

Capital Area  
**Community Action**  
Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Zoom ID # 861.5838.7288 Code 642453  
November 19, 2020  
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
6. Director's Report
7. Center Updates- What's Working and What's Not
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

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**Next Meeting: Scheduled for December 17, 2020**



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# Head Start Policy Council Meeting

## Minutes

October 15, 2020

6:00 pm

1. Meeting called to order at 6: 10pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Katisa Donaldson, Christina Montgomery, Melissa Miller, Shanedra Cummings, Joseph Blue, and Danielle Graham  
  
Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Kristin Reshard, Darrel James, and Cynthia Valencic. Board Members present were Lauren Johnson, Kim Wilson, Lisa Edgar, and Brent Couch.
3. Quorum was established.
4. Policy Council New Member Training- Nichele Rolle and Tim Center conducted a Policy Council and Roberts Rule of Order training for Policy Council Members and Board Members. Recording of the training will be sent to members who were not in attendance. Cynthia Valencic provided a fiscal training for members and provided General Ledger Code Descriptions.
5. Officer Elections- Danielle Graham volunteered to be Chairperson and Melissa Miller volunteered to be the Vice- chairperson. Katisa Donaldson expressed her interest in becoming a Community Representative.  
  
A vote was taken to appoint Danielle Graham as Chairperson and Melissa Miller as Vice-Chairperson for 2020-2021. All were in favor and none opposed. A vote was taken to accept Katisa Donaldson as a Community Representative. All were in favor and none opposed.
6. Consent
  - a. Minutes- The minutes were reviewed by members of Policy Council. Members consent to accept the minutes as written.
7. Action Items
  - a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 84% and 85% respectively. Non-federal share match is at 23%. Due to COVID-19 we will be requesting a waiver for non-federal share. We are over benchmark budget in repairs and maintenance.

A motion to approve the receipt of the financial report was made by Joseph Blue and second by Melissa Miller. Motion passed, all in favor.

- b. Personnel Actions- No Personnel actions at this time. Tim received a resignation from a teacher at Mabry so we will be looking to fill the position.
- c. By-Laws- Members were asked to review the By-laws in advance of the meeting. Nichele reviewed the Policy Council by- Laws for the 2020-2021 year. Nichele explained that members can serve for 1 year but can be re-elected by their peers. Members can serve a total of 5 years. Members did not have any amendments to the By-laws.

Danielle asked for a motion to approve the 2020-2021 Policy Council By-Laws. Joseph Blue made a motion and Katisa Donaldson second the motion. Motion approved.

8. Director's Report

Tim reviewed the attached report (see attached). Tim explained the components of his reports that members will see throughout the year (Staffing, Facilities, Curriculum, Enrollment and Federal and State Regulations). Tim explained we will be offering Extended day services at Louise B. Royal and Mabry. Tim informed the Council that Center Directors completed Health and Safety Screeners and they will help us improve the program. The Health and Safety Screeners are also located in the packet. Tim explained to members the Conscience Discipline program we implement in the classrooms. Tim discussed some of the changes we have implemented due to COVID-19. All centers are not currently full but Family Advocates are continuously working with families to encourage them to attend.

9. Governance Screeners- Tim explained the Governance Screener permits us to review the processes we have in place and make changes if necessary for the program.

10. Center Updates

Danielle Graham- Everything is going well. Drop off and pick up is going well.

Joseph Blue- Centers are doing fine. Teacher sent out a wish list requesting supplies. Mr. Blue has reached out to organizations you see if they can assist with donations.

Melissa- Melissa appreciates the fact of receiving warm welcomes in the morning. Drop off process is going well.

11. Office of Head Start Updates: No office of Head Start Updates at the time.

12. Chairperson's Report: No chairperson's report at this time.

13. Other Business: Tim informed the Policy Council that parents should never be asked to donate classroom supplies that we provide.
14. The meeting was adjourned at 7:28 p.m.

**Head Start Financial Statement Narrative  
For the Twelve Months Ending September 30, 2020  
Capital Area Community Action Agency**

DISCLAIMER: September 30<sup>th</sup> is the Agency's year-end. As such, various close-out procedures are required to be performed. Additionally, the HDST grant is required to be closed out by December 31<sup>st</sup>. Therefore, there will be changes to HDST, CCFP and VPK, which will affect the HDST major report and the Agency overall report subsequent to this date. These reports are marked as "DRAFT" as they should not be overly relied upon as stated. When the individual grants are finalized, new reports will be provided.

As of September 30, 2020, we have completed the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be near 100 %. At month end, the Year to Date Actual Revenue and Expenses are 92% and 91% respectively with a mostly restricted income of \$53,187.

Year to Date Non-Federal Share (NFS) Match reported totals \$47459, which is 23% of the \$206,847 total match required for the 3 month grant period ending September 30, 2020. A waiver for the shortfall is expected due to adverse effects from the pandemic.

**Expenditure Variances and Explanations**

The Head Start Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Contractual Services/Health-Disabilities – is over the budget and depending on the services required at the beginning of the school year, it may go over budget.

***Utilities - is slightly over budget for the year. Management will continue to monitor for efficiency going forward.***

Repairs & Building Maintenance – Recurring – is over budget as forecasted previously. The new budget should reflect the current average spending of \$9200 per month.

Equipment Lease - copy overages have been charged here instead of to Copies/Printing/Copier Maintenance/Paper/Toner which is well under budget.

**Head Start Financial Statement Narrative  
For the Twelve Months Ending September 30, 2020  
Capital Area Community Action Agency**

Technology – is over budget because Staff was able to purchase new technology due to fund availability from underspending in other categories.

Dues and Subscriptions- is over budget due to a prior year adjustment that was moved from 9/19 to 10/19 and the NHSA dues.

Expendable Equipment- is over the budget due to kitchen equipment purchases made due to fund availability from underspending in other categories.

Training /Staff Development – is over budget but combined with Training and Technical Assistance and Meetings/Workshops/Training, only slightly so.

**Capital Area Community Action Agency**  
**HEAD START PROGRAMS - Statement of Revenues and Expenditures**  
**For the Months Ended September 30, 2020**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,010,817	3,779,303	(231,514)	94%
Government Contracts - STATE	4010	572,159	423,900	(148,259)	74%
Government Contracts - LOCAL	4020	53,500	53,452	(48)	100%
Grants - Other Not-for-Profits	4100	4,560	14,560	10,000	319%
<b>Total Revenue</b>		<u>4,641,036</u>	<u>4,271,215</u>	<u>(369,821)</u>	92%
<b>Expenditures</b>					
Salaries & Wages	6010	1,985,337	1,930,122	55,215	97%
Fringe	6110	574,652	562,131	12,521	98%
Staff Screenings	6180	3,400	606	2,794	18%
Indirect Costs	6210	465,509	454,320	11,189	98%
Travel - In Area	6310	4,000	1,544	2,456	39%
Office Supplies	6410	8,439	7,946	493	94%
Program Supplies	6415	29,985	23,863	6,122	80%
Classroom Supplies	6420	113,995	78,066	35,929	68%
Kitchen Supplies	6430	34,189	16,423	17,766	48%
Medical/Dental Supplies	6440	1,575	1,222	353	78%
Copies/Printing/Copier	6510	15,000	8,181	6,819	55%
Postage and Delivery Expense	6600	1,200	943	257	79%
Contractual Services/Professional	6710	50,500	20,418	30,082	40%
Contractual Services - Health/Disabilities	6715	256,801	148,128	108,673	58%
Rent/Space Cost	6810	211,862	197,768	14,094	93%
<b>Utilities</b>	<b>6820</b>	<b>83,552</b>	<b>85,697</b>	<b>(2,145)</b>	<b>103%</b>
General Liability and Property Insurance	6830	28,000	21,133	6,867	75%
Communications	6840	52,000	48,651	3,349	94%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>94,000</b>	<b>108,796</b>	<b>(14,796)</b>	<b>116%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	104,405	32,827	71,578	31%
Equipment Maintenance	6910	19,000	18,238	762	96%
Vehicle Expense	6920	28,000	24,668	3,332	88%
<b>Equipment Lease</b>	<b>6930</b>	<b>8,600</b>	<b>8,796</b>	<b>(196)</b>	<b>102%</b>
<b>Technology</b>	<b>6940</b>	<b>21,240</b>	<b>55,479</b>	<b>(34,239)</b>	<b>261%</b>
Fees, Licenses, and Permits	7010	4,000	895	3,105	22%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>2,500</b>	<b>3,206</b>	<b>(706)</b>	<b>128%</b>
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	2,400	95	2,305	4%
<b>Equipment (\$5,000 or more)</b>	<b>7310</b>	<b>132,000</b>	<b>139,662</b>	<b>(7,662)</b>	<b>106%</b>
Expendable Equipment	7320	37,027	20,512	16,515	55%
Meetings/Workshops/Training	7420	3,160	2,088	1,072	66%
<b>Training/Staff Development</b>	<b>7430</b>	<b>34,376</b>	<b>44,329</b>	<b>(9,953)</b>	<b>129%</b>
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	1,500	577	923	38%
Advertising	7450	4,500	2,830	1,670	63%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	211,510	147,868	63,642	70%
<b>Total Expenditures</b>		<u>4,641,036</u>	<u>4,218,029</u>	<u>423,007</u>	91%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>53,187</u>	<u>53,187</u>	

**Capital Area Community Action Agency**  
**3 MONTH HDST GRANT - Statement of Revenues and Expenditures**  
**For the 3 Months Ending September 30, 2020**

		<b>Total</b>	<b>Current</b>	<b>Total</b>	
		<b>Budget -</b>	<b>Period</b>	<b>Budget</b>	
		<b>Original</b>	<b>Actual</b>	<b>Variance -</b>	<b>%</b>
		<b>Original</b>	<b>Actual</b>	<b>Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	<u>827,387</u>	<u>827,387</u>	<u>0</u>	100%
<b>Total Revenue</b>		<u>827,387</u>	<u>827,387</u>	<u>0</u>	100%
<b>Expenditures</b>					
Salaries & Wages	6010	410,662	369,276	41,386	90%
Fringe	6110	119,010	107,016	11,994	90%
Staff Screenings	6180	2,237	313	1,924	14%
Indirect Costs	6210	96,188	86,495	9,693	90%
Travel - In Area	6310	875	455	420	52%
Office Supplies	6410	2,735	1,974	761	72%
Program Supplies	6415	8,746	7,572	1,174	87%
Classroom Supplies	6420	17,125	8,734	8,391	51%
Medical/Dental Supplies	6440	815	498	317	61%
Copies/Printing/Copier	6510	1,800	2,627	(827)	146%
Postage and Delivery Expense	6600	300	581	(281)	194%
Contractual Services/Professional	6710	4,000	1,232	2,768	31%
Contractual Services – Health/Disabilities	6715	10,059	14,485	(4,426)	144%
Rent/Space Cost	6810	40,862	45,323	(4,461)	111%
Utilities	6820	23,888	22,262	1,626	93%
General Liability and Property Insurance	6830	0	1,521	(1,521)	
Communications	6840	13,000	10,908	2,092	84%
Repairs & Bldg Maintenance- Recurring	6850	25,750	26,934	(1,184)	105%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,750	4,679	6,071	44%
Equipment Maintenance	6910	4,750	4,507	243	95%
Vehicle Expense	6920	7,000	4,159	2,841	59%
Equipment Lease	6930	2,150	1,722	428	80%
Technology	6940	7,560	5,250	2,310	69%
Fees, Licenses, and Permits	7010	375	133	242	35%
Dues/Subscriptions	7020	625	419	206	67%
Special Events	7110	500	0	500	0%
Expendable Equipment	7320	750	0	750	0%
Meetings/Workshops/Training	7420	100	340	(240)	340%
Training/Staff Development	7430	0	12,813	(12,813)	
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	375	0	375	0%
Advertising	7450	1,875	199	1,676	11%
Parent Activities	7460	300	0	300	0%
Raw Food Cost	7510	<u>2,603</u>	<u>644</u>	<u>1,959</u>	25%
<b>Total Expenditures</b>		<u>827,387</u>	<u>743,071</u>	<u>84,316</u>	90%
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>84,316</u>	<u>84,316</u>	

**Capital Area Community Action Agency, Inc.**  
**Head Start NFS Match Requirements**  
**For the Month Ending September 30, 2020**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		14,996			
Grants - Other Not for Profits		-			
In-Kind Revenue		69,669			
VPK/SR		-			
	<b>206,847</b>	<b>84,665</b>	<b>41%</b>	<b>122,182</b>	<b>59%</b>

September 2020 Head Start Credit Card Purchases

Fund Code	Vendor Name	GL Code	Transaction Description	Effective Date	Expenses
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, NAME BADGES	9/28/2020	284.95
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, PENS	9/28/2020	7.99
1064	HANCOCK WHITNEY BANK	6415	#7303, KRISTIN JACKSON, VISA, 9/28/2020, STORAGE BOXES	9/28/2020	6.00
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020, MASKS	9/28/2020	19.99
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020, MASKS	9/28/2020	41.97
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020,SANITIZER	9/28/2020	2.99
1065	HANCOCK WHITNEY BANK	6420	#7303, KRISTIN JACKSON, VISA, 9/28/2020,SANITIZER	9/28/2020	2.99
1064	HANCOCK WHITNEY BANK	6415	#4466, DARREL JAMES, VISA, 9/28/2020, FOLDING TABLES, #3	9/28/2020	149.94
1064	HANCOCK WHITNEY BANK	6440	#4466, DARREL JAMES, VISA, 9/28/2020, PHYSICAL, JONES	9/28/2020	61.64
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	25.25
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	40.00
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	41.00
1064	HANCOCK WHITNEY BANK	6920	#4466, DARREL JAMES, VISA, 9/28/2020, GAS HS VEHICLE	9/28/2020	44.00
1064	HANCOCK WHITNEY BANK	7020	#4466, DARREL JAMES, VISA, 9/28/2020, ZOOM	9/28/2020	223.83
1065	HANCOCK WHITNEY BANK	6415	#4466, DARREL JAMES, VISA, 9/28/2020, DISFECTANT WIPES	9/28/2020	82.35
1064	HANCOCK WHITNEY BANK	6855	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, THERMOSTAT	9/28/2020	195.00
1064	HANCOCK WHITNEY BANK	6920	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, GAS HS	9/28/2020	2.01
1065	HANCOCK WHITNEY BANK	6420	#6982, FATIMA ALEXANDER, VISA, 9/28/2020, MOTAROLA	9/28/2020	185.39
1065	HANCOCK WHITNEY BANK	6420	#6982, FATIMA OLEABHIELE ALEXANDER, VISA, 9/28/2020,	9/28/2020	84.70
1064	HANCOCK WHITNEY BANK	6920	#8165, VISA, NICHELE RICHARDS ROLLE, 9/28/2020, BUS	9/28/2020	84.98
1064	HANCOCK WHITNEY BANK	6440	#8165, VISA, NICHELE RICHARDS ROLLE, SMILE GUARDS, HS	9/28/2020	403.93
1064	HANCOCK WHITNEY BANK	7450	#8165, VISA, NICHELE RICHARDS ROLLE, 9/28/2020	9/28/2020	19.76
1064	HANCOCK WHITNEY BANK	7420	#7366, NINA SELF, VISA, 9/28/2020, TRAINING	9/28/2020	90.00
1065	HANCOCK WHITNEY BANK	7320	#6700, TIM CENTER, VISA, 9/28/2020, REFUN SHIPPING	9/28/2020	(56.00)

1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	19.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	19.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TABLE	9/28/2020	21.00
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TOTE BOXES	9/28/2020	21.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, TOTE BOXES	9/28/2020	21.98
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLA	9/28/2020	9.97
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLA	9/28/2020	9.97
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLAS	9/28/2020	19.94
1064	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, UMBRELLAS	9/28/2020	39.88
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, APRONS	9/28/2020	724.79
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, BOXES	9/28/2020	74.76
1064	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, USB DRIVE	9/28/2020	21.99
1065	HANCOCK WHITNEY BANK	6415	#5810. VENITA TREADWELL, VISA, 9/28/2020, SAFETY	9/28/2020	29.56
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	11.91
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	21.53
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	23.43
1065	HANCOCK WHITNEY BANK	6420	#5810. VENITA TREADWELL, VISA, 9/28/2020, LAUNDRY BAGS	9/28/2020	<u>48.02</u>
					3,227.33
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	6.15
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	8.06
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	10.43
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	10.43
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	11.38
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	20.86
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	20.86
1064	LOWE'S	6415	#82130109084241, HEAD START, 9/30/2020	9/30/2020	116.70
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	1.86



1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	7.58
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	8.12
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	8.16
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	9.40
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	9.46
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	9.46
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	9.47
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	9.48
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	10.94
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	11.34
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	11.38
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	12.30
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	12.33
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	12.34
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	12.34
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	12.34
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	13.76
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	14.23
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	14.23
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	15.18
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	15.40
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	15.40
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	15.40
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.92
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.92
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.92
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.96
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.96
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.96
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	18.96

1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	19.89
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	22.76
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	25.13
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.44
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.72
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	28.72
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	43.64
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	53.14
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	82.50
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	90.60
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	110.00
1064	LOWE'S	6420	#82130109084241, HEAD START, 9/30/2020	9/30/2020	<u>110.00</u>
					1,458.77

**Total Credit Cards**

**4,686.10**





HANCOCK WHITNEY BANK  
 PO BOX 61750  
 NEW ORLEANS LA 70161-1750

Visa BusinessCard  
 Statement of Account  
 Issued by Hancock Whitney Bank



16322720 - 006872 - 0001 - 0001 - 2

DARREL JAMES  
 CAPITAL AREA CAA  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301-2729  
 \*\*N000L672

**MEMO STATEMENT**

Account Number

Statement Date

09-28-20

**STATEMENT MESSAGES**

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-28	24137460242100283045407	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M76.98 ✓
08-31	08-28	24137460242100283045571	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M82.35 ✓
08-31	08-28	24207850242168001622816	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M468.45 ✓
09-02	08-31	24610430245010188500701	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M149.94 ✓
09-03	09-01	24692160246100608402183	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00 ✓
09-04	09-03	24607940248091190000013	8011	PHOENIX FAMILY HEALTH CT 850-607-3420 FL	M61.64 ✓
09-07	09-04	24692160249100789564089	5542	GATE 1194 Q80 TALLAHASSEE FL	M25.25 ✓
09-07	09-06	24493980251026963160963	5968	ZOOM.US 888-799-9666 CA	M223.83 ✓
09-21	09-18	24692160283100196112861	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
09-28	09-25	24692160270100944570726	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00 ✓

*Doc*  
 10/6/20

<b>STATEMENT DATE</b> 09-28-20	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 1,213.44
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,213.44
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 3,000.00



**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank



1632270-005165-0001-0001-2

|||||  
FATIMA OLEABHIELE  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729  
\*\*N0005165

**MEMO STATEMENT**

Account Number  
████████████████████

Statement Date

09-28-20

**STATEMENT MESSAGES**

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-26	24164070240105001493685	5943	STAPLES 00110726 TALLAHASSEE FL	M185.39 ✓
08-31	08-30	24226380244091006897440	5411	WAL-MART #3307 CRAWFORDVILLE FL	M84.70 ✓
09-14	09-11	24428060256300553280630	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M59.94 ✓
09-16	09-15	24275390259900011026335	1711	BENSONS HEATING & AIR 850-5623132 FL	M195.00 ✓
09-25	09-23	24692160268100517071791	5542	GATE 1194 Q80 TALLAHASSEE FL	M2.01 ✓

*OK*  
*10/6/20*

<b>STATEMENT DATE</b> 09-28-20	<b>ACCOUNT NUMBER</b> ████████████████████	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 527.04
Toll Free	1-800-448-8812	NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 527.04
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



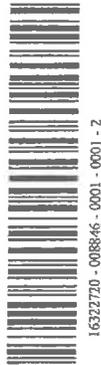




**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
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16322720 - 008846 - 0001 - 0001 - 2

VENITA TREADWELL  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729

\*\*N0008846

**MEMO STATEMENT**

Account Number

Statement Date

09-28-20

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24692160240200180427875	5964	WGD*ARAMARK CORP NORWL 800-888-2900 MA	M724.79 ✓
09-10	09-09	24445000254400163026931	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M102.96 ✓
09-11	09-10	24226380255400008256032	5411	WAL-MART #4427 TALLAHASSEE FL	M48.02 ✓
09-11	09-10	24445000255400167031639	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M56.87 ✓
09-14	09-10	24184070255105006386003	5943	STAPLES 00110726 TALLAHASSEE FL	M21.99 ✓
09-14	09-11	24226380256091006666675	5411	WAL-MART #1077 TALLAHASSEE FL	M29.56 ✓
09-14	09-11	24137460256100288352060	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M74.76 ✓
09-14	09-10	24610430255010177832088	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M123.72 ✓

*66  
10/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-28-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,182.67
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 1,182.67</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



**SAVE 5%\* EVERY DAY  
60 DAYS**

SEP 09 REC'D

**0% INTEREST FOR 60 DAYS\*\***  
ON PURCHASES MADE NOW-10.31.20

Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.



\*/\*\*Subject to credit approval. See store or lowesforpros.com for details. \*Exclusions apply.

\*\* Offer is automatic when a qualifying purchase is made on your Lowe's Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

2-2

**Lowe's® Business Card Account**

CAPITAL AREA COMM ACTION

Account Number [REDACTED]

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)

Customer Service: 1-800-444-1408

**Summary of Account Activity**

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$778.86
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00

**New Balance \$778.86**

Credit Limit	\$11,000.00
Available Credit	\$10,221.00
Statement Closing Date	09/02/2020
Days in Billing Cycle	31

**Payment Information**

New Balance	\$778.86
Total Minimum Payment Due	\$33.00
Payment Due Date	09/28/2020

**Promotion Expiration Notification**

NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

**Promotional Purchase Summary**

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/13/2020	\$189.46	No Interest With Payment	\$0.00	\$0.00	\$189.46	11/02/2020
08/14/2020	\$260.51	No Interest With Payment	\$0.00	\$0.00	\$260.51	11/02/2020
08/20/2020	\$328.89	No Interest With Payment	\$0.00	\$0.00	\$328.89	11/02/2020

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT642, or call toll-free 1-800-444-1408.

**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information

ACCOUNT # [REDACTED]	CAPITAL AREA COMM ACTION	225065
INVOICE # : 24549	LOWE'S BUSINESS ACCOUNT	P.O. # : 47301
TRANSACTION # : 0	DATE OF SALE : 200813	STORE # : 417
	AUTHORIZATION : 000839	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001356270	PVC 28CONE REFLECT TAPE(-	4.000	EA	\$21.84	\$87.36
000000000218893	1-OZ BLUE-STIK ADHESIVE	12.000	EA	\$2.35	\$28.20
000000000099584	ORTHENE 12-OZ FIRE ANT DU	2.000	EA	\$10.91	\$21.82
000000000550125	SCOTCH EXTERIOR MASKING T	2.000	EA	\$8.53	\$17.06
000000001591171	SCOTCH ROUGH SURFACES PNT	2.000	EA	\$4.73	\$9.46
000000001476691	3M GREEN DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000001457441	3M ORANGE DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000001457439	3M YELLOW DUCT TAPE 20YD	2.000	EA	\$4.26	\$8.52
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
<b>SUB \$189.46</b>		<b>TAX \$0.00</b>	<b>TOTAL INVOICE</b>	<b>\$189.46</b>	
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$189.46</b>

ACCOUNT # : [REDACTED]	CAPITAL AREA COMM ACTION	225085
INVOICE # : 11009	LOWE'S BUSINESS ACCOUNT	P.O. # : 43701
TRANSACTION # : 0	DATE OF SALE : 200814	STORE # : 716
	AUTHORIZATION : 000911	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001126644	Z-SHADE 10 X 10 STRT POP-	1.000	PC	\$140.69	\$140.69
000000000110249	SCTCH BLUE 1.41 PAINTRS T	2.000	EA	\$30.40	\$60.80
000000000022079	LOWES 36-IN WOODEN YARDST	23.000	EA	\$1.02	\$23.46
000000000020027	VEL 3/4-INX15-FT BLK STKY	1.000	EA	\$17.09	\$17.09
000000001604317	SCOTCH DELIC SURF MSK TPE	2.000	EA	\$7.58	\$15.16
000000000523723	LN EXTREME HEAVY DUTY 100	1.000	EA	\$3.31	\$3.31
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
<b>SUB \$260.51</b>		<b>TAX \$0.00</b>	<b>TOTAL INVOICE</b>	<b>\$260.51</b>	
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$260.51</b>

ACCOUNT # [REDACTED]	CAPITAL AREA COMM ACTION	225065
INVOICE # : 06517	LOWE'S BUSINESS ACCOUNT	P.O. # : no
TRANSACTION # : 0	DATE OF SALE : 200820	STORE # : 417
	AUTHORIZATION : 000985	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000044066	27-GAL HEAVY DUTY TOTE	12.000	EA	\$10.43	\$125.16
000000001531131	32-GAL ATT LID TRASH CAN(	6.000	EA	\$18.98	\$113.88
000000000760320	COMMAND SM WIRE MEGA PACK	2.000	EA	\$18.99	\$37.98
000000000760318	COMMAND MED HOOK MEGA PAC	2.000	EA	\$18.98	\$37.96
000000000084032	14-OZ PRO ALUMINUM RUSTOL	1.000	EA	\$5.68	\$5.68
000000001205121	11OZ BRIGHT COAT CHROME	1.000	EA	\$4.16	\$4.16
000000001259767	12-OZ SR GLOSS DEEP MINT	1.000	EA	\$4.07	\$4.07
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
<b>SUB \$328.89</b>		<b>TAX \$0.00</b>	<b>TOTAL INVOICE</b>	<b>\$328.89</b>	
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$328.89</b>



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/13	08/14	24549	STORE 0417 TALLAHASSEE FL	\$189.46
08/14	08/16	11009	STORE 0716 TALLAHASSEE FL	\$260.51
08/20	08/21	06517	STORE 0417 TALLAHASSEE FL	\$328.89

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D	
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	11/02/2020	0.00%	\$0.00	\$0.00	2D	

**Important Account Information**

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

You save 5% Every Day PLUS 0% INTEREST FOR 60 DAYS for purchases made 6.1.20 to 10.31.20. Minimum monthly payments required. Regular rates apply after the 60 day promotional period ends. Visit [lowesforpros.com//business-credit-center](http://lowesforpros.com//business-credit-center) for details

**Cardholder News and Information**

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See [Lowesforpros.com](http://Lowesforpros.com) for details.



PO Box 4019  
 Gulfport, MS 39502-4019  
 Return Service Requested



Page: 1 of 1

Statement Dates  
 09/01/2020 - 09/30/2020

Account Number:

**1**            **000000 001**  
**CAPITAL AREA COMMUNITY ACTION AGENCY**  
**HEAD START POLICY COUNCIL**  
**PARENT ACTIVITY FUND**  
**309 OFFICE PLAZA DR**  
**TALLAHASSEE FL 32301**

Images:  
 0

**\*ZERO CHECKS\* E0**

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812  
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.**

**Checking Account Summary**

PREVIOUS BALANCE	1,055.70	AVERAGE BALANCE	
+ 0 CREDITS	.00	1,055.70	
- 0 DEBITS	.00	YTD INTEREST PAID	
- SERVICE CHARGES	.00	.00	
+ INTEREST PAID	.00		
ENDING BALANCE	1,055.70		

● **Balance By Date**

<b>Date</b>	<b>Balance</b>	<b>Date</b>	<b>Balance</b>	<b>Date</b>	<b>Balance</b>
08/31	1,055.70				



000000001

Capital Area  
**Community Action**  
Agency

**MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** November 10, 2020

---

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

**Staffing**

All Center staff are working and in their Centers. Extended day service began at Royal and Mabry. Mabry did not have enough students enrolled and was closed. Students were transferred to Royal.

**Facilities**

Maintenance of the facilities continues using contracted services.

**Curriculum**

Coaching sessions have begun with Teaching Strategies. CLASS assessments have been completed by staff. All Assessors successfully were re-certified.

Conscious Discipline Safe Place classroom centers are being implemented.

**Enrollment**

South City still has capacity. Attendance has not reached 100% at all the Centers. Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

**Federal and State Regulations**

Community Action Head Start continues to work with and follow local health and education regulations.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



## Family and Community Engagement Manager

### Monthly Monitoring Report – October 2020

#### Program Status

- Total number of enrollments for **August** of the **2020-21** school year:
  1. Franklin County Head Start - **16 of 20** families accepted
  2. Jefferson County Head Start - **21 of 37** families accepted
  3. Louis B. Royal Head Start - **34 of 42** families accepted
  4. Mabry Street Head Start - **48 of 56** families accepted
  5. South City Head Start - **99 of 123** families accepted
- **218 of 278** families were enrolled for Head Start for the month of September
  - **Community Action will serve 278 families for the upcoming 2020-21 school year, not our traditional 378.**

#### Policy Council

- 9 participants were in attendance for Policy Council
- 2020-2021 Policy Council By-Laws Approved
- New Members, Officers, and Board members trained

#### Family and Community Engagement Activities

- 1 staff meeting, 3 management meetings

#### Transportation

- 2003 Chevy Van repair at P3 Automotive & Parkway Towing Company

#### Children Health Requirements

Immunizations and Physical examinations	209 Immunizations 209 Physical Examinations
Established medical homes	198
Established dental homes and received dental exams	151 Dental Homes 40 Dental Exams
Hearing screenings	131
Vision screenings	155
Vision Referrals	0

- Child Care Food Program renewal completed and submitted
- Dental exams completed in Franklin County with visit from PanCare Mobile Dental Unit
- Dental cleanings at Louise B. Royal and South City by Molar Express
- Vision Screenings at Louise B. Royal and Mabry conducted by Early Learning Coalition

#### Family and Community Engagement

- 9 volunteers were active for October
- 6.75 hours of In-Kind was reported for October

### **Corrective Action and Follow Up**

- **COVID-19 Policy and Procedure:** No classrooms were quarantined during October.
- **Funded Enrollment:** Continued efforts are being made to reach funded enrollment. Applications continue to come in as we attempt to replace children who registered but is not showing up for enrollment.
- **Extended Day:** Extended Day program has begun. The classroom at Mabry has been shut down due to low enrollment, but the classroom at Louise B. Royal is full. The three families from Mabry were extended the opportunity to attend Louise B. Royal but declined the offer.
- **Parent Meeting:** The next parent meeting will be held in November

### **Strengths**

- Drop off and Pick-up procedures may be altered due to cold weather
- IPADS are at all Head Start Centers
- Due to low enrollment, Head Start services are being offered to some over-income families

### **Areas of Concern**

- All families enrolling for the 2020-21 school year
- Safely serving families during the 2020-21 school year
- Extended day program



## Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

---

 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06)

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

## Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships ACF-PI-HS-20-06

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-20-06
2. **Issuance Date:** 10/28/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Administrative Simplification; Consolidating Grants; Combining Grants

### Program Instruction

**To:** Head Start and Early Head Start Grantees

**Subject:** Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

**Instruction:**

On December 19, 2019, the Office of Head Start (OHS) published [ACF-PI-HS-19-02 Administrative Simplification for Consolidating Head Start Grants](#). That Program Instruction informed grantees operating multiple Head Start grants of their ability to request to consolidate all of their grants into one grant or, at a minimum, consolidate two or more grants. The goal of that Program Instruction was to reduce the administrative and financial burden associated with managing multiple grants. It also described the benefits and risks of consolidating multiple grants.

This instruction expands on ACF-PI-HS-19-02 by providing an additional option for consolidation. The option is intended primarily for grantees that have both a traditional Head Start or Early Head Start grant and an Early Head Start-Child Care (EHS-CC) Partnership grant.

## Background

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. These project codes include CH, CI, or CM for grant award numbers that operate traditional Head Start or Early Head Start programs, and HI, HM, or HP for grant award numbers that operate EHS-CC Partnership and Early Head Start Expansion programs.

Since the inception of the EHS-CC Partnership and Early Head Start Expansion programs, each appropriation set aside funding specifically for these programs. This required accounting of the program funding separate from the grant award funding associated with traditional Head Start and Early Head Start programs. The Further Consolidated Appropriations Act, 2020 (Public Law 116-94) provided greater flexibility by not delineating all of the funding for the EHS-CC Partnership and Early Head Start Expansion programs separately. This appropriation only delineated new funding of \$100 million specifically for EHS-CC Partnership and Early Head Start Expansion programs *for new awards scheduled to be made in the winter of 2021*.

Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

During the grant consolidation process, project period end dates are subject to change. The grant with the oldest project period — typically the grant scheduled to end the soonest — becomes the primary grant. If this grant is that of the EHS-CC Partnership, the traditional project will assume the project period end date of the EHS-CC Partnership grant, along with all approved funding, slot levels, service areas, and options included in the consolidation.

To further explain, take for example a consolidation between a CH project scheduled to end June 30, 2025, and an HP project scheduled to end June 30, 2024. During the consolidation, the CH project becomes the primary grant. However, the project end date will be adjusted to June 30, 2024, to prevent any component of the consolidated award from exceeding the five-year limit on a grant.

## Early Head Start-Child Care Partnership Slots

If EHS-CC Partnership grants are consolidated with other grants, grantees will be required to document the number of EHS-CC Partnership slots in the annual applications. For end-of-month enrollment reporting in the Head Start Enterprise System (HSES), grantees will continue to include partnership slots in the total count for Early Head Start.

## Request to Consolidate Grants

Grantees interested in consolidating multiple Head Start or EHS-CC Partnership grants should contact their Regional Office to learn more about the options available. Along with the many benefits that come with consolidating multiple grants, grantees will continue to assume some risks that accompany the decision to operate under one award. These benefits and risks are further described in [ACF-PI-HS-19-02](#).

### **Right of Refusal**

The Administration for Children and Families continues to reserve the right to deny or delay approval of requests to consolidate Head Start or EHS-CC Partnership grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

See PDF Version of Program Instruction:

[Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships](#) [PDF, 37KB]

Historical Document



# Head Start Monthly

Bullying Prevention Awareness Month

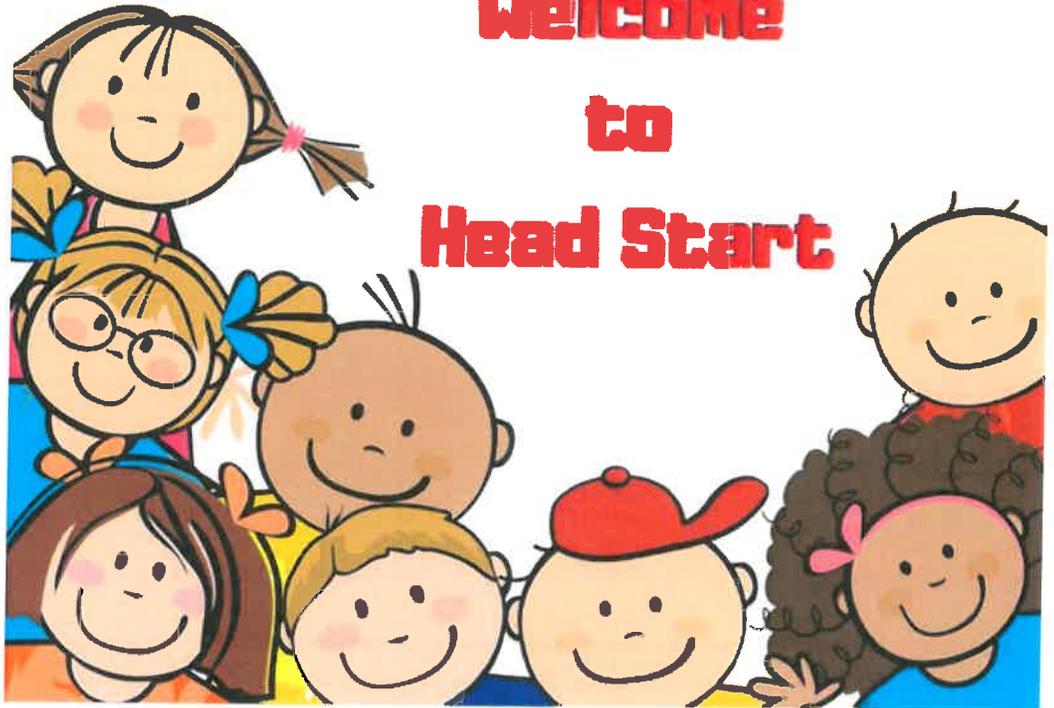
October 2020

Capital Area  
**Community  
Action**  
Agency

309 Office Plaza Dr.  
Tallahassee, FL 32301  
P (850) 222-2043  
F (850) 201-2057

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**Welcome  
to  
Head Start**

**HEAD START  
AWARENESS MONTH**  
OCTOBER NATIONAL HEAD START ASSOCIATION **N H S A**

On October 22, 1982, President Ronald Reagan proclaimed October as Head Start Awareness Month.

*"Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the services provided by dedicated Head Start staff have been instrumental in creating a quality program that truly provides young children with a "head start" in life." - President Ronald Reagan*

*Did you know Head Start started as an 8 week summer program?*

*Think about how Head Start has helped you and spread the word!*



**Immediate Impacts:**

***Giving America's Children the Head Start Advantage***

Decades of research have documented the impacts of Head Start. Findings show that children who participate in Head Start programs receive countless benefits. These impacts appear immediately, last a lifetime, and even benefit the subsequent generation. These advantages include:

 <p>Head Start children significantly reduce their vocabulary gap during the program year.</p>	 <p>Head Start children finish with higher scores on all cognitive and social-emotional domains.</p>
 <p>Head Start children are more likely to have received dental checkups.</p>	 <p>Head Start children have healthier BMIs by the end of the program year.</p>
 <p>Head Start children in foster care or non-parental care are more ready for school.</p>	 <p>Head Start children exhibit fewer problem behaviors, such as aggression and hyperactivity.</p>
 <p>Head Start children have lower mortality rates for relevant causes, such as asthma or anemia.</p>	 <p>Head Start children are more likely to have received vaccinations.</p>

In January of 1964, President Lyndon B. Johnson declared The War on Poverty in his State of the Union speech. Shortly thereafter, Sargent Shriver took the lead in assembling a panel of experts to develop a comprehensive child development program that would help communities meet the needs of disadvantaged preschool children. Head Start programs have served more than 36 million children since 1965, growing from an eight-week demonstration project to include full day/year services and many program options. Currently, Head Start grants are administered by the Administration for Children and Families (ACF) in the Department of Health and Human Services. Head Start programs serve over a million children and their families each year in urban and rural areas in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories, including American Indian, Alaskan Native and Migrant/Seasonal communities.



Tired of tantrums? Need Support? Want to improve you parent-child relationship?

**The Incredible Years Parenting Series is a 14-week parenting program designed to strengthen connections between home and school, increase parents' effectiveness, and promote competent, well-adjusted children at home and school. It will take place once per week for 2-hour sessions via Zoom**

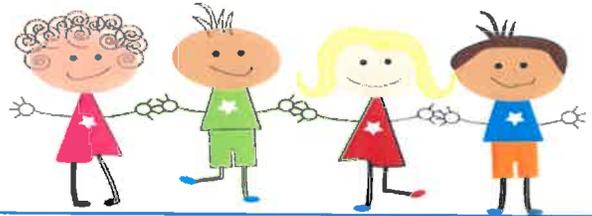
## **\*\* Next Classes Will Begin February 2021\*\***

To sign up for this exciting opportunity speak with your Family Advocate or please contact

Fatima (850) 222-2043 ext. 145

Nichele (850) 222-2043 ext. 226

Jason (850) 878- 2320



Capital Area  
**Community Action** Agency



## **PREVENTATIVE MEASURES**

- Face coverings for children and staff
- Decrease in class size to promote social distancing
- Daily temperature checks for children and staff
- Enhanced cleaning and sanitization
- Frequent hand washing for children and staff
- No parent access to classrooms and playground areas
- No family style dining (Teachers will serve all meals)
- No field trips
- Pick up & Drop off will take place outside of the building
- No tooth brushing in the classroom (kits will be sent home)

## LIVING WITH RULES

*(Make clear rules and enforce them with consistency and appropriate consequences.)*



### TIPS ON RULES

Young children who are used to clear rules and consistent consequences are less likely to risk using alcohol and other drugs as they get older. They are also more likely to have the self-confidence to say “no.” On the other hand, studies show that children are at greater risk for drug abuse in homes where punishment is too severe or where there is no discipline.

Below are seven steps to positive discipline:

1. **Discuss how rules protect the health, safety, and rights of children and others.** Let children know you love them too much to let them take dangerous risks or get into trouble. Set rules to help them take care of themselves, avoid dangerous situations, and respect themselves and others.
2. **Discuss how different families have different rules.** Let your child know that, in different houses and in different countries, families may have different rules. In your family, your child follows the family’s rules.
3. **Discuss your rules and expectations in advance.** Make clear rules with your child. Make sure everyone understands the consequences for breaking the rules. Don’t make too many rules—you might not remember or enforce them all consistently.
4. **Follow through with the consequences.** Children need to know that rules are enforced. Young children test their boundaries. Clear negative messages let them know potential dangers.
5. **Don’t make any rules you do not intend to enforce.** Rules without consequences have no meaning for children, so set rules you know you can and will enforce.
6. **Don’t impose harsh or unexpected new punishments.** Stick to consequences that have been set ahead of time. Be sure that anger doesn’t influence your discipline. If you need one, give yourself a “cooling-off” period before confronting your child.
7. **Praise children when they follow the rules.** Positive reinforcement helps them develop self-confidence and trust in their own judgment.

Source: Building Blocks: Family Guide; n.d.; US Department of Health and Services.



# Community Action Agency Can Help

## Parents we need your help!!!

There are many opportunities in Head Start to lend a helping hand... Please speak with your child's teacher about different opportunities

or contact

Nichele Rolle, Parent Engagement Coordinator,  
at (850) 222.2043 x226

A few ideas on how you can volunteer...

Read to the children via Zoom

Conduct music activities via Zoom

Help with art activities

Assist at home with self-help skills (tying shoe laces, buttoning, zipping, etc.)

Help the teacher prepare materials for art projects (can be done at home)

Do a Zoom show on tell

Tell us about a cool place you've visited

Share your hobby with the class

...and many, many more.

**How can you help?**

**Please lend a helping hand today!!!**



volunteer  
do good, feel good

### Utility Assistance

Services are provided to households with income at or below 150% of poverty. Only priority clients who have members who are elderly, disabled, or age 5 or under, are seen the 1st fifteen (15) days of the month. All other clients are seen the remainder of the month.

**Please apply on our website  
[www.capitalareacommunityactionagency.com](http://www.capitalareacommunityactionagency.com)  
Click the Crisis Tab and complete the Crisis Application**

### Weatherization Assistance Program

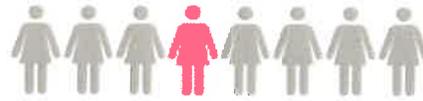
The Weatherization Program helps low-income individuals and families to permanently reduce their energy bills by making their homes more energy efficient. Weatherization services are provided to households with income at or below 200% of poverty.

### Getting Ahead/ Staying Ahead

Tired of struggling to make ends meet? Internationally recognized, anti-poverty workshop led by facilitators in a "kitchen table" format that empowers low-income families with the opportunity to think about and develop their future story.

Contact Melissa Watson at (850) 222-2043 ext. 110 for more information or to apply.

# Breast Health



About one in eight women in the U.S. will develop invasive breast cancer during their lifetime.

**No.1**

Breast cancer is the most common cancer among American women, except for skin cancers.

**No.2**

Breast cancer is the second leading cause of cancer death in women, exceeded only by lung cancer.

**232,670**

Estimated amount of new cases of invasive breast cancer diagnosed in women.

**2.8 million**

Estimated amount of breast cancer survivors in the US.

**55+**

Two of three breast cancers are found in women 55 or older.

**Breast cancer survivorship has tripled over the past 60 years.**

## Risk Factors

### GENDER

A woman is 200 times more likely than a man to develop breast cancer.

### AGE

Your risk of developing breast cancer increases as you get older, and half of all breast cancers are diagnosed in women older than 60.

### GENETICS

About 5 to 10 percent of breast cancer cases are thought to be hereditary, meaning that they result directly from gene defects inherited from a parent.

### FAMILY HISTORY

Risk is higher among women whose close blood relatives have this disease. Less than 15 percent of women with breast cancer have a family member with this disease.

### WEIGHT

Being overweight or obese increases breast cancer risk.

### RACE

Overall, white women are slightly more likely to develop breast cancer than African-American women, but African-American women are more likely to die of this cancer.

## Health Tips



**BREAST DENSITY**  
Having dense breasts makes your chance for breast cancer four times higher.



**KNOW YOUR FAMILY HISTORY**  
5 to 10 percent of breast cancer is hereditary.



**NUTRITION**  
Eat five or more servings of fruit and vegetables daily, limiting processed and red meats. Choose whole grains.



**SCREENING**  
Remember to get annual mammograms and clinical breast exams beginning at 40.



**WATCH WEIGHT**  
Women who gained 21 to 30 pounds since age 18 were 40 percent more likely to develop breast cancer than those who hadn't gained more than five pounds.



**PHYSICAL ACTIVITY**  
Women who walk briskly for 1.25 to 2.5 hours a week had 18 percent less risk than women who are inactive.



**ALCOHOL**  
Limit alcohol consumption to no more than one drink a day — any more than that increases risk by 1.5 times compared to someone who doesn't drink.



**SUPERFOODS**  
City of Hope researchers have discovered that pomegranates, grape seed extract and blueberries all have powerful breast cancer fighting agents.

## Symptoms

- Swelling of all or part of the breast
- Skin irritation or dimpling

- Breast or nipple pain
- Nipple retraction (turning inward)
- Redness, scaliness or thickening of nipple or breast skin
- Nipple discharge

# MENTAL HEALTH



Tips for Families from the Head Start National Center on Health

## What is mental health?

Mental health means that young children are growing in their ability to:

- understand and share feelings
- have close and positive relationships
- explore and learn

### Why Is It Important?

*Having Positive Mental Health Makes It Easier for Children to:*

- Have close relationships with family and friends
- Do well in school
- Learn new things
- Solve tough problems

- Develop patience (or not give up)
- Focus on a task
- Ask for help

*When Young Children Are Worried, Sad, or Angry, It Can Be Hard To:*

- Make friends
- Follow directions
- Express feelings or wishes
- Follow simple directions
- Pay attention in class
- Solve problems in positive ways
- Do well in school



## Things You Can Do and Say to Help Your Child

### ● For Your Infant

- Hold your baby during feedings.  
*"I love cuddling when I feed you."*
- Look at your baby and smile, smile, smile!  
*"Hey, when I smile, you smile back."*
- Talk about what you are doing.  
*"I'm going to change your diaper now."*
- Try to relax and have fun.  
*"When I am happy, you are less fussy."*
- Read and sing to your baby every day.  
*"It is bedtime. Time for a story and favorite song."*
- Take care of yourself.  
*"When I am rested, I take better care of you."*

### ● For Your Toddler/Preschooler

- Make sure they always feel safe.  
*"I know loud noises can be scary, but it's OK."*
- Offer choices.  
*"Do you want the blue shirt or the red shirt?"*
- Practice patience.  
*"Let's wait until the song is over and then we'll go outside."*

- Show understanding.  
*"You REALLY want another cookie! It is hard when you can only have one."*
- Leave extra time.  
*"I see you don't want to leave the playground. One more time on the slide, then we need to leave."*
- Play together at least 15 minutes a day.  
*"There is so much to do but it is important for us to play together."*
- Follow her interest.  
*"I see you want to play with the blocks. What are you going to build?"*
- Praise your child when she keeps trying.  
*"I love the way you keep trying to find the right piece for the puzzle."*
- Practice following directions.  
*"First pick up the blocks, then take out the cars."*



## **Attention:** **Head Start Parents**

### **DUE IMMEDIATELY**

#### **RE: Medical Records**

**Children must have up-to-date shot and physical examination records in order to attend Head Start throughout the school year.**

If your child's hemoglobin/ hematocrit, blood lead testing, or blood pressure results are not documented on his or her physical examination, have your doctor's office provide you with written documentation of this information.

#### **RE: Dental Services**

**All children attending Head Start must receive a dental examination and cleaning.** All initial dental exams must be completed by a dental clinic, along with a signed "Verification of Dental Services" form.

If you have any questions or need assistance, please speak with your Family Advocate or call Barbara Evans, Health Services Coordinator, at (850)222.2043 x234

#### Easy Recipe:

### **Sliced Baked Apples**



#### **Ingredients**

- 3–4 medium apples (about 3 cups sliced)
- 1 tablespoon melted butter or coconut oil
- 1/2 teaspoon cinnamon

#### **Instructions**

1. Preheat oven to 375 degrees F.
2. Place the butter or oil into a pie plate or baking dish. Warm in the oven for a few minutes to melt. Remove from oven.
3. Slice the apples into approximately 1/2-inch slices and discard the cores. Place into the baking dish with the oil.
4. Add the cinnamon and toss to combine.
5. Bake for 28-34 minutes, or until tender when poked with a fork.

Serve in slices or cut up into smaller pieces and serve over yogurt, oatmeal, or pancakes

Source: <https://www.yummytoddlerfood.com/recipes/snacks-recipes/sliced-baked-apples/>

**MENU  
FOR THE MONTH OF OCTOBER, 2020**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b>					
<b>LUNCH</b>					
<b>SNACK</b>					
<b>BREAKFAST</b>	5 Applesauce, Corn Flakes, 1% Lowfat Milk	6 Orange Juice, Rice Krispies, 1% Lowfat Milk	7 Orange Wedges, Cheerios, 1% Lowfat Milk	8 Peaches, Corn Flakes, 1% Lowfat Milk	9 Sliced Bananas, Cheerios, 1% Lowfat Milk
<b>LUNCH</b>	Oven Baked BBQ Chicken, Steamed Broccoli, WW Bread, Peaches, 1% Lowfat Milk	Cheese & Vegetable w/WW Pasta, Tossed Salad w/Salad Dressing, WW Bread, Fruit Cocktail, 1% Lowfat Milk	Turkey & Lowfat American Cheese on Tortilla Wrap, Carrot & Celery Sticks, Lowfat Dressing, Diced Peas, 1% Lowfat Milk	Shepherd's Pie, Cucumber & Tomato Salad, WW Bread, 1% Lowfat Milk	Baked Fish Nuggets, Cole Slaw, Mandarin Oranges, 1% Lowfat Milk
<b>SNACK</b>	Orange Juice, Animal Crackers (plain)	Saltine Cracker, Peanut Butter Dip	Pineapple Chunks, Lowfat Yogurt	Orange Juice, Hard Pretzels	Grape Juice, Ritz Crackers
<b>BREAKFAST</b>	12	13 Mandarin Oranges, Corn Flakes, 1% Lowfat Milk	14 Orange Wedges, Cheerios, 1% Lowfat Milk	15 Apple Juice, Rice Krispies, 1% Lowfat Milk	16 Orange Juice, Corn Flakes, 1% Lowfat Milk
<b>LUNCH</b>	STAFF IN-SERVICE	Grilled Chicken Patty on WW Bread, Mashed Sweet Potatoes, Green Peas, 1% Lowfat Milk	Black-eyed Peas, Macaroni & Cheese, Turnip Greens, Combread, Applesauce, 1% Lowfat Milk	Chicken & Yellow Rice, Stir Fry Vegetables, WW Bread, Mandarin Oranges, 1% Lowfat Milk	Lasagna, Lettuce & Tomato w/Lowfat Dressing, WW Bread, Sliced Apples, 1% Lowfat Milk
<b>SNACKS</b>		Fresh Banana, Lowfat American Cheese	Tortilla Chips, Salsa	Carrot & Celery Sticks w/Lowfat Dressing, Ritz Crackers	Fruit Cocktail, Lowfat Yogurt
<b>BREAKFAST</b>	19 Pineapple Chunks, Corn Flakes, 1% Lowfat Milk	20 Orange Wedges, Cheerios, 1% Lowfat Milk	21 Orange Juice, Rice Krispies, 1% Lowfat Milk	22 Sliced Bananas, Corn Flakes, 1% Lowfat Milk	23 Orange Juice, Cheerios, 1% Lowfat Milk
<b>LUNCH</b>	Sliced Turkey w/Gravy, Mashed Potatoes, Turnip Greens, WW Bread, 1% Lowfat Milk	Beef Soft Tacos w/Lettuce & Tomatoes, Sliced Peaches, 1% Lowfat Milk	Chicken Salad on WW Bread, Vegetable Soup, Pineapple Chunks, 1% Lowfat Milk	Red Bean w/Brown Rice, Green Beans, Mandarin Oranges, 1% Lowfat Milk	Oven Baked Chicken, Mashed Sweet Potatoes, Steamed Broccoli, WW Bread, 1% Lowfat Milk
<b>SNACKS</b>	Ritz Crackers, Lowfat American Cheese	Tortilla Chips, Salsa	Fresh Banana, Graham Crackers (plain)	Grape Juice, Animal Crackers (plain)	Hard Pretzels, Peanut Butter Dip
<b>BREAKFAST</b>	26 Orange Juice, Cheerios, 1% Lowfat Milk	27 Sliced Peaches, Corn Flakes, 1% Lowfat Milk	28 Orange Juice, Rice Krispies, 1% Lowfat Milk	29 Sliced Bananas, Cheerios, 1% Lowfat Milk	30 Orange Wedges, Corn Flakes, 1% Lowfat Milk
<b>LUNCH</b>	Baked Chicken Nuggets w/Honey Mustard Sauce, Corn, Fruit Cocktail, 1% Lowfat Milk	Toasted Cheese WW Sandwich, Sweet Potato Fries, Sliced Bananas, 1% Lowfat Milk	Beef & Spaghetti Casserole, Green Beans, WW Bread, Pineapple Chunks, 1% Lowfat Milk	Tuna Salad, WW Bread, Lettuce & Tomato Wedges, Sliced Peaches, 1% Lowfat Milk	Hamburger Patty, WW Bread, Peas & Carrots, Applesauce, 1% Lowfat Milk
<b>SNACKS</b>	Saltine Crackers w/Lowfat American Cheese	Mandarin Oranges, Lowfat Yogurt	Ritz Crackers, Peanut Butter Dip	Orange Wedges, Graham Crackers (plain)	Grape Juice, Goldfish Crackers

# Nutrition Nuggets

Food and Fitness for a Healthy Child October 2020

Capital Area Community Action Agency, Inc.

Head Start

## BEST BITES

### Explore herbs and spices

Cilantro, rosemary, turmeric ... herbs and spices add flavor to food without adding fat or sodium. Help your child create a snack tray to sample natural seasonings. She might include fat-free Greek yogurt flavored with cinnamon, halved grape tomatoes sprinkled with dill, and popcorn tossed with paprika.



### Night games

It may be getting dark earlier, but you and your youngster can still fit in some active family time after dinner. Use flashlights for a game of tag. Or play "moonball" with him—a game of catch with a glow-in-the-dark ball (buy one at the dollar store, or put glow-in-the-dark stickers on a regular ball).

### DID YOU KNOW?

It's easier than ever to find alternatives to peanut butter. Healthy options include spreads made from cashews, sunflower seeds, soy nuts, almonds, and even chickpeas. Coconut butter, on the other hand, tends to have more saturated fat. *Tip:* Look for varieties with no added sugar.

### Just for fun

**Dad:** Why did you ride your bike twice?

**Ben:** I was re-cycling.



## Tips for healthier takeout

Whether it's a busy school night or a special occasion, your family may decide to order food from a restaurant. Teach your youngster to make healthier choices with this advice.

### Find the winners

Help your child recognize nutritious options with an awards ceremony. Read restaurant menus and vote on awards like "Best selection of vegetables," "Most whole-grain options," and "Healthiest overall." Your youngster can announce winners—and choose one the next time you order takeout.



### Play to-go bingo

Motivate your child to make good selections with this game. Let him create a bingo card with columns for different types of restaurants (pizza, Chinese). In each box, he can write a healthy choice (whole-wheat crust and side salad under pizza, steamed vegetable dumplings and brown rice under Chinese). Each time he tries a food on his card, he may cross it out. Five in a row = to-go bingo!

### Design "kids' meals"

Encourage your youngster to be creative with his order. Instead of looking at the kids' menu—which is typically filled with fried foods like chicken nuggets and french fries—have him put together a meal of healthy appetizers and sides. Maybe he'd like a turkey burger slider and steamed broccoli. Or perhaps he'll create a combo of grilled chicken strips and fresh fruit.

### Living room limbo

Play this favorite party game indoors to improve your child's flexibility—and enjoy active family fun.

**Set up:** Place a broom across the tops of two chairs. Then, stack books on the seat of each chair. The stacks should be about equal in height and come nearly to the tops of the seat backs.

**Play:** Turn on music as family members take turns walking under the stick while bending backward. If anyone touches the stick with any part of her body, or touches the floor with anything but her feet, she's out. Now lower the stick onto the top books and limbo again. For each round, remove a book from each stack. The last player still in wins.



**Nutrition Nuggets™**

October 2020 • Page 2

# Change up vegetables

Children need 1½–2 cups of vegetables every day, so how can you squeeze more into your youngster's diet? Try these variations to find her new favorites!

**1. Change the shape.** Cut cooked carrots or jicama into sticks or coins. Also, try shredding brussels sprouts or cabbage into salads or paninis.

**2. Change the texture.** Your child might enjoy tender or pureed veggies. Have her stir spinach or kale into her favorite soup and watch it wilt. Or



use pureed potatoes or cauliflower instead of heavy cream or flour to thicken sauces.

**3. Change the size.** Small bites of vegetables may be easier for your youngster to accept. Dice cooked zucchini or sweet potatoes into tiny pieces, and let her add them to casseroles or top her tacos with them.

**4. Change the cooking method.** One night you could steam parsnips or okra, and another time you might roast or sauté them. Or turn asparagus spears or green beans into “fries.” Help

your child dunk them into a beaten egg and roll them in whole-wheat breadcrumbs. Bake at 400° until browned and crispy, about 15 minutes. ●

## ACTIVITY CORNER An autumn “playground”

As temperatures drop and the air feels crisp, head outside with your child for playful fitness fun. Here are some ideas.

● **Leaf path.** For a game of Follow the Leader, let your youngster line up fallen leaves with a few feet between each. Take turns leading everyone along the path, moving in a different way (hop, skip, gallop) from one leaf to the next.

● **Pumpkin weights.** Have your child hold a mini pumpkin in each hand.

Now play Simon Says.

You might say, “Simon says lift your arms out to your sides.” “Do backward arm circles.”



● **Apple relay.** Split into teams and take turns running—with an apple—from a start line to a finish line, then back again until everyone has had a turn. The twist? Each player on a team has to hold his apple in a different way (behind your back, on your head). ●



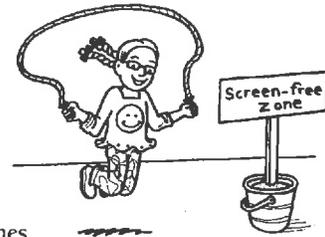
## Q&A Unplug for physical activity

**Q:** How can I get my daughter to spend less time on screens and more time being active?

**A:** Encourage your child to keep track of her screen time for one week. Together, brainstorm ways to cut back. If she spent 10 hours watching TV and playing video games last week, you might limit her to 8 hours total this week.

To help, perhaps you'll designate screen-free zones like her bedroom and the kitchen table. Also, help her set a goal to be active at least 1 hour per day.

Then, why not have your daughter use her screen time to find ways to be active? She could search for kid-friendly workout videos on YouTube—some are based on moves from video-game characters and superheroes. She might even look up “active games for kids” and teach your family to play new ones. ●



## IN THE KITCHEN Pasta perfection

October is National Pasta Month. Celebrate with these healthy versions of kid favorites. *Note:* For each recipe, cook 16 oz. whole-wheat pasta according to package directions.

**Macaroni and cheese.** In a large pot, melt 3 tbsp. butter, and whisk in 3 tbsp. flour until smooth. Stir in 2½ cups nonfat milk and simmer until thickened. Reduce heat, and stir in 2½ cups low-fat shredded cheddar cheese until

melted. Whisk in ½ cup plain Greek yogurt. Toss with pasta, 1 cup cooked peas, and 1 diced tomato.

**Chicken parmesan.** Sprinkle 1 tsp. Italian seasoning over 1 lb. boneless chicken breasts. Bake at 375° for 30 minutes, or until cooked through. Pour 1 24-oz. jar low-sodium marinara sauce over chicken. Top with 1 cup low-fat shredded mozzarella cheese, and broil 5 minutes, or until cheese melts. Serve over spaghetti. ●



**OUR PURPOSE**  
 To provide busy parents with practical ways to promote healthy nutrition and physical activity for their children.  
 Resources for Educators,  
 a division of CCH Incorporated  
 128 N. Royal Avenue • Front Royal, VA 22630  
 800-394-5052 • rfcustomer@wolterskluwer.com  
 www.rfeonline.com  
 Nutrition Nuggets™ is reviewed by a registered dietitian. Consult a physician before beginning any major change in diet or exercise.  
 ISSN 1935-4630





# Head Start Monthly

Fall Holiday

November 2020

It's not happy people who are

# THANKFUL

It's thankful people who are

# HAPPY

## Head Start is



Capital Area  
**Community  
Action**  
Agency

309 Office Plaza Dr.  
Tallahassee, FL 32301  
P (850) 222-2043  
F (850) 201-2057

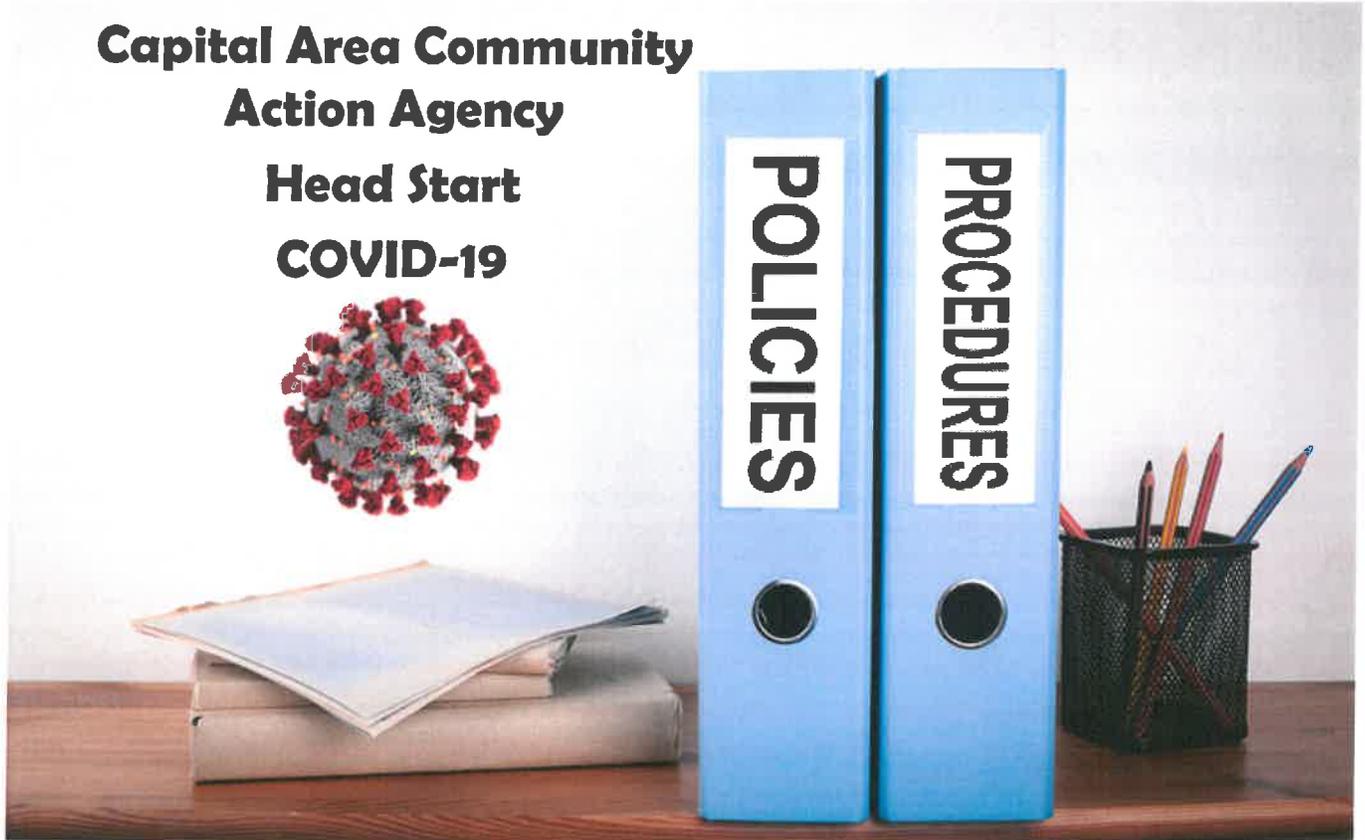
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**REMINDER**  
**NO SCHOOL**

**NOVEMBER**  
**24, 25, & 26**





Capital Area Community Action Agency Head Start has provided Policies and Procedures in response to the COVID-19 Pandemic. The Policies and Procedures can be found on our website

- ⇒ [www.CapitalAreaCommunityActionAgency.com](http://www.CapitalAreaCommunityActionAgency.com)
- ⇒ Click on the Head Start tab
- ⇒ In the drop down box click News and Reports
- ⇒ To view the Policies and Procedures click on COVID Policies

Link: <http://capitalareacommunityactionagency.com/head-start-news-and-reports/>

Capital Area  
**Community Action**  
Agency



# PREVENTATIVE MEASURES

- Face coverings for children and staff
- Decrease in class size to promote social distancing
- Daily temperature checks for children and staff
- Enhanced cleaning and sanitization
- Frequent hand washing for children and staff
- No parent access to classrooms and playground areas
- No family style dining (Teachers will serve all meals)
- No field trips
- Pick up & Drop off will take place outside of the build-



Tired of tantrums? Need Support? Want to improve you parent-child relationship?

**The Incredible Years Parenting Series is a 14-week parenting program designed to strengthen connections between home and school, increase parents' effectiveness, and promote competent, well-adjusted children at home and school. It will take place once per week for 2-hour sessions via Zoom**

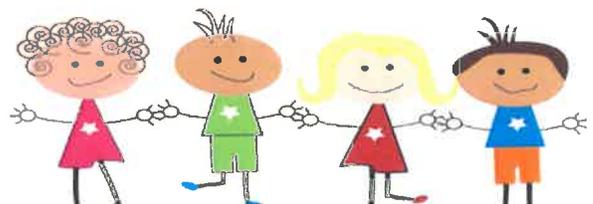
**\*\* Next Classes Will Begin February 2021\*\***

To sign up for this exciting opportunity speak with your Family Advocate or please contact

Fatima (850) 222-2043 ext. 145

Nichele (850) 222-2043 ext. 226

Jason (850) 878- 2320





# Parenting During The Pandemic

Notice What's Going Well



We could all use a little extra encouragement

High fives and praise go a long way

Plan (a little)



Make transitions easier by talking together about what's happening next

Get Down On Their Level



Sit on the floor and let yourself play / be goofy

Imagination can be a mini-vacation for you too

Give Good Directions



What can my kid actually do in their current mood?

Doing it with them or giving choices might help

Take a Step Back



It's OK to take a few minutes when you're feeling overwhelmed

Choose Non-Reactivity



Notice your emotions before responding

Practice coping-thoughts for when things get hectic

Reset & Move On



We're all going to mess up.

RESET & Move on!

Be Generous With Affection



Give more hugs, kisses, lap sits, & squeezes

Physical touch helps little humans manage stress

[ParentingDuringThePandemic.com](http://ParentingDuringThePandemic.com)

Infographic by Jessica Flannery & Leslie E. Roos

## ADDITIONAL RESOURCES

Disaster Distress Helpline:

**1-800-985-5990**

National Suicide Prevention Lifeline:

**1-800-273-TALK (1-800-273-8255)**

# SAMHSA

Substance Abuse and Mental Health Services Administration

Toll-free: 1-877-SAMHSA-7 (1-877-726-4727) | [info@samhsa.hhs.gov](mailto:info@samhsa.hhs.gov) | <https://store.samhsa.gov>

# Nutrition Nuggets

Food and Fitness for a Healthy Child November 2020

Capital Area Community Action Agency, Inc.

Head Start

**BEST BITES**

**Festive cornucopias**

This Thanksgiving, let your child add healthy mini cornucopias to your holiday table. He could fill waffle cones with plain non-fat Greek yogurt and add fruit and nuts (perhaps grapes, cut-up oranges, and walnuts). He can tie a colorful ribbon around each cone—the decorations will make a perfect appetizer or dessert.



**Strike a pose!**

Your youngster can use her own body weight to hold poses that will build strength in her arms and legs. Challenge her to do a handstand against the wall, get into a plank position, or balance on one foot. Make it a family contest to see who holds each pose the longest.

**DID YOU KNOW?**

Nearly two-thirds of children drink a sugary beverage every day.

Instead of buying soda or sports drinks, fill a pitcher with water each morning, and ask your youngster to decide on a healthy add-in (cucumber slices, frozen strawberries). Refrigerate, and have him fill a water bottle, then keep it with him to drink and refill throughout the day.

**Just for fun**

**Q:** What reads and lives in an apple?

**A:** A bookworm.



## Turn the tables on picky eating

“Mac and cheese again? You had it yesterday and the day before—and the day before that!” Sound familiar? Encourage your youngster to eat a wider variety of foods with ideas like these.



**Be matter-of-fact**

Your child may need to be exposed to a new food 10–20 times before she’ll accept it. Keep trying! Have her put a small serving on her plate every time you serve a food. If she says she won’t like it, tell her that’s okay—she might change her mind later. She’ll be more likely to take a bite (or two) if there’s no pressure.

**Appeal to her senses**

“This lentil curry is delicious!” Let your youngster see you enjoying a new dish, and invite her to get to know it. Ask her to think of foods she likes that are the same color or that have a similar

smell or texture. Maybe she’ll say lentil curry looks similar to Grandma’s baked beans. She’ll be more comfortable tasting the food if it feels a little more familiar.

**Find winning combinations**

Pair food your child loves with one she’s not crazy about or hasn’t tried. The combination of flavors may turn her into a fan. For example, top fish with sweet pineapple rings. Or offer her just about any vegetable with melted cheese, and watch her dig in. ♥

**Add learning to family walks**

Turn an ordinary walk around the neighborhood into a learning adventure for your child. You’ll all get exercise—and he’ll explore math and science. Here’s how.

**Collect (free) math supplies.** Your youngster can carry a bag for gathering acorns, colorful leaves, pinecones, and other natural objects from the ground. Then, he could sort, count, and graph the items.

**Observe nature.** Encourage your child to carry a notebook and look for animals and plants on your walk. He might sketch and jot down notes about spiders, chipmunks, pine trees, and chrysanthemums. ♥



**Nutrition Nuggets™**

November 2020 • Page 2

# Aim for more whole foods

A whole food is one that's found in nature, such as a banana or a carrot. We can eat it without adding ingredients like sugar, salt, or fat. Teach your child to eat more whole foods—and fewer processed ones—with these activities.

**Rank foods.** Ask your youngster to pick a dozen foods from your kitchen. Then, help him line them up from least to most processed. For instance, fresh fruits and vegetables could come first. In the middle, he would put foods that have been changed a little but are still good for him (applesauce with no



added sugar, plain popcorn, and whole-wheat bread). Finally, he can add any highly processed items like chips, cookies, or sugary cereals.

**Make smart swaps.** Together, create closer-to-whole versions of processed foods your child enjoys. Rather than eating toaster pastries for breakfast, he could toast whole-wheat bread and top it with peach slices and cinnamon. Instead of processed deli meats and cheeses, he

might make a sandwich with last night's leftover turkey and sliced avocado. ●

**PARENT TO PARENT**

## Books about healthy eating

My son John's class is doing a nutrition unit. The teacher emailed a list of books about healthy eating, and we got a few from the library.

First, John and I read *To Market, To Market* by Nikki McClure about a boy and his mom at a farmers' market. We learned how foods like honey and goat cheese get from farm to table.

Then we read *Cora Cooks Pancit* by Dorina K. Lazo Gilmore about a girl who helps her mother make a traditional Filipino dish.



We made pancit using the recipe in the book. John discovered that he likes rice noodles, so now we have a new option for when we make noodle dishes.

Reading seems like an easy way to teach John about healthy eating—and the books are inspiring us to cook together. ●

**ACTIVITY CORNER**

## Sidewalk games

Your youngster can turn your driveway or a playground blacktop into a game board. Here are two she can choose from.



### Bull's-eye

Have your child use sidewalk chalk to draw a target with five rings labeled 1–5 (5 goes in the bull's-eye). Take turns standing six feet from the target and tossing five small rocks at it. Add the numbers your rocks landed on, and pick up your rocks. The player with the highest score after five rounds wins.

### Chutes and Ladders

Make a life-sized version of this classic game. Your youngster can draw a grid with boxes, number them 1–16, and add several chutes (slides) and ladders. Start by the 1. Take turns rolling a die and hopping the number of squares rolled. Land at the bottom of a ladder, and hop to the top. Land at the top of a chute, and you must hop to the bottom! Win by being first to reach the last box (by exact count). ●

**IN THE KITCHEN**

## Tasty tortilla roll-ups

Keep a package of whole-wheat tortillas on hand for healthy meals and snacks. With just a little slicing-and-dicing help from you, your child can make and roll up her own creations.

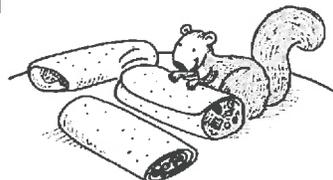
**Barbecue chicken.** Cover a tortilla with a thin layer of low-sodium barbecue sauce. Top with cooked chicken and shredded carrots and cabbage.

**Egg salad.** Stir a few drops of mustard into nonfat plain Greek

yogurt and spread on a tortilla. Add diced hard-boiled egg, chopped celery, and sliced scallions.

**Southwestern.** Spoon refried beans (canned, low-sodium) onto a tortilla. Add shredded low-fat pepper jack cheese, diced tomatoes, and diced green bell peppers.

**Fruity breakfast.** Cover a tortilla with low-fat cream cheese. Arrange frozen (thawed) blueberries and sliced strawberries on top. ●



**OUR PURPOSE**  
 To provide busy parents with practical ways to promote healthy nutrition and physical activity for their children.  
 Resources for Educators,  
 a division of CCH Incorporated  
 128 N. Royal Avenue • Front Royal, VA 22630  
 800-394-5052 • [recustomer@wellerskluwer.com](mailto:recustomer@wellerskluwer.com)  
[www.rleonline.com](http://www.rleonline.com)  
 Nutrition Nuggets™ is reviewed by a registered dietitian. Consult a physician before beginning any major change in diet or exercise.  
 ISSN 1935-4630

**Attention:**  
**Head Start Parents**

**Community Action Agency  
Can Help**

**DUE IMMEDIATELY**

**RE: Medical Records**

**Children must have up-to-date shot and physical examination records in order to attend Head Start throughout the school year.**

If your child's hemoglobin/ hematocrit, blood lead testing, or blood pressure results are not documented on his or her physical examination, have your doctor's office provide you with written documentation of this information.

**RE: Dental Services**

**All children attending Head Start must receive a dental examination and cleaning.** All initial dental exams must be completed by a dental clinic, along with a signed "Verification of Dental Services" form.

If you have any questions or need assistance, please speak with your Family Advocate or call Barbara Evans, Health Services Coordinator, at (850)222.2043 x234

**Utility Assistance**

Services are provided to households with income at or below 150% of poverty. Only priority clients who have members who are elderly, disabled, or age 5 or under, are seen the 1st fifteen (15) days of the month. All other clients are seen the remainder of the month.

Please apply on our website  
[www.capitalareacommunityactionagency.com](http://www.capitalareacommunityactionagency.com)

**Click the Crisis Tab and complete the Crisis Application**

**Weatherization Assistance Program**

The Weatherization Program helps low-income individuals and families to permanently reduce their energy bills by making their homes more energy efficient. Weatherization services are provided to households with income at or below 200% of poverty.

**Getting Ahead/ Staying Ahead**

Tired of struggling to make ends meet? Internationally recognized, anti-poverty workshop led by facilitators in a "kitchen table" format that empowers low-income families with the opportunity to think about and develop their future story.

Contact Melissa Watson at (850) 222-2043 ext. 110 for more information or to apply.

**MENU**  
**FOR THE MONTH OF NOVEMBER, 2020**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BRE-AKFAST</b>	2 Orange Juice, Cereals, 1% Lowfat Milk	3 Sliced Peaches, Corn Flakes, 1% Lowfat Milk	4 Orange Juice, Rice Krispies, 1% Lowfat Milk	5 Sliced Bananas, Cereals, 1% Lowfat Milk	6 Orange Wedges, Corn Flakes, 1% Lowfat Milk
<b>LUNCH</b>	Baked Chicken Nuggets w/ Honey Mustard Sauce, Corn Fruit Cocktail, 1% Lowfat Milk	Toasted Cheese WW Sandwich, Sweet Potato Fries, Sliced Bananas, 1% Lowfat Milk	Beef & Spaghetti Casserole, Green Beans, WW Bread, Pineapple Chunks, 1% Lowfat Milk	Tuna Salad, WW Bread, Lettuce & Tomato Wedges, Sliced Peaches, 1% Lowfat Milk	Hamburger Patty, WW Bread, Peas & Carrots, Applesauce, 1% Lowfat Milk
<b>SNACK</b>	Saltine Crackers w/ Lowfat American Cheese	Mandarin Oranges, Lowfat Yogurt	Ritz Crackers, Peanut Butter Dip	Orange Juice, Graham Crackers Squares	Grape Juice, Goldfish Crackers
<b>BRE-AKFAST</b>	2 Applesauce, Corn Flakes, 1% Lowfat Milk	10 Orange Juice, Rice Krispies, 1% Lowfat Milk	11	12 Peaches, Corn Flakes, 1% Lowfat Milk	13 Sliced Bananas, Cereals, 1% Lowfat Milk
<b>LUNCH</b>	Oven Baked BBQ Chicken, Steamed Broccoli, WW Bread, Peaches, 1% Lowfat Milk	Cheese & Vegetable w/ WW Pasta, Tossed Salad w/ Salad Dressing, Fruit Cocktail, 1% Lowfat Milk	VETERANS DAY HOLIDAY	Shepherd's Pie, Cucumber & Tomato Salad, WW Bread, 1% Lowfat Milk	Baked Fish Nuggets, Cole Slaw, Mandarin Oranges, 1% Lowfat Milk
<b>SNACK</b>	Orange Juice, Animal Crackers (plain)	Saltine Crackers, Peanut Butter Dip		Orange Juice, Hard Pretzels	Grape Juice, Ritz Crackers
<b>BRE-AKFAST</b>	16 Bananas, Cereals, 1% Lowfat Milk	17 Mandarin Oranges, Corn Flakes, 1% Lowfat Milk	18 Orange Wedges, Cereals, 1% Lowfat Milk	19 Apple Juice, Rice Krispies, 1% Lowfat Milk	20 Orange Juice, Corn Flakes, 1% Lowfat Milk
<b>LUNCH</b>	Chili, Brown Rice, Tossed Salad w/ Lowfat Dressing, 1% Lowfat Milk	Grilled Chicken Party on WW Bread, Mashed Sweet Potatoes, Green Peas, 1% Lowfat Milk	Blackened Peas, Macaroni & Cheese, Turnip Greens, Cornbread, Applesauce, 1% Lowfat Milk	Chicken & Yellow Rice, Stir Fry Vegetables, WW Bread, Mandarin Oranges, 1% Lowfat Milk	Lasagna, Lettuce & Tomato w/ Lowfat Dressing, WW Bread, Sliced Apples, 1% Lowfat Milk
<b>SNACKS</b>	Orange Juice, Goldfish Crackers	Fresh Banana, Lowfat American Cheese	Tortilla Chips, Salsa	Carrot & Celery Sticks w/ Lowfat Dressing, Ritz Crackers	Fruit Cocktail, Lowfat Yogurt
<b>BRE-AKFAST</b>	23	24	25	26	27
<b>LUNCH</b>	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY
<b>SNACKS</b>	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY
<b>BRE-AKFAST</b>	30 Orange Juice, Cereals, 1% Lowfat Milk				
<b>LUNCH</b>	Baked Chicken Nuggets w/ Honey Mustard Sauce, Corn Fruit Cocktail, 1% Lowfat Milk				
<b>SNACKS</b>	Saltine Crackers, Lowfat American Cheese				

# OBESITY



My Heart. My Life.™

## IN INFANTS TO PRESCHOOLERS



**1 IN 3 CHILDREN**

and adolescents, ages 2-19,

**ARE OVERWEIGHT OR OBESE**

and nearly **NONE** meet healthy diet and physical activity recommendations.



### FRENCH FRIES

are the most common vegetable that children eat, making up

**25%**

of their vegetable intake.



### JUICE

(which may lack important fiber found in whole fruit) makes up

**40%**

of children's daily fruit intake.

### FACT

An estimated **12.5 MILLION CHILDREN**, ages 5 years or younger, spend **33 HOURS PER WEEK** in **CHILD CARE SETTINGS** where they may **CONSUME MOST OF THEIR DAILY CALORIES.**

**OBESITY** is linked to **MORE CHRONIC CONDITIONS THAN:**



SMOKING



POVERTY

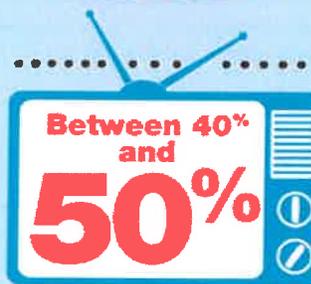


DRINKING

increasing the **RISK** of more than **20 PREVENTABLE CONDITIONS**, including sleep apnea, asthma, heart disease, Type 2 diabetes, osteoarthritis, high blood pressure and high cholesterol stroke.

## RISK FACTORS

- Children in their early teens who are obese and who have high triglyceride levels have arteries similar to those of 45-year-olds.
- Obese children as young as age 3 show indicators for developing heart disease later in life.
- Children who are overweight from the ages of 7 to 13 may develop heart disease as early as age 25.
- Obese children are twice as likely to die before age 55 than their slimmer peers.



Between **40%** and

**50%**

**OF TODDLERS**, ages 12- to 35-months-old, watch **MORE** television than is recommended.

Nearly **1/2** OF PRESCHOOL-AGED CHILDREN **DON'T** get enough **PHYSICAL ACTIVITY.**

## The **COST** of obesity

in the United States is staggering, totaling about

**\$147 billion.**

Children who **EAT HEALTHY FOODS** and **GET DAILY PHYSICAL ACTIVITY** have:

- FEWER SCHOOL ABSENCES
- HIGHER ACADEMIC ACHIEVEMENT
- HIGHER SELF-ESTEEM
- FEWER BEHAVIORAL PROBLEMS



### OBESITY MAY BE PREVENTED BY



PHYSICAL ACTIVITY



GOOD NUTRITION



LESS SCREEN TIME



MORE SLEEP

### DEVELOPMENTALLY, BIRTH TO AGE FIVE,

is an important time to **TEACH** children to **PREFER HEALTHY FOODS** and **DEVELOP GROSS MOTOR SKILLS**, setting positive patterns and habits.

[heart.org/healthierkids](http://heart.org/healthierkids)



*Louise B. Royal:  
Natasha Conway*

*Franklin County:  
Tammy Williams*



*Jefferson County:  
Mary Moore*

*Mabry:  
Shenekia Robinson*



*South City:  
Thea Clement*

*South City:  
Shakari Strawter*





**Head Start Capital Area  
Community Action Agency**

**If you are on Facebook be sure  
to  
“Like Us!”**

@ Head Start Capital Area Community Action Agency. Also like our other pages @ Capital Area Community Action Agency and @ Getting Ahead In a Just Getting by World by CACAA

We Would love to share our posts  
with you!



Find out what’s happening at our centers



See all the cool and educational things your child (ren) are doing



Stay up-to-date on upcoming events



Read excellent articles

Pics, pics, and more pics!

Never feel left out... Stay in the Head Start  
loop



## Head Start Parent Hotline

- Tell us how we are doing.
- How can we improve?
- What suggestion can you share?
- Who is awesome at your Center?



You can reach the Head Start Parent Hotline by dialing **850.222.2043 x325** and leaving us a message or emailing us at **[HeadStartHotline@cacaainc.org](mailto:HeadStartHotline@cacaainc.org)**. All calls will be returned within 24 hours. In the event that you need to speak with someone immediately, please call 850-222-2043 x100 and the receptionist will direct your call.