



Head Start Annual Report April 2011



Schenectady Community Action Center
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Schenectady Community Action Program Head Start Annual Report April 30, 2011

Schenectady Community Action Program (SCAP) operates a comprehensive Head Start pre-school program for children, ages three to five. The program enriches the children's learning experiences, engages parents in the education of their children, places an emphasis on family support services, fosters social and emotional growth and prepares the children for kindergarten and continued success in school.

Overview of Services

During the year, the SCAP Head Start total enrollment was 321. A total of 350 children were served from 335 families. The average monthly enrollment is at 99 percent with 99 percent of these families income eligible. All of the children, or 100 percent, received medical and dental exams.

The curriculum used is Creative© by Early Stages with a focus on teaching early reading skills, numbers, science, music and art, fine and gross motor skills and good health practices. All the teachers are certified in early childhood, and have either an associates, bachelors or masters level degree. We routinely work closely with the Schenectady school district, attend monthly meetings, and coordinate trainings.

In addition to the 301 children who received center-based services, SCAP provided home-base services for 20 children. This service included weekly teacher visits with the children and their families in their home for

individualized instruction along with bi-weekly socialization sessions for families to interact with other home-based families.

SCAP offers Head Start Classrooms at Four Locations

Bigelow Avenue Head Start Center

100 Bigelow Avenue
Schenectady, NY 12304

11 classrooms, one of which is integrated for children with special needs

Student enrollment: 185

Bellevue Head Start Center

2000 Broadway
Schenectady, NY 12306

4 classrooms

Student enrollment: 60

Glen Worden School Head Start Center

30 Warden Road
Scotia, NY 12302

1 classroom

student enrollment: 15



Yates Village Head Start Center

Yates Village, Van Vranken Avenue
Schenectady, NY 12308
3 classrooms
Student enrollment: 41

Family Engagement

Family engagement is an essential component of the SCAP Head Start program. Without ongoing family support, many of our children could not thrive in the program. Throughout the year we provide numerous opportunities for families to participate in the program.

The **Fathers' group** meets bi-monthly, or five times a year, and covered important topics such as: reading to your children, career readiness, how to get involved at Head Start, how father involvement improves child well-being, and fifteen ways to be a better dad.

Parent volunteers are welcome at each of the SCAP Head Start Centers. They assist by reading stories to the students, chaperoning field trips, or lending a hand to the teacher in a variety of ways. On any given day, we have between five to ten parents who volunteer their time. SCAP Head Start maintains an open door policy and parents are welcome to join in at any time.

Parent workshops are held once or twice each month during the school year or 13 times a year. Various topics were covered by local experts: nutrition, literacy, child discipline, health, finger printing, family dental care, home safety, nutrition and health, therapy and your child, SCAP employment services, understanding young children's behavior, women's health, and lead screenings.

The **Grandparent or other caregivers support program**, which is conducted in partnership with Catholic Charities, meets monthly at our Bigelow Avenue Center. Meetings include

activities for the children, a group for caregivers and a light meal.

The **Parent Committee** meets monthly and is open to all parents for sharing, socializing, learning, and providing SCAP with important feedback on the program. This group also elects parent representatives for SCAP's Head Start Policy Council.

The **Policy Council** provides an opportunity for parents to join in the governance of SCAP's Head Start program by contributing to policy development and participating in budgetary and staffing decisions.

Preparations for Kindergarten

SCAP Head Start enrollment comes from five school districts: Schenectady City, Scotia-Glenville, Mohansen, Niskayuna and Schalmont. This year, 75 percent of the children enrolled were registered for Kindergarten by June.

Schenectady City School District

Children from the City of Schenectady visited the local kindergarten classrooms and the schools conducted a transitional workshop for parents. Kindergarten registration sessions were held at the Bigelow Avenue, Yates Village and Bellevue Head Start Centers and included developmental screenings. The families received assistance with the required paperwork and necessary information to register their child for kindergarten.

Scotia-Glenville School District

Students within the Scotia-Glenville School District visited the local kindergarten classrooms for an orientation conducted by the teacher. All families were provided with the required paperwork and necessary information to register their child for kindergarten.



Other districts conducted their own kindergarten registration. The families were provided with the required paperwork and necessary information to register their child for kindergarten.

Audit Results

SCAP Head Start receives an on-site review from the federal Administration for Children and Families once every three years. In our most recent review, conducted in October 2009, no deficiencies were identified. This follows on the heels of an on-site review in 2007 in which SCAP was awarded the Gold Award for Excellence for having met over 1,900 regulations.

In the October 2009 review, three issues were identified as out of compliance:

1. The collateral agreement for SCAP's cash flow loan failed to specifically exclude products and services provided through funds from the Department of Health & Human Services.
2. Six performance evaluations were not yet completed.
3. SCAP had not completed a Head Start Annual Report for the last fiscal year.

All three issues have been corrected.



Schenectady Community Action Program, Inc.
Head Start Budget 2010
January 1, 2010 - December 31, 2010

	Total 2010	HHS Grant 2010	UPK Grant 2010	USDA Grant 2010	Total
Total Revenue	\$ 2,842,925	\$ 2,507,925	\$ 190,000	\$ 145,000	\$ 2,842,925
Expenditures:					
Personnel	\$ 1,549,581	\$ 1,386,950	\$ 134,333	\$ 28,298	\$ 1,549,581
Fringe Benefits	\$ 433,883	\$ 388,346	\$ 37,613	\$ 7,924	\$ 433,883
Out of Town Travel	\$ -	\$ -			\$ -
Utilities	\$ 28,000	\$ 28,000			\$ 28,000
Equipment	\$ -	\$ -			\$ -
Moving & Storage	\$ -	\$ -			\$ -
Office Supplies	\$ 6,000	\$ 6,000			\$ 6,000
Child and Family Supplies	\$ 10,000	\$ 10,000			\$ 10,000
Food Services Supplies	\$ 95,000	\$ -		\$ 95,000	\$ 95,000
Contract Meals	\$ -	\$ -	\$ -	\$ -	\$ -
Other Supplies	\$ 8,000	\$ 8,000			\$ 8,000
Rent/Mtg	\$ 252,500	\$ 252,500			\$ 252,500
Telephone	\$ 21,712	\$ 21,712			\$ 21,712
Building/Child Liability Insurance	\$ 14,000	\$ 14,000			\$ 14,000
Local Travel	\$ 57,700	\$ 57,000			\$ 57,000
Legal Services	\$ -	\$ -			\$ -
Nutrition Services	\$ -	\$ -			\$ -
Child Services Consultants	\$ 21,500	\$ 21,500			\$ 21,500
Parent Services	\$ 4,000	\$ 4,000			\$ 4,000
Publications/Advertising/Printing	\$ 5,250	\$ 5,250			\$ 5,250
Staff Recognition	\$ -	\$ -			\$ -
Training and Staff Development	\$ 28,252	\$ 28,252			\$ 28,252
Postage	\$ 2,000	\$ 2,000			\$ 2,000
Building Maintenance	\$ 22,605	\$ 22,605			\$ 22,605
Equipment Maintenance	\$ 12,800	\$ 12,800			\$ 12,800
					\$ -
Total Direct Costs	\$ 2,572,783	\$ 2,269,615	\$ 171,946	\$ 131,222	\$ 2,572,783
Indirect Cost	\$ 270,142	\$ 238,310	\$ 18,054	\$ 13,778	\$ 270,142
Total Expenditures	\$ 2,842,925	\$ 2,507,925	\$ 190,000	\$ 145,000	\$ 2,842,925



Schenectady Community Action Program, Inc.
Head Start 2009 Budget Comparison Report
January 1, 2010 – December 31, 2010

Report Period: December 2009	Actual Dec-10	Actual Year to Date 1/1/10-12/31/10	Budget	Balance
Revenue:				
Miscellaneous Revenue	\$680.00	\$2,255.00	\$0.00	-\$2,255.00
Garden Grant	\$0.00	\$5,500.00	\$5,500.00	\$0.00
WGB Bus Loop Grant	\$0.00	\$18,000.00	\$18,000.00	\$0.00
Carlillian Fnd Grant	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Schenectady Fnd 1	\$0.00	\$167,000.00	\$167,000.00	\$0.00
Schenectady Fnd 2	\$0.00	\$35,000.00	\$35,000.00	\$0.00
DHHS Grant	\$313,517.46	\$2,523,776.65	\$2,530,061.00	\$6,284.35
USDA Vouchers	\$18,688.08	\$183,654.34	\$145,000.00	-\$38,654.34
UPK Vouchers	\$19,400.00	\$190,600.00	\$190,000.00	-\$600.00
Total Revenue	\$352,285.54	\$3,137,785.99	\$3,102,561.00	-\$35,224.99
Expenditures:				
Personnel	\$239,204.44	\$1,590,193.02	\$1,569,614.00	-\$20,579.02
Fringe Benefits	\$52,328.28	\$458,154.75	\$433,883.00	-\$24,271.75
Office Supplies	\$909.36	\$10,755.97	\$6,000.00	-\$4,755.97
Child and Family Supplies	\$895.97	\$13,215.42	\$10,000.00	-\$3,215.42
Food Services Supplies	\$9,609.13	\$123,628.98	\$95,000.00	-\$28,628.98
Maintenance Supplies	\$710.72	\$9,635.37	\$6,750.00	-\$2,885.37
Parent Supplies	\$0.00	\$198.91	\$250.00	\$51.09
Building Maintenance	\$4,848.39	\$36,195.49	\$22,605.00	-\$13,590.49
Rent/Appraisal	\$19,448.92	\$235,914.65	\$252,500.00	\$16,585.35
Postage	\$0.00	\$227.04	\$2,000.00	\$1,772.96
Telephone	\$247.68	\$18,346.89	\$21,712.00	\$3,365.11
Utilities	\$0.00	\$27,393.50	\$28,000.00	\$606.50
Building/Child Liability Insurance	-\$4,974.14	\$29,036.06	\$14,000.00	-\$15,036.06
Local Travel	\$703.96	\$58,827.27	\$57,700.00	-\$1,127.27
Child Services Consultants	\$200.00	\$15,215.00	\$19,500.00	\$4,285.00
Computer Consultants	\$0.00	\$8,379.57	\$0.00	-\$8,379.57
Parent Services	\$0.00	\$1,178.58	\$4,000.00	\$2,821.42
Publications/Advertising/Printing	\$800.00	\$4,301.00	\$5,250.00	\$949.00
Training and Staff Development	\$0.00	\$10,127.85	\$28,252.00	\$18,124.15
Employee Physicals	\$204.00	\$1,292.00	\$1,000.00	-\$292.00
Equipment Maintenance	\$2,098.48	\$24,307.52	\$14,800.00	-\$9,507.52
Fatherhood Initiative	\$0.00	\$29.20	\$0.00	-\$29.20
Garden Supplies	\$0.00	\$5,329.28	\$5,500.00	\$170.72
Bus/Bus Loop Expense	\$0.00	\$15,178.00	\$18,000.00	\$2,821.93
Carlillian Fnd Grant	\$0.00	\$12,000.00	\$12,000.00	\$0.00
Schenectady Fnd 1	\$909.33	\$121,517.83	\$167,000.00	\$45,482.17
Schenectady Fnd 2	\$0.00	\$35,000.00	\$35,000.00	\$0.00
Depreciation Expense	\$924.00	\$3,696.00	\$0.00	-\$3,696.00
Indirect Cost	\$26,369.67	\$220,206.67	\$272,245.00	\$52,038.33
Total Expenditures	\$355,438.19	\$3,089,481.89	\$3,102,561.00	\$13,079.11



Schenectady Community Action Program, Inc.
Head Start Budget Comparison Report for Expansion
October 1, 2010 - September 30, 2011

<i>Report Period: December 2009</i>	Actual Dec-10	Actual Year To Date 10/1/10-9/30/11	Budget	Balance
<u>Revenue:</u>				
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00
DHHS Grant	\$86,853.86	\$142,338.66	\$459,000.00	\$316,661.34
USDA Vouchers	\$3,259.64	\$9,832.53	\$23,925.00	\$14,092.47
Total Revenue	\$90,113.50	\$152,171.19	\$482,925.00	\$330,753.81
<u>Expenditures:</u>				
Personnel	\$50,956.53	\$88,727.13	\$269,757.00	\$181,029.87
Fringe Benefits	\$6,162.61	\$12,538.13	\$86,322.00	\$73,783.87
Telephone	\$438.21	\$999.10	\$6,000.00	\$5,000.90
Contractual Services	\$0.00	\$710.00	\$3,000.00	\$2,290.00
Travel	\$462.79	\$1,954.15	\$3,273.00	\$1,318.85
Office Expenses	\$0.00	\$0.00	\$4,500.00	\$4,500.00
Equip Lease & Maintenance	\$496.50	\$1,533.98	\$5,295.00	\$3,761.02
Occupancy	\$2,168.66	\$2,168.66	\$12,000.00	\$9,831.34
Supplies	\$1,213.67	\$4,610.28	\$5,000.00	\$389.72
Insurance	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Food	\$11,644.69	\$19,692.88	\$34,018.00	\$14,325.12
Advertising	\$0.00	\$0.00	\$800.00	\$800.00
Training/Technical Assistance	\$155.00	\$1,090.00	\$8,145.00	\$7,055.00
Publications/Subscriptions	\$0.00	\$0.00	\$200.00	\$200.00
Indirect Costs	\$8,988.44	\$18,146.88	\$43,615.00	\$25,468.12
Total Expenditures	\$82,687.10	\$152,171.19	\$482,925.00	\$330,753.81



Schenectady Community Action Program, Inc.
Head Start 2010
Inkind Statement

Year to Date-December 2009	Inkind <u>To Date</u>	Inkind <u>Required 2009</u>	Inkind <u>Needed</u>
UPK Revenue & Cash	\$ 156,700.00	\$ 138,481.00	\$ (18,219.00)
Volunteers	\$ 25,336.54	\$ 75,000.00	\$ 49,663.46
Consultants	\$ 229,530.61	\$ 176,500.00	\$ (53,030.61)
Space	\$ 109,064.92	\$ 202,000.00	\$ 92,935.08
Training	\$ -	\$ -	\$ -
Supplies	\$ 32,862.73	\$ -	\$ (32,862.73)
Transportation	\$ 59,550.00	\$ 35,000.00	\$ (24,550.00)
	\$ 631,044.80	\$ 626,981.00	\$ 13,936.20

