



**Puerto Rican Family Institute, Inc.**  
**New York Head Start Program**



**Annual Report**

**2014-2015**



# *General Information*

## **Program Name**

Puerto Rican Family Institute, Inc.

## **President & CEO**

Iran Rodriguez

## **Yolanda Alicea-Winn**

Vice President

## **Grantee Office**

145 West 15<sup>th</sup> Street  
New York, NY 10011

## **Board Chair**

John Robert

## **New York Head Start Program Director**

Carmen Fontanez

## **Agency Website**

[www.prfi.org](http://www.prfi.org)

### **Site #1**

Brooklyn Head Start  
185 Marcy Avenue  
Brooklyn, NY 11211  
T. (718) 388-6060  
F. (718) 388-6373



### **Site #2**

Bronx Head Start  
1423 Prospect Avenue  
Bronx, NY 10459  
T. (718) 991-5590  
F. (718) 991-5592



# *Board of Directors*

## *2014-2015*

**John Robert**

Board Chair

**Christian Correa**

1<sup>st</sup> Vice Chair

**Sonia Villanueva**

2<sup>nd</sup> Vice Chair

**Dr. Mildred Allen**

Treasurer

**Angela Cabrera**

Secretary

**Maria Davila-Peguro**

President, Hope for Children & Families Foundation

**Hector E. Velazquez**

Chair Emeritus



# *Policy Council*

## *2014-2015*

**Bianca Agosto**

President

**Norma I. Figueroa**

Vice-President

**Jose Benito Rivera Burgos**

Treasurer

**Yetzenia M. Morales Mediavill**

Secretary

**Wildalys Roman**

Delegate

**Teresa Aponte**

Delegate

**Maria Del Carmen Ayala**

Delegate

**Mireya Castaño**

Delegate

**Nairobi Morales**

Delegate

**Glorivee De Jesus**

Delegate

**Edgardo Santiago Hernandez**

Delegate

**Luis J. Acevedo Cardona**

Alternate

**Yadira Baez Albino**

Alternate

**Tanibeth Franco**

Alternate

**Brenda De Jesus**

Alternate

**Erick Molina**

Community Representative

**Victoriana Vazquez**

Mentor

**Lismari Colon**

Bronx

**Maria Lopez**

Brooklyn

**Zenaida Aponte**

UPK

**Maria Lopez**

Alternate

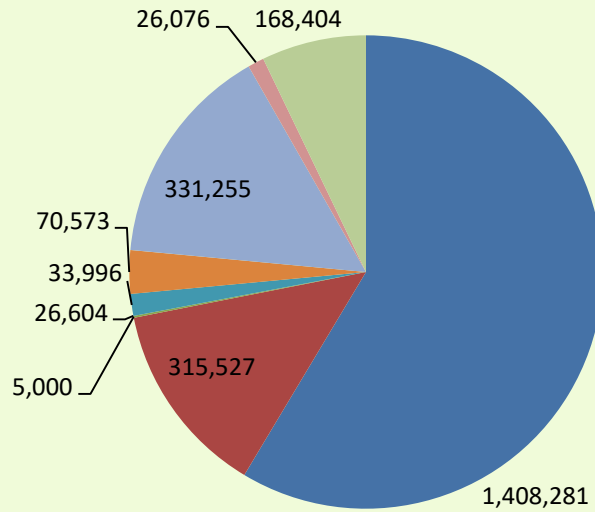
**Cristina Hernandez-Moncada**

Alternate



# Head Start Funds

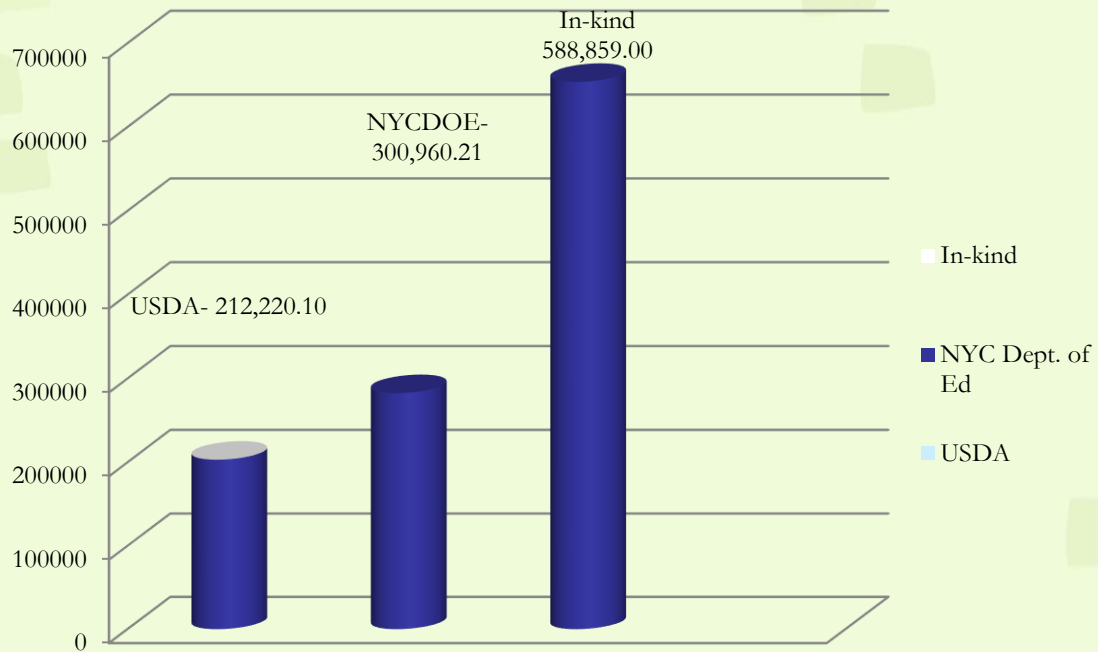
## 2014-2015



Category	Amount
Personnel	\$1,408,281
Fringe Benefits	\$315,527
Travel	\$5,000
Equipment	\$26,604
Supplies	\$70,573
Contractual	\$33,996
Other	\$331,255
Training	\$26,076
Indirect Costs	\$168,, 404
<b>Total</b>	<b>\$2,385,716</b>



# Other Funds 2014-2015



**Cost per child - \$12,490**





# Family Profile

<u>2014-2015</u>	Brooklyn	Bronx
<u>Total number of families that received services</u> • Families	60	159
<u>Family Composition</u> • Two-parent families • One-parent families	36 24	80 79
<u>Employment Status of Parents-Two Parent Families</u> • Both parent/guardians are employed • One parent/guardian is employed • Both parents/guardians are not employed	6 26 4	12 53 15
<u>Employment Status of Parents-Single Parent Families</u> • Parent/guardian is employed • Parent/guardian is not employed	14 10	40 39
<u>Education Level of Parents/Guardians</u> • Advanced degree or baccalaureate degree • Associate degree, vocational school, some college • High School or GED • Less than High School	8 2 20 30	8 34 61 56
<u>Federal or Other Assistance</u> • TANF • SSI • WIC • Food Stamps	16 2 40 36	26 16 102 103
<u>Homeless Families</u> • Homeless families • Homeless families that acquired housing during enrollment year	2 1	6 3
<u>Primary Type of Eligibility</u> • Income below 100% of federal poverty line • Public Assistance, TANF, SSI • Foster child # children only • Homeless • Over-Income	34 13 0 0 13	97 38 4 2 20



# Attendance & Enrollment

	Brooklyn (51)		Bronx (140)	
Month	Number & Percent of Enrollment	% of Attendance	Number & Percent of Enrollment	% of Attendance
September 2014	46	94.65%	140	92.37%
October 2014	46	92.88%	140	90.76%
November 2014	48	91.02%	137	85.0%
December 2014	51	87.16%	140	86.35%
January 2015	51	*83.28%	140	*83.42%
February 2015	50	*78.07%	140	*82.55%
March 2015	48	87.69%	140	87.04%
April 2015	47	87.86%	140	88.99%
May 2015	48	86.03%	140	87.61%
June 2015	48	85.25%	140	85.65%
July 2015	42	*75.95%	131	*78.20%

\*Low attendance was due to severe weather conditions in NYC, an increase in viruses, severe colds, communicable diseases, family issues, other health issues and the new influenza vaccination regulation per the NYC Dept. of Health as well as public school summer closure.

\*Under enrollment in Brooklyn was due to UPK expansion and gentrification in the Williamsburg, Brooklyn area. There were vacancies between June and July, that fell within the last 60 days, as per Head Start regulations, these vacancies do not need to be filled.





# *Health Area Special Initiatives*

The Puerto Rican Family Institute Inc., New York Head Start program promotes preventive health services and early intervention. Our 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. In order to ensure that our families continue to keep their child/ren up-to-date with their immunization we have linked up with the New York City's Immunization Registry (CIR). The CIR keeps immunization records for New York City's children on-line making it easier for us to assist parents in following-up and keeping track of when and what immunization are due. We highly encourage families to be involved in the care of their child's health. In addition, as per the new requirement of New York City Department of Health and Mental Hygiene (NYCHMH) all children 6 months to 5 years enrolled in child care must receive an influenza vaccine by December 31<sup>st</sup>, 2014. In order to comply with the requirements we use the CIR system to keep track of children who have and have not been immunized. The system also provides information on what requirements are necessary for those parents who want to opt out or information on placed to go to get the vaccine.

The Puerto Rican Family Institute, Inc. New York Head Start Program focuses on children's health and its importance because they are key factors for learning. All children must have updated physicals with all required screenings including vision, hearing, immunizations, blood work, and dental upon start date enrollment. We work hard in assisting parents to ensure that follow-up services and referrals are received for any suspected or identified need the family may have. In order to comply and ensure that all children's needs are met our nurse consultant continues to perform hearing/visions screening and blood pressure for those children who at the time of their physical examinations were either too young or uncooperative.



2014-2015	Brooklyn	Bronx
<b><u>Medical &amp; Dental Services:</u></b> <ul style="list-style-type: none"> <li>•Number of children who are up-to-date or are scheduled of age-appropriate preventive and primary healthcare</li> <li>•Number of children needing medical treatment</li> <li>•Number of children who received medical treatment</li> <li>•Number of children who completed dental examination</li> <li>•Number of children who needed dental treatment</li> <li>•Number of children who received dental treatment</li> </ul>	55  22 22 52 13 13	153  40 40 153 36 36
<b><u>Number of children who received medical treatment for the following conditions:</u></b> <ul style="list-style-type: none"> <li>•Anemia</li> <li>•Asthma</li> <li>•Hearing difficulties</li> <li>•Over Weight</li> <li>•Vision Problems</li> <li>•High Lead Levels</li> <li>•Diabetes</li> </ul>	6 8 1 16 7 0 0	4 28 1 50 7 0 0
<b><u>Immunization Services:</u></b> <ul style="list-style-type: none"> <li>•Number of children who are up-to-date on all immunizations appropriate for their age</li> </ul>	55	153



# Health Advisory Committee

Dr. A. Mohammed

Director of Pediatrics at  
Urban Health Plan Clinic

Rosa Calderon

Mental Health Consultant

Racquel Hall

Registered Nurse  
Consultant

Shari Simmons

Hygienist

Alejandra Escoto-Sanchez

Parent

Ira Shervington

Parent

Sandra Caraballo

Health/ Disabilities/  
Nutrition Manager

Amanda Reed

Health/ Disabilities/  
Nutrition Coordinator

Chrissy Mercado

Head Teacher

Rosa Perez

Head Teacher

Michelle Merced

Bronx Lebanon Hospital



# Nutrition Services

The Puerto Rican Family Institute, Inc. New York Head Start Program continues to participate in the Child Adult Care Food Program a program subsidized by funds from the US Department of Agriculture (USDA). They provide reimbursement for the food served daily to the children registered in the program. Three (3) nutritionally balanced meals (breakfast, lunch and snack) are provided to all children. Menus are designed by our certified Nutrition consultant to meet one-half to two-thirds of nutritional daily requirements as expected by the USDA and CACFP. The daily menus offer a variety of food from all food groups including modifications for those children with allergies and for those who are vegetarian. During mealtimes, we encourage and practice family style children are taught to make healthy choices and good habits that can carry out with them. Monthly food activities are incorporated within lesson plans to help children learn and understand the relationship between nutrition education and how it related to good health.

Our collaboration with NYC Hunger Free Communities Consortium program continues to provide assistance and information on Food Stamps, WIC (Women, Infants and Children) and School Breakfast programs. We also continue to collaborate with Cornell University Extension Program and New York City Department of Health and Mental Hygiene known as the Eat Well Play Hard Program. In addition, with the collaboration of our nutritionist and nurse consultant we provide parents with workshops on how to chose healthy foods, reading food labels, yoga exercise and many others. The program is available to teach parents, children and staff how to select healthy foods and prepare well-balanced meals, how to obtain community assistance and the importance of physical activity.



# *Disability Services*

Diagnosed Primary Disability	Brooklyn	Bronx
Health Impairment	0	1
Emotional/Behavioral Disorder	0	0
Speech or Language Impairment	3	14
Mental Retardation	0	0
Hearing Impairment including deafness	0	0
Orthopedic Impairment	0	0
Visual Impairment including Blindness	0	0
Learning Disabilities	0	0
Autism	0	0
Traumatic Brain Injury	0	0
Non-Categorical Developmental Delay	0	0
Multiple Disabilities excluding Deaf-Blind	4	9





# School Readiness

PRFI New York Head Start uses The Creative Curriculum for Preschool. This curriculum establishes a framework of child development knowledge, combined with best practices, teacher involvement and family participation to provide high quality early childhood experiences to foster school readiness. The Creative Curriculum for Preschool is based on 38 objectives for development and learning, which are fully aligned with the *Head Start Child Development and Early Learning Framework* as well as *New York State Prekindergarten Foundation for the Common Core; Parent, Family, and Community Engagement Framework*, and *NYC DOE Quality Review Rubric*. Our current program plans and school readiness plan specify goals, experiences, roles of teacher, roles of family, and materials that reflect best practice, research, and sound childhood theory.

Some of the strategies used by our program include: set a caring consistent environment that promotes positive behaviors; set a caring consistent environment that enhances child's understanding of self as an individual and as a member of a group; a positive social/emotional climate e provided to enhance each child's development; provide for the special needs of children with disabilities; provide each child with an education program that meets each child's individual needs; provide a balanced daily program of child initiated and teacher directed learning activities; provide a child centered multi-cultural experience; foster independence in each child; establish methods to ease transition between activities; encourage play and active exploration to support development of gross motor skills and to enhance self-confidence, independence, and autonomy; provide opportunities for the development of physical skills; provide opportunities for recognition of letters and symbols that support emerging literacy and numeracy development; engage children in verbal and nonverbal methods of communication; and provide time for songs, stories, and rhymes.





# School Readiness

## Preparing Children for Kindergarten

PRFI New York Head Start has created a School Readiness Plan that outlines the necessary components to prepare children and families for Kindergarten. These components consist of:

- ☐ School Readiness Team
- ☐ School Readiness Goals
- ☐ High Quality Teaching and Learning – This component is comprised of the following four areas:
  - o Engaging Interactions and Environments
  - o Research-based Curricula and Teaching Practices
  - o Ongoing Assessment of Child Progress
  - o Highly Individualized Teaching and Learning
- ☐ Staff development
- ☐ Family Engagement
- ☐ Evaluating Child Outcomes
- ☐ Supporting Transitions

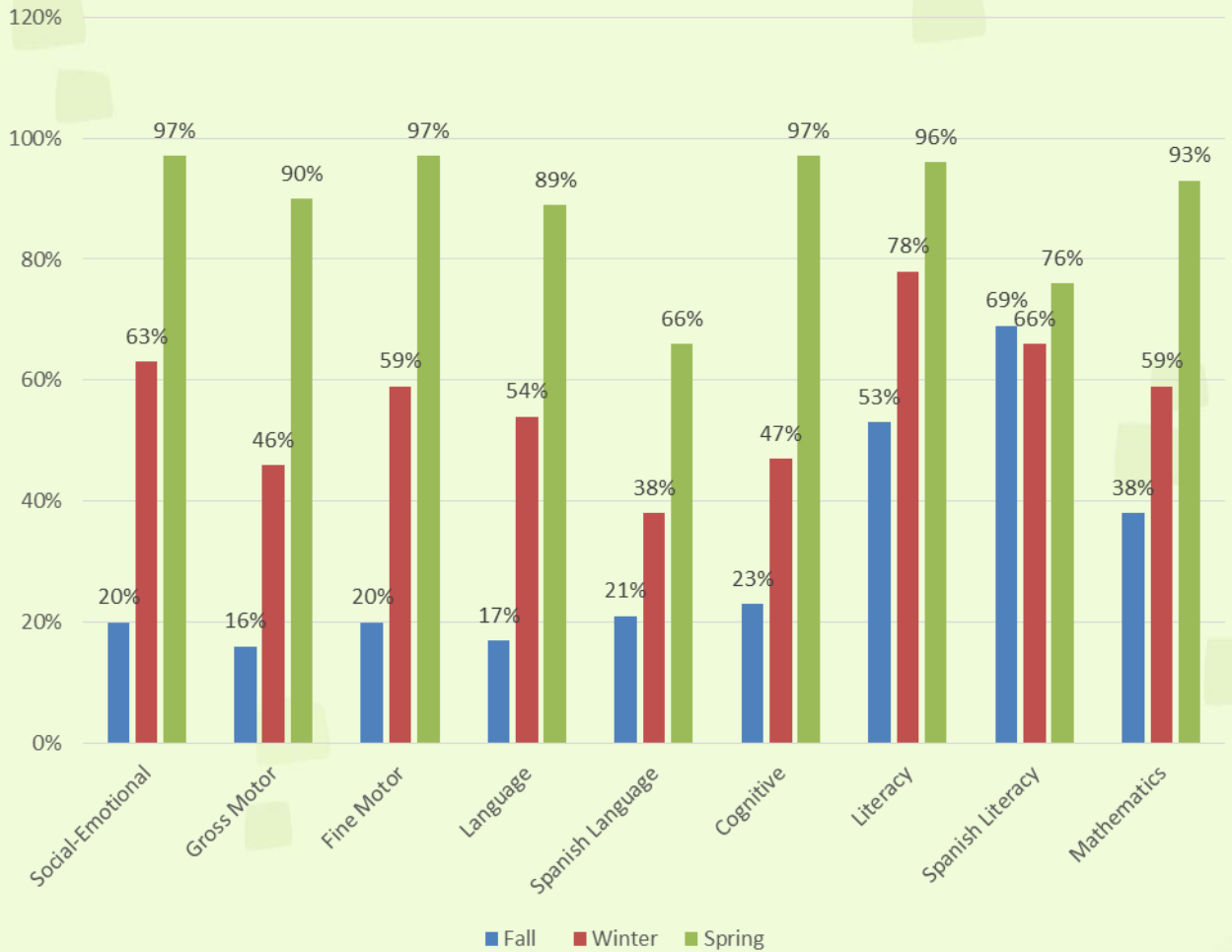
This plan outlines numerous steps in each component that build on school readiness skills for children and families.



# School Readiness

## Fall / Winter/ Spring 2014-2015

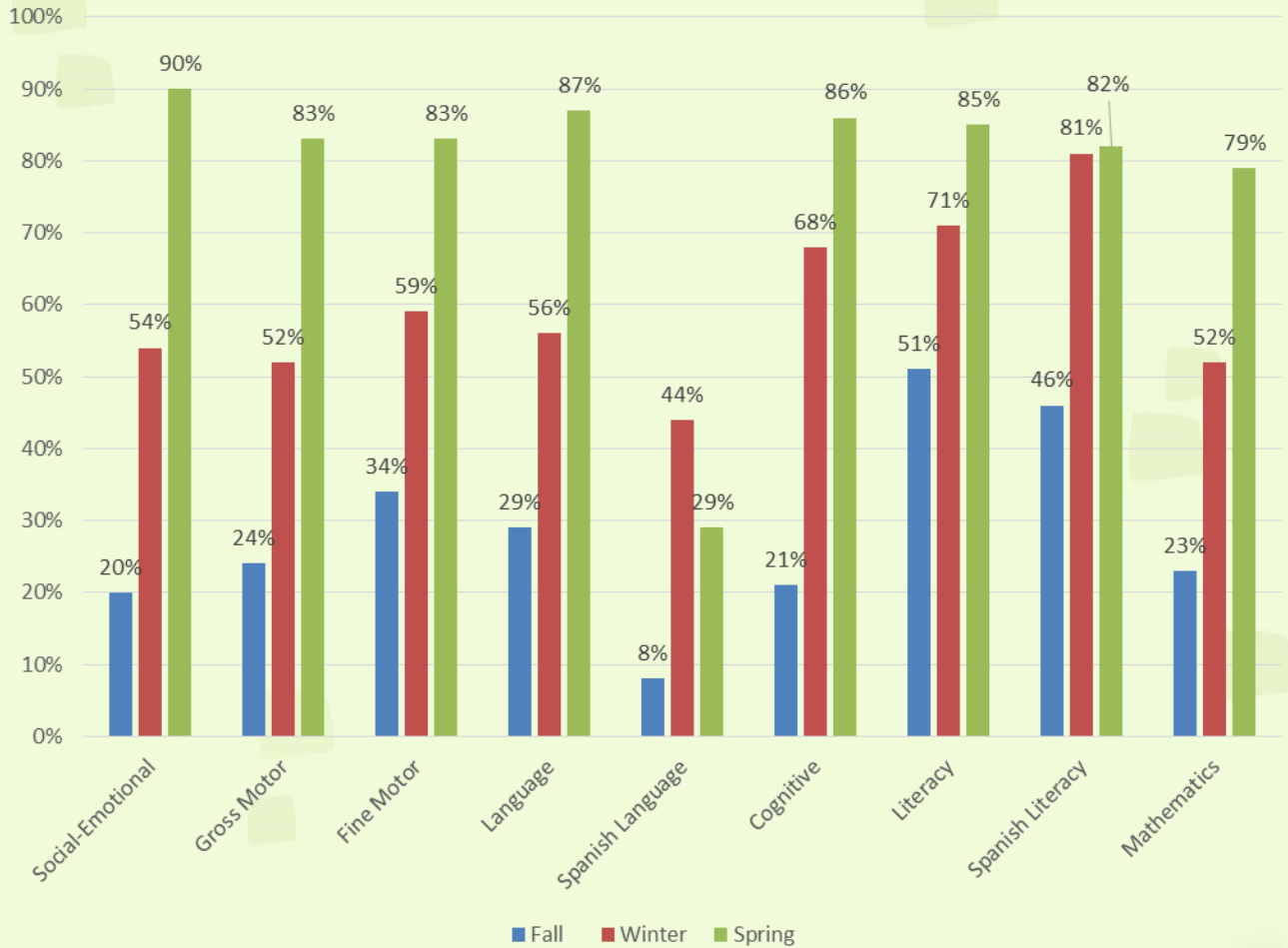
3 year old Children



# School Readiness

Fall/Winter/Spring 2014-2015

4 year old



# *Family Engagement*

Establishing trusting relationships with parents from the moment they step into our program until the last day of school is a priority at our New York Head Start program. The following strategy serves to guide our efforts; staff members and teachers greet and welcome families every morning and afternoon in all classrooms and throughout the day. Our program assists parents in making connections with other families through classroom and school activities. Program wide emphasis is also placed on building an inclusive school community that embraces families diverse cultures and values.

Families are encouraged to participate in parent workshops, parent- teacher conferences, classroom activities, and to join committees such as the policy council an the parents committee. Parents are also welcomed to express concerns and provide feedback about their child's development and learning.

As part of our efforts to prepare families for future success, we work collaboratively with parents to establish individual goals that will enhance their lives and the lives of their children.

## *Father Engagement*

Engaging fathers and/or male caregivers is an important aspect of our program. Male role models are essential to positive child/parent relationships and school readiness.

As a program, we welcome paternal participation and we offer fatherhood activities such “Daddy and Me Nights” and “Dads Take Your Child To School Day” in order to provide meaningful experiences to our families.



# *Family Activities & Engagement*

Our Head Start program provides various opportunities for parents to become part of the school community. Parents partake in classroom activities with their children, parent teacher conferences, gain new skills and knowledge in workshops such as education, nutrition, financial literacy, parenting classes, transition to kindergarten, parent/child relationships and housing/tenants rights.

This year, several community agencies joined our first informational fair, parents visited tables and obtained information they can utilize in their everyday lives as well as activities that can enrich their children's educational experiences.

Additionally, parents develop strong parent/school relationships that promote parent peer support to assist existing families as well as new families coming in to the program

## *Mental Health*

- Our New York Head Start program has mental health consultants that work closely with staff to provide support to children and families. These Mental Health consultants also conduct professional trainings and workshops for staff and parents as well as classroom observations, individual sessions and referrals.





# *Other Activities/Collaborations*

## **Jumpstart & Monroe College**

Jumpstart is an internship program that allows Corp members from Monroe College the opportunity to accumulate volunteer and field hours in areas both within and out of their area of studies by providing literacy activities to children aged 3-5. The Corp members are held to the same standard and requirements of Head Start staff. All members must provide yearly physical exams, copies of background checks, FBI fingerprints and the National Sex Offender Registry.

## **CMOM**

The Children's Museum of Manhattan visited our program twice a week to provide the children with art enrichment activities. All activities were linked to literacy topics and children's favorite books. They children were able to take their creations home at the end of the day; often times they were able to wear their creations out of the building.

## **Education in Dance**

Through the use of music and movement our Head Start children are provided with the opportunity of learning about the foundations of art. The children are introduced to a variety of musical instruments, music and even food. They are taught the importance of taking care of their bodies and practicing healthy eating habits.





# *Other Activities/Collaborations*

## **Cool Culture**

Cool Culture program allows parents the opportunities to visit cultural institutions throughout the five boroughs free of charge. Through their monthly newsletters parents are informed of upcoming events at museums and parks. The pass allows free access for up to five family members. We at the program encourage parents to bring us photographs of their visits so that we may show other families how to best make use to their Cool Culture passes.

## **PS 186x**

PS 186x is a District 75 Special Education school located within walking distance of the PRFI Bronx Head Start program. PS 186x and its staff have allowed us to utilize their enormous auditorium for our yearly Moving Up Ceremony. PS 186x also has a new state of the art library which has been opened to our program and our children. As part of an incentive program for the students of PS186x, the best behaved and most improved students are allowed to participate in the reading program. Through this program, we at the Head Start inform the library staff at PS 186x the themes that the children are learning about. The students from the reading program then find books according to the theme and prepare to read to our children as well as provide them with follow up questions.



# *Other Activities/Collaborations*

## **PS 721x**

PS 721x is a District 75 Special Education school that allows students the opportunity of work study. The students work at our Bronx Head Start program Monday through Friday. They are all assigned to specific classrooms and are given an array of tasks which they are responsible for on a daily basis. Some of the duties may include they delivery of carts to and from the classrooms, cleaning and sanitizing of toys, preparation of classroom materials, and even maintenance tasks for some. During the afternoon the students are in class with their Special Education teacher who is in the building at all times along with the assistance of Paraprofessional. Both the teacher and the paraprofessional assume all responsibilities with the students.



# *Monitoring Review*

- From January 26 – 30, 2015 the Administration for Children and Families (ACF) conducted an on-site monitoring review of PRFI Head Start. As a result of this review ACF decided to conduct another review.
- From May 4-8, 2015 ACF conducted another review for the Fiscal and ERSEA areas. The Fiscal and ERSEA areas were in compliance during this review.

## *Fiscal Audit*

An independent financial audit is done annually and a copy of the entire audit report is available upon request. PRFI most recent financial audit revealed no deficiencies or material weaknesses.



# *Letters from Parents...*



Being in the Parent Committee was a wonderful experience for Both my child and I. Not only was I able to make great things happen for the children being a part of the Parent Committee but also being active in my child's school activities. I was able to partake in my child's day to day basis, as well as the other kids day to day in the school . Making sure the parents were aware of what was going on, as well as having them participate in their child's school activity. It was a very gratifying experience”

***Sheila Cabral***

***Parent Committee /Vice President 2014-2015***

***Brooklyn***





Greetings,

My name is *Yenny Tiburcio Castillo* my son attends to the program in Brooklyn, I was a member of the Policy Council 2014-2015. Been part of the Policy Council was a good experience because as a parent you feel more informed about the program. The staff does very good in welcoming the parents to this meetings, organizing and providing information.

As a parent I just want to say that I'm very happy of the progress my son has made, since last year he has learn so much. I'm very grateful with the teachers and staff for their hard work!

