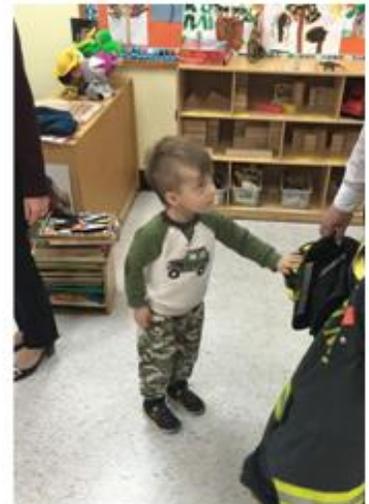


Y.M. & Y.W.H.A. of Williamsburg, Inc.  
2016 Year End Report



## **School Year 2015-2016**

The Williamsburg Y Head Start located at 64 Division Avenue Brooklyn, New York 11249 is a comprehensive family focused and federally funded child development program, which has been in existence for over forty years. It is a unique program because it encourages creative program designs, including collaboration with community agencies, to meet the different needs of children and their families. As an all inclusive and comprehensive program the 195 Head Start children receive a variety of learning experiences which foster intellectual, physical, social, and emotional growth.

Federal review teams visited the agency at various time during the year. Based on the information gathered during Fiscal/ERSEA review, Comprehensive Services/School Readiness review, and Environmental Health and Safety review, no area of noncompliance was found. One of the most important reviews was the CLASS review which assessed interaction between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The results of the CLASS review were exemplary. In each domain the scores were higher than the national and state average, which reflects high quality teaching practices in our program.

The annual report has been prepared to comply with requirements of the Head Start Reauthorization Act of 2008. This Head Start Act Section 644(a)(2)(A)-(H) states:

This Head Start agency makes 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.

- (A) The total amount of public and private funds received and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the fiscal year.
- (C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- (D) The results of the most recent review by the Secretary and financial audit.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information required by the Secretary.

**Education:**

The Y.M. & Y.W.H.A. of Williamsburg Head Start program continues to use unit-based Creative Curriculum that includes a variety of writing, math, music, science, story time, arts and crafts, indoor/outdoor activities, and free play. The instruction focused on developing the foundational knowledge and skills outlined in the New York State Prekindergarten Foundation standards and OHS Early Learning Framework. In addition, our program offers a variety of enrichment programs, including HOSH Yoga, Education in Dance, Science and Art Workshops. All activities were designed to stimulate children's physical, intellectual, social and emotional growth in a loving and comfortable environment.

**Fiscal**

The agency's 2015/2016 fiscal audit was conducted by a Certified Public Accountant, Barry Popick, to ensure that the YM & YWHA of Williamsburg, Inc. Head Start Program procedures met compliance standards. The audit will include any material findings and state that the financial statements present fairly, in all material respects, the financial position of the YM & YWHA of Williamsburg, Inc.

Head Start Program as of January 31, 2016 and the changes in the net assets and its cash flows for the year ending January 31, 2016 will be in conformity with accounting principles generally accepted in the United States of America. A complete copy of the audit and its components will be available upon request (45CFR Part 5).

**PUBLIC AND PRIVATE FUNDS RECEIVED:**

The YM & YWHA of Williamsburg, Inc., Head Start Program is federally funded through the Administration for Children and Families (ACF), and other public and private funding that constitutes the required non-federal share (cash and in-kind). The YM & YWHA of Williamsburg, Inc., Head Start Program received the following funds to operate the Head Start, Universal Pre-kindergarten and CACFP programs.

Head Start funds	-----	\$ 2,249,150
UPK Funds	-----	\$ 325,189
Non-federal share (includes in-kind rent and parent volunteer that benefit the Head Start program)	-----	\$ 612,287
<u>Total Head Start and UPK Funds received</u>		<u>\$3,386,626</u>
CACFP Funds	-----	\$ 176,872
<b>Total Funds</b>	<b>-----</b>	<b>\$3,563,498</b>

The U.S. Department of Agriculture provided \$176,872 of reimbursements for daily breakfast, lunch and snacks, through the Child and Adult Care Food Program (CACFP) administered by the New York State Department of Health.

**BUDGETARY EXPENSES:**

The accompanying schedule enumerates the personnel and program expenditures necessary to staff the YM & YWHA of Williamsburg, Inc., Head Start Program. In all, the YM & YWHA of Williamsburg, Inc., Head Start Program expended \$2,249,150 of federal funds in administering the Head Start program, a percentage (86%) of which supports the personnel and fringe expenses required to staff the center. The total program budget was \$3,061,437.

Budget Categories	Fiscal Expenditures	Federal Budget
Personnel	\$ 1,487,384	\$ 1,487,385
Fringes	599,216	593,284
Supplies	28,514	28,516
Contractual	99,540	99,540
Other than Personnel	240,419	240,425
Total	\$ 2,455,073	\$ 2,249,150
Non-Federal Funds	612,287	612,287
<b>Total</b>	<b>\$ 3,067,360</b>	<b>\$ 3,061,437</b>

**NON-FEDERAL SHARE:**

The non-federal share/in-kind match requirement is obtained annually through donated services that are generated by parents and community organizations and in-kind rent. The contract requirements are a non-federal match of \$612,287. The total amount recorded was \$1,525,272. **This program exceeded the non-federal share/ inkind match by \$912,985.**

**PROGRAM EFFICIENCY:**

This agency's allocation of Head Start administrative expenses (which is 10.2% falls within the 15% administrative cap) and programmatic expenditures are as follows:

Category	Amount	Percentage
Administrative	\$ 312,709	10.2%
Program	\$ 2,754,651	89.8%
<b>Total</b>	<b>\$ 3,067,360</b>	<b>100 %</b>

**ENROLLMENT:**

The Federal Government through the Administration for Children and Families (ACF) has provided funding to serve 195 children and their families for the period ending January 31, 2016.

**Total number of children and families served by this delegate agency:**

Funded Enrollment -- 195      Percentage of eligible children served – 100%

*YM & YWHA of Williamsburg, Inc., Head Start Program continuously seeks to identify and possibly procure additional Head Start and non-Federal sources of funding to provide more comprehensive services and quality programming to the children and families who are served.*

**Percentage of Eligible Head Start Children that received:**

Medical Exams: 100%

Dental Exams: 100%

Up-to-date Immunizations: 100%

Developmental, Sensory and Behavioral Screenings: 100%

The percentage of children with identified disabilities is 18%.

## **Program Special Events 2015-2016**

### **Pumpkin Patch:**

The "Fall Celebration" which was held on October 30, 2015, was a big success. The activities and songs for each group were age appropriate and fun. The children were excited and participated with enthusiasm. Louie Miranda made this celebration special through music and dance for the children and their parents.

### **Thanksgiving Dessert Celebration:**

Thanksgiving Dessert was served for the parents and the children in the classroom. Many parents joined us for this event and they were very happy with the outcome.

### **Annual School Fair**

Our annual school fair was held on December 9, 2015. Principals from neighboring public and charter schools were invited to inform parents about their unique school programs. Parents had the opportunity to ask questions and gather information to make decisions regarding an appropriate school setting.

### **Winter Festival**

Winter Festival was held on December 18<sup>th</sup> 2015. The children did a wonderful job performing winter theme songs and dances for their families. Parents and children had a lot of fun.

### **Pajama and Pizza Party**

The parents from the Policy Council prepared musical program and engaged children in the winter related activities on December 21. The children with help from the parents decorated cookies and ate pizza for lunch. The pizza was donated by the employer of a family in the program. One of the parents dressed as Olaf from

the movie "Frozen" and delivered the pizza to each classroom. It was a memorable day for all involved.

### **Friendship Day**

The parents from the Policy Council prepared activities based on the story "Peanut Butter and Cupcake" by Terry Border. The parents visited each classroom to read and each child received a yummy snack. A fun time was had by all.

### **Pajama Program**

During the week of March 1, the children in the UPK classrooms had the opportunity to visit the Pajama Program, which was founded in 2001. The program has provided over 4,000,000 new pajamas and new books to children in need nationwide. Our children visited the Pajama Program "Reading Center" where they participated in circle time introductions, chose a book and read with one of the program's "Reading Buddies". At the conclusion of the reading party, children were given a healthy snack. Children had the opportunity to select a book of their choice and each child was presented with a new pair of pajamas. The feedback from the teachers, children and parents was extremely positive.

### **Puppet Works**

The children visited the Puppet Works Theater on 3/15/16 & 3/16/16 to see the show "Alice in Wonderland". The children were introduced to marionettes and learned about the puppeteer's job. The show was age appropriate and engaging.

### **Fathers Initiative Week of March 21, 2016**

Countless Fathers and other family members participated in different classroom activities throughout the week. In some classrooms fathers joined their children for meal time, story time, work time, and music and movement activities while in other classrooms they participated in special events or shared their talents and/or

hobbies. Parents and children enjoyed this event. The most positive aspect was that although it was Father's Initiative, mothers were also welcomed to be involved.

### **Open House**

There was a large turnout for our Open House which was held on March 23, 2016. Current families as well as families on our waiting list joined us for a short presentation and a tour of the school. The parents had an opportunity to observe and/or participate in many exciting activities that take place in the classroom. The feedback from the parents was very positive and they look forward to joining our program next year.

### **“Drop Everything and Read Week”**

During the Week of April 11 the parents shared their love of reading by participating in our reading activity. They read the book in their children's classroom and got a certificate for participation. Rooms 11 and 1 had the largest number of participants for this event.

### **Earth Day Gardening Project:**

To increase awareness and appreciation of the Earth's Natural Environment we observed Annual Earth Day on 22nd April 2016. Our parents were invited to participate in an Earth Day project where they worked together with their children to decorate a recycled pot/planter and plant seeds. The children and the parents were very proud of their finished gardening project which they took home to care for.

### **Fire Department Visit:**

A firefighter from the NY Fire Safety Education Unit visited our program on May 4, 2016. The children had an opportunity to watch a short age appropriate video on fire safety. The firefighter conducted short hands on training and gave each child a

fire safety coloring book and certificate. Enthusiasm was shown by the children and the presenter (firefighter).

### **Sports and Fitness Week:**

During the week of May 16, 2016 we celebrated Physical Fitness and Sports Week to empower all children and their parents to lead healthy and active lives. Parents had opportunity to participate in our Yoga and Education In Dance Programs. In addition, the parents planned and prepared special sports and physical fitness activities for the teachers and children to participate in.

### **Literacy Day:**

On May 26, 2016 the children performed in a classroom show/play for Literacy Day which commenced with a community parade. The teachers were working hard with the children to prepare them for this special event. Programs and invitations were developed by children to promote this event. Parents, family members, community representatives and the sponsoring board were invited to this activity.

### **Transition to Kindergarten**

A goal of the program is to move children to kindergarten as smoothly as possible so that their educational experiences at Head Start are not lost. Therefore our program works together with elementary schools to promote school readiness and to engage families as their children make the transition to kindergarten. To make ease the transition from UPK to Kindergarten our UPK children visited P.S. 16 and P.S. 84. At this time, children also get the opportunity to interact in some of the classrooms.

As part of the transition for the 3 year old children they visited their new classroom where the children had opportunity to meet the new teacher and interact with new classmates during the work time.

**Trip to the Prospect Park Zoo:**

June 14 and 15 all classroom visited Prospect Park Zoo. The children spent an exciting day at the ZOO and participated in educational activities while learning about animals.

**Week with Art:**

The week of June 20, one of our parents, who is an artist conducted art classes focusing on painting on canvas. Each class focused on a theme they were learning about and the children created still life paintings on their own canvas. The workshops were age appropriate, fun and educational.

## Parent Events

<b>Date</b>	<b>Description of Training/Activity</b>	<b>Type of Training</b>	<b>Presenter</b>
August 31, 2015	Orientation	Organizational	Ruth Neale, Etta Burger, Ela Szura, Nicole Bonuso
September 1, 2015	Center Home Visits	Organizational	Teaching Staff
September 2, 2015	Parent Transition Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)
September 3, 2015	Understanding School Readiness Workshop	Education	Mental Health Consultant: Jeanne Rooney/ Ela Szura, Nicole Bonuso (Education Directors)
September 17, 2015	Bus Orientation	Organizational	Etta Burger, Roseann Dueno
September 29, 2015	Parent Volunteers Orientation	Organizational	Ela Szura, Nicole Bonuso, (Education Directors)
September 29, 2015	Health Fair	Organizational	Bridget Loday, RN
September 30, 2015	Nutrition Workshop	Nutrition	Dietician: Dina Lipkind, RD
October 1, 2015	Lead Poisoning Prevention and Healthy Homes Workshop	Health/Safety	NYC Department of Health and Mental Hygiene
October 8, 2015	Pedestrian Safety Training	Health/Safety	Department of Transportation
October 13, 2015	Classroom Election Orientation	Program Governance	Ruth Neale, Etta Burger
October 13, 2015	Classroom Elections Rooms 1, 5, 8,9,11	Program Governance	Etta Burger (Director of Family Engagement)
October 14, 2015	Classroom Elections Rooms 2,3,4, 6,7,10	Program Governance	Etta Burger (Director of Family Engagement)
October 21, 2015	Orientation for Policy Council Election	Program Governance	Etta Burger (Director of Family Engagement)

October 28, 2015	The Importance of Reading Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)
October 30, 2015	Pumpkin Patch	Annual Event	Teaching Staff
November 10, 2015	Parenting Workshop Series – Session 1 “Reinforcing Social Readiness Skills”	Parenting	Mental Health Consultant: Jeanne Rooney
November 16, 2015	Cold & Flu Prevention Workshop	Health/Safety	Bridget Loday, RN
November 24, 2015	Thanksgiving Dessert	Annual Event	Teaching Staff/Family Advocates
December 09, 2015	Kindergarten Fair	Education	Ruth Neale, Representatives <b>from Public Schools</b>
December 15, 2015	Parenting Workshop Series – Session 2 “Understanding and Managing Your Child's Temper Tantrum”	Parenting	Mental Health Consultant: Jeanne Rooney
December 18, 2015	Winter Festival	Annual Event	Teaching Staff/Family Advocates
January 07, 2016	Turning Five Meeting Workshop	Education	Ela Szura
January 13, 2016	Parenting Workshop Series – Session 3 “ Understanding and Managing Your Child's Temper Tantrum”	Parenting	Mental Health Consultant: Jeanne Rooney
January 27, 2016	Maternal Depression Workshop	Health/Safety	Bridget Loday, RN/ Mental Health Consultant: Jeanne Rooney
February 10, 2016	Friendship Day	Annual Event	Teaching Staff
February 18, 2016	Center Home Visits	Organizational	Teaching Staff
February 23, 2016	Parenting Workshop Series – Session 4 “Speaking With and To Your Child”	Parenting	Mental Health Consultant: Jeanne Rooney/ Ela Szura, Nicole Bonuso, (Education Directors)

March 2, 2016	Domestic Violence Workshop	Health/Safety	Janet Wise
March 17, 2016	Healthy Foods for Healthy Kids Workshop	Nutrition	Dietician: Dina Lipkind, RD
March 21, 2016- March 24, 2016	Father's Initiative Week	Parenting	Teaching Staff/Family Workers
March 30, 2016	Parenting Workshop Series – Session 5 “Coping Strategies”	Parenting	Mental Health Consultant: Jeanne Rooney Bridget Loday, RN
April 11, 2016- April 15, 2016	Drop Everything and Read Week	Education	Teaching Staff/ Parents
April 19, 2016	Parenting Workshop Series – Session 3 “ Why Play Is Important and How Play Can Foster Your Child's Creativity and Learning ”	Parenting	Mental Health Consultant: Jeanne Rooney/ Ela Szura, Nicole Bonuso, (Education Directors)
May 16, 2016- May 20,2016	National Fitness Week	Health/Safety	Policy Council
May 26, 2016	Literacy Day	Education	Teaching Staff/Family Advocates
June 8, 2016	Transition to Kindergarten Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)
June 9, 2016	Parent Teacher Conferences	Education	Teaching Staff
June 22, 2016	Making Summer Activities Fun & Educational Workshop	Education	Mental Health Consultant:Jeanne Rooney/ Ela Szura, Nicole Bonuso (Education Directors)
June 30, 2016	Moving On Ceremony	Annual Event	Teaching Staff/Family Advocates