



Schenectady Community  
Action Program

*Creating Opportunity in Partnership*

**Early Learning Programs**

**2016 Annual Report**



913 Albany Street  
Schenectady, NY 12307  
[www.scapny.org](http://www.scapny.org)



SCAP's Early Learning Programs invest in our community's youngest residents enrolling more than 430 children from birth to kindergarten each year. Our programs provide family focused child development and school readiness services including education, health, nutrition and mental health. We support the developmental needs of children while also supporting parents and assisting them to achieve family goals and lasting positive change. This two-generation approach increases a family's chance for progress.

### Overview of Services

During the 2015-2016 school year, SCAP served 335 children ages three to five years old (368 cumulative). Our Head Start funded enrollment for three to five-year-olds was 317 children: 287 center-based slots and 30 home-based slots. Of the 317 children, 159 four-year olds benefited from our Universal Prekindergarten (UPK) collaboration with the Schenectady City School District. SCAP also served an additional 18 four-year-olds with funding received as part of our Priority Prekindergarten (PPK) collaboration with the Schenectady City School District. Home-based services included weekly teacher visits with children and their families in their home for individualized instruction along with bi-weekly socialization sessions allowing for families to interact with other home-based families.

Through our Early Head Start Child Care Partnership (EHS-CCP) program we served an additional 97 children from birth to age three (107 cumulative). We partner with four child-care providers to provide regional EHS-CCP services, with a focus on serving children and families in distressed areas of the cities of Schenectady and Albany.

EHS-CCP partners include: Our Precious Sprouts Day Care; Andrea Adrian's Child Care; YWCA of NENY; and Albany Community Action Partnership.



### School Readiness

Program staff and parents work together to ensure each child receives individualized, educational instruction according to their strengths and needs. Educational services are designed to ensure all children grow physically, socially, intellectually, and emotionally.

Creative Curriculum by Teaching Strategies, an award-winning curriculum for infant/toddler and preschool success, is used in all of



our Pre-K and EHS-CCP classrooms. Creative Curriculum is based on 38 objectives for development and learning, which are fully aligned with the Head Start Early Learning Outcomes Framework as well as New York State's early learning standards.

***"They taught my kids how to read and write and how to learn new things".***

SCAP and our EHS-CCP partners also use Teaching Strategies GOLD, an observation-based assessment tool that encompasses all areas of child development and learning with intentional, focused, and performance-assessment tasks for selected predictors of school success. GOLD assists the program to measure the impact of its efforts to prepare children for success at school. Our outcomes report can be viewed on SCAP's website at: <http://scapny.org/wp-content/uploads/2016/06/ELP-Outcomes-Report-2015-2016.pdf>



***"You helped my son develop his motor skills and to play with others! It really made a difference in our home".***

## **Parent, Family & Community Engagement**

Recognizing that parent engagement is an ongoing process that varies from parent to parent, a variety of opportunities are provided to ensure parent participation.



Parent Groups meet regularly and are open to all parents for sharing, socializing, learning, and providing SCAP with important feedback on the program. Educational workshops are held monthly during the school year focusing on topics such as: stress management, literacy, nutrition and health, understanding children's behavior, home safety, and summer activities for kids. The Parent Groups also elect parent representatives for SCAP's Policy Council. The Policy Council provides an opportunity for parents to join in the governance of our Early Learning Programs by contributing to policy development and participating in budgetary and staffing decisions.

The Bigelow Corners Partnership continues to build a strong birth to five early learning community. The Bigelow Corners footprint has expanded successfully aligning curriculum and assessment tools for around 1,000 children in Schenectady. The Capital District Child



Care Council conducted twelve workshops attracting 101 children and 84 parents and guardians from SCAP, Northern Rivers Family Services, Schenectady City School District, YWCA, Our Precious Sprouts and Andrea's Daycare.

***“The program helped me to learn to deal with certain areas my child needed help with. Not sure what we would have done if it wasn't for the program”.***

Parent volunteers are welcome at each of our Early Learning and EHS-CCP centers. Parents and family members assist by reading stories to the students, helping to facilitate an art activity or lending a hand in a variety of other ways. On any given day, we have between five to ten parents who volunteer their time.

In 2016, our Early Learning Programs welcomed more than 700 individual volunteers providing over \$40,000 in volunteer in-kind services. Our Early Learning Programs are also fortunate to have many community partners who help to enhance the program and provide in-kind services. We regret that we are not able to highlight each in this report.



SCAP Early Learning Programs

## Special Services & Mental Health

During the 2015-2016 school year, 91 children ages three to five had an Individualized Education Plan (IEP); and were served in the area(s) of speech/ language therapy, physical therapy (PT), occupational therapy (OT), or received Special Education Itinerant Teacher (SEIT) services. Early Intervention services were outlined in four Individual Family Service Plans (IFSP) for children ages 0-3 and their families. Mental health services were available to 100% of children ages zero to five and their families, and 24 children were observed and/or consulted by a Mental Health Consultant.

***“The teachers helped “O” to learn to interact with the other kids. The teachers helped to identify that my son has a disability and helped me to get the appropriate people involved and get him the help needed”.***



## Health & Nutrition

SCAP's Early Learning Programs emphasizes the importance of health care and the early identification of health problems. The program ensures every child receives comprehensive health assessments, including medical, dental, and mental health as needed.

In the 2015-2016 program year, 96% of all children ages zero to five were up-to-date on a schedule of preventative and primary health care, and 93% of children zero to five were up-to-date on a schedule of age appropriate preventative and primary oral health care.



Nutritious food is the foundation for growth and development. Last year, SCAP prepared and served 123,612 nutritious meals: 42,370 breakfasts, 42,527 lunches and 38,715 afternoon snacks in our Pre-K program. We also participated in the 2016 Summer Lunch program serving an additional 1,696 healthy lunches and 1605 healthy snacks. Our EHS-CCP partners also provide daily meals, snacks and formula that meet the meal pattern requirements of the USDA's Child and Adult Food Care Program (CACFP).

***“The class in nutrition helped me a lot with preparing nutritional food. I am excited to continue to learn important things regarding my children”.***

## Monitoring & Audit Results

SCAP is designated as agency in good standing with no outstanding issues of compliance with the Federal Head Start Program Performance Standards.

Ongoing monitoring and our annual self-assessment identifies strengths and induces an action plan with action steps for ongoing program improvement.

In addition to regular ongoing monitoring and self-assessment, an independent audit firm reviews our compliance with federal requirements and regulations. The most recent external audit, conducted by Grace Golden, CPA of Doyle & Golden, indicated that there were no findings.

***“Not only did this program accommodate my grandson but it also worked with us in a difficult time in my grandson’s life and our family. This program has some outstanding staff”.***



**Schenectady Community Action Program, Inc.**  
**2016 Early Learning Program Financials**  
**January 1, 2016 - December 31, 2016**

|                                     | Early Learning Programs |                     |                     |                   |                   |                   |                     |
|-------------------------------------|-------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|---------------------|
|                                     | TOTAL 2016              |                     | Head Start          | CACFP             | Regular UPK       | Priority Pre-K    | Early Head Start    |
|                                     | Actual                  | Budget              | Budget              | Budget            | Budget            | Budget            | Budget              |
| <b>Revenue:</b>                     |                         |                     |                     |                   |                   |                   |                     |
| Grants                              | \$ 4,585,081            | \$ 4,941,429        | \$ 3,120,090        | \$ -              | \$ 258,000        | \$ 170,683        | \$ 1,392,656        |
| CACFP (USDA) Vouchers               | \$ 229,401              | \$ 237,999          | \$ -                | \$ 237,999        | \$ -              | \$ -              | \$ -                |
| Rental Fees                         | \$ 12,000               | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| Miscellaneous Income                | \$ 715                  | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>Total Revenue</b>                | <b>\$ 4,827,197</b>     | <b>\$ 5,179,428</b> | <b>\$ 3,120,090</b> | <b>\$ 237,999</b> | <b>\$ 258,000</b> | <b>\$ 170,683</b> | <b>\$ 1,392,656</b> |
| <b>Expenditures:</b>                |                         |                     |                     |                   |                   |                   |                     |
| Personnel:                          |                         |                     |                     |                   |                   |                   |                     |
| Wages                               | \$ 2,054,009            | \$ 2,259,541        | \$ 1,668,540        | \$ 55,912         | \$ 181,132        | \$ 111,700        | \$ 242,257          |
| Fringe                              | \$ 519,542              | \$ 754,055          | \$ 563,741          | \$ 5,939          | \$ 70,173         | \$ 37,040         | \$ 77,162           |
| <b>Total Wages &amp; Fringe</b>     | <b>\$ 2,573,551</b>     | <b>\$ 3,013,596</b> | <b>\$ 2,232,281</b> | <b>\$ 61,851</b>  | <b>\$ 251,305</b> | <b>\$ 148,740</b> | <b>\$ 319,420</b>   |
| Travel                              | \$ 11,533               | \$ 21,536           | \$ 18,386           | \$ -              | \$ -              | \$ 1,000          | \$ 2,150            |
| Office Supplies                     | \$ 31,792               | \$ 29,393           | \$ 18,413           | \$ -              | \$ -              | \$ 900            | \$ 10,080           |
| Child & Family Supplies             | \$ 50,638               | \$ 30,908           | \$ 10,948           | \$ -              | \$ -              | \$ 13,693         | \$ 6,267            |
| Health/Nutritional Supplies         | \$ 8,756                | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| Disability Supplies                 | \$ 62                   | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| Family Service Supplies             | \$ 1,054                | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| Equip/Lease Maint                   | \$ 31,393               | \$ 36,221           | \$ 34,237           | \$ 1,397          | \$ -              | \$ -              | \$ 587              |
| Postage                             | \$ 1,231                | \$ 1,968            | \$ 1,968            | \$ -              | \$ -              | \$ -              | \$ -                |
| Occupancy                           | \$ 339,301              | \$ 338,914          | \$ 324,778          | \$ -              | \$ -              | \$ -              | \$ 14,136           |
| Liability Insurance                 | \$ 20,702               | \$ 28,386           | \$ 23,709           | \$ -              | \$ -              | \$ -              | \$ 4,677            |
| Bldg Maint/Repair                   | \$ 83,748               | \$ 85,285           | \$ 85,285           | \$ -              | \$ -              | \$ -              | \$ -                |
| Food                                | \$ 181,671              | \$ 176,347          | \$ 3,206            | \$ 173,141        | \$ -              | \$ -              | \$ -                |
| Contractual Services                | \$ 805,474              | \$ 793,745          | \$ 39,416           | \$ -              | \$ 6,695          | \$ 6,350          | \$ 741,284          |
| Parent Comm/Policy Council          | \$ 898                  | \$ 232              | \$ -                | \$ -              | \$ -              | \$ -              | \$ 232              |
| Training & Technical Asst.          | \$ 71,168               | \$ 197,109          | \$ 31,177           | \$ -              | \$ -              | \$ -              | \$ 165,932          |
| Unallowable Depreciation            | \$ 16,163               | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| Uncollectible Grants                | \$ -                    | \$ -                | \$ -                | \$ -              | \$ -              | \$ -              | \$ -                |
| <b>Total OTPS</b>                   | <b>\$ 1,655,585</b>     | <b>\$ 1,740,044</b> | <b>\$ 591,523</b>   | <b>\$ 174,539</b> | <b>\$ 6,695</b>   | <b>\$ 21,943</b>  | <b>\$ 945,344</b>   |
| Indirect Cost                       | \$ 394,224              | \$ 429,991          | \$ 296,286          | \$ 6,134          | \$ -              | \$ -              | \$ 127,571          |
| <b>Total Expenses</b>               | <b>\$ 4,623,359</b>     | <b>\$ 5,183,631</b> | <b>\$ 3,120,090</b> | <b>\$ 242,524</b> | <b>\$ 258,000</b> | <b>\$ 170,683</b> | <b>\$ 1,392,334</b> |
| Inkind                              | \$ 1,301,062            | \$ 910,952          | \$ 766,369          | \$ -              | \$ -              | \$ -              | \$ 144,583          |
| <b>Total Expenses &amp; In Kind</b> | <b>\$ 5,924,421</b>     | <b>\$ 6,094,583</b> | <b>\$ 3,886,459</b> | <b>\$ 242,524</b> | <b>\$ 258,000</b> | <b>\$ 170,683</b> | <b>\$ 1,536,917</b> |

\*\*\*For Informational Purposes Only - Unaudited Financials\*\*\*