



**albany**  
**community**  
**action**  
**partnership**

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**Head Start Annual Report**  
**2014 – 2015**



## PROGRAM OVERVIEW

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The Albany Community Action Partnership (ACAP) operates a comprehensive **Head Start** program that provides education, special needs, health, nutrition, dental, mental health, parent involvement, and family development services at multiple locations in Albany County. During ACAP Head Start's 2014 – 2015 program year:

- ⇒ A total of **531** children ages 3 - 5 were served through 31 center-based classrooms and home-based program slots.
- ⇒ Children participating in the program came from **514** families.
- ⇒ Average monthly enrollment was **474** children, which was **100%** of ACAP's funded enrollment slots.
- ⇒ The percentage of income-eligible children served was **90%**.
- ⇒ **98.3%** of participating children received medical and dental screenings. **97.5%** of children had access to health insurance. **98.3%** were up-to-date on immunizations appropriate for their age. **98.3%** had a *Medical Home* and **39.5%** had a *Dental Home*.
- ⇒ **47** children served (**10%** of funded enrollment) had special needs addressed through an IEP (Individual Education Plan).

## MONITORING REVIEW AND AUDIT RESULTS

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During the 2014-2015 school year, ACAP participated in head Start Monitoring events in the areas of:

- ERSEA & Fiscal Integrity – there was 1 issue of non-compliance found
- Environmental Health and Safety – there was 1 issue of non-compliance found
- CLASS – All domain scores were determined to be above the national median

Results of CLASS Monitoring Event:

CLASS Domain	2014- National lowest 10%	2014-National Median ( 50%)	2014-National Highest 10%	ACAP Head Start- 2/9/15-2/13/15
Emotional Support	5.7167	6.08	6.5	6.3021
Classroom Observation	5.3646	5.83	6.35	5.9444
Instructional Support	2.2027	2.83	3.65	3.111

ACAP's financial statements are prepared according to Generally Accepted Accounting Principles, with an independent audit completed annually. As required, ACAP's most recent audit, for the fiscal year that ended February 28, 2015, included review for compliance with the United States' Office of Management and Budget's Circular A-133 requirements for Audits of States, Local Governments and Non-Profit Organizations. No Findings, Material Weaknesses or Significant Deficiencies were found.

## **PARENT INVOLVEMENT ACTIVITIES**

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Parents and caregivers of children participating in ACAP's Head Start Program have several opportunities to participate in program-related activities throughout the program year, including several options each month. These opportunities include: program orientation and completion of a parent involvement survey to guide ACAP's parent engagement activities; monthly Parent Committee meetings; regular parent/child classroom activities including monthly "special person" days, literacy activities and father involvement initiatives; monthly classroom/family goal activities and family take home activities; and parent workshops and trainings. Representation on ACAP's **Head Start Policy Council** enables parents to have direct input into the program's policy setting and decision-making process.

- ⇒ During the 2014– 2015 program year, **383** current or former Head Start parents provided volunteer services to ACAP Head Start.
- ⇒ An average of **71.7%** of Head Start children had family members who participated monthly in program offerings.
- ⇒ An average of 25.86% of Head Start children's father or father figure participated monthly in program offerings.

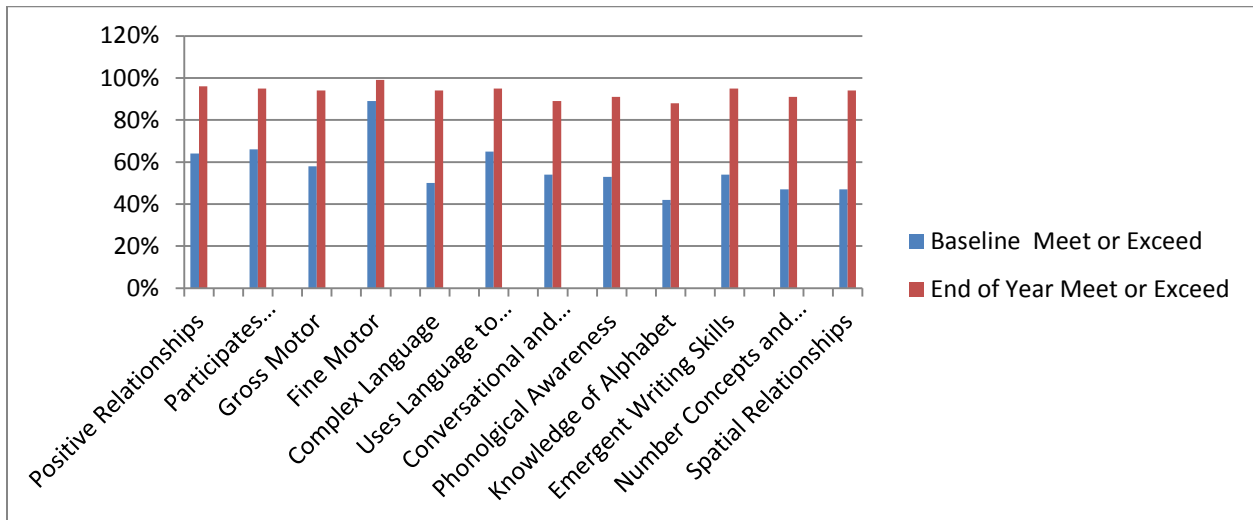
## **PREPARING CHILDREN FOR KINDERGARTEN**

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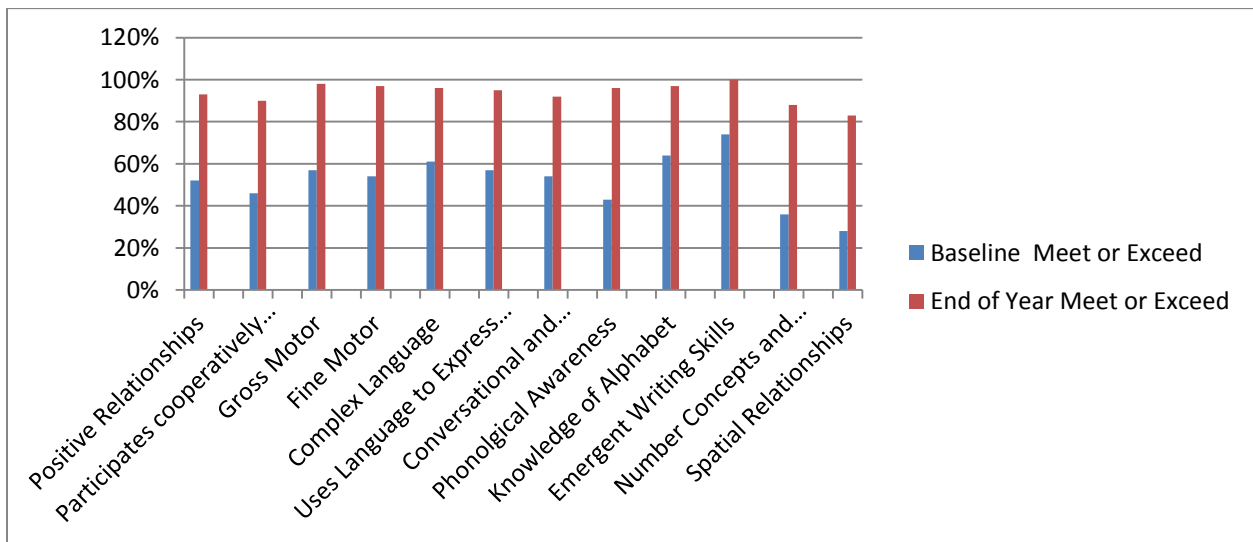
ACAP Head Start utilizes the research and evidence-based, developmentally appropriate **Creative Curriculum System for Preschool**, chosen based on its full alignment with the Head Start Child Development and Early Learning Framework and New York State Early Learning Standards, including the following domains: language and literacy development; cognition and general knowledge; approaches toward learning; physical well-being and motor development; and social and emotional development. This curriculum system offers comprehensive support in four essential areas: curriculum, assessment, professional development, and family connection. ACAP utilizes the **Teaching Strategies GOLD Early Childhood Assessment Tool** to tie curriculum to goals and outcomes for children.

- ⇒ **The percent of children program-wide that met or exceeded readiness goals increased** from the previous year, **in all readiness areas**, including social-emotional development, approaches to learning, gross and fine motor development, cognitive development, language and literacy development, and math, science, social studies and arts.
- ⇒ **100%** of age-eligible children participating in the program were successfully transitioned to Kindergarten.

**Baseline/ End of Year Comparison By Objective- Percent of three (3) year olds meeting or exceeding Readiness Expectations 2014- 2015- exclusive of Science, Social Studies and Arts**



**Baseline/ End of Year Comparison By Objective- Percent of three (4) year olds meeting or exceeding Readiness Expectations 2014- 2015- exclusive of Science, Social Studies and Arts**



Existing partnerships with local school districts facilitate smooth transitions into the Kindergarten programs that will serve ACAP Head Start children when they leave Head Start. Formal collaborations with four local school districts provide combined Head Start/Universal Pre-K services that enhance efforts to successfully prepare children for Kindergarten. Each ACAP Head Start site holds a parent education night on “transitioning” during the spring of the program year. All families receive a “Summer Survival Kit” during the last week of classes.

In the City of Albany, ACAP is a partner in the “Albany Promise”, which targets the City’s poorest neighborhoods. “Albany Promise” involves a group of 75 stakeholders representing early childhood, Pre-K – 12 schools, higher education, business and industry, nonprofit and community organizations, foundations, cultural institutions, government leaders, parents, and neighborhood residents working together to support a shared cradle-to-career vision for education. This initiative is focusing on aligning services, maximizing available resources, and expanding evidence-based programs and practices. ACAP’s involvement in this initiative will help to ensure that children who are a part of the Head Start Program are ready for Kindergarten – academically, socially, emotionally and health wise/medically.

***ACAP Head Start was first established as a pilot project in 1965.  
It became a permanently funded activity in 1966.***

## FUNDING AND BUDGETARY EXPENDITURES

### ACAP Head Start Program Budget Vs. Actual March 1, 2014 - February 28, 2015

	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
<b>REVENUE</b>			
Head Start Grant Revenue	\$4,501,008.00	\$4,501,008.00	0%
Non- Cash In Kind	\$833,594.00	\$1,125,252.00	-26%
Cash In Kind	\$291,658.00		
<b>TOTAL REVENUE:</b>	<b>\$5,626,260.00</b>	<b>\$5,626,260.00</b>	0%
<b>EXPENSES:</b>			
<i>Payroll and Related Benefits:</i>			
Salaries	\$2,265,604.00	\$2,192,950.00	3%
Fringe Benefits	\$746,752.00	\$822,355.00	-9%
<b>Total Payroll and Related Benefits</b>	<b>\$3,012,356.00</b>	<b>\$3,015,305.00</b>	0%
<i>Other Expenses:</i>			
Occupancy	\$360,471.00	\$435,544.00	-17%
Travel	\$159,062.00	\$189,808.00	-16%
Materials and Supplies	\$200,689.00	\$105,382.00	90%
In-Kind Expenses	\$1,125,252.00	\$1,125,252.00	0%
Miscellaneous	\$202,557.00	\$184,554.00	10%
Funded Depreciation	\$54,306.00	\$52,600.00	3%
<b>Total Other Expenses</b>	<b>\$2,102,337.00</b>	<b>\$2,093,140.00</b>	0%
<b>Allocation of Indirect Costs</b>	<b>\$511,567.00</b>	<b>\$517,815.00</b>	-1%
<b>Total Expenses</b>	<b>\$5,626,260.00</b>	<b>\$5,626,260.00</b>	0%
<b>BALANCE</b>	<b>0</b>		

<b>Head Start Program Funding Sources</b>		
<i>(includes both core budgeted services and related supports)</i>		
		<b>%</b>
Federal Government	\$4,725,584	<b>73%</b>
In-Kind	\$833,594	<b>13%</b>
School Districts	\$886,696	<b>14%</b>
Albany County	\$43,687	<b>1%</b>
Other	\$28,305	<b>0%</b>
<b>Total</b>	<b>\$6,517,866</b>	<b>100%</b>

## **ABOUT ACAP**

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ACAP is one of New York State's 51 Community Action Agencies (CAAs) and one of 1,100 CAAs nationwide. CAAs are independent nonprofit organizations designated by the federal government in 1964 to combat poverty in various locales. ACAP's purpose as Albany County's CAA remains the same today as when we opened our doors nearly 50 years ago, which is to offer connections and services that help economically vulnerable individuals strengthen their families through

### ***The Power of Change***

ACAP is a nonprofit 501(c)(3) organization registered in the state of New York. With outreach offices in Albany and Cohoes, and multiple early childhood development classrooms throughout Albany County, ACAP provides services to diverse cross-sections of our community.

### **Mission**

ACAP works in partnership with families and communities to empower people to achieve economic self-sufficiency and an improved quality of life.

### **Guiding Principles**

**Empowerment:** We believe that people should be empowered to self-advocate, assume responsibility, become self-sufficient, and use their inherent strengths to thrive and succeed.

**Respect:** We respect the diversity of our community, each person's life circumstances, and the privacy of every individual.

**Partnership:** We see partnership as the catalyst for achieving our goals.

### **Vision**

#### **ACAP will:**

- ⇒ Be a dynamic and flexible organization; responsive and adaptable to change.
- ⇒ Create an organizational culture that promotes respect and consistency, embraces the use of technology, and values staff contributions towards achieving a common organizational goal.
- ⇒ Utilize its presence and investment in infrastructure to help create stability in the community.
- ⇒ Expand the availability and accessibility of services in the ACAP service area.
- ⇒ Maximize the use of volunteer efforts to empower individuals to support the work of ACAP and make a difference in their community.

