



HEAD START ANNUAL REPORT



2017 – 2018



**PUERTO RICAN FAMILY INSTITUTE, INC.
BRONX HEAD START**

MISSION STATEMENT

Mission

Provide services from an avant-garde an integral prospective to children and their families creating community alliances, sensitive cultural diversity, and reaffirming our commitment with society.

Vision

Puerto Rican Family Institute, Inc., aspires to transform the life of children, families, and communities on a possitive manner that would transend and impact to multiple levels of our society.

Values

**Responsibility
Honesty
Trust
Justice, Equality
Respect for Individuality
Punctuality
Perseverance
Organization
Creativity
Freedom of Expression
Communication
Faith
Integrity
Loyalty
Commitment
Unity**





Message

The Puerto Rican Family Institute (PRFI), is a not-for-profit agency committed to serving multi-ethnic and underserved communities throughout New York City and Puerto Rico. We offer families and youth the resources to live a healthy life by providing access to a network of education, health, social, and community services that support care coordination. Our Head Start & Early Head Start Program is ranked as one of the best in the nation, with comprehensive early childhood education, health, nutrition, and parent involvement services to children and their families.

The commitment of our Head Start Program and our colleagues to the overall well-being - physical, emotional, and cognitive - of the children and families we nurture is commendable. In Puerto Rico, post Hurricane Maria, our Head Start & Early Head Start programs were one of the first to open their doors to the community. Within less than a week the programs were up and running. Education, enrichment, and meals were provided with no electricity or running water. Several of our staff members in Puerto Rico were personally impacted by the storm, but they were there for others. With lots of courage, our Head Start colleagues demonstrated their collective power in not only lifting themselves up, but, all those around them. PRFI's dedication and service to the community in Puerto Rico is unprecedented.

For this and much more, we would like to thank our colleagues in Puerto Rico for looking beyond personal circumstances, for their actions in ensuring the well-being of others, and for creating hope and providing healing to so many. Our future will be created by us together, and in doing so, we as a community will continue to become stronger and better equipped with the tools to continue to succeed for generations.

In partnership and admiration.

Sincerely,

Dr. Mildred Allen, Board Chair

Jessica G. Ortiz, CEO

Norma Batista, Deputy Director



Agency Name

PUERTO RICAN FAMILY INSTITUTE, INC.

Site Location

Bronx Head Start

1423 Prospect Avenue, Bronx, NY 10459

Bronx Head Start Director

Sonia Gonzalez-Cruz

Chief Executive Officer

Rosa Gutierrez

Deputy Director of EHS/HS PR & NY

Norma Batista

Board Chair

Dr. Mildred Allen (Interim CEO)

Chief Financial Director

Ian Bates

Director of Finance

Charlie Ugarte





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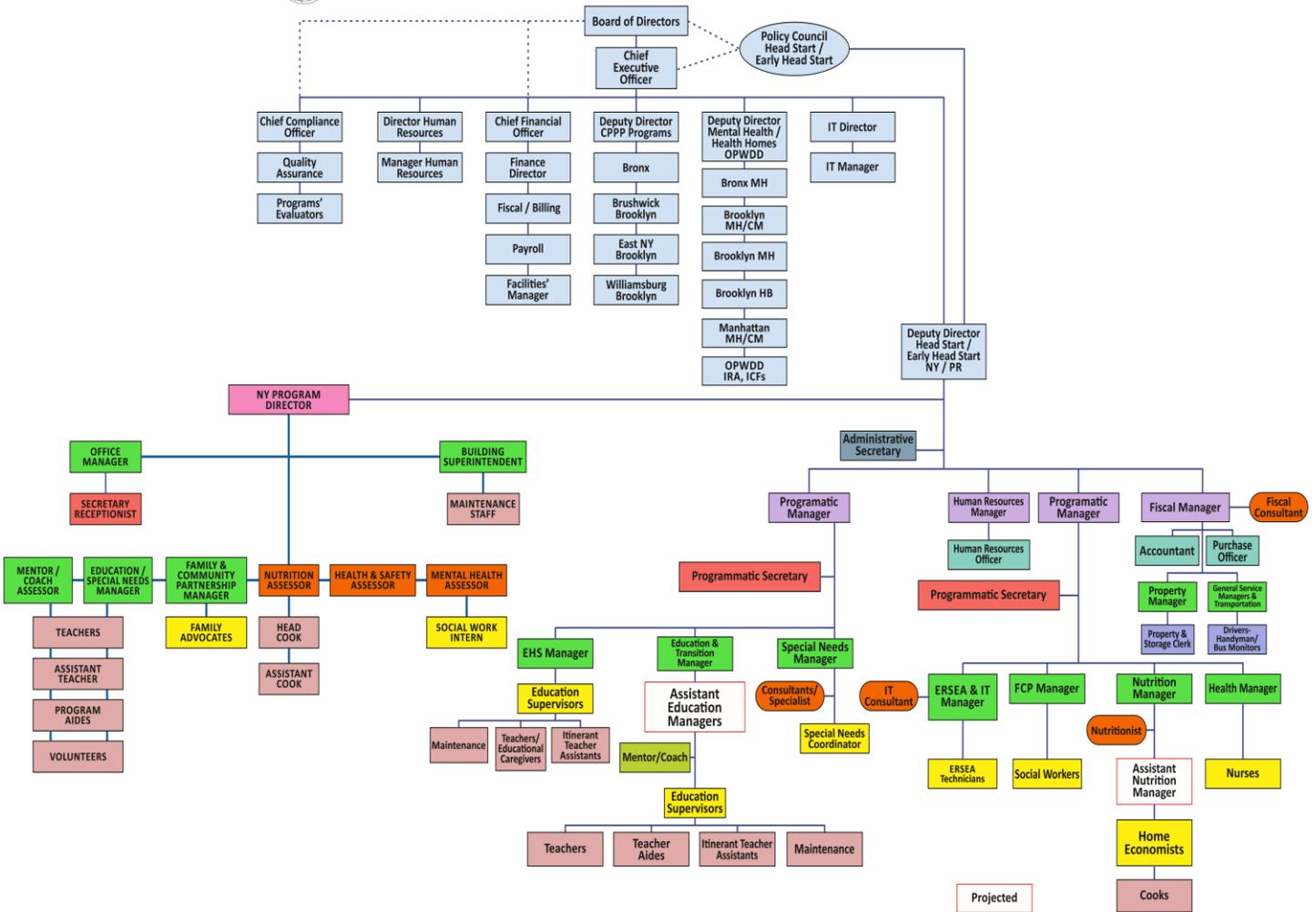
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Yanet Vasquez- NY Alternate Delegate
Sandra Polanco – NY Community Representative
Widalis Roman- PR Community Representative

We could not be a success without the active participation of our Policy Council and Board Members, consisting of current or past parents and community representatives. We would like to acknowledge the members for their hard work and dedication!

HEAD START & EARLY HEAD START ORGANIZATIONAL STRUCTURE PUERTO RICO & NEW YORK



Puerto Rican Family Institute, Inc. (PRFI)



PROGRAM DESCRIPTION

The Bronx Head Start program provides a comprehensive, center-based, full day child and family development program for low income families with children ages three to five years in the Morrisania section of the Bronx, New York.

GOAL

To improve child and family outcomes, including school readiness by providing comprehensive services that supports children and family engagement and development.



In the 2017-2018 program year, Puerto Rican Family Institute, Inc. Bronx Head Start program...



Continued as part of the five-year grant recipient and is currently in it's fourth year



Served 174 families



100% of children enrolled maintained access to ongoing, continuous healthcare, up to date immunizations and well health and dental check-ups



37 persons provided volunteer services



18 children were determined to receive special education services

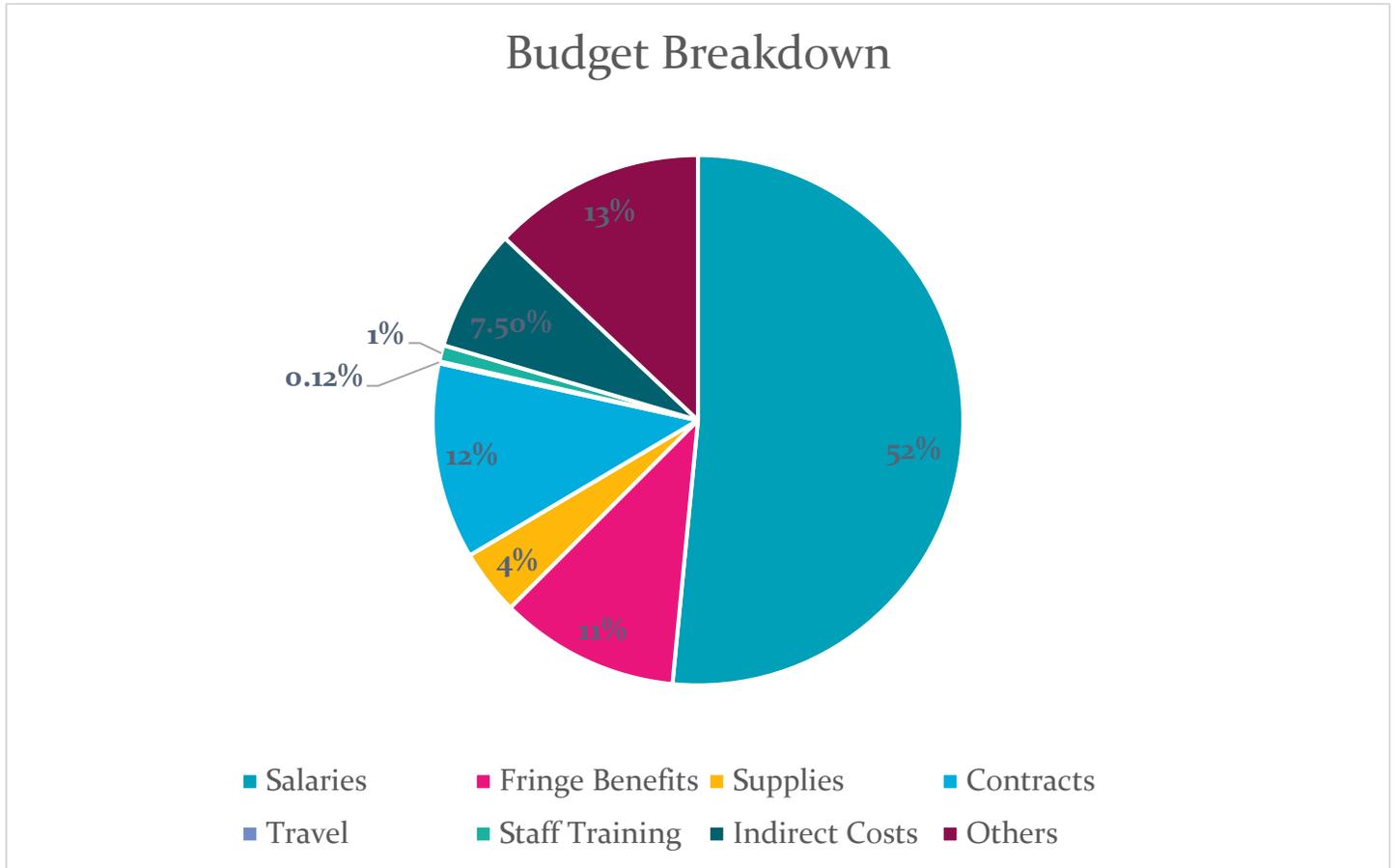


Served families who's primary language is: Spanish, English, Middle Eastern, South Asian, European/Slavic and African



Utilized Ages & Stages Questionnaires and Teaching Strategies GOLD system to screen for delays, closely monitor and assess the children's developmental and academic progress

PRFI's Bronx Head Start program is funded as shown below:



Head Start Total Budget: \$2,434,008.00

- Salaries: \$1,258,277.00**
- Fringe Benefits: \$265,881.00**
- Supplies: \$85,372.00**
- Contracts: \$293,311.00**
- Travel: \$3,000.00**
- Staff Training: \$26,076.00**
- Indirect Costs: \$182,699.00**
- Others: \$319,392.00**

ANNUAL FISCAL AUDIT

An independent financial audit is conducted annually. Due to the hurricane disaster which occurred in September of 2017 in Puerto Rico, the Puerto Rican Family Institute, Inc. requested an extension.

The Fiscal Audit was scheduled to be completed before the extension deadline.

PREPARING FOR KINDERGARTEN

The PRFI Bronx Head Start program's approach to School Readiness is to give all children access to the opportunities that promote school success, recognizing and supporting the children's individual differences, establishing reasonable and appropriate expectations for what children should be able to do when they enter school and support their development as life learners. As part of the program's plan of action to meet the desired outcomes for school readiness, the program uses several tools as a guide to the teacher's every day work in addressing all the aspects of development, appropriate assessment and instruction:

- Teaching Strategies GOLD Early Childhood Assessment Tool ties the Creative Curriculum which is aligned with the Head Start Early Learning Outcomes Framework and serves as the basis for best practices in early childhood education to goals and outcomes for children. Data is collected from ongoing assessment and parent input three times during the year.
- Ages & Stages Questionnaires (ASQ-3/ASQ:SE) is used to screen children for potential developmental delays and giftedness within 45 days of enrollment.

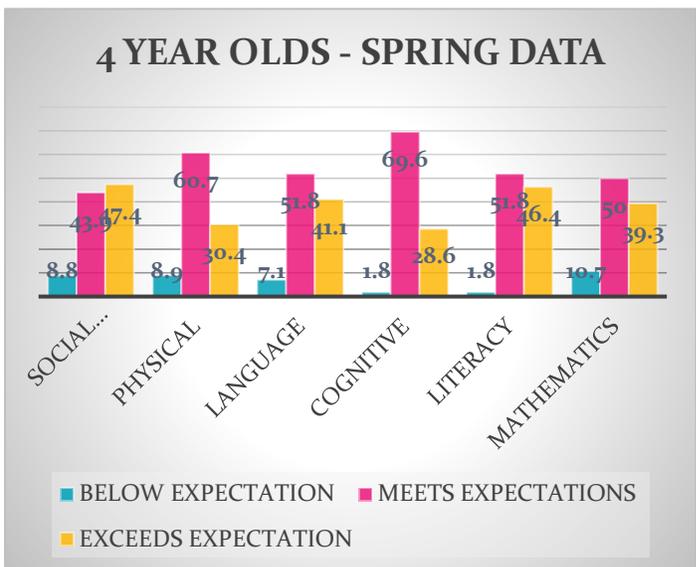
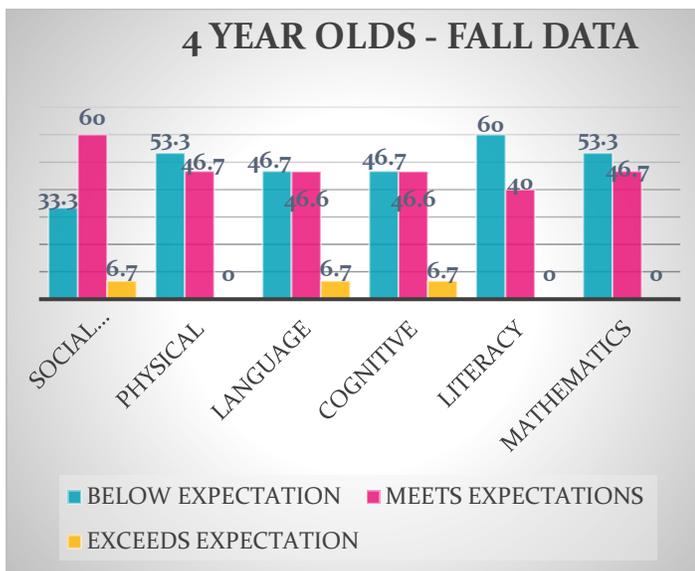
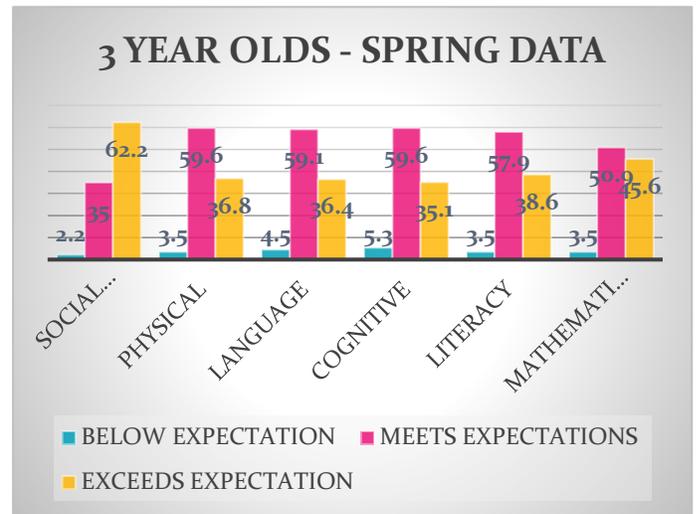
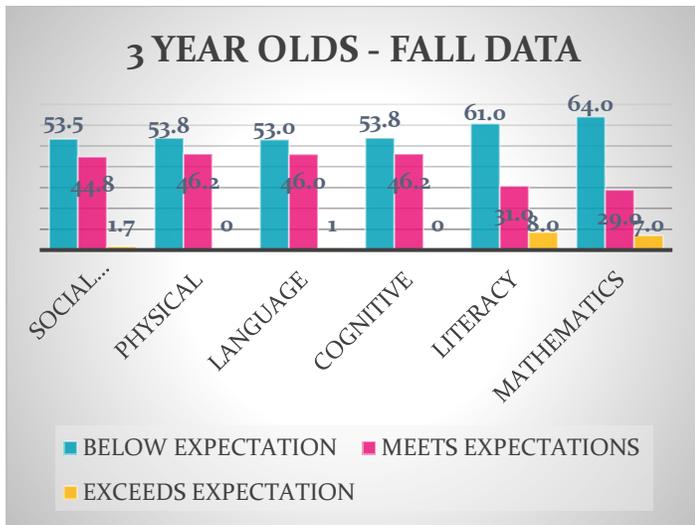
School readiness goals are established based on child outcomes data and guide the effort of the program which are focused on the child and his/her family.



CHILD OUTCOMES 2017 – 2018

The Teaching Strategies GOLD Assessment Tool was used to measure children’s progress in child development and readiness for school. Data is collected at three checkpoints Fall, Winter and Spring and is discussed with parents during parent teacher conferences at each checkpoint.

The data collected is used to guide objective for development and learning of children and drive professional development.



OVERALL GROWTH SUMMARY: 96% of the 3 years old and 94% of the 4 years old children met/exceeded expectations in all domains

3 years old- Least Growth % - Literacy Most Growth % - Social Emotional & Mathematics

4 year old - Least Growth % - Social Emotional Most Growth % - Cognitive & Literacy

CLASS SUMMARY REPORT

EMOTIONAL SUPPORT		Nat. Avg. = 6.0 6.7
Positive Climate	7.0	7.0
Negative Climate	7.0	7.0
Teacher Sensitivity	5.6	6.7
Regard for Student Perspective	4.8	6.0
CLASSROOM ORGANIZATION		Nat. Avg. = 5.83 5.8
Behavior Management	5.7	6.0
Productivity	6.0	5.8
Instructional Learning Formats	4.8	5.5
INSTRUCTIONAL SUPPORT		Nat. Avg. = 3.0 4.3
Concept Development	3.2	4.3
Quality of Feedback	3.7	3.8
Language Modeling	3.3	4.7

The Bronx Head Start classrooms were observed during 2017 – 2018 program year using the Classroom Assessment Scoring System Tool.

CLASS is a multifaceted observation instrument that assesses classroom quality and teacher-child interactions.

The assessment is divided into three main areas referred to as Domains – **Emotional Support**, **Classroom Organization**, **Instructional Support**. Each domain is made up of different dimensions that capture a distinct aspect of the classroom that has demonstrated associations with children’s learning.

Above national average in:
Emotional Support & Instructional Support

Slightly below national average in: Classroom Organization

*Previous larger scale studies of CLASS have shown that the average preschool classroom scores are higher in the domains of Emotional Support and Classroom Organization than in the domain of Instructional Support. (Score scale 1-7 - 7 being the highest score, 3-5 mid and 1 the lowest).

The report shows the results of the observations at PRFI Bronx Head Start site for that period.

CHILD OUTCOMES PLAN

School Readiness Goals are defined by Head Start as “the expectations of children’s status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals” and that “appropriately reflect the ages of children, birth to five, participating in the program”.

Develop goals at the program site and classroom level based on the information learned from the data analysis that will support school readiness.

*Discussed with parents at three intervals during the program year- Fall, Winter and

Spring

*Professional Development- Training and technical assistance.

*The purchasing of additional materials and equipment that will target trends based on the outcomes for the three’s and four years old children.

*Families will be encouraged to participate in workshops and classroom activities with emphasis to support their children’s learning in these areas at home.

Training for improving teacher practices in:

Early Math, Dual Language Learners & Literacy, Physical Development, CLASS- Classroom Assessment Scoring System; HS Early Learning Outcomes Framework; Curriculum Fidelity, and Assessment – Creative Curriculum and Teaching Strategies Gold Online - Assessment to ensure growth in children’s outcomes.

*Provide Coaching Support.



FAMILY ENGAGEMENT

As their child's first and most influential teacher, parents have an important role at the Puerto Rican Family, Inc.-Bronx Head Start program.

The Bronx Head Start program provides so much more than just education for young children. We believe the whole family plays a vital role in a child's development and parental involvement can result in a child having more interest in school, increased self-esteem and better attendance.

In conjunction with community partners, the program provides or arrange for parent involvement activities aimed at building healthy families through a strength-based approach.

Family Services may include:

- Mental Health Services/Referrals/Positive Behavior Support
- Policy Council/Parent Committee/Health Advisory Council
- Home Visits, Individual Parent Teacher Conferences and Transition to kindergarten
- Family Goal Setting Meeting/Parenting Classes
- Volunteer opportunities in the classrooms and center
- Father engagement activities
- Workshops to enhance parent knowledge of early childhood, health, immigration, domestic violence, resources in the community.



FAMILY PROFILE



BRONX HEAD START	2016 – 2017	2017 – 2018
Funded Enrollment	153	153
# of Families that Received Services	161	174
<u>Family Composition</u>		
*One Parent Family	91	88
*Two Parent Family	70	79
<u>Employment Status of Single Parent Families</u>		
*Employed	50	51
*Not Employed	41	37
<u>Employment Status of Two-Parent Families</u>		
*Both Employed	9	10
*One Parent Employed	54	63
*Not Employed	7	6
<u>Education Level of Parent/Guardian</u>		
*Advanced degree or Baccalaureate degree	15	6
*Associate degree, vocational school, some college	28	33
*High School or GED	59	61
*Less than High School	59	67
<u>Federal or Other Assistance</u>		
*TANF	43	33
*SSI	14	6
*WIC	108	105
*SNAP	94	103
<u>Homeless Families</u>		
*# of Homeless Families	9	10
*Homeless Families that acquired housing	3	5
<u>Primary Type of Eligibility</u>		
*Income below 100% of Federal Poverty Line	101	124
*Public Assistance, TANF, SSI	40	33
*Foster Child - # of children only	1	3
*Homeless	9	11
*Over- Income	10	3

ENROLLMENT & ATTENDANCE

MONTH	NUMBER OF ENROLLMENT	% OF ENROLLMENT	% OF ATTENDANCE
SEPTEMBER	142	93%	92.7%
OCTOBER	152	99%	91.6%
NOVEMBER	153	100%	87%
DECEMBER	153	100%	88%
*JANUARY	150	98%	84%
FEBRUARY	152	99%	86%
MARCH	151	98%	85%
APRIL	150	98%	87%
MAY	152	99%	89%
*JUNE	153	100%	82%
*JULY	153	100%	81%

*Lowest months



Family Engagement



GOALS

- Support parents as they transition to new learning environments
- Support parents and caregivers in developing warm nurturing relationships with their children, peers and staff members
- Support parents in obtaining support services within the program and community
- Support parents in understanding child development to stimulate language, reading and writing skills in their children.
- Support parents in gaining knowledge and skills that will assist them in supporting their child’s physical development

ACCOMPLISHMENTS

- Provided parent workshops on program orientation, transitions
- Provided parent curriculum training “Parenting Journey” series, parent information board, parent surveys distributed to gain input from parents to improve quality of services.
- Provided information to parents about resources and services in the program and community: Special Needs, Immigration, Health & Mental Health, etc.
- Provided information on the benefits of active play and appropriate practices for physical development; invited parents to participate in the Health Advisory Board meetings to become better informed about the relationship between health and children’s physical development and how to best support their children.

COMMUNITY PARTNERSHIPS

- Urban Health Plan Inc.
- St. Barnabas Hospital
- The Children's Hospital at Montefiore- Lead Poisoning Prevention & Treatment Program
- Hispanic Federation
- The Dental Center
- Plaza Dental
- PRFI/BXMHC- Puerto Rican Family Institute-Bronx Mental Health Clinic
- Summer Youth Employment Program





HEALTH SERVICES

PRFI, Inc.- Bronx Head Start program promotes preventive health services and early intervention. The program provides and arranges for vision and hearing screenings, growth and nutritional assessments, recommended immunizations, dental screening and provides follow-up referrals for the suspected or identified health conditions.

PRFI, Inc. - Bronx Head Start program focuses on children’s health and its importance as a key factor in learning. All children must have updated physicals with all required screenings upon enrollment.

Parents are assisted in following up with referrals and services received for suspected or identified health needs the family may have; and are provided with health information and resources.

In order to comply and ensure that all children’s health needs are met, a nurse, health consultant and a Health Advisory Committee form part of the health services team.

100% of the number of children have an ongoing source of accessible health care and medical home.

Health Services 2016-2017	Bronx Head Start
<u>Medical Services</u>	
*# of children who are up to date or are scheduled for age-appropriate preventive and primary healthcare	153
*# of children needing medical treatment	44
*# of children who received medical treatment	16
<u>Dental Services</u>	
*# of children who completed dental examinations	128
*# of children who needed dental treatment	21
*# of children who received dental treatment	7
*Primary reason why children who needed dental treatment did not receive it: Parents did not keep appointment	
<u>Number of children who received medical treatment for:</u>	
*Anemia	17
*Asthma	8
*Hearing difficulties	6
*Over Weight	33
*Vision Problems	22
*High Lead Levels	1
*Diabetes	0
<u>Immunization Services</u>	
*# of children who are up to date on all immunizations appropriate for their age	153



HEALTH ADVISORY

The Health Advisory Committee is a group composed of local health providers who represent a variety of local social services agencies. The Health Advisory Committee helps the program to make decisions, provide health service resources and keep the program abreast of health issues affecting the community and beyond to ensure children's healthy development

Dr. Aklemma Mohammed – Pediatrics Dept.- Urban Health Plan Clinic

Sandra Polanco – Liaison Urban Health Plan

Josephine Ovalles & Elizabeth Rivera – PRFI, Inc.-Bronx Mental Health Clinic

Jill Samuels - Montefiore Medical Center for Lead Poisoning & Prevention Treatment

Carl Conde-St. Barnabas Hospital

Shari Simmons – Healthy Smiles

Jaqueline Sinclair – Mental Health Consultant

Monique Canada – Health Consultant

Wendy Tempro – Nutrition Consultant

Kim Van Atta – Health Consultant

Anhsa Cuevas – Parent

Claudia Santamaria – Parent

Amina Tibili-Moussa – Parent

Ashley Rodriguez - Parent



MENTAL HEALTH SERVICES

The Puerto Rican Family Institute, Inc- Bronx Head Start program understands the importance and provision of mental health services. The Mental Health Assessor, forms part of the Puerto Rican Family, Inc.-Bronx Head Start management team and provides a critical role and a range of services and supports to the families and staff by:

- Identifying strategies that promote young children’s social-emotional development and preventing the escalation of problem behaviors-social emotional distress,
- Identifying resources that can support a continuum of mental health services for the children, families and staff of the program,
- Strengthening the mental health consultation by establishing relationships and partnering with staff and families.
- Providing additional intern staff to support staff and families in the program.

MENTAL HEALTH SERVICES 2017-2018	Bronx
# Of children for whom the MH professional consulted with program staff about child’s behavior/mental health	12
# Of these the MH professional provided three or more consultations with program staff	10
# Of children for whom the MH professional consulted with the parent about their child’s behavior	10
# Of these the MH professional provided three or more consultations with the parent	7
# Of children for whom the MH professional provided an individual mental health assessment	8
# Of children for whom the MH professional facilitated a referral for mental health services	6
# Of children for who were referred by the program for mental health services outside of Head Start	6
# Of these the number who received mental health services	4

NUTRITION SERVICES

The Puerto Rican Family Institute, Inc.- Bronx Head Start program continues to participate in the Child Adult Care Food Program (CACFP), a program subsidized by funds from the US Department of Agriculture (USDA). They provide reimbursement for the food served daily to the children enrolled in the program.

Three nutritionally balanced meals are provided to all children (breakfast, lunch and snack). Menus are designed by the program’s Registered Dietician/Nutrition Assessor to meet the nutritional daily requirements expected by the USDA and CACFP, additionally, conform to NYC Food Standards for early childcare.

A variety of food from all food groups are offered in the daily menus including modifications for those children with allergies, for those who are vegetarian and the growing Muslim population in the program.



During mealtimes family style dining is encouraged and practiced when developmentally appropriate. Children are taught to make healthy choices and learn good eating habits that can influence positive health outcomes.

In addition, with the collaboration of the nutritionist and nurse consultant, parent workshops are provided to educate and support families in selecting healthy food, prepare well-balanced meals, obtain community assistance and the importance of physical activity.

of children in the following weight categories according to the CDC Body Mass Index for age growth chart

Underweight	13	Overweight	30
Healthy Weight	101	Obese	30

COLLABORATIONS

“A process by which agencies formally commit themselves on a long-term basis to work together to accomplish a common mission”

Meet the needs of young children and their families in a comprehensive and supportive way.

Help address some challenges, such as the lack of resources and expertise or the inability to meet the comprehensive needs of children and their families, expand services and/or improve quality.

St. Barnabas Hospital

Urban Health Plan, Inc.

Hispanic Federation

Summer Youth Program

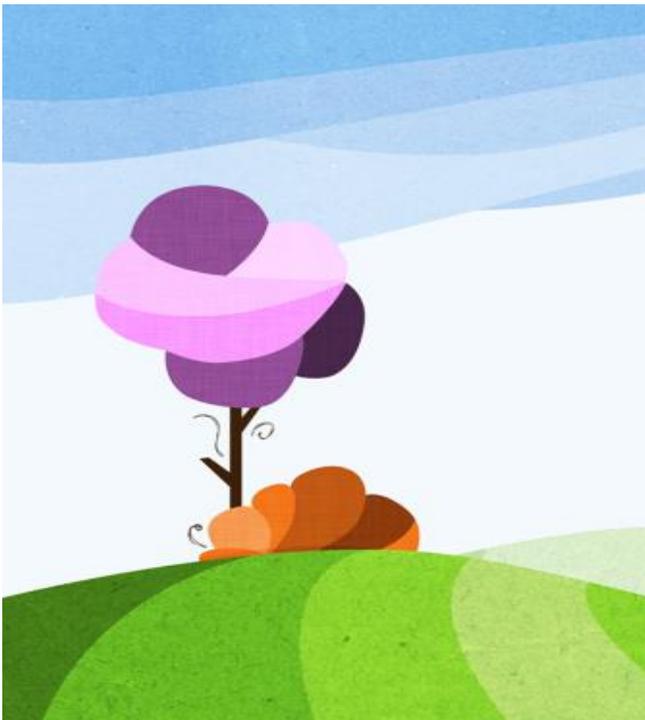
Healthy Smiles

Montefiore Hospital – Lead
Poisoning Prevention Program

Dental Center

Metro Community Health
Center

Local Education Agencies



Letter from Parent

I have had a child enrolled in the Puerto Rican Family Institute for 3 years now. I am excited to say I will still continue to bring them to this program. Coming to this Head Start has been an overall experience my second child attends this year and this is his second year in the program. Describing the staff that work here is they are caring, patient, understanding, efficient, and most of all loving. When you enter this institution your child is greeted on first name basis. This is when your child's day begins. Knowing that you are wanted in this type of facility is what will keep you coming back. They care about your child's education, wants, and needs. It's not just a paycheck to them. The staff does whatever it takes to make sure home and school is a growing and healthy experience. In 2017- 2018 I have so much improvement with his language, writing, his interaction with his cousins changed, and our conversations have become more meaningful. Some people are taught to learn common sense and others are nurtured into it and I feel that's what his teacher taught him.

Let me tell you what makes this Head Start a program that is goal oriented. There was a trip to the Green Meadows Farm and unfortunately I was not able to chaperone. I let his teacher know and she told me to try to find someone to come with him because she would love for him to go. My sister's were incapable of attending. The teacher encouraged me to bring him. She said "Bring him I do not want him to miss out on this experience". This is something that will not be forgotten I will forever be grateful for that courteous gesture. She cared about my son enough to make it her responsibility. When someone loves their work they would go above and beyond to make you happy.

2017-2018 was a successful year and I am sure that 2018-2019 will be filled with memories, knowledge, and a rooted foundation for my child. I try my best to be involved with my child work so I can help him be as successful as possible. Being a mother isn't easy but, with a staff that finds services to make it less difficult is always a plus. This is a little of what I can tell you about PRFI I am hoping your experience will be as extraordinary.

Sincerely,



Hawa Sillah



Letter from Parent

To whom it May concern:

Being a mother is a privilege but also an arduous task that many times we do not know what path to choose for the best development of our children. But thanks to institutions like PRFI that do a great job providing our children a safe and educational place for the best development of our children, training them to face the experience of the beginning of their academic training.

PRFI not only provides support and training to children but also to parents; giving us the necessary tools to achieve our goals as parents and as human beings.

I greatly thank PRFI for their work and service to our community, providing parents the peace of mind and security of knowing that our children are cared for by people with vocation and above all preparation. Where our children feel loved.

May your work remain for many years in our community.

Sincerely,

Nanet Vasquez



2017 - 2018



- *Implement ongoing aggressive recruitment plan to develop strong waiting list to maintain full enrollment.
- *Continue developing community partnerships to offer options of service and referrals for families in need.
- *Staff training in Mathematics and Physical Development.
- *Strengthen pool of resources for teachers and family services staff.
- *Begin using Child Plus data-based system for upcoming program year.
- *Fill remaining vacancies – Education Director and Group teacher.
- *Submit conversion request from Head Start to Early Head Start (1-2 classrooms).
- *Implement the Foster Grandparent and Cool Culture program.

THE 2017-2018 ACCOMPLISHMENTS

- Implemented an ongoing recruitment plan to develop a waiting list.
- Developed community partnerships to offer options of service and referrals for families in need which included: dental clinics, immigration/sanctuary for families, literacy, health education trainings.
- Began using the Child-Plus data-based system with ongoing trainings for staff.
- Filled vacancies in the program – Education Director and Group teacher.
- Strengthened pool of staff: Program Aides and Substitute teaching Staff.
- Requested conversion of Head Start slots into EHS slots to better service the community.
- Increased service hours to children by an additional ½ hour from 6.5 hours to 7 hours.
- Updated Program plans according to new Head Start Performance Standards.
- Developed and implemented a Program Design Management and Fiscal Calendar (PDM Annual Calendar) to monitor monthly program activities.
- Trained staff and implemented new developmental and social emotional screening tool- Ages & Stages Questionnaires (ASQ-3) and Ages & Stages- Social Emotional Questionnaires (ASQ:SE-2).



THE 2017-2018 ACCOMPLISHMENTS CONT'D

- Implemented monthly newsletter to inform families on school readiness activities, and tips on how they can support their child's skills at home.
- Implemented "Parenting Journey" curriculum series.
- Two mental Health interns provided support to classroom staff with behavior modification plans and assisting with the identification of resources to support family needs and provided workshops and meetings with parents.
- Coordinated participation of new administrative staff and fiscal staff in Head Start trainings to become familiar with Head Start protocols and procedures.
- Review of program budget to make appropriate adjustments to meet NYS Labor Law compliance.
- Facility projects – Security of building – installed new locking mechanisms in classrooms doors, added shades to windows, installed safety button that connects directly to Police Dept.
- Heating and hot water boiler were replaced, the facility was painted and classroom sink repairs were completed.



2018-2019 OBJECTIVES...

- Fiscal-Enhance understanding of Fiscal and Administrative requirements for new CFO, HR, and Quality Assurance Administrators.
- Fiscal-Review and adjust program budget to ensure all staff salaries meet minimum wage compliance with NYC labor law before December 2018.
- PDM-Implement ongoing monitoring systems to identify areas of concerns and evaluate progress of corrective actions.
- Improve Home to School Connection by providing additional resources, events and activities.
 - Parents as Partners volunteer day
 - Parent of the Month Club
 - “Three for Me”- Parents pledge to volunteer 3 hours once a month
 - Offer informational session- “Coffee or Tea with the Director and Management”- once a month to encourage communication between parents and program
 - Home to School assignments,
 - Monitor display to provide important program information, alerts of upcoming events, etc.
- Health-At least 50% of families will be connected with a dental home to ensure all children receive oral health services before starting services in Head Start.
- Health & Safety-Strengthen security systems and safety protocols in the Head Start Center to ensure families, children, and staff are able to respond to security emergency situations, before the next school year scheduled to begin on September 2018.
- Provide additional training in Curriculum Fidelity and Assessment to ensure growth in children’s outcomes.
- Provide additional trainings to all staff to support their professional development and support in improving program outcomes.
- Provide Coaching support to education staff
- Improve indoor playground equipment.
- Develop partnership/collaboration with Fatherhood Initiative programs in the community.
- Implement Financial Education trainings for families
- Update Safety Procedures to include “Intruder Alert System”.
- Integrate new website for Puerto Rico and New York Head Start Programs.
- Update Program Standard Operating Procedures.

