

Y.M. & Y.W.H.A. of Williamsburg, Inc.

Head Start Program



2016-2017 Year End Report



School Year 2016-2017

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. The Y.M. & Y.W.H.A. of Williamsburg, Inc. Head Start was awarded a grant from the New York State Head Start Association for construction of an Outdoor Science Laboratory. Based on the information gathered during the Federal Review cycle, no area of non-compliance was found, therefore no corrective action was required.

Education

The Y.M. & Y.W.H.A. of Williamsburg Head Start program continues to use the 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 is 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, Creativity Soccer Pro and Art Workshops. All activities were designed to stimulate children's physical, intellectual, social and emotional growth in a loving and comfortable environment. In addition, to enhance STEM knowledge and skills, our program started working on an Outdoor Science Laboratory. Hands on experiences and experimentation will allow children to explore math and science concepts, and develop their analytic, classification and prediction skills.

Special Education

- **100% of the children** enrolled in the program were screened within 45 days of entry.
- **35 Children (18%)** had an IEP indicating that they qualified to receive special education services.
- **15 children out of 35 (7%)** entered the program year with an IEP.
- **20 children of the 35 (10%)** were referred to CPSE and qualified for special education services during the school year.

Fiscal

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.

The agency's 2016/2017 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, 2017 and the changes in the net assets and its cash flows for the year ending January 31, 2017 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	-----	\$ 2,492,842
UPK Funds	-----	\$ 328,974
Non-federal share (includes in-kind rent and parent volunteer that benefit the Head Start program)	-----	\$ 623,207
Total Head Start and UPK Funds received		<u>\$3,445,023</u>
CACFP Funds	-----	\$ 186,819
Total Funds	-----	\$3,631,842

The U.S. Department of Agriculture provided \$183,274 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 \$2,492,842 of federal funds in administering the Head Start program, a percentage (82%) of which supports the personnel and fringe expenses required to staff the center. The total program budget was \$3,116,049.

Budget Categories	Fiscal Expenditures	Federal Budget
Personnel	\$ 1,472,161	\$ 1,472,161
Fringes	569,366	569,366
Supplies	42,494	42,494
Contractual	132,633	132,633
Other than Personnel	278,188	278,188
Total	\$ 2,492,842	\$ 2,492,842
Non-Federal Funds	623,207	623,207
Total	\$ 3,116,049	\$ 3,116,049

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 \$623,207. The total amount recorded was \$1,066,743. **This program exceeded the non-federal share/ inkind match by \$443,536.**

PROGRAM EFFICIENCY:

This agency's allocation of Head Start administrative expenses (which is 10.26% falls within the 15% administrative cap) and programmatic expenditures are as follows:

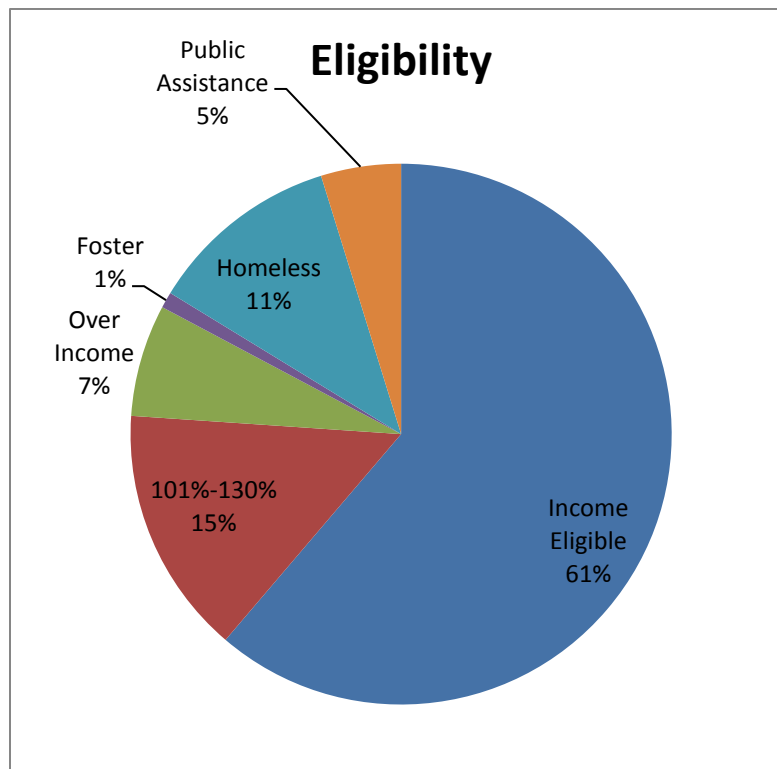
Category	Amount	Percentage
Administrative	\$ 319,599	10.26%
Program	\$ 2,796,450	89.74%
Total	\$ 3,116,049	100 %

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



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.

Health

Number of children that have:	At Enrollment	At End of Year
Have ongoing source of Medical Care	95%	100%
Have ongoing source of Dental Care	90%	99%
Have up to date immunizations	75%	99%

Program Special Events 2016-2017

Hosh Yoga

The yoga activities are developmentally appropriate for children to relax and rejuvenate through gentle movements, deep relaxation and guided meditation.



Education in Dance

Each class combines basic dance skills with creative movements, theatre skills for self-esteem, an exploration of quality music and visual art forms which relates to dance.

Healthy Fitness Activity

A Personnel Trainer conducted fitness activities in the classroom which involved balancing, focusing and creativity.

Creativity Pro Soccer

Creativity Pro Soccer Program which develops fun, safe and developmentally appropriate activities for children teach children game of soccer. Each class is delivered by highly enthusiastic and skillful soccer coaches with low child-to-coach ratios.

Multicultural Month

May was a multicultural month in our school. During this month the children learned about the cultures of different countries. On May 31 we celebrated Multicultural Day. Each classroom's show demonstrated the culture of the different countries through songs, dance and/or story



telling. The activities prepared showed teachers creativity and dedication. Our Multicultural Day which concluded with a parade in the neighborhood was fun and engaging for the children and the parents.

Kindergarten Fair

Our annual school fair was held on December 15, 2016. 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.

Local politicians, including Diana Reyna and representatives from the Brooklyn Borough President and Councilman Levin's office also joined us. Those who were able to stay for a tour were very impressed by our program.



Pumpkin Patch

Instead of going to a Pumpkin Farm, we developed one in our yard. We had hay and miniature pumpkins for each child which were placed in the hay. 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 Luncheon

The Annual Thanksgiving Luncheon was held on November 24, 2016. Parents were invited to bring in dishes from their cultures as well as traditional Thanksgiving foods.

Winter Festival

Winter Festival was held on December 21, 2016. The children did a wonderful job performing winter theme songs and dances for their families. Parents and children had a lot of fun.

Winter Pajama Party

The parents from the Policy Council prepared a musical program and engaged children in the winter related activities on December 20, 2016. Parents dressed up as a winter fairy and reindeer and helped the children decorate cookies.



Friendship Day

The parents from the Policy Council prepared activities for Friendship day on February 14, 2017. The parents visited each classroom to read and each child received a yummy snack. A fun time was had by all.

Fathers Initiative Week of April 24, 2017

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 the week of June 12, 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 11th 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.

Fire Department Visit

A firefighter from the NY Fire Safety Education Unit visited our program on May 4, 2017. 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 June 19, 2017 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.

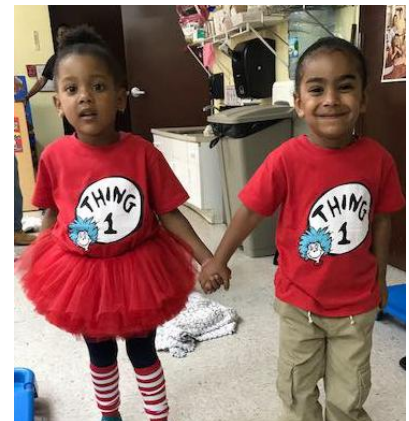
Transition to Kindergarten

A goal of the program is to move children to kindergarten as carefully 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 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 an opportunity to meet the new teacher and interact with new classmates during the work time.

ABC Countdown to the Last Day of School

A special ABC countdown calendar was developed for the month of June. Each day was assigned a letter and a special activity for that letter. Activities included Bubble Day, Dr. Seuss Day, Hawaiian Luau Day and more.



Date	Description of Training/Activity	Type of Training	Presenter
September 6, 2016	Orientation	Organizational	Ruth Neale, Roseann Dueno , Ela Szura, Nicole Bonuso
September 6, 2016	Center Home Visits	Organizational	Teaching Staff
September 7, 2016	Parent Transition Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)
September 9, 2016	Understanding School Readiness Workshop	Education	Mental Health Consultant:Jeanne Rooney/ Ela Szura, Nicole Bonuso (Education Directors)
September 9, 2016	Parent Volunteers Orientation	Organizational	Ela Szura, Nicole Bonuso, (Education Directors)
September 14, 2016	Bus Orientation	Organizational	Roseann Dueno , Roseann Dueno
October 5, 2016	Pedestrian Safety Training	Health/Safety	Department of Transportation
October 13, 2016	Classroom Election Orientation	Program Governance	Ruth Neale, Roseann Dueno
October 18, 2016	Classroom Elections Rooms 1, 5, 8,9,11	Program Governance	Roseann Dueno (Manager of Parent Involvement)
October 19, 2016	Classroom Elections Rooms 2,3,4, 6,7,10	Program Governance	Roseann Dueno (Manager of Parent Involvement)
October 24, 2016	Health Fair	Organizational	Jennifer Mendez, LPN
October 25, 2016	Understanding and Managing Your Child's Temper Tantrums Workshop	Parenting	Mental Health Consultant:Jeanne Rooney
October 26, 2016	Pumpkin Patch	Annual Event	Teaching Staff
October 28, 2016	The Importance of Reading Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)

November 1, 2016	Orientation for Policy Council Election	Program Governance	Roseann Dueno (Manager of Parent Involvement)
November 17, 2016	Nutrition Workshop	Nutrition	Dietician: Dina Lipkind, RD
November 24, 2016	Thanksgiving Luncheon	Annual Event	Teaching Staff/Family Advocates
November 29, 2016	Parenting Workshop Series – Session 1 “Reinforcing Social Readiness Skills”	Parenting	Mental Health Consultant: Jeanne Rooney
December 15, 2016	Kindergarten Fair	Education	Ruth Neale, Representatives from Public Schools
December 20, 2016	Pajama Day	Annual Event	Policy Council
December 21, 2016	Winter Festival	Annual Event	Teaching Staff/Family Advocates
January 11, 2017	Turning Five Meeting Workshop	Education	Ela Szura
January 19, 2017	Germ Prevention Workshop	Health/Safety	Jennifer Mendez, LPN
January 24, 2017	Parenting Workshop Series – “Sibling Rivalry”	Parenting	Mental Health Consultant: Jeanne Rooney
February 6, 2017	Heart Healthy Blood Pressure Screenings	Health/Safety	Jennifer Mendez, LPN/ Mental Health Consultant: Jeanne Rooney
February 14, 2017	Friendship Day	Annual Event	Teaching Staff
February 16, 2017	Healthy Fitness Activity for Kids	Health	Juan Pellot, CPT
February 22, 2017	Center Home Visits	Organizational	Teaching Staff
February 28, 2017	Parenting Workshop Series – “When Loving Relatives Interfere in Child Rearing”	Parenting	Mental Health Consultant: Jeanne Rooney/ Ela Szura, Nicole Bonuso, (Education Directors)
March 28, 2017	Domestic Violence Workshop	Health/Safety	Janet Wise

	Parenting Workshop Series – Session 5 “Coping Strategies”	Parenting	Mental Health Consultant: Jeanne Rooney
March 17, 2017	Nutrition Workshop	Nutrition	Dietician: Dina Lipkind, RD
April 11, 2017	Drop Everything and Read Week	Education	Teaching Staff/ Parents
April 24, 2017 (week of)	Father’s Initiative Week	Parenting	Teaching Staff/Family Workers
May 10, 2017	Parenting Workshop Series – “Tips for Increasing Your Child’s Cooperation”	Parenting	Mental Health Consultant: Jeanne Rooney/ Ela Szura, Nicole Bonuso, (Education Directors)
May 24, 2017	Transition to Kindergarten Workshop	Education	Ela Szura, Nicole Bonuso, (Education Directors)
May 31, 2017	Multicultural Day	Education	Teaching Staff/Family Advocates
June , 2017	Parent Teacher Conferences	Education	Teaching Staff
June 7, 2017	Combination Smoke & Carbon Monoxide	Health/Safety	FDNY
June 16, 2017 (week of)	Open House Week for 3s & 4s	Education	Education Directors/Family Advocates
June 30, 2017	Moving On Ceremony	Annual Event	Teaching Staff/Family Advocates