



Dear Community Partner,

My name is Kerri Trethaway, an Outreach Coordinator at ACAP (Albany Community Action Partnership) here in Albany. Gail Perry may have been working with you and I am now transitioning to her outreach responsibilities. I am writing you today not only to introduce myself as your representative for ACAP, especially our Early Childhood Education Program (Head Start and Early Head Start), but also to establish our partnership.

ACAP excels in partnering with families and their child to prepare for success in Kindergarten and beyond. Qualified professionals provide services for children ages 6 weeks to 5 years of age at no cost to families. Educational materials and curriculum align with most public-school systems in Albany county. Services for children ages 3 years to 5 years correspond with the calendar and schedules of local school districts. Services for children 6 weeks to 3 years are available 12 months per year from 7:30 am to 5:30 pm. These services are also at no cost to families, but a childcare subsidy is required. In addition, to an array of best practice approaches to early education, several parent workshops, tailored to the needs of families in program are offered.

Other services and opportunities include:

- Nutritious breakfasts and lunches at no cost to families
- Support for well childcare and other medical/health issues
- Opportunities to work closely with classroom teams as a classroom volunteer supporting them to value and promote life-long learning for them and their children
- Being part of program planning and quality improvement – leadership opportunities
- Diapers and formula for infants at no cost to families while children are in program
- Career Service – supports progress of individuals and their families toward economic self-sufficiency.
- Energy Services – our program helps to make your home more comfortable and energy efficient.

We are extremely interested in continuing to work with your organization to help provide more resources and support to those in the community who need it. Please consider dispersing our materials to those who may be interested. Referrals may be sent to our service navigation team at 518-463-3175 option 2 or myself. A significant service we provide at ACAP is a referral of our customers to appropriate services. We would like to have material and information to share with our staff and customers to facilitate this referral process, so if you have fliers or other materials, I am interested in sharing this information with our team at ACAP.

If you have any questions/requests, please feel free to contact me at 518-285-5021. I may also be reached via email at ktrethaway@albanycap.org. Thank you for continuing to work with us to help families reach their full potential.

Sincerely,

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