



**Alexandria Head Start**  
**and**  
**Campagna Early Head Start**  
**Annual Report to the Public**  
**November 2011**

**Program Overview**

Alexandria Head Start (AHS) and Campagna Early Head Start provide high quality early childhood education, along with family support (including health, nutrition, mental health and case management services). AHS provides services for 309 children, from 3 to 5 years of age, and EHS provides services for 108 infants, toddlers and pregnant women.

The City of Alexandria is the grantee for the Alexandria Head Start (AHS) program. Since the inception of the grant in 1966, The Campagna Center (TCC) has been the delegate agency. The Alexandria City Council has delegated the daily operation of the Alexandria Head Start program to TCC and the responsibilities of the governing body to the Campagna Center Board of Directors. TCC's governing board is responsible for the governance of the program, with annual reporting to City Council.

The monitoring and oversight of the delegate agency is shared between the Department of Community and Human Services (DCHS) and the Alexandria City Public Schools (ACPS). The Department of Community and Human Services oversees and monitors all financial responsibilities of the delegate agency and ACPS oversees and monitors the programmatic responsibilities of the delegate agency. Specific responsibilities are outlined in the delegation agreement with the City and ACPS.

In the fall of 2002, The Campagna Center was awarded a grant from the Federal Government to operate an Early Head Start (EHS) Program designed to serve families with children under three years of age and to pregnant women and teens. This program provides the same kind of comprehensive child development and family support services provided to Head Start families. These services include: home visits, health and nutrition support and other family support services.

# The Campagna Center

## Our Vision

The vision of The Campagna Center is to create a vibrant, effective community for all.

## Our Mission

The Campagna Center draws together the resources of the Alexandria community to strengthen families and provide programs that help children become caring, productive adults.

## Program Outcomes

There are two primary long-term outcomes for the Alexandria Head Start and Campagna Early Head Start programs:

- That children enrolled in the Head Start program develop those skills in the areas of language and cognitive development, early reading and mathematics, socio-emotional development, and physical development necessary for school readiness; and
- That all families served by the Head Start program become self-sufficient and full partners in their child's education.

The programs provides our children and families with a rich array of services and resources to ensure that the program meet the aforementioned outcomes.

To that end, in addition to the high quality early childhood education provided to the children of Head Start and Early Head Start, the program also provides comprehensive family support in the areas of health, nutrition, mental health and case management.

## ENROLLMENT AND SITE INFORMATION

### *Alexandria Head Start:*

AHS is funded to serve 252 children through the base grant and 57 children through an ARRA grant for a total of 309 funded slots. In FY 2012, the ARRA dollars become part of the Alexandria Head Start base grant.

During program year 2010-11, turnover in enrollment allowed the program to actually serve 353 unique children.

The following outcomes meet or exceed Head Start requirements.

<b>Total Enrollment for the program year 2010-11:</b>	<b>353</b>
<b>Average Monthly Enrollment:</b>	<b>99.4%</b>

All vacated slots were filled immediately by families on the waiting list that averaged more than 130 throughout the program year.

**Percentage of eligible children served: 94%**

This year, the 6% of families that were considered over-income but served by AHS were families with children with IEP's or other priority status such as foster care, involved with Child Protective Services. Homeless families are considered categorically eligible for the AHS program according to the McKinney-Vento Act.

**Percentage of children with disabilities (IEP's) served: 11%**

This year, the program exceeded the federal requirement of 10%. In addition, the program participated in an inclusion classroom partnership with ACPS Pre-School Special Education at John Adams, and plans to incorporate a second HS classroom into the inclusion model in 2011-12.

***Campagna Early Head Start:***

EHS is funded to serve 60 children through the base grant and 48 children through an ARRA grant for a total of 108 funded slots. In FY 2012, the ARRA dollars become part of the Early Head Start base grant.

During program year 2010-11, turnover in enrollment allowed the program to actually serve 171 unique children.

The following outcomes meet or exceed Head Start requirements.

**Total Enrollment for the program year 2010-11: 171**

**Average Monthly Enrollment: 98.3%**

All vacated slots were filled immediately by families on the waiting list that averaged more than 125 throughout the program year.

**Percentage of eligible children served: 98%**

This year, the 2% of families that were considered over-income but served by AHS were families with children with IEP's or other priority status such as foster care, involved with Child Protective Services. Homeless families are considered categorically eligible for the AHS program according to the McKinney-Vento Act.

**Percentage of children with disabilities (IEP's) served: 10%**

This year, the program met the federal requirement of 10% and has enhanced its recruitment activities held in conjunction with the Part C Provider for the City of Alexandria, Parent Infant Education (PIE) in order to ensure that the 10% is consistently met.

**EHS has a total of 3 infant and 3 toddler classrooms at three sites:**

George Washington Middle School

TC Williams “Tiny Titans”

Jefferson Houston Elementary

**In addition, the program provides family child care services for 12 children at 3 sites and serves 48 children through the home visitor option.**

## **FAMILY SUPPORT**

AHS and EHS staff members work in partnership with parents to ensure that Head Start children receive the necessary health and dental care and to assist families to keep up with required immunizations and ongoing or follow-up health and dental care when indicated.

The following outcomes meet or exceed Head Start requirements.

### **Percentage of enrolled children that received medical and dental exams:**

#### ***Alexandria Head Start:***

96% of total number of children enrolled received medical exams

99% of total number of children enrolled received dental exams

Children that did not receive the required exams left the program before the 45 day screening window ended.

#### ***Campagna Early Head Start:***

95% of total number of children enrolled received medical exams

55% of total number of children enrolled received dental exams

Children that did not receive the required exams left the program before the 45 day screening window ended. Also, it should be noted that many of the children that did not receive dental exams were infants at the time.

With respect to case management and referrals, the program has developed and maintained a myriad of strong community partnerships to ensure that parents are given resources for the services they require to meet their partnership goals, become self-sufficient and thrive.

**The percentage of families receiving specific referrals:**

***Alexandria Head Start:***

Emergency/Crisis intervention such as meeting needs for food, clothing, or shelter	12%
Housing assistance (e.g., subsidies, utilities, repairs, etc.)	9%
Mental health services	3%
English as a Second Language (ESL) training	16%
Adult education such as GED programs and college selection	8%
Job training	10%
Referrals regarding child abuse and neglect issues	1%
Assistance in seeking child support	2%
Health education	26%
Assistance to families of incarcerated individuals	1%
Parenting education	24%
Marriage education	1%

***Campagna Early Head Start:***

Emergency/Crisis intervention such as meeting needs for food, clothing, or shelter	20%
Housing assistance (e.g., subsidies, utilities, repairs, etc.)	46%
Mental health services	6%
English as a Second Language (ESL) training	14%
Adult education such as GED programs and college selection	8%
Job training	9%
Substance abuse prevention or treatment	2%
Assistance in seeking child support	3%

Health education	27%
Assistance to families of incarcerated individuals	2%
Parenting education	25%

**AHS and EHS involve parents in their child’s education through parent involvement activities such as:**

- Monthly Parent Meetings
- Bi-Monthly “Men About Head Start” Meetings
- Regular opportunities for parents to volunteer in the classroom and participate in activities such as: reading in their home language to the children, field trips, Policy Council and Site Program Committees, twice a year Health, Family and Community Partnership and Education Advisory Meetings.
- In addition, EHS also provides “Open Time Centers” (staff-facilitated play groups) throughout the month at various locations throughout the City to encourage parents participating in the home visitor program and parents from the community to come together to socialize, network and learn. The program holds an average of 3 Open Time Centers a month at 3 different sites and is working to add a 4<sup>th</sup> site to open during program year 2011-12.

**Total Number of Alexandria Head Start Parent Volunteers: 183**

**Total Number of Early Head Start Parent Volunteers: 38**

A variety of special events were held for families:

Fall Festival	Thanksgiving luncheons
Holiday Store	Winter Sing-A-Longs
Scottish Christmas Walk Parade	Kindergarten Institute
Multicultural Festival	Mother’s and Father’s Day luncheons
End of Year classroom celebrations	

**In addition, Alexandria Head Start works to prepare children and their parents for transition to kindergarten using several strategies:**

- From the beginning of the program year, information is distributed to families on kindergarten fairs, kindergarten registration and how to prepare their child for kindergarten.
- Throughout the spring, teachers and kindergarten bound children visit the kindergarten classrooms at their respective schools to familiarize the children with the classroom set-up, the teachers and basic expectations.
- The program partners with ACPS to conduct parent meetings in the fall and spring on what to expect at kindergarten registration and how to navigate the registration system.
- Staff help parents through the process of registering their child for K-Prep, a summer institute held by ACPS to give kindergarten teachers and kindergarten bound children the opportunity to get to know each other before the school year begins.
- An Annual Kindergarten Institute is held to give parents the opportunity to meet with ACPS officials and kindergarten teachers to learn and ask questions about the expectations for children entering kindergarten and for their parents. Parents participate in workshops designed to help them develop an understanding of the differences between preschool and kindergarten and how to continue to prepare their child over the summer months.
- Over the summer family service specialists contact parents to remind them of K-Prep and make themselves available to parents through the first half of the new school year to answer questions or provide needed resources to help parents advocate for their child within the school system.
- Information on each child entering Kindergarten is provided to the teachers to help them understand the child's progress made in Head Start, including fall and spring assessment scores, and prepare them for that child's entry into their classroom.

**Other 2010-11 Program Highlights:**

- Opening of a new classroom through a partnership with St Paul's Episcopal Church.
- NAEYC re-accreditation of Jefferson Houston HS/EHS.
- PALS-Pre-K (a screening, diagnostic, and progress monitoring tool for measuring the fundamental components of literacy) scores indicate that there was at least a 28-35% increase in student scores from Fall to Spring.
- EHS works in conjunction with the TC Williams High School to provide internship and mentorship to

the students enrolled in the Child Development I and II Courses.

- EHS also works with the TC Futures Teen Group to co-facilitate a support group for teen moms who attend TC Williams High School.

## **RESULTS OF THE MOST RECENT REVIEW BY THE SECRETARY AND THE FINANCIAL AUDIT**

### ***Alexandria Head Start:***

- The most recent Health and Human Services triennial federal review was held in April 2009 (during the 2008-9 program year). No non-compliances or deficiencies were noted. The next federal review is scheduled for program year 2011-12.
- The most recent financial audit was for the year ended August 31, 2010. No findings were noted.

### ***Campagna Early Head Start:***

- The most recent Health and Human Services triennial federal review was held in November 2010 (during the 2010-11 program year). No deficiencies were noted. The next federal review is scheduled for program year 2013-14.
- The most recent financial audit was for the year ended August 31, 2010. No findings were noted.

## **PROGRAM GOVERNANCE INFORMATION**

Head Start regulations require that the Governing Board, with oversight for the Head Start and Early Head Start programs, meet the following composition requirements.

The Campagna Center Board meets said requirements as follows:

### ***One member with a background and expertise in fiscal management or accounting:***

Mike Gaffney, EDG Partners; Alden Philbrick, Oxford Finance; Bob Bell, AFBA.

### ***One member with a background and expertise in early childhood and development:***

Kris Clark, former ACPS Executive Director for Elementary Programs; Tammy L. Mann, PhD (Ex-Officio).

*One member will be a licensed attorney familiar with issues that come before the governing body:*

Maureen Cooney, Sr. Legal Officer, Sprint/Nextel; Lonnie Rich, Partner, Rich, Rosenthal, Brincefield, Manitta, Dzuben and Kroeger.

*Additional members will reflect the community to be served and include parents of children who are currently, or were formerly enrolled in the Head Start programs and are selected for expertise in education, business administration or community affairs.*

Yitbarek Arefe-Aine, Former Head Start parent; Adrienne Fox-Luscombe, Point Communication Services; Walter Lukens, The Lukens Company; Francesca Trigiani-Noone, Mercer-Trigiani.

## **FINANCE OVERVIEW**

**Total amount of public and private funds received and the amount from each source:**

### **Alexandria Head Start**

#### **Revenue and Support:**

##### **HS Base Grant:**

Federal :	\$1,864,694
City of Alexandria:	\$196,514
USDA:	\$178,235
In-Kind:	\$651,416
<b>Total:</b>	<b>\$2,890,859</b>

##### **HS ARRA Grant:**

Federal:	\$319,425
USDA:	\$40,818
In-Kind:	\$82,100
<b>Total:</b>	<b>\$442,343</b>

**An explanation of budgetary expenditures for the fiscal year:**

**Head Start Base Grant Expenditures 2010-11:**

Salaries and Benefits	\$1,623,624
Professional Services	\$61,970
In-Kind Expenses	\$651,416
Food Expenses	\$208,862
Supplies:	\$10,078
Telephone and Technology	\$49,382
Training and Development	\$11,715
Insurance	\$4,657
Program Activities	\$34,838
Travel	\$4,251
Equipment, Repairs and Maintenance	\$16,175
Postage	\$1,746
Printing	\$857
Licensing and Permits	\$7,251
Other	\$1,299
Overhead	\$286,884
<b>Total:</b>	<b>\$2,975,005</b>
<b><u>(Net Deficit)</u></b>	<b><u>- \$84,146</u></b>

**Head Start ARRA Grant Expenditures 2010-11:**

Salaries and Benefits	\$208,801
Professional Services	\$10,451
In-Kind Expenses	\$82,100
Food Expenses	\$39,977
Telephone and Technology	\$5,488
Program Activities	\$36,925
Travel	\$719
Printing	\$12
Licensing and Permits	\$2,507
Other	\$94
Overhead	\$55,269
<b>Total:</b>	<b>\$ 442,343</b>
<b><u>(Net)</u></b>	<b><u>\$0</u></b>

*Campagna Early Head Start*

**Revenue and Support:**

**EHS Base Grant:**

Federal:	\$707,628
USDA:	\$28,065
In-Kind:	\$200,967
<b>Total:</b>	<b>\$936,660</b>

**EHS ARRA Grant:**

Federal:	\$660,938
USDA:	\$18,778
In-Kind:	\$176,487
<b>Total:</b>	<b>\$856,203</b>

**An explanation of budgetary expenditures for the fiscal year:**

**Early Head Start Base Grant Expenditures 2010-11:**

Salaries and Benefits	\$742,950
Professional Services	\$26,396
In-Kind Expenses	\$200,967
Food Expenses	\$38,683
Supplies:	\$975
Special Events and Activities	\$62
Telephone and Technology	\$7,679
Training and Development	\$2,806
Insurance	\$1,901
Program Activities	\$10,702
Travel	\$493
Equipment, Repairs and Maintenance	\$2,679
Postage	\$288
Printing	\$238
Licensing and Permits	\$1,279
Other	\$529
Overhead	\$21,124
<b>Total:</b>	<b>\$1,059,765</b>
<b><u>(Net Deficit)</u></b>	<b><u>- \$123,105</u></b>

**Early Head Start ARRA Grant Expenditures 2010-11:**

Salaries and Benefits	\$494,654
Professional Services	\$31,516
In-Kind Expenses	\$176,487
Food Expenses	\$23,710
Supplies	\$896
Special Events and Activities	\$62
Telephone and Technology	\$7,238
Training and Development	\$154
Program Activities	\$6,662
Travel	\$1,136
Postage	\$109
Printing	\$85
Licensing and Permits	\$1,844
Other	\$529
Overhead	\$111,121
<b>Total:</b>	<b>\$ 856,203</b>
<b><u>(Net)</u></b>	<b><u>\$0</u></b>