							
FCDC	Barbara Jean Aponte	P	P	P							
FCDC	Teah Butler			P							
CC/HS	Arelys Montes	A	A	A							
CR	Donna Gibson	E	P	P							
CR	Josephine Howard	P	P	P							
CR	Tamarind L. Hill	P	P	E							
CR	Linda Halpin	E	P	P							
CR	Dr. George Grace	P	P	P							

CENTER	ALTERNATE NAME	OCT. 19	NOV. 19	DEC. 19	JAN. 20	FEB. 20	MARCH 20	APRIL 20	MAY 20	JUNE 20	SEPT. 20
FDHSC	Miriam De La Cruz		P	P							
LPHSC	Cobie Tai										
LPHSC	Amdrea Joseph		P								
CDFSC	Shacora Harris										
CDFSC	Amaryllis Rosario										
QTHSCII	Correy Barron										
QTHSCII	Saharon Zachery										
GTHSC	Chasity Bennett			P							
GTHSC	Tierra Shannon			P							
GWTFSC	Llena Hills	P	P								
GWTFSC	Cristal Sanchez										
FCDC	TBA										
FCDC	TBA										
CC/HS	Sheyolanda Smith										

P- PRESENT

E- EXCUSE

A- ABSENT

Program Financial Reports

Florida Department of Health

12/20/2019
3:19PM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2020 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: LOONEY, CAROLINE W Phone: (863) 956-3491 Ext: 215
 Email: clooney@alpi.org

Claim Information

Status: Submitted Entered By: 0501gniede
 Claim Month/Year: 11/2019 Date Received: 12/20/2019 15:19:01 PM
 Revision #: 0
 Operating Days: 17 Average Daily Participation: 695

Sites Operated:

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

Children Enrolled by Category:

Free 814 Reduced 0 Non-needy 0 Total 814

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>10,520</u>	<u>0</u>	<u>10,541</u>	<u>10,095</u>	<u>0</u>	<u>0</u>

Operating Expenditures	\$76,325.00	Meal Earnings:	\$64,790.91
Administrative Expenditures	\$6,470.00	Cash-In-Lieu:	\$2,503.47
Total Expenditures	\$82,795.00	Total Earnings:	\$67,294.38
Income	\$0.00	Adjustments:	\$0.00
		Total Reimbursement:	\$67,294.38

Florida Department of Health

12/20/2019

3:19PM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2020 Claim Month/Year: 11/2019 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	\$14,497.96	\$560.50	\$15,058.46
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,163.03	\$122.78	\$3,285.81
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$6,687.50	\$260.77	\$6,948.27
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$7,399.56	\$284.52	\$7,684.08
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,199.78	\$278.35	\$7,478.13
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$8,787.76	\$337.25	\$9,125.01
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$17,055.32	\$659.30	\$17,714.62
			\$64,790.91	\$2,503.47	\$67,294.38

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

MONTH REPORTING: DECEMBER 2019			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04CH1739		
FAA PERIOD	Beginning	7/1/2019	Ending
			6/30/2020

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,819,532.00	\$ 7,819,532.00
20% Non-Federal	\$ 1,954,863.00	\$ 1,954,863.00

MONTH TYPE CATEGORY	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BALANCE	%
VOLUNTEERS	\$ 630,303.00	\$ -	\$ 12,407.16	\$ 18,057.46	\$ 28,131.61	\$ 49,650.25	\$ 20,335.66							\$ 128,615.34	\$ 509,687.66	20%
SPACE COST	\$ 571,150.00	\$ 47,595.03	\$ 47,595.03	\$ 47,595.03	\$ 47,595.03	\$ 47,595.03	\$ 47,595.03							\$ 285,574.99	\$ 285,575.02	50%
OTHER	\$ 745,430.00	\$ -	\$ 69,029.00	\$ 90,201.93	\$ 109,593.51	\$ 79,473.33	\$ 69,051.92							\$ 418,149.69	\$ 327,290.31	56%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -	\$ -	0%
TOTAL	\$ 1,954,863.00	\$ 47,595.03	\$ 129,631.99	\$ 155,655.22	\$ 185,320.95	\$ 176,752.41	\$ 136,993.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 832,340.01	\$ 1,122,542.99	43%

CERTIFICATION		DATE	1/3/2020
PROGRAM OPERATIONS DIRECTORS: Myra Rodriguez		DATE	1/3/2020
CERTIFIED BY: Myra Rodriguez		DATE	1/3/2020

Comments: Categories: Volunteers and Other is YTD St. Lucie County out, of which includes an estimated amount of VPK Reimbursement of \$67,441.92 for December 2019.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	650	712	863	863	1004							4122.00
Professionals	50	0	10	0	18	8	28							62.00
Hours	0	0	1245	1378.54	1876.33	1547.28	2204.32							8249.47

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

December 2019

MONTHLY REPORT

Submitted By: Myrna Rodriguez Date: January 2, 2020

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 Tri-County Transition to Kindergarten Summit (Indian River, Martin, Okeechobee, and St. Lucie County) on December 3, 2019. Children's Forum and Florida T.E.A.C.H. Early Childhood Scholarship Program facilitated the Summit. Items presented included, but were not limited, to statewide transition efforts, collaborations, resources, best practices and local needs.
- Participated in the planning session for the Focus Area 1, with ALPI's Management Staff on December 3, 2019. The items for discussion included, service area interviewees, date and time of the interviews.
- Participated in the monthly Lincoln Park Recreation Board of Directors Meeting on December 5, 2019. The items for discussion included, bylaws, election of officers, leases fees, Tax ID, etc. Charlie Frank Mathews facilitated the meeting.
- Participated in the FA1 Monitoring Federal Review held on December 9-13, 2019. The review approach was thru services area specifics interviews, of which selected Management Staff participated in. In addition, to the federal review, the OHS Regional Office Program Specialist visited the program in St. Lucie County and conducted site visits. The Program Specialist facilitated a meeting with the Board of Directors, Policy Council and selected staff.
- Participated in the monthly VPK Conference Call on December 11, 2019. The items for discussion included, preliminary VPK Providers Readiness Rate released, literacy week, family engagement, Pre-K Inclusion Conference, etc.
- Participated in the monthly Lead Team Meeting on December 17, 2019. The Deputy Director facilitated the meeting. Items of discussion included, FA1 monitoring results, service area reports, division annual report, emails, etc.

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

Human Resources:

- In St. Lucie County, as of December 31, 2019, the Head Start/Early Head Start Program has 28 vacancies to include the following:
 - ✓ 3 Teacher
 - ✓ 18 Teacher Assistants
 - ✓ 1 Administrative Assistant
 - ✓ 1 Family Services Worker
 - ✓ 1 Bus Driver
 - ✓ 1 Bus Monitor
 - ✓ 1 Child Development Services Manager
 - ✓ 2 Caregivers

Computer Assisted Tutorial Program (CAT):

- The ALPI Computer Assisted Tutorial (CAT) Program year to date total is 50.
- Program Coordinator facilitated a planning meeting with the Instructor After School and the Instructional After School Aide to discuss recruitment, academic support and summer activities on December 10, 2019.

Program Governance:

- The Policy Council monthly meeting was held on December 19, 2019. Nineteen members participated of which sixteen had voting rights. Items of discussion included, minutes, consent agenda, financial reports, human resources new hires, etc.

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 light bulbs and delivering children's housekeeping furniture and cots.
- Continued to work towards the potential donation of the land from the Fort Pierce Housing Authority. We have prepared a position paper for consideration to be presented to the FPHA Board during the month of January 2020.

- Facilities Specialist coordinated with Milton Mayberry Enterprise to conduct the Semi Annual Hood Cleaning at the George W. Truitt Family Services Center on December 3, 2019.
- Facilities Specialist coordinated with Fire Equipment Services of St. Lucie, Inc. to conduct the Semi Annual Kitchen Inspections at the Lincoln Park Head Start Center on December 6, 2019.
- Received license renewal from the Florida Department of Children and Families Licensing Unit for the Garden Terrace Head Start Center and Queen Townsend Head Start Center II.

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:

- Florida Department of Children and Families conducted the annual license renewal inspection/monitoring at the Garden Terrace Head Start Center on December 3, 2019. 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 working closely with the agency's IT support staff in all IT related concerns and/or problems related to the relocation of the ALPI Administrative Office and Wi-Fi access at all centers.

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 WPSL 1590 Radio Station toy giveaway held at the Hands Clinic of St. Lucie County on December 13, 2019 to conduct recruitment. Flyers and program information was distributed to many families and contact information was collected in order to schedule appointments for potential Head Start/Early Head Start Families.
- Family Support Services Coordinators continue recruiting by networking at several apartment complexes in the community and providing agency recruitment information that may benefit families with Head Start/Early Head Start services.
- Family Support Services Coordinators mailed out letters to the families who will need to recertify for the Federal Head Start program for 2020-2021 program year. The families are responding in compliance to submitting their updated income status for review of eligibility.
- Funded enrollment for the month of December 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 nine (9) drops, ten (10) new enrollments, and one (1) transfer in the Head Start Program and a total of one (1) Re-Enrollment.

Early Childhood and Health Services:

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for December 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 several informal observations and provided classroom modeling and support at Garden Terrace and George W. Truitt Family services Center. The purpose of conducting observations was to become acquainted with the center staff. Developing strong foundational relationships with staff is critical to the effectiveness of the Mentor/Coaching program.
- Early Childhood Education Coordinator registered for the Pre-K STEM (Science, Technology, Engineering, and Mathematics) Training conducted by the Early Learning Coalition of St. Lucie County. The training is set to begin on January 14, 2020 and run through March 3, 2020.
- Health Services Manager received an up-date from the Dental Coalition Meeting held on December 8, 2019. Topics discussed included services provided, scheduling services for un-insured clients, and including more childcare facilities in the program.
- The Pregnant Mother's Meeting/Training was held at the George W. Truitt Family Services Center on December 12, 2019. Ms. Wright, Early Head Start Family Services Worker discussed breast-feeding.
- Health Services Manager continues working with Kimberly Rogers, Nutrition Consultant to schedule center visits and follow-up on all children that were determined to be overweight based on the Growth Chart results and classroom observations. Mrs. Rogers will provide parents with an introductory letter, information on healthy eating habits and suggestions on maintaining a healthy weight. Contact information will also be provided in case additional information is needed or counseling is requested.
- Health Services Manager provided letters, referrals, and information to the parents of children with low hemoglobin readings. Asthma/Allergy and Health Alerts were also provided for children with health concerns. Up-dates were additionally provided for children with expired alerts. The Health Services Manager followed up on health concerns for new enrollees too.
- Mental Health and Disabilities Specialist coordinated three (3) evaluations and attended one (1) eligibility staffing for children that were referred for services and an Individual Education Plan was developed.

- As of December 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	38	15	How many age 2?	2
4	Mental Retardation	0	16	How many age 3?	30
5	Hearing Impairments/Deafness	0	17	How many age 4?	8
6	Orthopedic Impairments	0	18	How many age 5?	0
7	Visual Impairments/Blind	0	19	How many over income?	0
8	Learning Disabilities	0	20	How many pre-diagnosed?	12
9	Autism	0	21	How many dropped to date?	0
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	40
11	Other Impairments	2	23	How many evaluated and found not eligible?	0
12	Total With Disabilities	40	24	How many suspected?	36

TRANSPORTATION:

- Transportation services were provided to 144 children to and from the centers during the month of December.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: stop engine light, alarm warning and several other service repairs on Bus 6 and the air conditioning unit repaired on two different occasions on Bus 1; these repairs were completed as warranty claims.

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 – January 8, 2020
- Lead Team Meeting – January 9, 2020
- Senior Management Meeting – January 14, 2020
- Education Team Meeting – January 14, 2020
- GWT Pregnant Women Meeting/Training – January 16, 2020
- Policy Council Meeting – January 16, 2020
- Dental Coalition Meeting – January 17, 2020
- Holiday – January 20, 2020
- Family Services Meeting – January 21, 2020
- 2020-2021 Funding Grant Application for HS/EHS Policy Council Workshop – January 22, 2020
- Agency Annual Training Conference/Luncheon Celebration – January 24-25, 2020
- Program Director's Meeting – January 27, 2020
- Management Staff Planning Meeting – January 27, 2020

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: December, 2019		DATE:	12/31/19
CENTER:			
ERSEA	THIS MONTH	TO DATE	
1. Enrollment			
EHS	3 YEARS	4 YEARS	
0	8	3	833
a. The number of EHS and HS Children served (As of 9/1).	0	3	11
b. Of the number of HS children in A1, the number in the VPK program.	0	3	3
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			280
3. Dropouts			3
4. Attendance/ADA			470
a. Number of EHS and HS children who have dropped	0	6	9
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	2	2
4. Attendance/ADA			
SERVICE DELIVERY			
A. Family and Community Engagement			
1. Total number of Head Start Families			
a. Of these, the number of two parent families	0	10	10
b. Of these, the number of single parent families	0	2	2
c. Of these, the number of families receiving assistance under TANF Program	0	8	8
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0
e. Of these, the number of families over income	0	2	2
2. Total number of families identified as needing services or identified an interest in the following areas:	0	0	0
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0	0	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	0	0
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	0	0	0
f. Job Training	0	0	0
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	0	0	0
l. Assistance to families of incarcerated individuals	0	0	0
m. Parent Education	0	0	0
n. Marriage education	0	0	0
o. Asset building services (such as financial education, opening savings and checking account etc.	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	1	9	10	827
b. Weight	1	9	10	827
c. Vision	2	6	8	808
d. Hearing	2	6	8	808
e. Speech/Language	0	8	8	358
f. Behavioral	3	14	17	484
g. Developmental	2	5	7	336
h. Blood Pressure	1	8	9	767
i. Hemoglobin	3	8	11	767
j. Lead	0	8	8	754
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	3	84	87	87
b. Asthma	5	15	20	55
c. Hearing Difficulties	0	1	1	1
d. Overweight	1	13	14	14
e. Vision Problems	0	3	3	3
5. Number of EHS and HS children enrolled in Medicaid	0	8	8	679
6. Number of EHS and HS children with private insurance	0	0	0	14
7. Number of EHS and HS children with "Medical Home"	0	10	10	825
8. Number of EHS and HS children who have completed a professional dental examination	0	0	0	796
9. Of the children in B8, the number of children diagnosed as needing treatment	0	1	1	44
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	10
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	17
12. Number of EHS and HS children with up-to-date immunizations	0	0	0	408
13. Number of EHS and HS children with complete immunizations	0	25	25	443
14. Number of EHS and HS children with current physicals	0	10	10	825
15. Number of EHS and HS children receiving WIC services	0	5	5	409
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 st)	0	0	0	501
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
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
C. Father Engagement				
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	0	0	0	7
b) Family goal setting	0	0	0	8
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	0	0	56
d) Head Start program governance, such as participation in the Policy Council	0	0	0	0
e) Parenting education workshops	0	0	0	10
D. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	0	37
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	0	37
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	0	0	37
4. Number of EHS and HS children with suspected disabilities	0	0	0	36
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	36
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	0	0	0	14
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	4
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	0	0	14
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	9
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	9
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
E. Pregnant Women Services				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			6	6
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			6	6
d. Substance abuse treatment			0	6
e. Prenatal education on fetal development			0	6
f. Information on the benefits of breastfeeding			6	6
F. Transportation				
1. Number of children receiving transportation services			12	194
2. Number of field trips taken			0	2
Comment:				
SIGNATURE:	<i>Lorenda Conyers</i>	JOB TITLE:	Family Support Services Coordinator	DATE:
				12/31/19

Progress Reports

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

Polk County

HEAD START/EARLY HEAD START DEPARTMENT

January 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 OHS Federal Monitoring 1 interviews
- Participated in the Child Development Directors Lead Team Meeting December 17, 2019
- Participated in the Directors Meeting December 17 2019, items discussed: Annual Report, Advances/authorizations to incur travel, Emails (CEO); leave request, monthly reports, operational policies, travel clearance.
- Participated in Policy Council Orientation December 19, 2019
- Polk ADA 80% Frostproof Child Development ADA 79% & JumpStart 81%
 - Enrollment for EHS Frostproof (53) Jumpstart (20)
 - 31 School Readiness/VPK 2019-2020

Record Keeping & Reporting

- Statistical reports attached for review
- Disability report for Polk County has 2 children with IFSP 6 suspected children

Human Resources

- Polk County has (1) FSW positions (accepted new job with another company); (2) Caregiver (resigned took other positions with other companies outside of Frostproof) (1) Health Services Manager (transferred departments), (1) Education Coordinator (resigned for health reasons)

Facilities Updates for the Month December

- Grounds & Pest Control were maintained through December
- Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensue a healthy and safe learning environment.
- Inventory Facility Inspections, Daily Facility Checklist were completed and no hazards identified.
- Emergency Lock Down Drill was conducted December
- Bushes were removed due to snake infestation

Monitoring

- Internal Quality Assurance monitoring was completed
- Classroom Assessments were completed by behavioral specialist.

Fiscal

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

reported to fiscal.

Family and Community Partnerships

- CSBG conducted parent trainings; and US Census Rep provided training and application assistance.

Nurturing Fatherhood Program

- Fatherhood Program did not meet in December

Early Childhood & Health Services

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Parent conferences were completed the month of December

Program Deficiencies if applicable:

- ADA for December is irregular due to the children being out 2 weeks and some children falling ill due to constant change of weather.

Proposed Strategy to Correct Deficiency/ (ies)

- Educate parents on benefits of attendance and ensuring children are dressed as the weather dictates.

Special Accomplishments:

- FCDC passed its 2018-2019 VPK assessments
- 2 substitutes obtained their National CDA certifications

Special Projects:

- Collaborated with local agencies Frostproof Care Center who provided each child at the center with 2 age appropriate toys in the month of December.
- .



Critical Concerns/Challenges:

UPCOMING EVENTS

- January 1, 2020 Centers Closed
- January 3, 2019 Polk County In-Service
- January 6, 2020 Centers Open in Polk
- January 10, 2020 Parent Meeting & Fatherhood Meeting
- January 15, 2020 ELC Meeting
- January 16, 2020 Policy Council
- January 20, 2020 Centers Closed
- January 24-25, 20 ALPI Annual Training Conference

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

0

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

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	1	79
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	51
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped	2	14
b. Of the number in B1, the number who dropped prior to 45 days of attendance	0	9
4. Attendance/ADA	80%	80 %

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families				
a. Of these, the number of two parent families	1	1	1	79
b. Of these, the number of single parent families	0	0	0	22
c. Of these, the number of families receiving assistance under TANF Program	1	1	1	57
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	0
e. Of these, the number of families over income	0	0	0	4
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	1	1	5
b. Housing assistance such as subsidies, utilities, repairs, etc.	1	1	1	42
c. Counseling or mental health services	0	0	0	1
d. Education/Literacy/English as a Second Language	0	0	0	0
e. Adult education such as GED program and college education	0	0	0	35
f. Job Training	0	0	0	15
g. Substance abuse prevention or treatment	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
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	0		0	23
l. Assistance to families of incarcerated individuals	0		0	0
m. Parent Education	0		0	90
n. Marriage education	0		0	0
SERVICE DELIVERY cont'd				
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	0		0	77
b. Weight	0		0	77
c. Vision	0		0	67
d. Hearing	0		0	102
e. Speech/L language	0		0	67
f. Behavioral	0		0	0
g. Developmental Screening	0		0	67
h. Blood Pressure	0		0	0
i. Hemoglobin	0		0	32
j. Lead	0		0	34
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0		0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0		0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0		0	0
b. Asthma	0		0	3
c. Hearing Difficulties	0		0	1
d. Overweight	0		0	0
e. Vision Problems	0		0	0
5. Number of EHS and HS children enrolled in Medicaid	1		1	79
6. Number of EHS and HS children with private insurance	0		0	0
7. Number of EHS and HS children with "Medical Home"	0		0	77
8. Number of EHS and HS children who have completed a professional dental examination	0		0	66
9. Of the children in B8, the number of children diagnosed as needing treatment	0		0	0
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0		0	0
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

	5	5	5	91
12. Number of EHS and HS children with up-to-date immunizations	0	0	0	1
13. Number of EHS and HS children with complete immunizations	4	4	4	86
14. Number of EHS and HS children with current physicals	0	0	0	0
15. Number of EHS and HS children receiving WIC services	0	0	0	0
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 st)	0	0	0	52
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	52
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
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	0	6
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	0	6
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	0	9
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	6
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	0	0	0	0
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	1
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	0
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
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care	0	0	0	8
b. Mental health intervention and follow up	0	0	0	1
c. Substance abuse prevention	0	0	0	0
d. Substance abuse treatment	0	0	0	0
e. Prenatal education on fetal development	0	0	0	0
f. Information on the benefits of breastfeeding	8	8	8	8
1. Number of children receiving transportation services				
2. Number of field trips taken	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SIGNATURE:	Christine Wilson	JOB TITLE:	CDSM	DATE:	12/31/2019
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Parent Committee Reports

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

Center: CDFSC

Date: 12/23/2019

Center Activities Summary:

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

- The Parent engaged in hands on classroom activities with their child/ren to enhance parent involvement. The activity was very successful and well attended..
- 1st Parent Conferences successfully completed.
- The Perfect Attendance Ceremony took place following the PCM, where approximately 55 children received certificated. The parents were also acknowledged for ensuring that their child/ren attended school daily. Parents were informed that a ceremony would take place monthly directly following the PCM as away to increase daily attendance.
- Selected children participated in the annual Jingle Bell winter activity which was hosted IBM Credit Union. The activities consisted on singing winter songs, story time and much more. This is the second consecutive year that the center was adopted for program to be hosted on site and 50 children were identified to attend the event.
- A representative from the Feds monitored the center and reported successful interactions between staff, children. The day to day operations and cleanliness of the center was also complimented.

Parent Committee Meeting:

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

- 90 day screening follow up process
- Perfect Attendance Ceremony

Action Items for Policy Council:

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

None

Upcoming Events:

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: December 2019

Center Activities Summary:

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

For the month of December the children have been learning about cloths, the type of clothing, how do they make clothing and how do they recycle the clothing.

Parent Committee Meeting:

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

The parent meeting was Thursday December 12th with going over how parents need to volunteer to build up the center IN/KIND for each month. The parents also talked about changing the time of the parent meeting to 4:00 in the afternoon. The children put on a family Tradition Celebration with singing songs for the parents, the parents was giving a snack after the program, we had a great turn out for the parent meeting.

Action Items for Policy Council:

- None
-

Upcoming Events:

January 6th children returned back from winter break
January 8th VPK Assessment AP2 Begins
January 9th Parent Meeting
January 13th Hibernation Celebration Week
January 20 Know school Holiday
January 21th MLK Celebration Week
January 24th Agency Annual training Conference
January 29th 100 Day celebration Activities

Submitted by: Mary Brunson

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

Center: Garden Terrace

Date: December 2019

Center Activities Summary:

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

- 1st Parent/Teacher Conferences process begin for the month of December 2 - 20, 2019. All Parent/teacher Conferences completed by procedures.
- Renewal Center License Florida department of Children and Families of St. Lucie County Conducted a site visit on December 3, 2019. Center In-Compliance with regulations. Fire Drill conducted also.
- Monthly Staff Meeting conducted December 5, 2019. The following topics discuss from Monthly Planning Calendars and all Center events and activities for the month of December 2019.
- The Violence Reduction Partnership – VRP Pre-K Reading on December 13, 2019 On-site visit to classroom implementing reading and also classroom activity..
- Winter Festival on Friday, December 20, 2019: Center Activities. Involvement with Resources in the community with children and Staff.

Parent Committee Meeting: December 12, 2019

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

- Parent Meeting and Parent Training: Topic: Entrepreneurship: People Empowering People; Trainer by: Gwen McLeod; Claims Consultant.
- Also center activities: Tradition Celebrations, Children Around the World/ Food Festival. (Involvement – Parents, Children and Staff).
- Brief Introduction and Overview of December 2018: Monthly calendar and Center Activities.

Action Items for Policy Council:

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

- n/a

Upcoming Events: January 2020

- VPK Assessment APII begins _ January 8, 2020
- Monthly Staff Meeting – January 8, 2020
- Parent Meeting/Parent Training – January 9, 2020
- ALPI Agency Corporate Luncheon – January 24 – 25, 2020

Submitted by: Sandra Monroe - CDSM

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

Center: ALPI George W. Truitt Family Services Center Date: December 20, 2019

Center Activities Summary:

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

1st Parent/Teacher Conference.....December 2-6, 2019
Wildlife Consideration Day.....December 4, 2019
Winter Seasonal Change Activities Week.....December 9-13, 2019
Parent Committee Meeting.....December 10, 2019
Pregnant Mom Meeting/Training.....December 12, 2019
US Attorney's Office Readers.....December 17, 2019
Family Tradition Celebration.....December 17, 2019
Policy Council Meeting.....December 19, 2019
IRSC International Club.....December 20, 2019
Holiday for All.....December 23-31, 2019

Parent Committee Meeting:

None 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

Student and Staff return.....January 6, 2020
VPK Assessment AP2.....January 8-30, 2020
Parent Committee Meeting.....January 14, 2020
Pregnant Mom Meeting/Training.....January 16, 2020
IRSC International Club.....January 17, 2020
Holiday for All.....January 20, 2020
MLK Celebration Week.....January 21-23, 2020
US Attorney's Office Readers.....January 21, 2020
Policy Council Workshop.....January 22, 2020
Agency Annual Training/Conference.....January 24, 2020
Agency Annual Luncheon Celebration.....January 25, 2020
100 Day Celebration Activities.....January 29, 2020

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

Center: Lincoln Park Head Start

Date: 12/20/2019

Center Activities Summary:

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

- 30 parents attended PCM meeting. Karen Foxx and Rhonda McBride conducted the meeting by sharing information on the agenda due to CDSM was under the weather and PCM Chair absence.
- 1st Parent/Teacher Conferences conducted during the month. IPP 2nd Short Term objectives discussed and planned by parent and staff for the child and report cards were reviewed and signed by parent.
- Parents were encouraged to ensure that their child has a child's size blanket and change of clothing in their cubby daily.
- 87% Average Daily Attendance maintained throughout the month.
- Perfect Attendance Ceremony conducted during the month. A total of 49 children received certificates for the month of November.
- Operation Love "Lizette Chaparro" gave each child the option to choose a toy of their choice on 12/20/19.
- Winter Wonderland activity took place with each class demonstrating activities children conducted relating to the study "Clothes" in the presence of their peers.
- Each class sung a song and created a thank you card to present to Lizette Chaparro showing the school's appreciation throughout the year for our families.
- **Parent Committee Meeting: Held on December 11, 2019**

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

- ALPI recruitment flyers were given to parents to assist in sharing information with family, friends, and the community.
- Parent/Teacher Conferences status were discussed. Parents volunteered to elaborate on their experience and shared the importance of their role.
- 23 Parents visited their child's class to engage in parent/child activity in supporting parent involvement.
- Parents were reminded of the dates for Winter break 12/23/19-1/3/20. Children and Staff will return on January 6, 2020, due to the make-up hurricane day.
- Parents were encourage to updated Contact information with their assigned Family Services Worker to be updated in children's cumulative folders.

Action Items for Policy Council:

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

None

Upcoming Events:

- VPK Assessment APA Period 2 begins 1/8/20
- PCM Meeting/Training 1/15/20.
- Martin Luther King Jr. Celebration Week 1/21-23/20
- 100 Day Activities/Celebration 1/29/20

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: 12/11/2019

Center Activities Summary:

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

- **Education;** Parents were advised that First Parent Teacher Conference were underway and should be completed before Winter break. Shared with parent the conference was to update parents on child's progress. Also during the conference the IPP will be updated and progress report will be reviewed by parent.
- **Health/Dental/Nutrition Services;** Shared with parents the importance of Parent Agreement forms being updated. If you send someone to pick up your child from school and they are not on the list, we can't release them to that person. The reason is they are not on the list. Informed parents the importance of keeping physical and shot records updated.
- **Family Services;** Parents was advised to collaborate with the FSW regarding the FPA. Ask parent to make sure there children have a change of clothing in case of accident.
- **Program Governance;** It was shared with parents that a policy council meeting would be held on December 19, 2019.

Parent Committee Meeting:

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

- **Mental Health/Disabilities Services;** A flyer was provided with information about depression, how to cope with Mental illness also tips of coping with the Holidays.
- **Candy Land Celebration;** Parents was informed that this is to be held on December 20, 2019. Details was discussed and a flier was provided.

Action Items for Policy Council: None at this time.

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

- a. **Upcoming Events:** 1/13/2020 QT Hibernation Celebration week
- b. 1/21/2020 MLK Celebration week
- c. 1/29/2020 100 day Celebration Activities

Submitted by: Carol Smith

The Agricultural and Labor Program, Inc.

Early Head Start

Frostproof Child Development Center

Parent Committee Report For

Center: Frostproof CDC/EHS

Date: December 2019

Center Activities Summary:

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

- Parent Meeting was held on 12/13/19, items discussed: ADA, EHS Federal Review, parent In-kind and 2020 US Census
- Polk County Parent's Committee Reps participated in the OHS federal review monitoring and Policy Council in December
- Fire drill was conducted December 17, 2019
- We had a total of (68) EHS children and (4) pregnant mothers, enrolled in Frostproof and (4) pregnant mothers enrolled at Jumpstart for the month of December, we had (1) to drop in Frostproof and (1) to drop at Jumpstart
- Management Team Meeting was held during the month of December
- The Frostproof Care Center brought their Toy Truck down, let each child go and to pick the toys of their choice
- Pest control services were provided during the month of December
- Behavioral Specialist observed (4) four classrooms during the month of December
- The parents at the Parent Committee elected (1) one additional policy council representative and (1) alternate member and a secretary for the parent committee during the parent meeting in December
- We had (2) two caregivers to receive their National CDA during the month of December

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

- We had a representative from the Census Bureau to speak at our parent meeting December and assist parents with completing US Census applications.

Action Items for Policy Committee Meeting:

- To approve December minutes.

Upcoming events:

- **Fatherhood Meeting 1/10/2020**
- **Staff Development Day 1/3/2020**
- **Parent Meeting 1/10/2020**
- **Policy Council Meeting 1/16/20**
- **Car Show 1/17/2020**
- **Closed MLK Birthday 1/20/2020**
- **Agency Annual Meeting and Training Conference 1/23-25/2020**



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

December 18, 2019

Grant No. 04CH011151

Dear Head Start Grantee:

A grant application must be completed for the upcoming budget period. The application for the Head Start grant is due April 1, 2020.

The following table reflects the annual funding and enrollment levels for your grant.

Funding Type	Head Start	Early Head Start
Program Operations	\$5,556,861	\$2,147,614
Training and Technical Assistance	\$65,688	\$49,369
Total Funding		\$7,819,532

Program	Head Start	Early Head Start
Federal Funded Enrollment	691	140

Period of Funding: 07/01/2020 - 06/30/2021

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Deirdre Mitchell, Head Start Program Specialist, at 404-562-2858 or deirdre.mitchell@acf.hhs.gov or Samuel Dupervil, Grants Management Specialist, at 404-562-2819 or Samuel.Dupervil@acf.hhs.gov with questions regarding the Application Instructions.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Dr. Calvin Moore/

Dr. Calvin Moore
Regional Program Manager
Office of Head Start