

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID # 861.5838.7288 Code 642453
December 17, 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
 - c. Re-opening after Winter Break plan
6. Fall 2020 CLASS Observation Scores
7. Director's Report
8. Center Updates
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: January 21, 2020



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Head Start Policy Council Meeting

Minutes

November 19, 2020

6:00 pm

1. Meeting called to order by Danielle Graham at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Katisa Donaldson, Reshaun Blake, Christina Montgomery, Shanedra Cummings, Joseph Blue, Melissa Miller and Danielle Graham.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Darrel James, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 92% and 91% respectively. Non-federal share match is at 41% year to the date. Due to COVID-19 and the drastic decrease of volunteers, we will be requesting a waiver for non-federal share.

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.
- c. Board Representation- Tim explained that the Policy Council needs representation on the Board of Directors for Community Action to ensure that each group are aware of each other's efforts and working collaboratively together. The council considered and nominated Danielle Graham (Policy Council chair).

A motion to approve Danielle Graham as Policy Council Board Representative on the Community Action Board of Directors was made by Katisa Donaldson and second by Joseph Blue. Motion passed, all in favor.

- d. Community Representative election- Rashaun Blake expressed interest in becoming a member of the Policy Council. She gave a brief synopsis about herself and her background. Members conducted a vote. All in favor of appointing Reshawn Blake as a 2020-2021 Policy Council Community Representative. None opposed.

6. Director's Report

Tim reviewed the attached report (see attached). Tim stated an update on class observations will be provided at the next meeting. Tim encouraged parents to utilize HATCH, which tracks their child's progress regarding the curriculum. Six Staff members were recertified to be CLASS assessors. Family Advocates and Family Engagement continues to work hard to enroll and encourage families to attend our program.

7. Center Updates

All members with children attending Head Start Centers reported everything is going well at their centers.

8. Office of Head Start Updates: A Program Instruction regarding Administrative Simplification for Consolidating Head Start Grants was placed in the packet.

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

10. Other Business: No other business at this time.

11. The meeting was adjourned at 7:43 p.m.

**Financial Statement Narrative
For the Month Ending October 31, 2020
Capital Area Community Action Agency**

As of October 31, 2020, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8-9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 10% and 9% respectively, with mostly restricted net income of \$38,458.

Year to Date Non-Federal Share (NFS) Match reported totals \$55,601, which is 6% of the \$923,883 total match required for the grant period ending September 30, 2021.

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.

Program Supplies – is slightly over benchmark budget as is usually the case at the beginning of the school year.

Contractual Services – Health/Disabilities – is over benchmark budget due to an abundance of testing at the beginning of the school year.

Utilities – is over benchmark budget and is likely to go over budget by approximately \$30,000 without an amendment. Monthly costs to Head Start are over \$9,200.

Communications – is slightly over the benchmark budget due to repairs and a few split payments between the fiscal years. This should even out over the next few months without any repairs needed.

Technology – is over the benchmark budget due to the yearly renewal of Teaching Strategies software. This category should come into line over the next few months.

Dues and Subscriptions – is a front loaded expense and although it is currently over benchmark budget should come into line during the course of the year.

Training/Staff Development & Training and Technical Assistance – overages and deficits offset in these accounts.

**Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
From the Month Ended 10/31/2020**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	390,167	(3,305,364)	11%
Government Contracts - STATE	4010	360,664	23,077	(337,587)	6%
Government Contracts - LOCAL	4020	55,000	7,864	(47,136)	14%
Grants - All Other Sources	4120	10,000	0	(10,000)	0%
Total Revenue		<u>4,121,195</u>	<u>421,108</u>	<u>(3,700,087)</u>	10%
Expenditures					
Salaries & Wages	6010	1,881,110	173,297	1,707,813	9%
Fringe	6110	545,145	50,222	494,923	9%
Staff Screenings	6180	2,876	0	2,876	0%
Indirect Costs	6210	440,607	40,611	399,996	9%
Travel - In Area	6310	4,000	312	3,689	8%
Office Supplies	6410	8,500	378	8,122	4%
Program Supplies	6415	29,185	3,305	25,880	11%
Classroom Supplies	6420	50,347	2,372	47,975	5%
Kitchen Supplies	6430	30,604	1,168	29,436	4%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	20,999	1,049	19,950	5%
Postage and Delivery Expense	6600	1,500	0	1,500	0%
Contractual Services/Professional	6710	34,000	0	34,000	0%
Contractual Services – Health/Disabilities	6715	178,013	22,782	155,231	13%
Rent/Space Cost	6810	216,826	17,572	199,254	8%
Utilities	6820	82,397	10,147	72,250	12%
General Liability and Property Insurance	6830	30,000	1,524	28,476	5%
Communications	6840	50,000	6,240	43,760	12%
Repairs & Bldg Maintenance- Recurring	6850	97,200	8,653	88,547	9%
Repairs & Bldg Maintenance - Nonrecurring	6855	38,772	150	38,622	0%
Equipment Maintenance	6910	19,000	1,460	17,540	8%
Vehicle Expense	6920	31,500	653	30,847	2%
Equipment Lease	6930	10,600	528	10,072	5%
Technology	6940	22,719	3,600	19,119	16%
Fees, Licenses, and Permits	7010	2,750	0	2,750	0%
Dues/Subscriptions	7020	2,600	1,736	864	67%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	3,900	0	3,900	0%
Expendable Equipment	7320	13,973	818	13,155	6%
Meetings/Workshops/Training	7420	500	0	500	0%

**Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
From the Month Ended 10/31/2020**

Training/Staff Development	7430	2,165	16,047	(13,882)	741%
Training and Technical Assistance	7435	40,998	0	40,998	0%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,598	0	4,598	0%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>217,611</u>	<u>18,027</u>	<u>199,584</u>	8%
Total Expenditures		<u>4,121,195</u>	<u>382,650</u>	<u>3,738,545</u>	9%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>38,458</u>	<u>38,458</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending October 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		7,864			
Grants - Other Not for Profits		-			
In-Kind Revenue		47,736			
VPK/SR		-			
	923,883	55,601	6%	868,282	94%

Head Credit Card Purchases Oct 2020

Vendor Name	Fund Code	GL Code	Transaction Description	Effective Date	Expenses
HANCOCK WHITNEY BANK	1064	6420	#7303, KRISTIN JACKSON RESHARD, 10/27/2020, HEADPHONES	10/27/2020	15.00
HANCOCK WHITNEY BANK	1064	6850	#7303, KRISTIN JACKSON RESHARD,,10//27/2020, FRANK PEST CONT	10/27/2020	60.00
HANCOCK WHITNEY BANK	1064	7430	#7303, KRISTIN JACKSON RESHARD, 10/27/2020 (4 OBSERVRECERTS)	10/27/2020	500.00
HANCOCK WHITNEY BANK	1064	7430	#7303, KRISTIN JACKSON RESHARD, 10/27/2020 ANDERSON, CLASS	10/27/2020	14.95
HANCOCK WHITNEY BANK	1065	6420	#7303, KRISTIN JACKSON RESHARD, 10/27/2020, STYLUS CLASSROOM	10/27/2020	<u>95.96</u>
HANCOCK WHITNEY BANK	1064	6920	#4466, DARREL JAMES, VISA, 10/27/2020, GAS HS VEHICLE	10/27/2020	26.25
HANCOCK WHITNEY BANK	1064	6920	#4466, DARREL JAMES, VISA, 10/27/2020, GAS HS VEHICLE	10/27/2020	45.00
HANCOCK WHITNEY BANK	1064	7020	#4466, DARREL JAMES, VISA, 10/27/2020, ZOOM SUBSCRIPTION	10/27/2020	223.83
HANCOCK WHITNEY BANK	1064	6420	#8165, NICHELE RICHARDS ROLLE, 10/27/2020, CHAIR FOR SC	10/27/2020	192.29
HANCOCK WHITNEY BANK	1064	6420	#8165, NICHELE RICHARDS ROLLE, 10/27/2020, OFFICE CHAIR	10/27/2020	149.99
HANCOCK WHITNEY BANK	1064	6420	#8165, NICHELE RICHARDS ROLLE, 10/27/2020, WARRANTY	10/27/2020	7.69
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	2.64
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	3.78
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	4.73
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	4.73
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	7.52
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	7.52
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	9.46
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	11.38
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	11.38
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	13.28
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	13.76
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	17.62
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	28.38
LOWE'S	1064	6420	#82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	108.24
				Total	<u>1,575.38</u>



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16323010-000654-0001-0001-2


 DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0006654

MEMO STATEMENT

Account Number



Statement Date

10-27-20

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-07	10-06	24493980281026988061281	5968	ZOOM.US 888-799-9666 CA	M223.83 ✓
10-12	10-09	24692160284100677989865	5542	GATE 1194 Q80 TALLAHASSEE FL	M26.25 ✓
10-19	10-15	24692160290100043697160	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
10-20	10-19	24137460294001248708740	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M32.62 ✓

DL
11/3/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 327.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 327.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



1632010-005927-0001-0001-2



NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

***N0005927

MEMO STATEMENT

Account Number



Statement Date

10-27-20

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-02	09-30	24137460275500830235692	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M349.97

Handwritten signature
11/3/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 349.97
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 349.97
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16373010 - 007705 - 0001 - 0001 - 2



KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

***N0007705

MEMO STATEMENT

Account Number



Statement Date

10-27-20

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-08	10-07	24492150281637715215858	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M500.00 ✓
10-19	10-17	24692160292100088713078	5942	AMZN MKTP US*2T9543051 AMZN.COM/BILL WA	M95.96 ✓
10-22	10-21	24013390295002983048216	8699	FRLA 850-2242250 FL	M14.95 ✓
10-26	10-22	24137460297500815746626	5331	FIVE BELOW # 948 TALLAHASSEE FL - ?	M15.00 ✓
10-27	10-26	24906410300105759652795	7342	SVM*TERMINIX INTL 800-8376464 TN - ?	M60.00

*OK
11/3/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 685.91
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 685.91
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

LOWES BUSINESS Card Account

Account Number [REDACTED]

Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$1,458.77
- Payments	\$1,458.77
- Other Credits	\$0.00
+ Purchases/Debits	\$244.42
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$244.42
Credit Limit	\$11,000.00
Available Credit	\$10,755.00
Statement Closing Date	11/02/2020
Days in Billing Cycle	31

Payment Information	
New Balance	\$244.42
Total Minimum Payment Due	\$25.00
Payment Due Date	11/28/2020

[Handwritten Signature]

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
09/04/2020	\$62.58	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/22/2020	\$116.70	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/22/2020	\$585.08	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/23/2020	\$694.41	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
10/30/2020	\$244.42	No Interest With Payment	\$0.00	\$0.00	\$244.42	01/02/2021

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT242, 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.

7009 0007 YWG 1 7 2 201102 PAGE 1 of 5 9296 0011 8508 01DU7009 79493

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number [REDACTED]

Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$25.00	11/28/2020	\$0.00	\$244.42

Payment Enclosed: \$
 Please use blue or black ink.

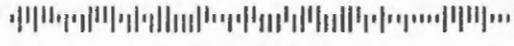
\$

New address or email? Print changes on back.

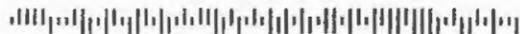


CAPITAL AREA COMM ACTION
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

79493
 M311



Make Payment to: LOWES BUSINESS ACCT/SYNCB
 P.O. BOX 530970
 ATLANTA, GA 30353-0970



00025000145877 000250000024442 000798213 0109084 24122



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/24	10/24		PAYMENT - THANK YOU	(\$1,458.77)
10/30	11/01	28441	STORE 0417 TALLAHASSEE FL	\$244.42

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	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	01/02/2021	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/1/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 5PM, pick up the next day at 7AM. See Lowesforpros.com for details.

1-2

ACCOUNT # : ██████████	CAPITAL AREA COMM ACTION	218165
INVOICE # : 28441	LOWE'S BUSINESS ACCOUNT	P.O. # :
TRANSACTION # : 0	DATE OF SALE : 201030	STORE # : 417
	AUTHORIZATION : 000972	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT PRICE
000000002443379	A+R YAMA 50-INX95-IN CHAR	3 000	EA	\$35.08	\$108.24
000000000688352	COMMAND MED WIRE HOOK 3-C	6 000	EA	\$4.73	\$26.38
000000000871305	YS 4-PC WD HAND TOOL SET{	2 000	EA	\$11.38	\$22.76
000000000213328	2-GAL GRAY WATERING CAN	4 000	EA	\$4.73	\$18.92
000000000184582	VEL 2-IN X 4-FT BLK IND S	2 000	EA	\$8.81	\$17.62
000000000093169	4-FT STURDY STAKE	8 000	EA	\$1.88	\$15.04
000000000757870	50-QT POTTING MIX MIR-GRO	1 000	EA	\$13.76	\$13.76
000000000510603	STAGREEN 14-FT X 14-FT BI	2 000	EA	\$5.64	\$13.28
000000000673480	STAGREEN 25-PACK PINS(-51	1 000	EA	\$3.78	\$3.78
000000000092205	J/H MIRACLE-GRO 1.1-OZ FO	1 000	EA	\$2.64	\$2.64
000000000155670	PROMOTIONAL DISCOUNT APPL	1 000	EA	\$0.00	\$0.00
SUB \$244.42		TAX \$0.00	TOTAL INVOICE	\$244.42	
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$244.42



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



Page: 1 of 1

Statements Dates
 10/01/2020 - 10/31/2020

Account Number:

Images:

0

***ZERO CHECKS* E0**

323 000000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

**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**

Date	Balance	Date	Balance
09/30	1,055.70		



000000001

Handwritten signature and date: 11/10/20

NOV 10 2020

Handwritten initials

CLASS Observation Scores Fall 2020

Centers/ Teachers	Emotional Support	Classroom Organization	Instructional Support	Positive Climate – Emotional Support	Negative Climate – Emotional Support	Teacher Sensitivity – Emotional Support	Regards for Students Perspective – Emotional Support	Behavior Management – Classroom Organization	Productive Classroom Organization
Franklin	4	3	3						
Jefferson	5.5	6	5						
Louise B. Royal	6	5	3						
Mabry	5	5	3						
South City	5	4	4						
Agency Overall Scores Fall 2020	5.1	4.6	3.6						
Agency Overall Scores Fall 2019	5.32	4.26	3.28						

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: December 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 services operate at Royal.

Facilities

Maintenance of the facilities continues using contracted services.

Curriculum

Coaching sessions have begun with Teaching Strategies. CLASS observations were completed and will be reported to the Board's January meeting.

Conscious Discipline Safe Place classroom centers were implemented.

Enrollment

South City still has capacity. Attendance has not reached 100%. 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.

Family and Community Engagement Manager

Monthly Monitoring Report – November 2020

Program Status

- Total number of enrollments for **November** of the **2020-21** school year:
 1. Franklin County Head Start - **17 of 20** families accepted
 2. Jefferson County Head Start - **26 of 37** families accepted
 3. Louis B. Royal Head Start - **34 of 42** families accepted
 4. Mabry Street Head Start - **53 of 56** families accepted
 5. South City Head Start - **101 of 123** families accepted
- **231 of 278** families were enrolled for Head Start for the month of September
 - **Community Action will serve 278 families for the 2020-21 school year, not our traditional 378 due to the Pandemic**

Policy Council

- 7 participants were in attendance for Policy Council

Family and Community Engagement Activities

- 1 staff meeting, 2 management meetings

Transportation

- Seventeen field trips. Students took bus tours of Leon, Jefferson and Franklin Counties. Some specific places toured where the State buildings, the Capitol, Hospital, Mall, Airport, Post Office Library, Universities and Community College. Only one class at a time was allowed on the bus and no one was allowed off the bus at any site.

Children Health Requirements

Immunizations and Physical examinations	221 Immunizations 220 Physical Examinations
Established medical homes	220
Established dental homes and received dental exams	161 Dental Homes 42 Dental Exams
Hearing screenings	144
Vision screenings	128
Vision Referrals	0

- Child Care Food Program renewal completed and submitted for October 2020
- Dental cleanings at Louise B. Royal, South City, and Mabry Street Head Start by Molar Express
- Number of Breakfast: 2,938
- Number of Lunch: 2,562
- Number of Snack: 2,471
- Number of Children with Special Diets: 15

Family and Community Engagement

- 7 volunteers were active for October
- 3.25 hours of In-Kind was reported for October

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** One classroom was quarantined during November.
- **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 is full and operating smooth at Louise B. Royal.
- **Parent Engagement:** The next parent meetings will be in December with a Holiday Performance by each classroom. Some families received Thanksgiving gift cards to assist with Thanksgiving needs.

Strengths

- Providing financial assistance to families in need
- 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

- Parents not fully completing online applications with submitting documents
- All families enrolling for the 2020-21 school year
- Safely serving families during the 2020-21 school year
- Extended day program



Head Start Monthly

Happy Holidays

December 2020

Capital Area
**Community
Action**
Agency

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

Inside this issue:

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SCHOOL CLOSED
Dec. 21st- Jan. 6th

****STUDENTS**
RETURN

January 7, 2020**

*Head Start would like to wish all of our families
and friends a
Happy Holiday Season!*

Please join your child in a holiday celebration
(Details on the next page)



Please join us for our Head Start Holiday Program and Parent Meeting

On December 9th, 2020

via Zoom (Link will be sent to parents via text & email)

Louise B. Royal– 9:30 a.m.

Mabry– 10:15 a.m.

Jefferson & Franklin– 11:00 a.m.

South City– 11:45 a.m.

Thank you!

Head Start would like to extend a heartfelt

Thank You to the Glick Community Relief Fund for sponsoring gift cards to help some of our families during the holiday season



Thankful



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

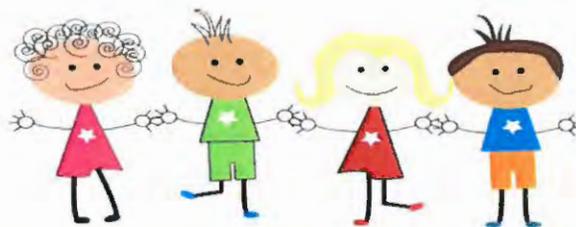
**** Next Classes Will Begin February 2021****

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



Head Start would like to extend a heartfelt
Thank You to the Tallahassee Police Department
for including some of our students in the
“Shop with a Cop” event.



CITY OF
TALLAHASSEE
POLICE DEPARTMENT

Thank you!

UF/IFAS Extension Family Nutrition Program

Join us online to learn kid-friendly meals

Discover safe and easy ways to involve kids with cooking healthy meals and snacks that the whole family will enjoy!

- For SNAP-eligible Floridians
- Join by computer, phone, or tablet
- Taught live with discussions and activities
- Handouts available in advance



Date and time:

Tuesday, December 22, 2020
12:00pm

To sign up:

Please register through this link:

<https://ufl.zoom.us/meeting/register/tJ0pdOysrDkjH9EYmchh5GTBp7fB-tcT7VnB>

If you require special accommodations, such as interpreter services for the deaf or hard of hearing, please contact us at least 96 hours before the program begins. TTY/ TTD/FRS dial 711.





MANAGEMENT TIPS FOR HOLIDAY HAPPINESS & FAMILY FUN

Here are some tips for managing your holiday time for better stress management:

- **Make a list and check it twice.** Think of the things that cause you the most stress during the holidays. Write them down, along with the level of stress they cause and how they affect you.
- **Take control.** Decide which things on your holiday list you can do something about. Remember that you might not be able to control everything on your list. For instance, your children's school schedule or traffic jams are trying parts of life. Even though you can't control these events, you can control how you react to them. Or perhaps baking with your children during the holiday now isn't the fun activity you remember from your childhood. Purchase cookies rather than perpetuate a past activity which causes you and your family more stress.
- **Unload and learn to say "no."** If there are holiday tasks that you just can't or don't want to do, let them go - cross them off your list if you can. And don't commit to new things just because you feel you have to. Learning to say "no" may take some practice. It might feel uncomfortable at first. But taking on too much can be more stressful than "passing" on a request in the first place.
- **Work on shedding the holiday "perfection impulse."** Don't expect perfection from yourself or others. For some things, doing an okay job is just fine.
- **Choose holiday activities that you can do together as a family and are fun.** Make wrapping paper together with colorful potato prints on brown paper or meaningful holiday presents together as a family project. Volunteer with your children at a food pantry. Or plan a special shopping trip or visit to a holiday display. If it doesn't go well, do something different the next year. Don't repeat it just because you hope it will be fun. Consider splitting up for activities - you do a special activity with one child while your partner does something special with your other child or does something special for him or herself.
- **Maintain your children's bedtime routine.** Even during the holidays, keeping the daily bedtime routines like reading together and putting your children to bed at their normal time will ensure they are well rested and give you time to relax or complete a small chore needing to get done.
- **Create a budget and stick to it.** Managing your money during the holidays can be difficult and add extra stress. Budget how much you want to spend on gifts, food, and the household during the holidays and stick to that amount. Remember, most times a small gift is enough to show someone you care.

we didn't
REALIZE
 *we were making*
MEMORIES
 WE JUST KNEW WE WERE
HAVING FUN



[https://www.brighthorizons.com/family-resources/e-family-news/2013-stress-management-tips-for-holiday-happiness-](https://www.brighthorizons.com/family-resources/e-family-news/2013-stress-management-tips-for-holiday-happiness-and-family-fun)

[and-family-fun](https://www.brighthorizons.com/family-resources/e-family-news/2013-stress-management-tips-for-holiday-happiness-and-family-fun)

ENTERING
**Stress Free
 Zone**

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

Community Action Agency
Can Help

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 first fifteen (15) days of the month. All other clients are seen the remainder of the month.

Please apply on our website
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 Marcellus Durham at (850) 222-2043 ext. 107 for more information or to apply.

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST		1 Sliced Peaches, Corn Flakes, 1% Lowfat Milk	2 Orange Juice, Rice Krispies, 1% Lowfat Milk	3 Sliced Bananas, Cheerios, 1% Lowfat Milk	4 Orange Wedges, Corn Flakes, 1% Lowfat Milk
LUNCH		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, WW Bread, Peas & Carrots, Applesauce, 1% Lowfat Milk
SNACK		Mandrian, Lowfat Yogurt	Ritz Crackers, Peanut Butter Dip	Orange Wedges, Graham Crackers	Grape Juice, Goldfish Crackers
BREAKFAST	7 Applesauce, Corn Flakes, 1% Lowfat Milk	8 Orange Juice, Rice Krispies, 1% Lowfat Milk	9 Orange Wedges, Cheerios, 1% Lowfat Milk	10 Peaches, Corn Flakes, 1% Lowfat Milk	11 Sliced Bananas, Cheerios, 1% Lowfat Milk
LUNCH	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 w/Lowfat American Cheese on Tortilla Wrap, Carrot & Celery Sticks, Lowfat Dressing, Diced Pears, 1% Lowfat Milk	Shepherd's Pie, Cucumber & Tomato Salad, WW Bread, 1% Lowfat Milk	Baked Fish Nuggets, Cole Slaw, Mandarin Oranges, 1% Lowfat Milk
SNACK	Orange Wedges, Animal Crackers (plain)	Saltine Crackers, Peanut Butter Dip	Pineapple Chunks, Lowfat Yogurt Dip	Orange Juice, Hard Pretzels	Grape Juice, Ritz Crackers
BREAKFAST	14 Bananas, Cheerios, 1% Lowfat Milk	15 Mandarin Oranges, Corn Flakes, 1% Lowfat Milk	16 Orange Wedges, Cheerios, 1% Lowfat Milk	17 Apple Juice, Rice Krispies, 1% Lowfat Milk	18 Orange Juice, Corn Flakes, 1% Lowfat Milk
LUNCH	Chili, Brown Rice, Tossed Salad w/Lowfat Dressing, 1% Lowfat Milk	Grilled Chicken Patty on WW Bread, Mashed Sweet Potatoes, Green Peas, 1% Lowfat Milk	Black-eyed 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
SNACKS	Orange Juice, Goldfish Crackers	Fresh Banana, Lowfat American Cheese	Tortilla Chips, Salsa	Carrot & Celery Sticks w/Lowfat Dressing, Ritz Crackers	Fruit Cocktail, Lowfat Yogurt
BREAKFAST	21	22	23	24	25
LUNCH	WINTER HOLIDAY	WINTER HOLIDAY	WINTER HOLIDAY	WINTER HOLIDAY	WINTER HOLIDAY
SNACKS					
BREAKFAST	28	29	30	31	
LUNCH	WINTER HOLIDAY	WINTER HOLIDAY	WINTER HOLIDAY	WINTER HOLIDAY	
SNACKS					

Nutrition Nuggets

Food and Fitness for a Healthy Child December 2020

Capital Area Community Action Agency, Inc.
Head Start Child Development Program



BEST BITES

Clean cuts

Here's a way to teach your child about food safety when she helps out in the kitchen. Explain that bacteria from raw meat can live on cutting boards, so you use a separate board just for fruits and vegetables. Show her which board is which, and let her use a butter knife to cut a peeled avocado or canned peach half on the one for produce.



Active all day

Experts recommend at least 60 minutes of physical activity a day for children and adults. No need to think of it as formal exercise! Turn on upbeat music and dance with your youngster. Put out active toys, and hula hoop or jump rope together. Or tape a family hopscotch grid on the floor, and challenge him to a game.

DID YOU KNOW?

Children ages 4–8 need 25 mg of vitamin C daily and kids ages 9–13 need 45 mg. Luckily, it's pretty easy to find kid-friendly sources of this essential nutrient. In fact, just one orange contains 70 mg. More ways for your child to get vitamin C: Let her snack on raw red bell pepper spears. Toss strawberries into a spinach salad at lunch. Serve oven-roasted broccoli for dinner.

Just for fun

Q: What do you take before a meal?

A: A seat.



Alternatives to fast food

After a long day of school and work, you may be tempted to hit the drive-thru for your family's dinner. How can you resist the tug of fast food and keep things healthier? Use these strategies to stock up on quick and easy dinner options.

Deli "fixins"

Ask your child to create a "deli menu" for make-your-own-sandwich nights. He could invent sandwich combinations, then draw pictures and write descriptions of them. ("The Sweet Pickler: Toasted whole-wheat bread, lean turkey, lettuce, extra pickles, honey mustard.") At dinnertime, everyone can make a sandwich from his menu—or design their own.

Breakfast for dinner

Many breakfast foods can be prepared in a jiffy, making them ideal for busy evenings. For microwave scrambled eggs, whisk 2 eggs in a microwave-safe bowl and heat for 2 minutes, stirring once halfway through. Or just open a



box of whole-grain cereal, and let each person add nonfat milk and their favorite fruit.

Slow-cooker day

It's nice to sit down to a hot meal that's already cooked, so consider keeping slow-cooker staples on hand. *Examples:* chicken breasts, low-sodium broth, canned beans and tomatoes, frozen vegetables. Then, let your youngster help you find recipes. In the morning, add ingredients to the slow cooker together. If your family works and learns at home, you'll enjoy the aroma all day! ●

Active story time

Everyone knows reading is good for the mind. With this fun activity, it's good for the body, too.

Read a book to your youngster that has lots of action words, such as dance, hop, run, and jump. Then, read it again slowly, and have her act out the story as you go. For instance, read *Hop on Pop* (Dr. Seuss). She could jump up when you read, "Up, pup," or crouch down small when you say, "Mouse on house."

Suggest that your child use props, too. For instance, read *Jack and the Beanstalk*. She can climb on a chair when Jack climbs the beanstalk, and then jump down and run away when Jack does. ●



Explore the food groups

Fruits, vegetables, grains, protein, dairy ... a balanced diet includes all five food groups! These ideas will help your child learn about them.

Twenty questions. Ask your youngster to pick a food group (say, fruit). Secretly think of a food from that group (banana), and let her pose up to 20 yes-or-no



questions to guess it. ("Does it grow on a tree?" "Is it green?" "Do monkeys eat it?") Now name a food group and have her choose a food for you to guess. Let your child jot down the foods used in the game and pick one from each group to add to your grocery list.

Small plates. Many cultures eat meals made up of small plates to share—known as *tapas* in Spain, *mezze* in the Middle East, and *antipasto* in Italy. With your youngster,

choose a food from each group, and make a small-plates meal together. Maybe she'll suggest shrimp skewers (protein), sliced carrots (vegetable), couscous (grain), a diced pear (fruit), and cheese cubes (dairy). As she enjoys the meal, she'll learn to eat from each group. ♥

ACTIVITY CORNER

Outdoor winter fun

Playing outside in winter brings its own sense of joy. Try these games that will help your youngster stay active regardless of the weather.

• **Snowball contest.** Set a timer for 5 minutes, and race to create the largest snowball. Then, combine your snowballs into one giant ball.

• **Penguin waddle.** Have each family member place a small ball on his feet (like a father penguin carries an egg). Race across the yard. If you drop your "egg," return to the starting point. The first player to reach the other side wins.



• **Ice globes.** Blow up balloons, and before tying them, let your child fill them $\frac{3}{4}$ of the way with water and add a few drops of food coloring. Freeze 3–4 hours. Use scissors to cut off the balloons, and he'll have beautiful ice globes to roll and kick around. ♥

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 • rlcustomer@wolterskluwer.com
www.ifeonline.com

Nutrition Nuggets™ is reviewed by a registered dietitian. Consult a physician before beginning any major change in diet or exercise.

ISSN 1935-4630

Q&A Food allergies at holiday time

Q: My daughter has a peanut allergy. How can I help her stay safe during the holidays—and beyond?

A: Allergies and holidays can be tricky! If you will have meals with relatives or friends this season, be sure to tell them about your child's peanut allergy.

Explain that if you visit for a meal, or if they bring food or send food gifts to your home, they should make sure not to use peanuts or peanut products. They'll also need to read food labels carefully and thoroughly clean surfaces that may have been in contact with peanuts. And point out that almond butter or sunflower seed butter can be used in place of peanut butter in recipes.

Finally, before visiting with anyone, remind your daughter about her allergy. Let her know you'll help her choose safe foods and ask about any she's unsure of—habits that will need to become automatic for her as she gets older. ♥



IN THE KITCHEN

Creative cracker toppings

For a quick snack or a festive party platter, encourage your child to think beyond the usual cheese and crackers. Let him help you put together these fresh, healthy combos on whole-wheat crackers.

Cheesy fruit

Top crackers with part-skim ricotta cheese. Add a kiwi slice and a drizzle of honey.

Pesto

Spoon pesto sauce onto a cracker. Top with diced tomato.

Garden veggie

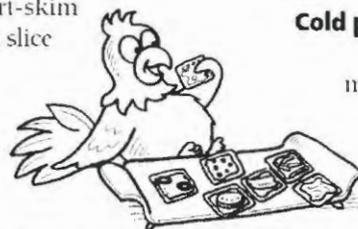
Start with a layer of hummus. Over it, arrange a slice of cucumber and radish.

Seafood snack

Put chunks of canned salmon on a cracker, and sprinkle with pepper and thinly sliced chives.

Cold pizza

Cover a cracker with marinara sauce. Add shredded low-fat mozzarella cheese and diced green pepper. ♥



Influenza (the flu) is an infection of the nose, throat and lungs caused by influenza viruses. There are many different strains of the flu virus, and they are constantly changing. These viruses cause illness, hospital stays and deaths in the United States each year.

The flu can be very dangerous for children. Each year about 20,000 children younger than 5 years old are hospitalized due to flu complications, including pneumonia.

FLU FACTS FOR PARENTS

How can I protect my child against the flu?

According to the Centers for Disease Control and Prevention, the first and most important thing you can do is to get a flu vaccine for yourself and your child. Talk to your doctor.

- Vaccination is recommended for everyone 6 months of age and older.

What can I do if my child gets sick?

Talk to your doctor early if you are worried about your child's illness.

- **Children 5 years and older without other health problems:** Consult your doctor as needed and make sure your child gets plenty of rest and drink enough fluids.
- **Children younger than 5 — and especially those younger than 2 — and those of any age who have a long-term health condition such as asthma or diabetes are at greater risk for serious complications from the flu.** Talk with your doctor.

What if my child seems very sick?

Seek emergency care or take your child to a doctor right away if he/she has any of the warning or emergency signs below:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids (not going to the bathroom or making as much urine as he or she normally does)
- Severe or persistent vomiting
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough

What are the symptoms of the flu?

Symptoms of the flu can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and sometimes vomiting and diarrhea. Some people with the flu will not have a fever.

IMPORTANT!

Teach children to cover coughs and sneezes with a tissue, or to cough into their sleeve, not their hand! Throw tissues in the trash after you use them.



Can my child go to school or day care if he or she is sick?

No. Your child should stay home to rest and to avoid giving the flu to other children or caregivers.

When can my child go back to school after having the flu?

Keep children home for at least 24 hours after their fever is gone. (Fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.



Most experts believe that flu viruses spread mainly by droplets made when people with the flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get the flu by touching something that has flu virus on it and then touching their own mouth, eyes or nose.



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Content source: Centers for Disease Control and Prevention, National Center for Immunization and Respiratory Diseases (NCIRD) Learn more at www.cdc.gov/flu/



*South City:
Janet Eades*



*Louise B. Royal:
Shalyndria Corker*



*South City:
Jacquinta Lloyd*



*Mabry:
Debra Lovett-Howard*



*Franklin County:
Santana Meyers*



*Jefferson County:
Lawanda Jones*

MAKE YOUR OWN

Play Snow



What you need

- 3 cups baking soda
- 1/2 cup hair conditioner, preferably white so that it looks like real snow
- Plastic container or large pan to use for play area
- Fun tools for creative play: beads, toothpicks, ribbon and craft eyes to make a snowman and Playdoh tools work great, too.

Directions

1. Mix baking soda and conditioner together in a large bowl.
2. Stir together with spoon until somewhat crumbly in texture. Snow should be moldable, like sand.
3. Place snow in container and let play begin!

Head Start

- 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**. 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.