



**North Hudson Community Action Corporation  
HEAD START / EARLY HEAD START**



**2023 Self-Assessment Summary Results**



**North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results**



## **SECTION 1 - INTRODUCTION**

---

Annually, Head Start programs must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal Regulations. The Self-Assessment must measure the agency's strengths and areas for growth, allowing for continuous improvement of the program to enhance impact for children, families, and communities.

### **North Hudson Community Action Corporation Head Start**

North Hudson Community Action Head Start has been in operation since 1965 and began providing services for Early Head Start in 1999. We currently provide center-based services to 544 Head Start children and their families. We have five (5) centers that operate Head Start preschool classrooms, with centers located in each of the three (3) local school districts of North Hudson (West New York, Union City, North Bergen, f and Kearny). In our West New York and Union City centers we provide Early Head Start services. North Hudson Community Action Corporation Head Start and Early Head Start has longstanding relationships and collaborative partnerships with the local school districts, community organizations, families, and the county at large. Funded enrollment for the 2023 program year was 544 (367 Head Start, 144 Early Head Start and 38 pregnant women).

### **Context for Self-Assessment NHCAC Head Start**

---

NHCAC Head Start was in the 2nd year of the 5-year grant cycle, from April 1, 2022 to March 31, 2023. The Self-Assessment is conducted on the same timeline as the Grant Year. During this time, the organization experienced a decrease in enrollment and financial challenges due to a 8.32% increase in the US inflation rate. Enrollment was impacted by families moving away from towns that had higher cost of living. During the 2023 year, a Self-Assessment plan was designed with the assistance of OHS Training and Technical Assistance professionals, input from staff, parents, and NHCAC stakeholders. The NHCAC Board and the program's Policy Council are highly involved in the regular NHCAC Head Start process – including being provided with comprehensive monthly program updates including Program Goals and Self-Assessment process. In addition, staff at all levels were involved to ensure a well-rounded, true testament of current



North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results



statuses regarding both quantitative and qualitative data.

**Program and School Readiness 5-year Goals April 1, 2022- March 31, 2027**

Every five years, each program decides on broad goals and initial short-term objectives, annually reviewing and revising if necessary. The programs 5-year goals for the 2022 – 2027 grant cycle were as follows:

- **Program Goal 1:** Education and Early Childhood Development Services: NHCAC Head Start will enhance its educational services to improve the school readiness skills of enrolled children to maximize their potential to enter kindergarten with a solid foundation for life-long success.
- **Program Goal 2:** Health/Mental Health/ Nutrition Services: NHCAC Head Start will continue to work with families to ensure all children have a source of continuous accessible health care; ensure children are up to date on all age-appropriate preventive and primary health care.
- **Program Goal 3:** Family Engagement: NHCAC Head Start will continue to build positive, ongoing, goal-oriented relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children.
- **Program Goal 4:** Program Design and management (**Fiscal**): NHCAC Head Start will seek methods to ensure NHCAC HS/EHS has necessary resources to provide child and family services by seeking available funding and ensuring systems are following Federal, State and local regulations while still maintaining the overall high quality of the program.
- **Program Goal 5:** Program Professional Development: NHCAC Head Start will strengthen and expand relationships with other programs, school districts, other childcare centers, college and universities in the community.
- **Program Goal 6:** Safe environment/ Facilities/ Materials and Equipment: NHCAC Head Start will ensure quality facilities for all Head Start centers and improve the availability of both Early Head Start Services in North Hudson County.



**North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results**



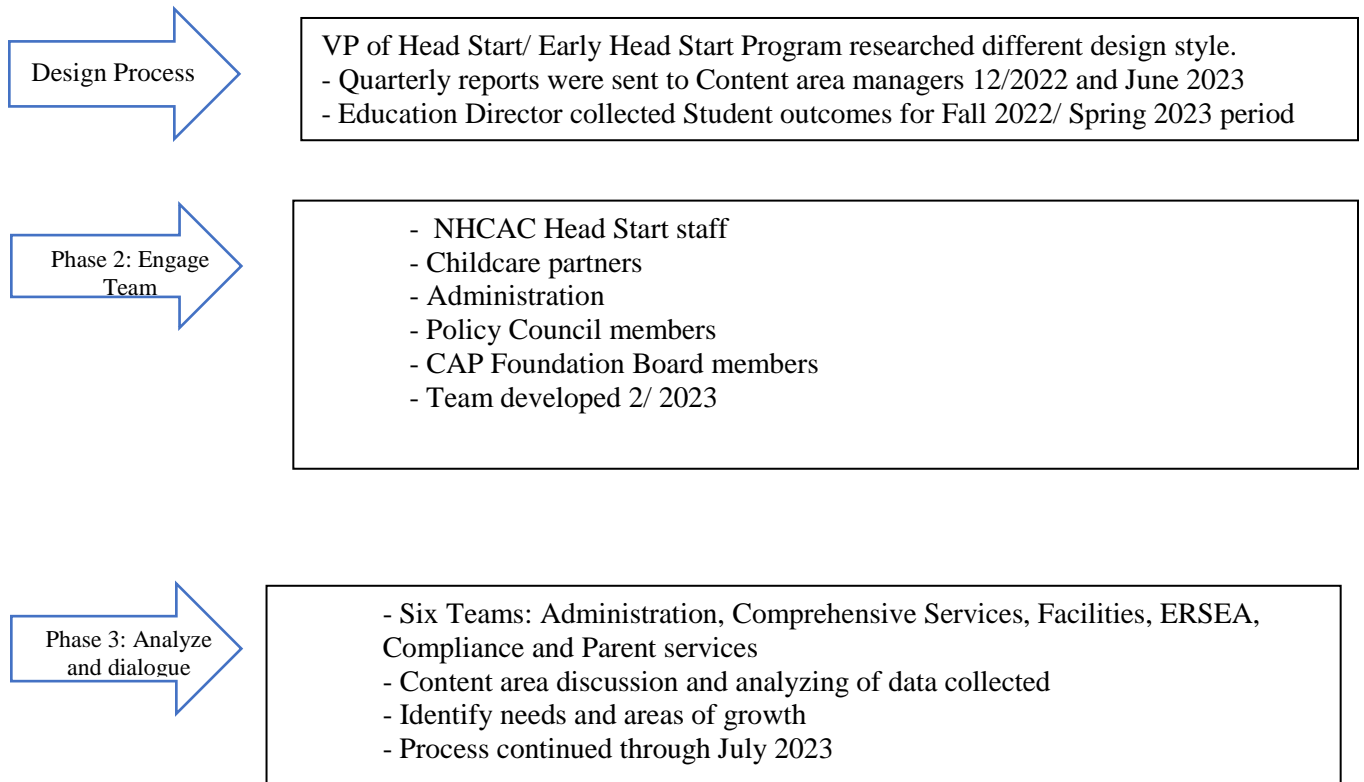
**SECTION 2 - METHODOLOGY**

---

The NHCAC Head Start 0-5 Program conducted the annual self-assessment from January 2023 – December 2023. The process included an in-depth look of current program practices, operations, and management systems. Multiple methods were used to gather information including:

- group conversations
- meetings,
- monitoring protocol discussions
- document reviews
- data collection and review

•  
The process included the following five phases:





North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results



Phase 4: make  
recommendations

Finalize recommendations and submit to VP of HS/EHS program  
- Recommendations were made through August 2023

Phase 5: Prepare  
Report

The VP of HS/EHS services will compile all the information and prepare report  
- Present to Policy Council November 21, 2023  
- Present to Foundation Board November 28, 2023  
- Upload to HSES by December 31, 2023

### Data Collection Tools Used

The following is a sample list of tools and items used for on-going monitoring and support of the program. Each subgroup used various tools to assess the areas of strength and possible areas for program improvement and/or course corrections.

- Attendance at Family Events/ parent committee meetings
- Birth – 5 School Readiness Goals
- Community Surveys
- Parent Survey
- Childcare Licensing Regulations
- Safe Schools Training Logs for staff
- Office of Licensing Mandates
- Family Goals for 22/23 and Family Interview Assessment Results
- Health and Safety Checklists
- Home Visit notes
- Policy Council minutes
- Staff Input and Feedback through conversations.
- TS Gold and High Scope Outcomes on School Readiness Goals – Fall, Winter and Spring Checkpoints
- Volunteer Handbook/Personnel Policies
- Manager’s meeting minutes



North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results



Results from 2022 Self-Assessment recommendations:

1. Facilities & Learning Environment



---

2. Training & Professional Development



---

3. Staff wellness





North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results

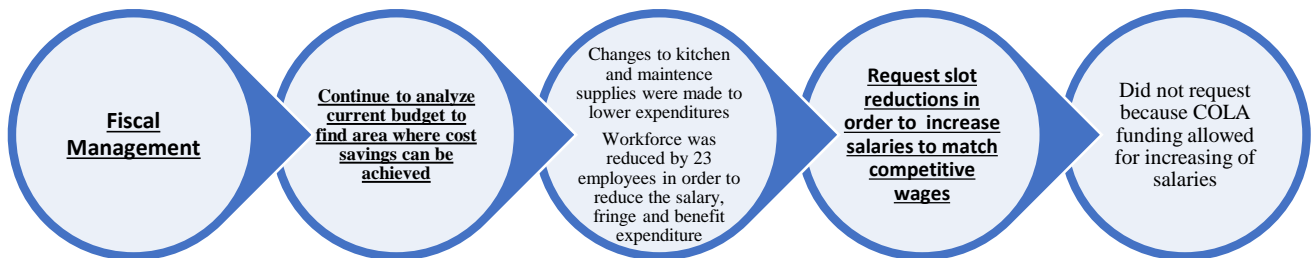


4. Program management



---

5. Fiscal Management







**North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results**



**SECTION 3 – 2023 Key Findings from data collection**

**Content Area Discoveries: Strengths and Challenges**

Content Area: Program management	
Strengths	<ul style="list-style-type: none"> <li>• COLA increase of 5.32% allowed for staff salary increases.</li> <li>• The use of technology has improved, including the use of Office 365, iPad, etc. Email use has increased by 85%.</li> <li>• The program has managed its COVID-19 protocols outline by licensing and Federal guidelines</li> <li>• Methods of communication have increased (ClassDojo, Facebook, Teams, emails for all staff).</li> <li>• Our program has implemented Apprenticeship initiative that offers staff, parents and community to earn Child Development Associate Credential</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>• US inflation, low enrollment numbers loss of district partnership funding has caused a deficit in budget.</li> <li>• Staff morale is low and promotes a culture discouraging participation and interactivity among staff.</li> <li>• Parents have been moving away from North Hudson because of the increase in Cost of Living causing a reduction in student enrollment.</li> </ul>

Content Area: Education	
Strengths	<ul style="list-style-type: none"> <li>• The program’s Curriculum Plan provides clear, consistent direction for all program staff related to classroom expectations.</li> <li>• The service area has made staff training and support a stronger priority, including additional hands-on support to all teaching staff (including childcare partnerships).</li> <li>• Enhanced cleaning and sanitization continue to be a top priority for all classrooms.</li> <li>• The service areas are strategically utilizing data (child outcomes, environment scores, etc.) to plan for professional development opportunities.</li> </ul>





**North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results**



Challenges	<ul style="list-style-type: none"> <li>• Teaching staff wages are less than the LEAs making staff stability a periodic concern.</li> <li>• Due to increased number of ESL staff, opportunities for bilingual staff training is limited.</li> <li>• Additional staff appreciation and incentives are needed.</li> </ul>
------------	--

Content Area: ERSEA And Family Services	
Strengths	<ul style="list-style-type: none"> <li>• Full or nearly full enrollment in all EHS classrooms</li> <li>• Disability enrollment exceeds the required 10% of funded enrollment</li> <li>• Attendance of enrollees in Head Start meet or exceeds 85%</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>• The inability to reach funded enrollment continues to be a concern. Parents are moving out of the service area and those that remain are looking for providers that are closer to their homes.</li> </ul>

Content Area: Comprehensive services	
Strengths	<p style="text-align: center;"><b>Disabilities</b></p> <ul style="list-style-type: none"> <li>• Many workshops and resources offered to staff and parents</li> <li>• Strong relationship with numerous outside agencies (SPAN, Early Intervention etc.)</li> <li>• more one to one staff added</li> </ul> <p style="text-align: center;"><b>Health</b></p> <ul style="list-style-type: none"> <li>• All children have medical homes</li> <li>• Most children have health dental insurance</li> </ul>
Challenges	<p style="text-align: center;"><b>Disabilities</b></p> <ul style="list-style-type: none"> <li>• more training is needed to services increased number of disability children / challenging behaviors</li> </ul> <p style="text-align: center;"><b>Health/ nutrition</b></p> <ul style="list-style-type: none"> <li>• Increase number of students with allergies/ food intolerances</li> <li>• Increase student accidents were reported in 2022-2023 school year</li> <li>• Increase % of children who are overweight/obese</li> </ul>



North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results



Content Area: Facilities	
Strengths	<ul style="list-style-type: none"><li>• Playgrounds have been upgraded</li><li>• Centers have been outfitted with ventilation systems in central air systems</li><li>• Kearny center opened one EHS classroom</li></ul>
Challenges	<ul style="list-style-type: none"><li>• More space is needed to offer staff lounge and offices</li><li>• Continued search for new North Bergen site needed</li></ul>

Content Area: Fiscal management	
Strengths	<ul style="list-style-type: none"><li>• Changing of kitchen and food vendors has yield some reduction in expenditures</li><li>• Continued financial monitoring</li><li>• Open and frequent Communication with Stakeholders</li></ul>
Challenges	<ul style="list-style-type: none"><li>• Maintaining a balance budget with increases in expenditures</li><li>• Maintaining the level of student services with current deficit in budget</li></ul>



## **SECTION 4 - Recommendations**

---

Members of the self-assessment team, representatives from the Policy Council, NHCAC Board and NHCAC Senior Management team participated in the formation of the recommendations.

### **1. Facilities & Learning Environment**

- a. Continue to move forward with acquiring a new location to replace our North Bergen Center
- b. After acquiring new center, secure one-time funding for a proposed move to new North Bergen location.

### **2. Training & Professional Development**

- a. Ensure the program continues to demonstrate progress toward five-year program goals in reference to instituting a professional development program that ensures compliance with regulatory requirements.
- b. Continue to ensure staff have the knowledge needed to meet program goals and objectives through service area workshops, college credit attainment, and curriculum training.

### **3. Staff wellness**

- a. Increase staff wellness opportunities
- b. Increase morale of staff through more appreciation activities

### **4. Program management**

- a. Partner with community agencies to increase opportunities for networking.
- b. Increase staff and parent apprenticeship opportunities
- c. Seek additional partnerships with local school districts

### **5. Fiscal Management**

- a. Continue to analyze current budget to find areas where cost savings can be achieved.
- b. Request slot reductions with retaining of current funding from OHS in order to maintain a balanced budget



**North Hudson Community Action Corporation  
Head Start/Early Head Start  
2023 Self-Assessment Summary Results**



**Signature Certification**

---

Joan Quigley, President/ CEO  
North Hudson Community Action Corporation

---

Jose Luis Chicas, Head Start Policy Council Chair  
North Hudson Community Action Corporation

---

Giovanni Admad, Board Chairperson  
North Hudson Community Action Corporation

---

Monica Charris Tabares,  
VP Head Start/Early HeadStart Program  
North Hudson Community Action Corporation

Date of NHCAC Policy Council approval: November 21, 2023