



**ALPI Head Start/Early Head Start**

# Memo

**To:** Policy Council Members  
**From:** Quinata Nanton, Chairperson  
**Date:** April 11, 2024  
**Re:** Policy Council Meeting

---

This is to inform you that the Monthly Policy Council meeting will be held on Tuesday, April 16, 2024 at **6:00 p.m.** at the following location:

**ALPI Administrative Office  
2202 Avenue Q  
Fort Pierce, FL 34950  
Time: 6:00 p.m.**

Should you need transportation or babysitting services, please contact Diana Garcia-Contreras, Office Supervisor, at (772) 466-2631 Ext. 14.

I look forward to seeing all of you there.

xc: Arlene Dobison, CEO



**ALPI HEAD START/EARLY HEAD START  
POLICY COUNCIL MEETING**  
Administrative Office  
2202 Avenue Q, Fort Pierce, FL 34950  
Date: April 16, 2024 | Time: 6:00 PM

**Policy Council Representatives**

Center	Representative	P/A/E	Center	Representative	P/A/E	Center	Representative	P/A/E	Center	Representative	P/A/E
CDFSC	Vann Ryan Marshall		QTHSCII	Viviana Morales		LPHSC	TBA		CR	Anne-Marie A. Shultz	
CDFSC	TBA		QTHSCII	TBA		GTHSC	Quinata Nanton		CR	Marjorie Gaskin	
CDFSC	Lydia Gordon		QTHSCII	Sharon Flagg		CR	John Cesar				
GWTFSC	Toni Clean		FCDC	Christa Jones		CR	TBA				
GWTFSC	Jocelyn Lee		FDHSC	Kylene Culbert-Dougherty		CR	Linda Halpin				

(P-Present A-Absent E-Excuse)

**CEO:** Arlene Dobison, CEO  
**Staff:** Alisa Thornton, Senior Manager

**AGENDA**

WHAT	HOW	WHO	ACTION	TIME
1. CALL TO ORDER	Call Meeting	Quinata Nanton, Chairperson	None	1 minute
2. ROLL CALL	Roll Call	Toni Mclean, Secretary	None	2 minutes
3. MISSION STATEMENT	Read Mission	All Members	None	2 minutes
4. Secretary's Report	Present	Toni Mclean, Secretary	Approval	2 minutes
5. APPROVAL OF CONSENT AGENDA <ul style="list-style-type: none"> <li>✓ Parent Committee Report - Child Development &amp; Family Services Center</li> <li>✓ Parent Committee Report - Francina Duval Head Start Center</li> <li>✓ Parent Committee Report - Frostproof Child Development Center</li> <li>✓ Parent Committee Report - Garden Terrace Head Start Center</li> <li>✓ Parent Committee Report - George W. Truitt Family Services Center</li> <li>✓ Parent Committee Report - Lincoln Park Head Start Center</li> <li>✓ Parent Committee Report - Queen Townsend Head Start Center II</li> </ul>	Present	Quinata Nanton, Chairperson	Approval	2 minutes
6. PROGRAM REPORT <ul style="list-style-type: none"> <li>✓ Head Start/Early Head Start Program Progress Report</li> </ul>	Present	Quinata Nanton, Chairperson	Approval	2 minutes
7. POLICY COUNCIL FINANCIAL INFORMATION <ul style="list-style-type: none"> <li>✓ Program Financial Reports</li> </ul>	Present	Quinata Nanton, Chairperson	Approval	5 minutes
8. Action Items <ul style="list-style-type: none"> <li>✓ ARPA Discretionary Workforce Initiative</li> <li>✓ ARPA Discretionary Grant - Accreditation Costs</li> </ul>				
9. BOARD OF DIRECTOR'S REPORT <ul style="list-style-type: none"> <li>✓ Board of Directors Report</li> </ul>	Present	Board Representative	Approval	2 minutes
10. NEW BUSINESS <ul style="list-style-type: none"> <li>✓ Head Start Early Head Start Self-Assessment: April 29, 2024 - May 3, 2024: ALPI Administrative Office</li> </ul>	Present	Quinata Nanton, Chairperson	None	2 minutes
11. ADJOURNMENT	Present	Quinata Nanton, Chairperson	Approval	1 minute

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

To provide a program that supports the growth and development of children from birth to age 5, focusing on early learning, health, and family well-being, while engaging parents to play an active role in promoting positive child outcomes.

# POLICY COUNCIL



## MINUTES & ATTENDANCE



The Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Policy Council Meeting  
**ALPI Administrative Office**  
2202 Avenue Q, Fort Pierce, FL 34950  
March 26, 2024

**MINUTES**

**1. CALL TO ORDER**

Quinata Nanton, Policy Council Chairperson called the meeting to order at 6:15 p.m.

**2. ROLL CALL**

Toni Mclean, Policy Council Secretary conducted the roll call. Members present: Vann Ryan Marshall, Toni McLean, Viviana Morales, Quinata Nanton, Crystal Campbell, Sharon Flagg, Jocelyn Lee, Kylene Culbert-Dougherty, Linda Halpin, Marjorie Gaskin and Llydia Gordon.

Alternates present with voting capacity: None.

Staff present: Alisa Thornton, Arlene Dobison and Donita Brunson.

**3. MISSION STATEMENT**

All members read the Mission Statement.

**4. CONSENT AGENDA**

Quinata Nanton 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.

Toni Mclean made a motion to approve the Consent Agenda as presented. Viviana Morales seconded. The floor was open for questions. There were no questions. The motion carried unanimously.

**5. PROGRAM REPORT**

Arlene Dobison presented the program report, including progress towards the program's goals and objectives.

Toni Mclean made a motion to approve the Program Report as presented. Sharon Flagg seconded. The floor was open for questions. There were no questions. The motion carried unanimously.

**6. POLICY COUNCIL FINANCIAL INFORMATION**

Arlene Dobison presented the financial reports for information purposes. Viviana Morales made a motion to approve the Financial Report for informational purposes only. Crystal Campbell seconded the motion.

## **7. BOARD OF DIRECTORS REPORT**

Board of Directors: Arlene shared that several policy council members attended the Shared Governance training on February 24, 2024, in Orlando, Florida.

Kylene Culbert-Dougherty made a motion to approve the Board of Directors Report as presented. Crystal Campbell seconded. The floor was open for questions. There were no questions. The motion carried unanimously.

## **8. UNDER-ENROLLMENT CORRECTIVE ACTION**

Arlene Dobison shared that the program is meeting 80% of the under-enrollment requirements. The agency submitted the first quarter report to the Office of Head Start. The program has been recruiting for teaching staff and children. Staff are attending hiring fairs and conducting door to door recruitment in various neighborhoods.

## **9. OLD BUSINESS**

Arlene Dobison shared that the Low-Cost Extension Grant (ARPA Ratification) was submitted, and the program is waiting for final approval. The amount of the grant is \$634,858.89. Viviana Morales made a motion to approve the low-cost extension grant submission. Kylene Culbert-Dougherty seconded the motion.

The floor was open for questions. There were no questions. The motion carried unanimously.

## **10. NEW BUSINESS**

Donita Brunson, Family Partnerships Manager, discussed the 2024-2025 Head Start/Early Head Selection Criteria. Kylene Culbert-Dougherty made a motion to approve the 2024-2025 Head Start/Early Head Start Selection criteria. Sharon Flagg seconded the motion. The floor was open for questions. There were no questions. The motion carried unanimously.

Arlene Dobison shared the Sunshine Funds Balance and requested to use the funds to pay unliquidated accounts for three policy councils in the amount of \$195.03. Toni Mclean made a motion to approve the Sunshine Funds to be used to pay unliquidated accounts. Marjorie Gaskin seconded the motion. The floor was open for questions. There were no questions. The motion carried unanimously.

Arlene Dobison shared information pertaining to the Head Start Grant Application. The Grant is to renew funding for the next five years to provide services to 759 Head Start Children and 188 Early Head Start children. The grant will be uploaded on April 1, 2024. Marjorie Gaskin made a motion to approve the five-year grant submission. Viviana Morales seconded the motion. The floor was open for questions. There were no questions. The motion carried unanimously.

## **11. ADJOURNMENT**

Quinata Nanton, Policy Council Chairperson asked for approval to adjourn the meeting. Toni Mclean made a motion to adjourn the meeting. Llydia Gordon seconded the motion. The floor was open for questions. There were no questions. The motion carried unanimously.

Meeting was adjourned at 7:11 p.m.

---

Policy Council Secretary

**The Agricultural and Labor Program, Inc.  
Head Start/Early Head Start  
2023-2024 MEETING ATTENDANCE ROSTER**

CENTER	NAME	Orientation 10/2/23	Orientation 10/3/2023	Training 10/17/2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024
LPHSC	Crystal Campbell				A	P		P	P			
GTHSC	Quinata Nanton	P	P	P	P	P		P	P			
FDHSC	Kylene Culbert-Dougherty	P	P	P	P	A		P	P			
GWTFSC	Toni Mclean	P	P	P	P	P		A	P			
GWTFSC	TBA	P	P	P	A	A						
CFDFSC	Vann Ryan Marshall	P	P	P	P	P		E	P			
CFDFSC	TBA	P	P	P	A	A						
CFDFSC	TBA	P	P	A	A	A						
QTHSCII	Viviana Morales	P	P	P	P	P		P	P			
QTHSCII	TBA	P	P	P	A	A						
QTHSCII	TBA											
FCDC	Christa Jones	P	P	P	P	P		P	P			
CR	Marjorie Gaskin			P	P	P		E	P			
CR	Linda Halpin				P	A		P	P			
CR	John Cesar				P	P		P	A			
CR	Anne-Marie Shultz				A	A		A				
CR	TBA											
LPHSC	Johnesha Bryant					A		A				
GTHSC	Teaira Reed	P	P	P		A		A				
FDHSC	Zykecia Thornton	P	P	P		A		A				
GWTFSC	Chelinne Savon	P	P			A		P				
GWTFSC	Jocelyn Lee	P	P		P	P		A	P			
QTHSCII	Sharon Flagg	P	P		P	P		P	P			
QTHSCII	Fritz Gerald Jean	P	P		P	A		A	A			
QTHSCII	Smith Saint Juste	P				A		A				
FCDC	Jocelyn O'Neil	P	P			A		A				
CFDFSC	Jovial Heslop					A		A				
CFDFSC	TBA					A		A				
CFDFSC	Llydia Gordon	P	P	P	P	P		P	P			

**POLICY COUNCIL**



**FINANCIAL REPORTS**





**The Agricultural and Labor Program, Inc. Grant Number:04CH01115106**  
**Head StartProgram Year 2023 - 2024**  
**For the Month Ended March 2024**

Budgeted Line Items	Approved Budget	Current Expenditures	Year To Date Expenditures	Obligations	Budget Balance	Percentage Spent	Prior Year Expenses 2022-2023
Salaries and Wages	\$ 5,592,719.00	\$ 468,475.15	\$ 1,337,156.80	\$ -	\$ 4,255,562.20	23.91%	\$ -
Fringe Benefits	\$ 1,581,285.00	\$ 215,039.76	\$ 507,514.63	\$ -	\$ 1,073,770.37	32.10%	\$ -
Travel	\$ 20,500.00	\$ 2,592.55	\$ 9,849.07	\$ -	\$ 5,912.60	48.04%	\$ -
Training and Technical Assistance	\$ 135,611.00	\$ 5,674.00	\$ 57,923.50	\$ 4,738.33	\$ 72,949.17	42.71%	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Supplies	\$ 126,666.00	\$ 41,585.27	\$ 236,868.67	\$ 106,227.37	\$ (216,430.04)	187.00%	\$ -
Contractual	\$ 1,160,911.00	\$ 67,888.21	\$ 186,472.44	\$ 722,738.18	\$ 251,700.38	16.06%	\$ -
Other	\$ 1,407,964.00	\$ 84,164.47	\$ 398,957.16	\$ 19,277.62	\$ 989,729.22	28.34%	\$ -
Indirect Cost	\$ 917,206.00	\$ -	\$ 156,212.92	\$ -	\$ 760,993.08	17.03%	\$ -
CCFF/Food Cost	\$ 1,088,010.00	\$ 135,478.85	\$ 597,817.16	\$ 74,222.50	\$ 415,970.34	54.95%	\$ -
Non Federal Share	\$ 2,735,716.00	\$ -	\$ 74,458.33	\$ -	\$ 2,661,257.67	2.72%	\$ -
<b>Total</b>	<b>\$ 14,766,588.00</b>	<b>\$ 1,020,898.26</b>	<b>\$ 3,563,230.68</b>	<b>\$ 927,204.00</b>	<b>\$ 10,271,414.99</b>	<b>4.53</b>	<b>\$ -</b>

Many of the line items are overexpended , however the overall budget has a balance of \$10,271,414.99.



CEO Approval

Date: 4/11/2024

Helping People. Changing Lives.



# *Child Development and Family Services Division*

**Monthly Narrative and**

**Statistical Report:**

**April 2024**

**PROGRESS**

The Agricultural and Labor Program, Inc.

# Enrolling Now!

## Head Start/Early Head Start

2024 - 2025 School Year



An exceptional early learning program, offering FREE comprehensive services to:

- INFANTS
- TODDLERS
- PREGNANT WOMEN
- CHILDREN W/ DISABILITIES

Serving St. Lucie, Martin and Polk Counties.

**APPLY ONLINE TODAY**  
[www.alpi.org/head-start](http://www.alpi.org/head-start)

or call

**772.466.2631** Martin & St. Lucie Counties

**863.635.3396** Polk County



We deliver developmental, cultural and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts.

ALPI is a VPK & School Readiness Provider. ALL centers are NAEYC accredited and GOLDSTAR.



# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

### DEPARTMENT ACTIVITIES

(e.g., Partnerships, Community Investment, Advocacy, Public Relations, Funding Sources, Etc.)

#### Partnerships/Community Investments

- Chief Executive Officer and Senior Manager attended the Office of Early Learning Board Meeting on March 6, 2024. The meeting detailed upcoming grant funding opportunities for providers to purchase supplies, pay accreditation fees and provide opportunities for staff to attend additional early childhood trainings.
- Senior Manager attended meeting with FL SNAP E & T Environment on March 21, 2024. The meeting introduced all potential partners along with mentors that will support the program through the nine-month cohort progress. The end goal is to become a provider in Florida.
- Senior Manager attended and participated in the NCAP SNAP E&T Meeting on March 21, 2024 to discuss our partnership and how we can accommodate families in our community with the possible collaboration.
- Senior Manager attended the Policy Council meeting on March 26, 2024 provided a training overview of the Head Start/Early Head Selection Criteria Scale and how it works for their approval of the process and was able to answer questions as raised.
- Service area managers, Compliance Officer and Senior Manager facilitated a Contracted Center Providers meeting with Banner Lake Early Learning, Loving Care Child Development Center, Gertrude Walden Center and Hobe Sound Early Learning Center on March 27, 2024. The meeting was an open forum and provided the providers to share their successes, how they are assisting with recruitment of children and staff, how they are meeting the contract requirements, as well as areas of improvement needed.
- Child Development Services Managers and the Senior Manager attended the Office of Early Learning School Readiness Provider meeting on March 27, 2024. The meeting agenda discussed the final Teaching Strategies Gold benchmarks for school readiness children due by April 30, 2024; the final STAR Assessment is to be completed within the last 30 days of the program year.
- Senior Manager attended a Community event with the St. Lucie County School Board on March 28, 2024. It was a Resource Fair for parents that have children with a disability. A table was set up with flyers and information required for the intake process. Received names for follow up and also had the opportunity to network and exchange business cards.



## Child Development and Family Services Division MONTHLY REPORT: March 2024

- The Office of Early Learning provided opportunities for all ALPI centers to participate in ARPA Discretionary Grants. The grants will allow for classroom materials, training needs, and high-quality accreditation fees to be reimbursed to the agency. Funds along with documentation must be submitted to the Office of Early Learning by March 30, 2024.
- Senior Manager and the Pre-K teaching staff from the ALPI Child Development and Family Services Center participated in the Office of Early Learning STEM (Science, Technology, Engineering, Math) eight-hour introductory training. The teaching staff volunteered to be a part of this program to help boost their CLASS scores from the baseline to the final.

### **Program Governance**

- The Policy Council Executive Committee met on March 14, 2024. The executive committee reviewed and approved the Low-Cost Extension Request of \$634,858.89. The vote was approved unanimously.
- The Policy Council meeting was held on March 26, 2024. Agenda topics presented were: Low-Cost Extension Ratification of ARPA dollars, Sunshine Funds, 2024-2025 Head Start/Early Head Start Selection Criteria Scale, and approval of the five-year Head Start Grant application. All agenda items were approved unanimously.

### **Senior Management Oversight Monthly Activities**

- Attended a training webinar on Banishing Burnout in Early Childhood: Increasing Teacher Retention and Finding Joy from Within on March 7, 2024. The training provided tips on wellness that managers can do with staff and at the same time make sure they are taking care of their own needs.
- Participated in a job fair with Better Together and First Church on March 13, 2024, in Fort Pierce. At the job fair, the team conducted on the spot interviews, offered potential candidates employment opportunities, and gained new networking opportunities for the future.
- Facilitated a meeting with the Service Area Managers and Compliance Officer on March 19, 2024. The meeting was held to plan tasks and responsibilities related to center compliance and meeting the day-to-day operations due to a vacant center manager position at the Frostproof Child Development Center.
- Conducted meeting with the Child Development Services Managers on March 20, 2024. Updated managers on timelines and tasks, recruit efforts and home-visit status.



## Child Development and Family Services Division MONTHLY REPORT: March 2024

- Conducted CLASS Pre-Assessment on eight PreK classrooms at the Child Development and Family Services Center during the week of March 25-29, 2024. The assessment was conducted prior to the teaching staff attending the eight hours STEM training. The goal is to show improvement after taking the training with includes eight weeks of activities related to Instructional Support, an assigned mentor for the STEM Gems group and attending community of practices sessions for four months.

### **Education – Progress Towards Program Goals**

- Centers shared flyers and steps with Parents about the Public-School calendar of information pertaining to Open Enrollment for children entering Kindergarten. Open enrollment was during March 1-31, 2024.
- Six Caregivers, five Teachers, eight Teacher Assistants and two Family Service Workers completed the renewal of the CPR, AED, and Basic First Aid training on March 8, 2024. The American Safety & Health Institute presented the training. Certification is valid for two years.
- Two teaching staff from Garden Terrace Head Start Center completed the last component towards obtaining the micro credential in Emergent Literacy for Preschool. The staff will be certified in early literacy techniques that will enhance language and literacy skills in preschool children.
- 100% of the Teaching Staff, Center Managers and Senior Manager completed the required Department of Children and Families training courses within the timeframe given. The two courses completed were: Health & Nutrition in the School Readiness Program (4 hours) and Safety Practices in the School Readiness Program (5 hours).
- All Child Development Center Managers and Senior Manager attended a six-hour course on Interactions at the Heart of Healing: Trauma-Informed. The course objectives were: The impact of trauma on behavior, Cultivating connecting after trauma and Self-care strategies for educators to care for themselves.

### **Health – Progress Towards Program Goals**

- Health Services in collaboration with the Local Education Agency (LEA) has coordinated sixty-two (62) IEP's and IFSP's and services are being provided to children. There are currently twenty (20) children waiting for evaluations and/or staffing.
- Health Services participated in the UCLA Cohort closeout meeting. Health Services, Human Resources, Compliance Officer and Center Management collectively developed a presentation highlighting the accomplishment the organization has made in the area of staff mental and emotional health, trauma experienced by staff and staff personal wellbeing.



## Child Development and Family Services Division MONTHLY REPORT: March 2024

- Health Services met with three organizations that would like to either continue our established partnerships or establish new partnerships.
  - St. Lucie County Health Department - submitted an MOA to provide onsite dental exam services to enrolled children and to assist parents in establishing a dental home for children who do not have an established home. St. Lucie County Health is also providing services during our Annual Health Fair.
  - A new partnership has been established with Little Lights Dentistry in Stuart, Florida Little Lights Dentistry is supported by local agencies as well as available grants. We were able to meet the staff and take a tour of the state-of-the-art facilities. Little Lights Dentistry provides free dental care services to uninsured, low-income children from their 1st birthday through high school graduation. Little Lights services are available for St. Lucie and Martin Counties. They also provide transportation through Uber Services on an as needed basis.
  - ALPI has had a partnership with Florida Community Health Center for many years, however, Health Services met with the new Community Outreach Services Coordinator. They have offered to provide training to our parents and provide the Florida Community Health Bus during the Health Fair, of which they will conduct physicals and possibly shots for children. In addition, they will also provide dental services during the health fair and on a monthly basis. A MOA will be established with Florida Community Health Center.
- Mental Health Disability Specialist (MHDS) worked with a coordinated approach to assist the families and children of The Agricultural and Labor Program, Inc. (ALPI) by delivering services to assist the families with engagement in their children's education. MHDS collaborated with ALPI's program management, educational staff, family social workers, and many others throughout the program. Health Services also collaborated with Physicians, Intervention specialists, and community partners to support ALPI's efforts to foster and promote family self-sufficiency. MHDS continues to work closely with the directly operated centers and contracted sites to collect resources to develop referrals for students Individual Education Plan (IEP) and community resources.
- Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure compliance with the Daily Facility Checklist.
- Facilities Specialist completed several projects generated by Work Requests such as: repaired an entry gate and sink faucet; conducted carpet cleaning; and replaced furniture, a vacuum, light bulbs, electric ballasts, emergency light batteries, and air conditioning units filters along with maintenance to those units.



## Child Development and Family Services Division MONTHLY REPORT: March 2024

- Facilities Specialist coordinated with the vendors below during this reporting period for services:
  - Fitzpatrick Plumbing repaired a sink faucet at the GWTFSC on March 1, 2024
  - Grimes Heating and Air Conditioning paired an AC unit at LPHSC on March 19, 2024
  - At&t repaired telephone service at FDHSC on March 20, 2024
  - St. Lucie County School Board repaired an AC unit at the Administrative Office on March 21, 2024
  - St. Lucie County School Board repaired a door knob at the CDFSC on March 25, 2024

### **Program Compliance**

- All Head Start/Early Head Start centers are in the process of finalizing home-visits to follow the Head Start Performance Standards. Home visits began in the month of March.
- The Early Learning Coalition of St. Lucie County monitored four sites during this reporting period. These sites included:
  - Queen Townsend HSC II - March 8, 2024, compliance met.
  - Child Development and Family Services Center - March 11, 2024, compliance met
  - Garden Terrace HSC - March 14, 2024, compliance met.
  - Lincoln Park HSC – March 27, 2024, compliance met
  - Francina Duval HSC - March 28, 2024, compliance met.
- Department of Children and Families monitored two sites during this reporting period. The sites included:
  - Frostproof Child Development Center- License Renewal Visit on March 20, 2024, compliance met.
  - Queen Townsend HSC II - Routine Inspection on March 27, 2024, compliance met.
- Received the Child Care Facility Certificate of License renewal from the Florida Department of Children and Families for the ALPI Frostproof Child Development Center. The renewal is effective from April 1, 2024 through March 31, 2025.

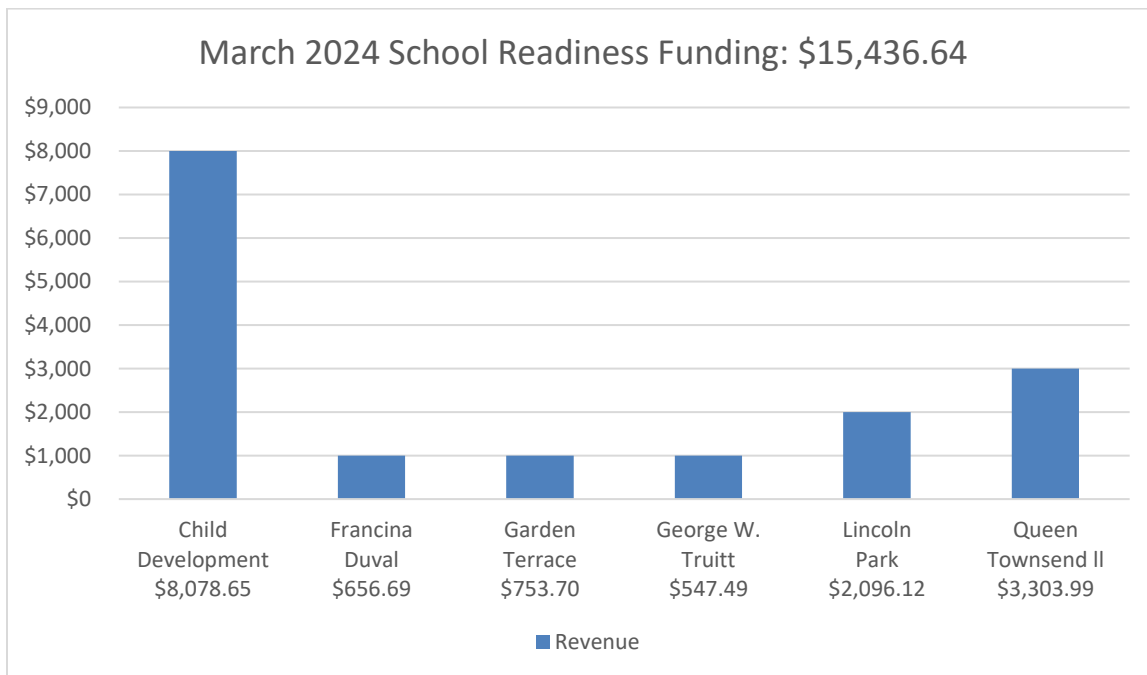
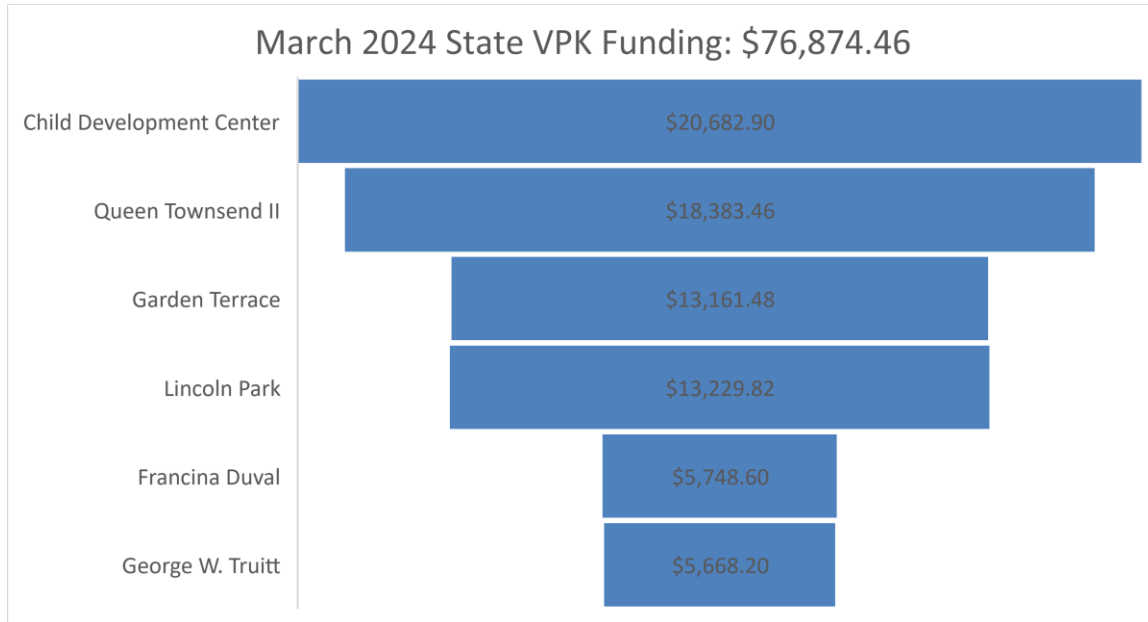




# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

### FY 2023-2024 State Funding By Month/By Services



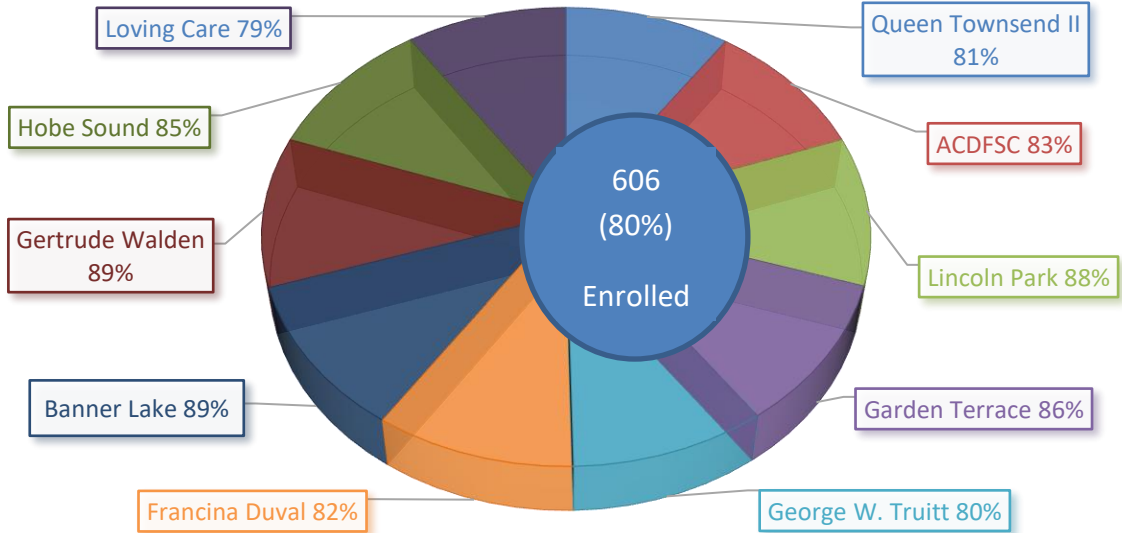
# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

### 2023-24 Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

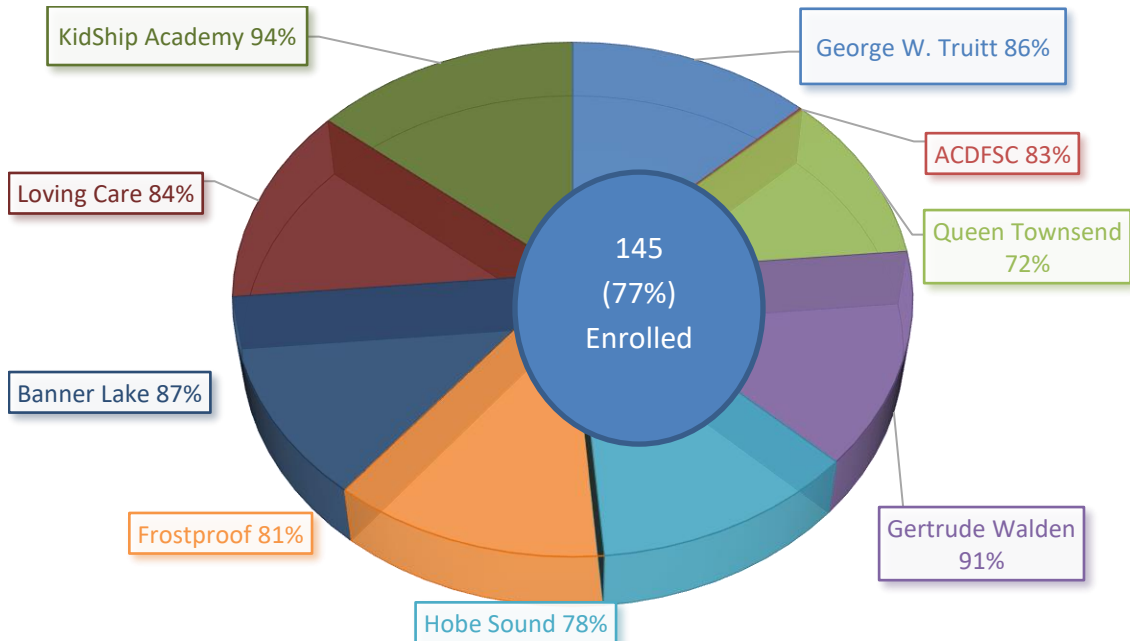
#### MARCH ATTENDANCE BY CENTER HEAD START

ADA 84%



#### MARCH 2024 ATTENDANCE BY CENTER EARLY HEAD START

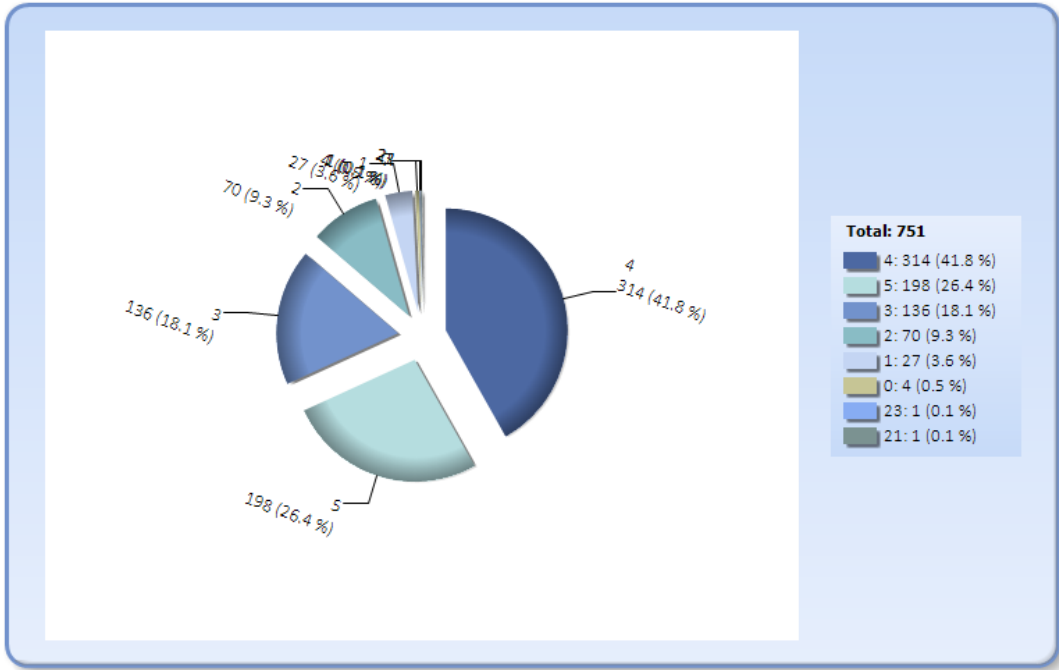
ADA 84%



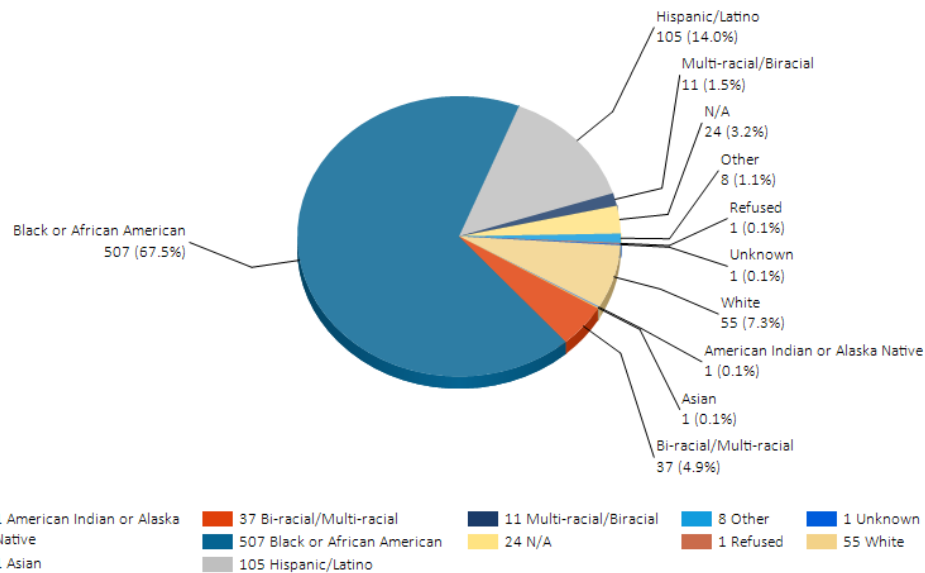
# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

### Children by Age: 751



### Children by Race: 751



Child Race Demographics - Pie Chart

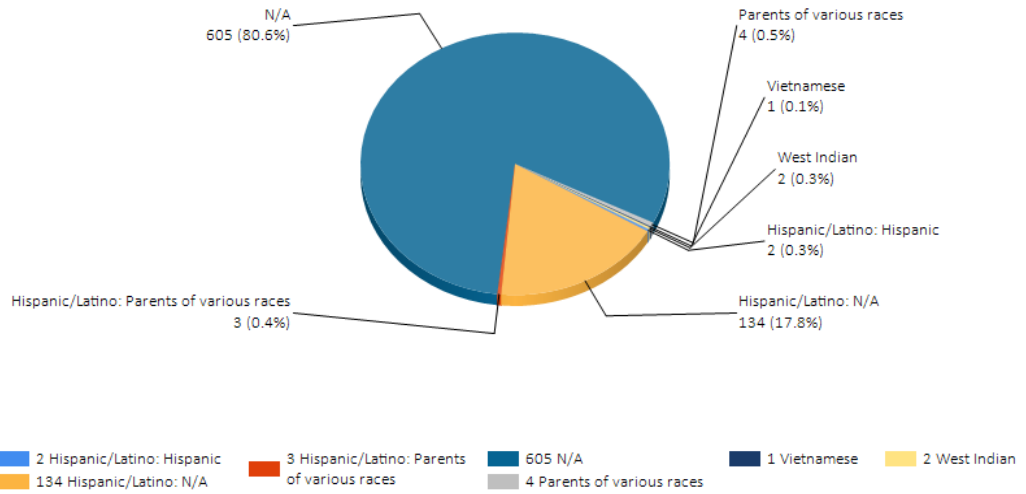
Total Number of: 751



# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

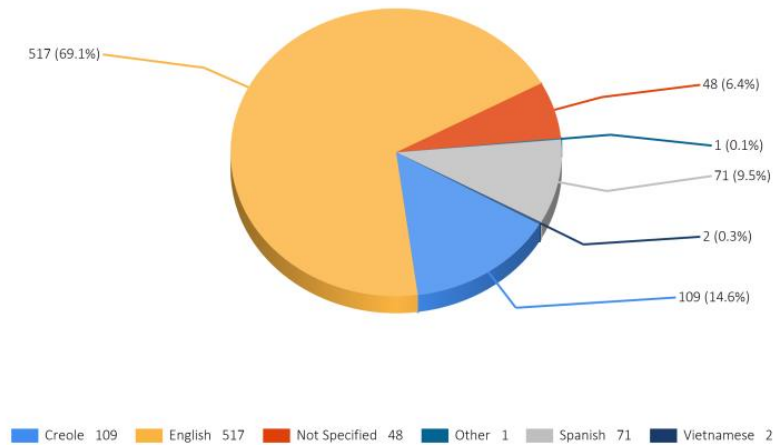
Children by Ethnicity: 751



Child Ethnicity Demographics - Pie Chart

Total Number of: 751

Children by Language: 748



**Languages**

Creole	109	14.6%
English	517	69.1%
Not Specified	48	6.4%
Other	1	0.1%
Spanish	71	9.5%
Vietnamese	2	0.3%
<b>Total:</b>	<b>748</b>	

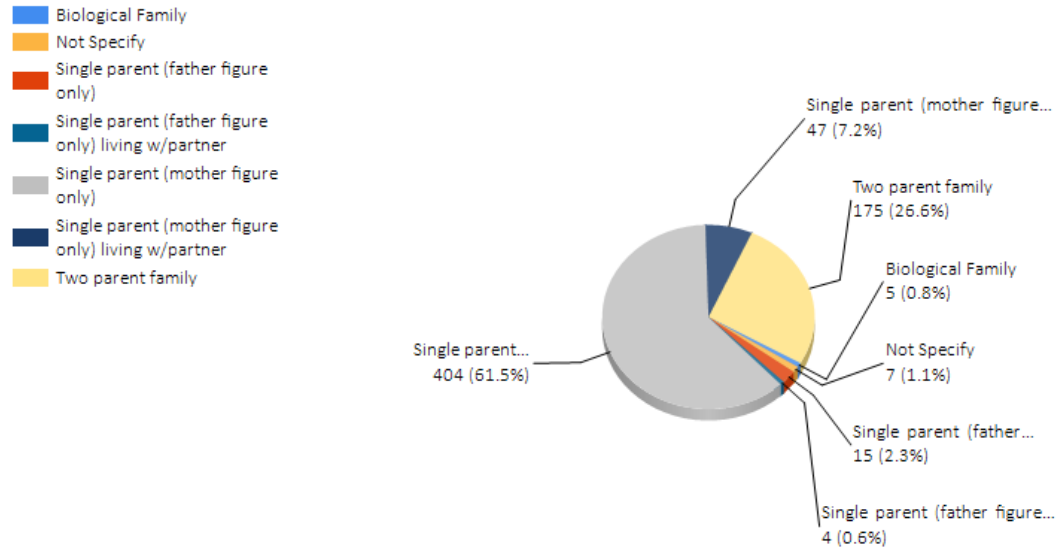


# Child Development and Family Services Division

## MONTHLY REPORT: March 2024

Family Type or Parent Type: 657

Family Type or Parent Type

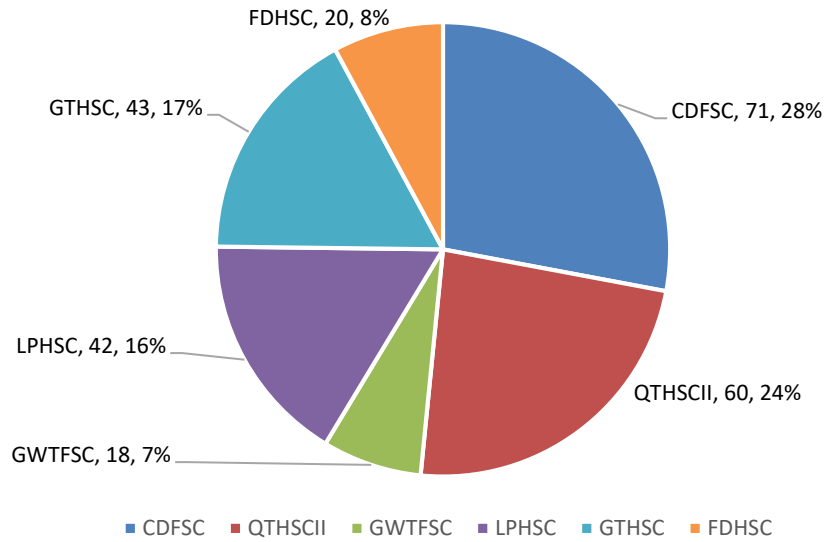


Family Type	Count of Families
Biological Family	614
Legal Guardianship	4
Other relative(s)	2
Foster family	1
Type Not Specified	30
Other family type	4
Grandparent	2
Total Single-Parent Families	470
Two Parent Families	
Grand Total:	657

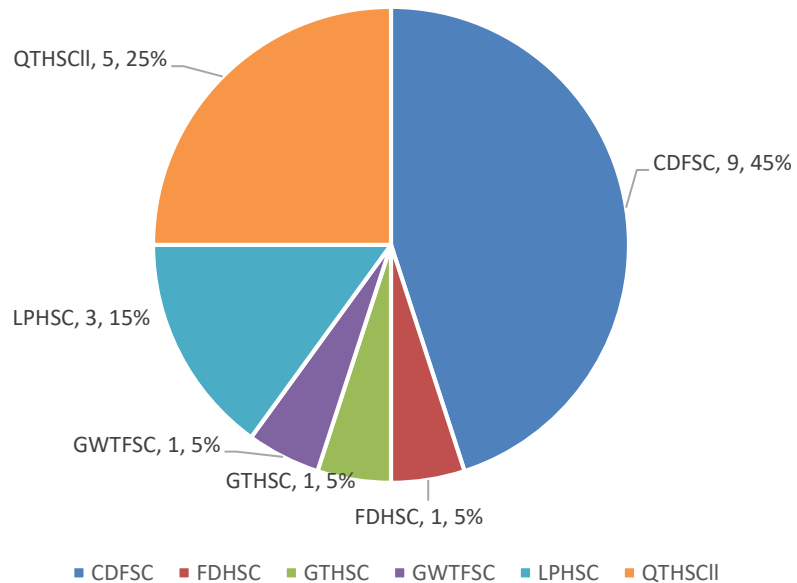


# Child Development and Family Services Division MONTHLY REPORT: March 2024

## MARCH: 254 Children Received VPK Services

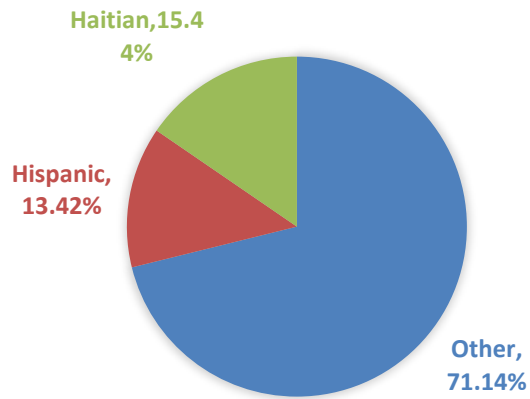
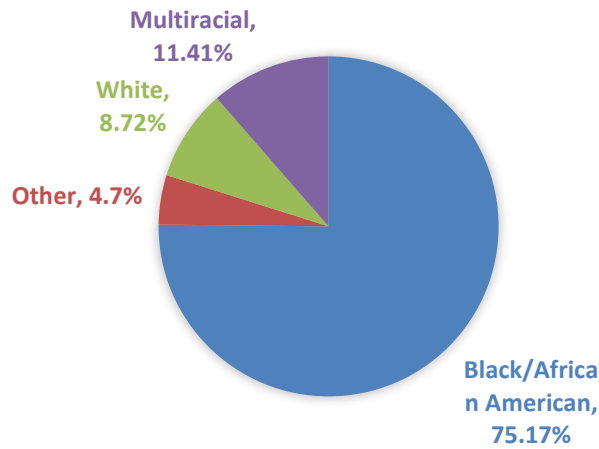
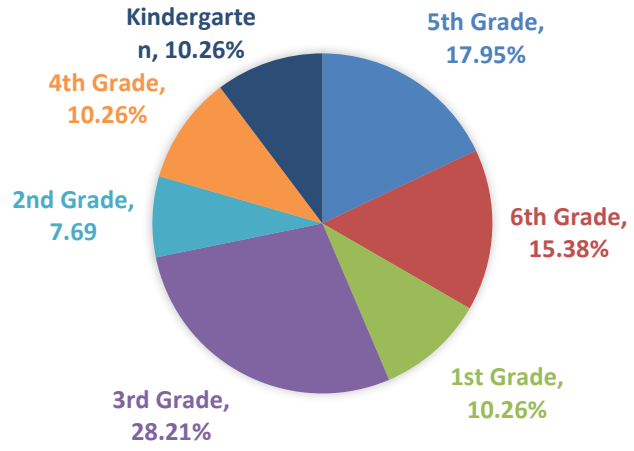


## MARCH: 20 Children Received School Readiness Services



Child Development and Family Services Division  
 MONTHLY REPORT: March 2024

CAT- Afterschool Program- 2023-24 Children Served YTD: 149



## Child Development and Family Services Division MONTHLY REPORT: March 2024

# Under Enrollment Deliverables

- Service Area Managers, Compliance Officer, Human Resources Director and Senior Manager met with the Chief Executive Officer on March 7, 2024, to discuss follow up plans to obtain full enrollment. The team gave updates on recruitment efforts for recruiting children and staff. The team discussed potentially opening another classroom at Lincoln Park HSC and at the Queen Townsend HSC II, bringing classrooms up to classroom capacity based on square footage, and transitioning children from Early Head Start into Head Start Classroom that have already turned three years old.
- Interviewed potential teaching staff at local hiring fair on March 13, 2024. Hired two teacher assistants for the Queen Townsend HSC II that will start orientation on April 1, 2024.





**POLICY COUNCIL**



**PARENT COMMITTEE REPORTS**

**All Centers**



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

Center: ALPI Child Development & Family Services Center Date: March 12, 2024

**Center Activities Summary:**

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

- Home-Visits will be conducted in the months of March and April. Teaching staff will visit the homes of the children to promote the home school connection and mid-year progress of how children are doing in school, update the Family Partnership Agreements as well as any upcoming events happening in the program.
- Shared Public School Kindergarten round up March 1-31, 2024. Parents of children that will enter kindergarten were highly recommended to register their child for school within this window.

**Parent Committee Meeting:**

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

- Parent Training: Literacy: Why reading to your child is important. Trainer" Amy Nunez, Family Services Worker. Discussed the importance of reading to children at least 15 minutes a day. Shared how reading helps development language and creative story telling. Shared an article with parents on tips of promoting reading and limiting screen time.

**Action Items for Policy Council:**

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

- N/A

**Upcoming Events:**

- Nurturing Fatherhood Program Activity: Sports week, March 4-8, 2024: Children where their favorite team jersey, shirt, etc.
- Spring Break: No School-March 18-24, 2024
- School Closure: March 29, 2024 (Holiday)
- Mental Health Consultant will be onsite monthly.

Submitted by: Alisa Thornton, Senior Manager

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

Center: ALPI Francina Duval Head Start Center

Date: March 28, 2024

**Center Activities Summary:**

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

- Home-Visits will be conducted in the months of March and April. Teaching staff will visit the homes of the children to promote the home school connection and mid-year progress of how children are doing in school, update the Family Partnership Agreements as well as any upcoming events happening in the program.
- Shared Public School Kindergarten round up March 1-31, 2024. Parents of children that will enter kindergarten were highly recommended to register their child for school within this window.

**Parent Committee Meeting:**

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

- Parent Training: Literacy: Why reading to your child is important. Trainer" Alisa Thornton, Senior Manager. Discussed the importance of reading to children at least 15 minutes a day. Shared how reading helps development language and creative story telling. Shared an article with parents on tips of promoting reading and limiting screen time.

**Action Items for Policy Council:**

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

- N/A

**Upcoming Events:**

- Nurturing Fatherhood Program Activity: Sports week, March 4-8, 2024: Children where their favorite team jersey, shirt, etc.
- Spring Break: No School-March 18-24, 2024
- School Closure: March 29, 2024 (Holiday)

Submitted by: Alisa Thornton, Senior Manager

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

Center: ALPI Frostproof Child Development Center Date: March 5, 2024

**Center Activities Summary:**

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

- Home-Visits will be conducted in the months of March and April. Teaching staff will visit the homes of the children to promote the home school connection and mid-year progress of how children are doing in school, update the Family Partnership Agreements as well as any upcoming events happening in the program.

**Parent Committee Meeting:**

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

- Parent Training: Literacy: Why reading to your child is important. Trainer" Aletha Johnson, Center Manager. Discussed the importance of reading to children at least 15 minutes a day. Shared how reading helps development language and creative story telling. Shared an article with parents on tips of promoting reading and limiting screen time.

**Action Items for Policy Council:**

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

- N/A

**Upcoming Events:**

- Spring Break: No School-March 11-15, 2024
- School Closure: March 29, 2024 (Holiday)

Submitted by: Alisa Thornton, Senior Manager

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

Center: ALPI Garden Terrace Head Start Center Date: March 2024

**Center Activities Summary:**

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

**DEPARTMENTS ACTIVITIES SUMMARY**

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

- ✓ Completed and submitted reports for the month of March 2024
- ✓ Conducted Center Monitoring based on Health/Safety Daily Center Checklist.
- ✓ 1<sup>st</sup> Home Visit process begins March 25, 2024 through the month of April 2024, partnership with parents, Teachers and Family Services Workers. (Goals of Child's Outcomes and Family Partnership Agreement Goals).
- ✓ Service Delivery Team Meeting throughout the month March 2024. Follow – up referrals, Physicals and Immunization Record, Dental Follow – up, Cum./Education files review. New Enrollment and Intakes.
- ✓ Attorney Donald Watson On-Site visit Read Aloud with his very own creation and authors of children books
- ✓ Dr. Seuss Birthday: Dr. Seuss Day National Read Across America Day Thursday March 8, 2024 Fun Day! All children went on a tour (Oh the Places you'll Go) at the center, visit several classrooms, listening to Dr. Seuss Books, Activities, and Refreshments.
- ✓ Nutrition and Growth Chart Follow up with children on March 1, 2024, by Nutritional Consultant.
- ✓ Recruitment Day: Community Outreach on Wednesday March 13, 2024. Involvement with Recruitment Activities for children: Family Services Workers, and others.
- ✓ On-Site Monthly Mental Health Classroom Observations March 13, 2024 by Healing Waters Counseling.
- ✓ On-Site Visit ELC Resources Specialist on March 14, 2024.
- ✓ Center new Enrollments school year 2024 - 2025 process for students begin Tuesday, March 19, 2024.

**Parent Committee Meeting: March 14, 2024 (National Nutrition/ Women's History Month)**

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

St. Lucie County School Board; Student Assignment Office, Representatives: Ms. Angie Mareno (Topic: Transitioning to Kindergarten and Application process, John Cesar: Saint Lucie County Children's Services Council and Joneill Bagnerise; Owner (H & L Financial Professional Tax Service).

**Action Items for Policy Council:**

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

- n/a

**Upcoming Events: (Child Abuse Prevention/Autism Awareness Month)**

- Continue) – Home Visit process for the month of April 2024.
- Parent Meeting April 11, 2024
- STAR AP- 3 Begin April 17, 2024
- Earth Day April 22, 2024

Submitted by: Jandra Monroe - Child Development Services Manager

Revised 01/2008

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

Center: ALPI George W. Truitt Date: March 13, 2024

**Center Activities Summary:**

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

- **Education;** Shared the Curriculum with parents Head Start children study is Buildings, EHS study is Rhymes/Songs/ Finger Plays/Sensory play. Parents was advised that ALPI provides high quality services for children and parents. Presentation from SLC student assignment.
- **Health/Dental/Nutrition/Services;** FSW reminded Parents that physicals and shot records must be kept current as a part of their Parent Agreement, which was signed at enrollment. Shared information Women's History Month and National Nutrition Month.
- **Family Services;** Shared with parents the recertification process, make sure shot records and physicals are up-to-date. Discussed the importance of children being in attendance ADA at least 85% each day.
- **Program Governance;** In-Service training for staff.

**Parent Committee Meeting:**

- **Governance Training/ Policy Council Orientation;** Parents were informed that Policy Council meeting will be held on March 13,2024.

**Action Items for Policy Council:** None at this time.

- a. Spring Festival 4/4/2024
- b. Policy council meeting 4/17/2024
- c. Earth Day 4/22/2024

**Upcoming Events;**

Submitted by: Carol Smith, Child Development Service Manager

**The Agricultural and Labor Program, Inc.**  
**Head Start/Early Head Start**  
Parent Committee Report Form  
For March 2024

Center: ALPI Lincoln Park Head Start Center

Date: March 13, 2024

**Center Activities Summary:**

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

- 19 parents were in attendance during in-person PCM.
- Parenting Education on Literacy, literature shared with families of 12 Early Literacy Tips.
- Pre-K Educational Study for March, “Building” as children were educated on topic.
- Science Projects of classrooms displayed and conducted on 3.8.2024.
- Healing Waters Counseling conducted site visit with teaching staff/children on 3.13.2024.
- Shape Scavenger Hunt activity implemented as an Outdoor event for children on 3.15.2024.
- Attorney Donald Watson shared and read stories on Celebrating Women Awareness with children and staff on 3.26.2024.
- Alphabet Scavenger Hunt activity implemented as an Outdoor event for children on 3.28.2024.

**Parent Committee Meeting: Held on March 13, 2024**

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

- Home Visit Process shared to inform of visits within the home to discuss child’s development and follow-up on family’s goals.
- Parenting Skills Class with Healing Waters Counseling shared of strategies to support during the 7 sessions.
- Mass Recruitment discussed to inform relatives/friends/neighbors of service offered within ALPI for birth-5 years of age.
- Safety Precautions discussed to inform families of taking the necessary measures to ensure children are well and healthy before arriving to school.
- Vehicles Blocking the Driveway for visibility of children and parents as they enter and depart the school is priority.

**Action Items for Policy Council:**

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

None

**Upcoming Events:**

- Transition Activities Week 4.1-5.2024
- PCM 4.10.2024
- Math Awareness Day 4.15.2024
- Earth/Recycle Day 4.19.2024
- Earth Day 4.22.2024
- Poetry Day 4.30.2024

Submitted by: Glenda Johnson, CDSM

Revised 01/2008

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

Center: Queen Townsend II

Date: 3/27/2024

**Center Activities Summary:**

Led parent meeting to discuss and assist in the process of Kindergarten enrollment by Angela Moreno from the Saint Lucie County School Board, student assignment office. Parents also received information about parenting classes, ESE resource event (Resource Fair), center updates. Parents were very appreciative of being able to work with Angela to complete the enrollment process or obtain clarification of how the process works.

Hosted a kindergarten enrollment session from 10-4pm with Angela Moreno and parents who needed to enroll their students in kindergarten. Parents were contacted prior to the session to determine appointment times and informed of necessary documents. 13 out of 14 appointments attended. Angela also offered to help any parents who were unable to attend via email instead of them having to come to her office in Port Saint Lucie. Again parents were grateful for the opportunity. 3/26/2024

**Parent Committee Meeting:**

- Informed parents of the following components:
- Reminders
  - Zoom sign-in
  - Center Updates: Continue to provide a change of clothes, updated contact information, and income verification. Home visits are occurring now until May.
- Today's Training Agenda
  - St. Lucie County Schools Student Assignment Representative: Mrs. Angela Moreno explained the Kindergarten Enrollment Process and then modelled the process using the electronic whiteboard
  - Parents met with Angela Moreno one-on-one to complete enrollment and/or ask questions

**Action Items for Policy Council:**

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

- N/A

**Upcoming Events:**

- School Closure 3/29/2024
- Spring Festival
- Policy Council ~~Orientation~~<sup>7<sup>pm</sup></sup>, 4/16/2024
- Parent Meeting: 4/16/2024

Submitted by: Zakiya McGhie, CDSM