



NAPPR EARLY HEAD START ANNUAL REPORT 2012

NAPPR Mission Statement: NAPPR Empowers. Educates and Provides Supportive Services to Build Healthy Native American Children and Families.

In the fiscal year 1995, the Early Head Start program was established to serve children from birth to three years of age in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. Early Head Start (EHS) is a federally funded community-based program for low-income families with infants and toddlers and pregnant women. The EHS program promotes healthy prenatal outcomes for pregnant women, enhances the development of very young children and promotes healthy family functioning.

Under the provisions contained in the *2007 Head Start Act*, Early Head Start and Head Start programs are now required to make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child, parent or family.

NAPPR Early Head Start is more than just an educational system. It is a community service, a community outreach, a social service and an overall comprehensive program to meet the needs of the families we serve and to educate those families in fostering self-sufficiency. We also encourage and promote transitional services and activities to prepare the children and families prior to attending local Head Starts, Child Care, Pre K or public school.

Enrollment is based upon a screening system of awarding points to a set of criteria, centering around different risk factors such as income, unemployment etc. The NAPPR Early Head Start program serves pregnant women and children up to the age of three years.

Overall, we work as a partner in the community we serve. Interagency agreements are common in the delivery of comprehensive set of services to children and families.

Governing Board:

NAPPR was incorporated as a 501(c) (3) non-profit organization under the leadership of the five original board members. In 2007, with the continued growth of NAPPR, the Board voted to expand its membership from 5 to 9 members. This board is the group that is legally responsible for the overseeing of operations of the Early Head Start program. The NAPPR Early Head Start Policy Council is a group that works in partnership with the grantee, key management staff, and the overall goals of the program.

FUNDING:

Budget Period: March 2010- December 2012. Now that the NAPPR EHS program is no longer funded through ARRA funds, the budget period will run January 1 thru December 30. *Note NAPPR EHS program was funded through the ARRA expansion. This grant award was made available to expand Early Head Start services to 72 infants, toddlers and pregnant women. This first year action awards \$600,000 in start up costs and \$502,500 for prorated operations for the period March 1, 2010 through September 29,2010 under CAN G06R032, The second year action awards a total of \$1,055,250 for on-going operations to serve 72 infants toddlers and expectant women.

Fiscal Year 2010-2012: NAPPR Early Head Start received a total of **\$1,996,014**.

Allocated as follows:

Early Head Start Program Operations: **\$1,945,764**

Early Head Start Training and Technical Assistance: **\$50,250**

BUDGETARY EXPENDITURES FOR FISCAL YEAR 2012:

PERSONNEL	\$ 894,049
FRINGE	\$ 191,801
TRAVEL	\$ 95,633
EQUIPMENT	\$ 70,548
SUPPLIES	\$ 147,963
CONTRACTUAL	\$ 0
CONSTRUCTION	\$ 0
OTHER	\$ 596,020

**TOTAL NUMBER OF CHILDREN AND FAMILIES SERVED,
2011-2012 SCHOOL YEAR:**

The NAPPR EHS is funded to serve 72 children.

The NAPPR EHS served 102 children and families

The Early Head Child Care is located at:

5707 4th Street 7107

Albuquerque, NM

The center has two classrooms and the center has a 2 star rating.

The teachers in both classrooms have an AA or BA/BS in early childhood or a related field.

The NAPPR EHS program is a year round program and follows the NAPPR calendar for holidays.

ENROLLMENT, 2011-2012:

NAPPR EHS Program Year: September 1 thru August 30

Average monthly enrollment was 85%

- 80% At or below poverty guidelines
- 10% 101% to 130% above poverty guidelines
- 10% above 130% of poverty guidelines

NAPPR EHS has a waiting list for the center based and home based programs to assure full funded enrollment and ongoing services to as many families as possible. This program attempts to enroll a minimum of 10% of children with disabilities as participants in the Early Head Start program.

RESULTS OF THE MOST RECENT FEDERAL REVIEW:

All Early Head Start programs undergo an extensive Federal Review once every three years. The review focuses primarily on the program's compliance with all applicable federal, state and local requirements. During the month of April 2011, the NAPPR EHS program went through the most recent Federal Review. The review determined that this was a strong program with no deficiencies. Six changes were required.

1. The NAPPR EHS program had to develop and establish written procurement procedures.
2. The NAPPR EHS program had to ensure that its development and administrative costs include the salaries of the Executive Director and Early Head Start Director.
3. The NAPPR EHS program needed to update their standards of conduct to include; **No child will be left alone or unsupervised while under the care; and they will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.**

4. The NAPPR EHS program needed to provide the governing board or the policy council with monthly credit card reports. 5. The NAPPR EHS program needed to ensure each staff member had a screening for tuberculosis. 6. The NAPPR EHS program needed to enroll 100 percent of its funded enrollment. All findings have been corrected at the follow up visit that occurred in the month of February 2012.

RESULTS OF MOST RECENT FINANCIAL AUDIT:

NAPPR receives a comprehensive A-133 single audit due to the amount of federal funding received. During the most recent audit there was one finding; two expenditures were billed to the EHS grant for work not performed under the grant. The errors were the result of coding employee time to the incorrect grant as part of a manual payroll processing system. NAPPR notified the Department of Health and Human Services about the unallowable costs and returned the funds.. In an effort to increase the efficiency of the payroll process and to minimize the chances of such an error occurring again in the future, NAPPR has outsourced the payroll function to a third party. NAPPR is also making the transition to electronic timekeeping to minimize the errors that occur through the manual entry of payroll data.

PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED MEDICAL AND DENTAL EXAMS IN THE 2011-2012 SCHOOL YEAR:

89% of children and pregnant women received medical exams

80% of children and pregnant women received dental exams

INFORMATION ABOUT PARENT INVOLVEMENT ACTIVITIES, 2011-2012:

Parents are the most important people in their child's world. Thus, the NAPPR EHS takes an active role in the fostering of parent education and involvement. Our program provides a variety of opportunities for parents to become involved throughout the program year.

Parents are engaged in a parent orientation where they are introduced to the many different opportunities to learn and participate in the program. During the orientation, parents are presented with extensive resources provided in our parent handbook to begin the process of helping families connect with what they need to aid them in the health, safety, education, and empowerment of their family.

Parent involvement occurs most commonly through home visits or as parents spend time in the Early Head Start classrooms. Parents also have the opportunity to be involved in activities such as:

- Parent Committee meetings
- Parent-teacher conferences
- Parent Orientation activities
- Policy council meetings
- Volunteering in various program activities
- Interview teams to hire new staff
- NAPPR EHS Self-Assessment process
- Family Literacy Events
- Socializations
- Family Goal Setting
- Parent Trainings
- Fatherhood activities

SCHOOL READINESS

The NAPPR EHS School Readiness goals are aligned with:

The Head Start Child Development and Early Learning Framework

The New Mexico Early Learning Guidelines

The NAPPR EHS program utilizes Parents as Teachers curriculum (PAT), evidence based nationally recognized curriculum for our home based option. The PAT curriculum is designed to support a parent's role in promoting school readiness and healthy development of children. The PAT approach is intimate and relationship-based. This curriculum incorporates learning experiences that are relevant and customized for the individual needs of each family and child. As a result, the NAPPR home visitors benefit from our understanding of the evolving needs of today's families and children.

The NAPPR EHS center based option uses the Creative Curriculum this curriculum is a researched based nationally recognized curriculum, which outlines goals in the eight domains of learning including:

- Social emotional development
- Approaches to learning
- Literacy
- Language development
- Math
- Science
- Creative arts
- Physical health/development

This curriculum guides the staff in the provision of materials and activities to support these goals in preparing children for school. Experiences are provided in classrooms and homes to meet the child's individual's needs and to stimulate learning in all developmental areas, with strong emphasis on language/cognitive skills, early literacy skills and the development of positive social skills. Health education activities in the curriculum include daily tooth brushing, monthly

nutrition activities and other activities designed to encourage development of healthy habits and reduce fear and anxiety related to preventive care exams.

The NAPPR EHS staff utilizes an individualized observation and planning process for each child/family. Staff assess, with the parent, the child's developmental strengths and needs across the eight domains of learning. Information is obtained through informal interviews with the parent, ongoing observations using the Portage and the Ages and Stages assessment tools. If applicable, information from a child's Individual Family Service Plan. Information from these sources is then used to individualize experiences and services for the children and families, and to create ongoing plans to address the child's developmental objectives and goals.

The NAPPR EHS program also provides information to parents of children with special needs, such as parent-friendly articles describing the special education process, individualized education plans, parent's rights in special education, and community resources.

Respectively submitted by,

Arra Carbajal

NAPPR EHS Program Director