



Puerto Rican Family Institute
Head Start Program

**Annual Report
2008**



Message from the President and CEO

It is my great honor and pleasure to share with you all of our achievements in the area of early education (head start) in Puerto Rico as well as in Brooklyn. The road traveled has not been an easy one, but the goals have been reached in a positive manner. Being able to rely on excellent administrators, a dedicated and committed staff, parents with a high level of responsibility, and community leaders that truly give their hearts to these programs has greatly improved our ability to make our dreams a reality.

The Institute's Board of Directors has been a significant source of leadership and support since the founding—and an outstanding partner in this ongoing journey.

As many of you are aware, we began in 1996 with a center in Brooklyn serving 51 children. This was, and continues to be, a model program which has achieved national recognition. In 2002, we commenced operations in Puerto Rico with three centers (located in Ciales and Crorozal) serving 147 children. Our reputation and credibility as an agency was enhanced by the addition of these two programming components.

The foundation that facilitated rapid growth in this area in Puerto Rico was established. In less than 4 years, the number of children enrolled increased to 1,103 and the geographic regions served grew to include San Juan, Caguas, Trujillo Alto, Bayamon, and Rio Grande. I would like to inform everyone that this has been a significant group effort, that I am extremely grateful to everyone who lent their support and collaboration and that I believe that all we have achieved gives us the motivation to continue forward.

Maria Elena Girone
President and CEO



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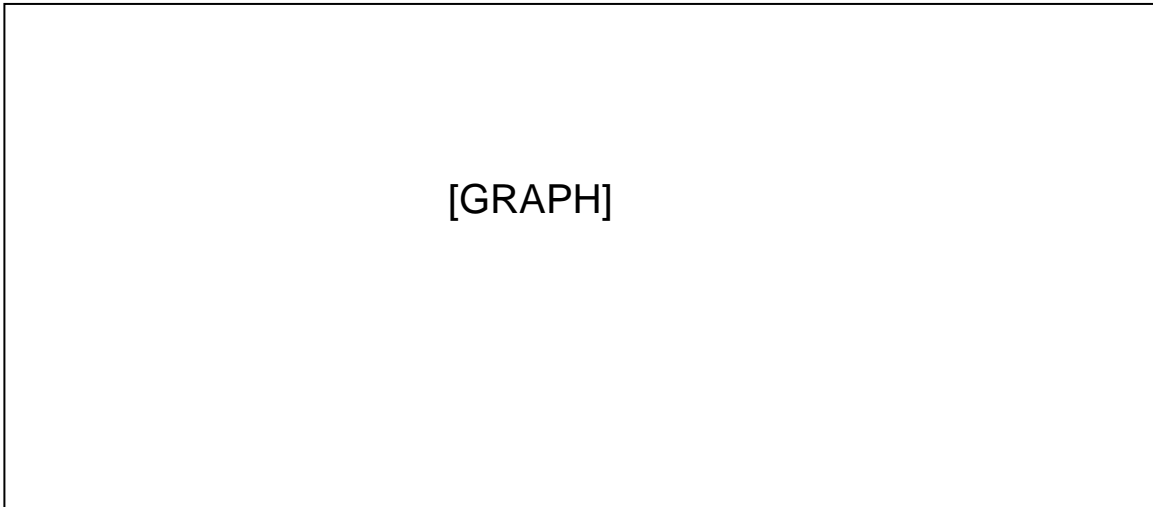
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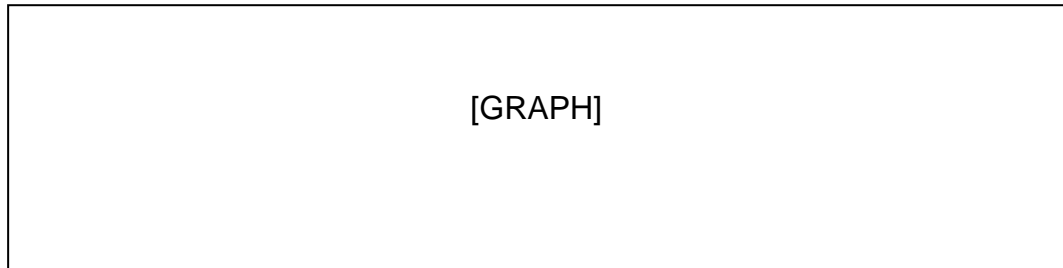
HEAD START BUDGET

Funds Distribution by Category

Fiscal Year 2007-2008



Funds Distribution for Fiscal Year 2007 – 2008



COST PER YEAR

Brooklyn	\$ 6,864
Puerto Rico	\$12,470
Salaries	5,031,189.43
Fringe Benefits	1,089,914.15
Materials	215,818.03
Travel	12,500.00
Expenses	
Others ¹	2,152,580.12
Contracts	148,494.27
Training and Technical Assistance	96,709.00
Indirect Costs	196,800.00

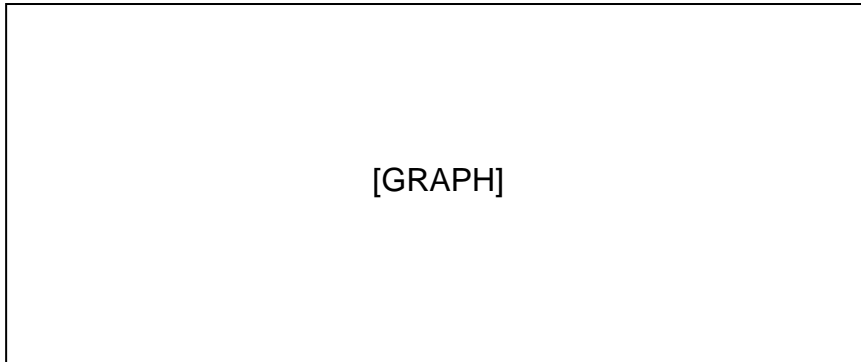
¹ This category includes utilities, rent, repairs and maintenance.

² Includes a \$600,000 "One Time Supplemental Fund" for renovations made to the centers acquired up to July 1st, 2007 and a \$15,000 "Carryover" for backyard equipment for the Jardines de Campo Rico center.

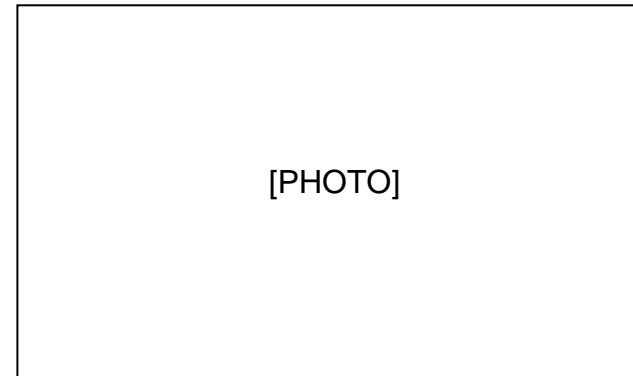
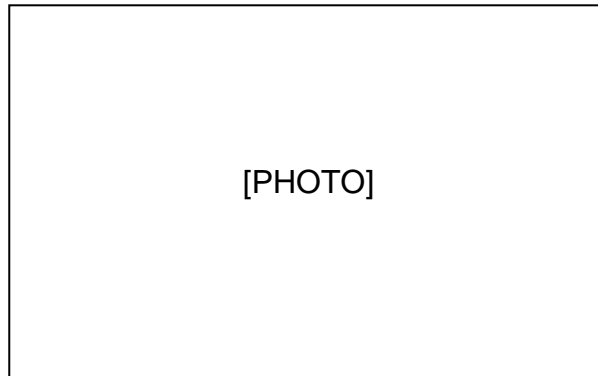


BUDGET

Child and Adult Care Food Program (CACFP)
Fiscal Year Oct. 2007 – Sep. 2008



Food Program Service	Puerto Rico	Brooklyn
Reimbursement		
Breakfast	148,454	11,896
Lunch	149,301	11,820
Dinner	141,303	10,795
	439,058	34,511





ENROLLMENT

34 Centers - 61 Classrooms

[GRAPH]

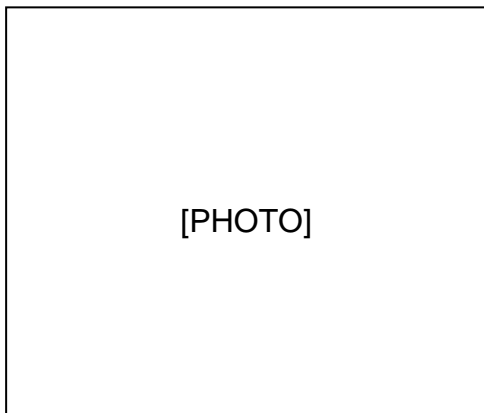


ENROLLMENT DISTRIBUTION PER MUNICIPALITY

[GRAPH]



EARLY CHILDHOOD EDUCATION



PRFI utilizes an educational model that addresses the individual needs of our children through diverse activities developed by the educational staff, the participation of parents and other community members.

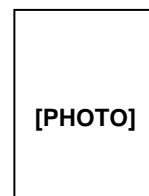
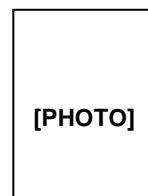
Our program uses The Creative Curriculum. This Curriculum is backed by scientific research and reports such as *Eager to Learn (2001)*, *From Neurons to Neighborhoods (2000)*, *A Good Beginning* and others. The theoretical basis used and the appropriate practices established by the National Association for the Education of Young Children (NAEYC), are used as a basis to implement developmentally appropriate practices. The curriculum focuses on the children's environment, placing emphasis in areas of interest—assuring that this learning environment is capable of supporting proper development of the social-emotional, physical, language, and cognitive dimensions. The educational program focuses on promoting literacy skills and numeric and scientific knowledge to ensure the children's academic success in kindergarten.

- **Lending Library** – Promotes literacy through books that children and parents can take home.
- **“I Am Moving, I Am Learning” Curriculum** – Resources and strategies to incorporate quality physical movement and healthy nutritional decisions.
- **Sports, Play, and Active Recreation for Kids (SPARK)** – Program designed to provide integrated academic activities and fun activities that enhance the development of motor skills in children between ages three to five.
- **Early Childhood Music Program** – Aims to develop the children's innate skills in music and inspire them to participate in classroom activities.
- **Education in Dance** – Integrated arts program which aims to enrich child development via corporal movement and art appreciation.
- **Cool Culture** – Free visits to cultural institutions in New York City.
- **Special Class in an Integrated Setting** – With the collaboration of the Cooke Center, a provider of special education services, this program offers special education teachers who work with children with special needs.
- **Universal Pre-kindergarten (UPK)** - Provides a free pre-kindergarten program that promotes the development of creative expressions, social-emotional, physical, cognitive, language and cultural skills for four-year-old children.
- **Travel Backpack** – Program in which a backpack travels and visits homes with educational activities for families to enjoy together.
- **Preschool Science** – Science activities constructed for children to enable them to establish hypotheses, solve problems and develop conclusions.



CHILDREN'S OUTCOMES

Our system of continuous assessment allows us to measure the children's progress three times a year. The results obtained in the three periods (fall, winter and spring) and in the eight domains provide us a progress profile for children 3 and 4 years old. With the information obtained, we can make informed decisions to improve our offerings and learning activities such as in training, workshops and technical assistance to our staff.



During the program year of 2007-2008, the domain areas with the most gains for 3-year-old children were: approaches to learning, mathematics, language development and science.

4-year-old children showed improvement in the following domain areas: health and physical development, social-emotional development, creative arts and language arts.

PUERTO RICO 3-Year-old children at the 3rd Level

Domain Area	3-year-old		
	Fall	Winter	Spring
Language Development	9%	51%	52%
Literacy	3%	38%	51%
Mathematics	3%	42%	54%
Science	3%	41%	52%
Creative Arts	5%	45%	48%
Approaches to Learning	4%	45%	55%
Social-Emotional Development	1%	7%	40%
Health and Physical Development	1%	10%	43%

PUERTO RICO 4-year-old children at the 3rd Level

Domain Area	4-year-old		
	Fall	Winter	Spring
Language Development	3%	12%	57%
Literacy	1%	6%	42%
Mathematics	1%	5%	43%
Science	1%	5%	43%
Creative Arts	1%	11%	57%
Approaches to Learning	1%	7%	45%
Social-Emotional Development	3%	21%	69%
Health and Physical Development	5%	26%	80%

BROOKLYN 3-Year-old children at the 3rd Level

Domain Area	3-year-old		
	Fall	Winter	Spring
Language Development	0%	6%	19%
Literacy	0%	0%	16%
Mathematics	0%	3%	19%
Science	0%	6%	16%
Creative Arts	0%	3%	19%
Approaches to Learning	0%	3%	16%
Social-Emotional Development	0%	10%	19%
Health and Physical Development	0%	10%	19%

BROOKLYN 4-year-old children at the 3rd Level

Domain Area	4-year-old		
	Fall	Winter	Spring
Language Development	11%	39%	55%
Literacy	8%	29%	47%
Mathematics	8%	37%	58%
Science	8%	39%	58%
Creative Arts	5%	39%	55%
Approaches to Learning	11%	37%	58%
Social-Emotional Development	5%	26%	61%
Health and Physical Development	8%	45%	66%



FAMILIAL PROFILE 2007-2008

PUERTO RICO

FAMILY COMPOSITION

Two-Parent Families	347	31%
Single Parent Families	761	69%

INCOME LEVEL

Low-Income	1,060	96%
Over-Income	48	4%

EMPLOYMENT STATUS

Two-Parent Families	347	31%
Both parents currently working	56	16%
One parent working	235	68%
Both parents unemployed	56	16%
Single Parent Families	761	69%
Parent currently working	221	29%
Parent not working (retired, unemployed, disabled)	540	71%

LEVEL OF EDUCATION

Some schooling	342	31%
High School or GED	456	41%
Vocational school, associate degree or some college credits	302	18%
Bachelor or master degree	106	10%

GOVERNMENT ASSISTANCE

Families receiving PAN	634	57%
Families receiving TANF	55	5%

HOMELESS

Homeless families	5
Families that found a home during the year	1

BROOKLYN

FAMILY CHARACTERISTICS

Two-Parent Families	53	65%
Single Parent Families	28	35%

INCOME LEVEL

Low-Income	50	72%
Between 100 -130	13	19%
Over-Income	6	9%

EMPLOYMENT STATUS

Two-Parent Families	53	65%
Both parents currently working	21	40%
One parent working	32	60%
Both parents unemployed	0	
Single-Parent Families	28	35%
Parent currently working	17	61%
Parent not working (retired, unemployed, disabled)	11	39%

LEVEL OF EDUCATION

Some schooling	48	59%
High School or GED	21	26%
Vocational school, associate degree or college credits	8	10%
Bachelor or master degree	4	5%

GOVERNMENT ASSISTANCE

Families receiving Food Stamps		
Families receiving TANF	13	16%

HOMELESS

Homeless Families	0
Families that found a home during the year	0



RACE AND ETHNICITY OF FAMILIES SERVED

BROOKLYN

ETHNIC GROUP

Hispanic or Latino	75
Non-Hispanic	7

RACE

African American	6
Asian	1
Hispanic or Latino	75

PRIMARY LANGUAGE AT HOME

English	32
Spanish	49
Middle Eastern or Asian	1

PUERTO RICO

ETHNIC GROUP

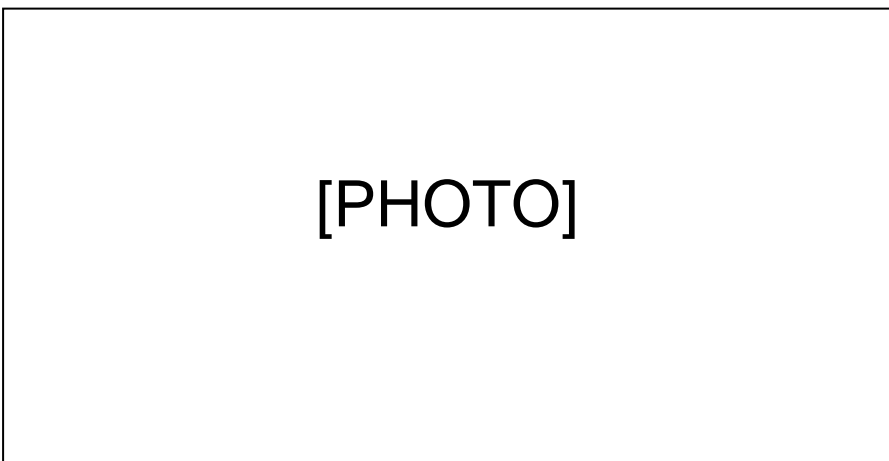
Hispanic or Latino	1,157
Non-Hispanic	0

RACE

African American	0
Asian	0
Hispanic or Latino	1,157

PRIMARY LANGUAGE AT HOME

English	0
Spanish	1,157

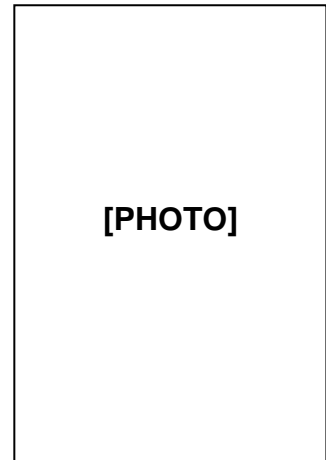




NUTRITION

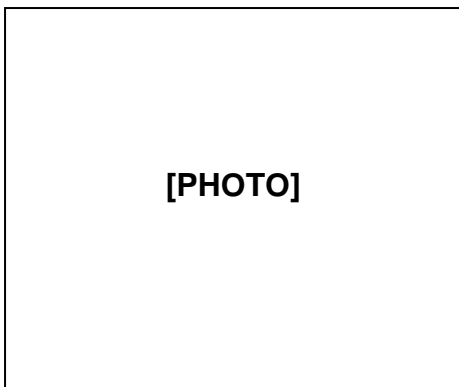
The Puerto Rican Family Institute Head Start Program participates in the Children and Adult Care Food Program (CACFP) subsidized by funds from the United States Department of Agriculture (USDA). This program provides reimbursements for the meals served daily to all children enrolled in the program. The program received the certification of approval from the CACFP Menu Program.

The program has the support of six (6) Home Economists to supervise the food services and three (3) Nutritionists/Dietitians to evaluate the nutritional health of the children.



We calculate the body mass index (BMI) of each child to determine if their growth and development is between the standard parameters for their age. According to the growth charts, the problems of being overweight and obesity are the one that shows the highest percentage among children with a 32% incidence rate. On the other hand, other identified conditions with high incidence levels are anemia and constipation with 13% each.

In order to engage the children, the program promotes several activities directed by the center's staff and providing opportunities in which the children can learn about healthy eating habits and increase their daily physical activities. Additionally, our efforts are focused on improving the nutritional health of families by promoting healthy food options and adopting healthy lifestyles. Multidisciplinary efforts are entertained to better serve the families with diverse strategies.



HEALTHY FOOD FOR EVER!

“This is a good program because they teach our children good habits, such as sharing, how to have better hygiene, good manners, and they also prepare them for school.”

Sujail Hernandez, Head Start Mom

HEALTH SERVICES



Dental and Physical Health

Our health staff includes 10 nurses, who are in charge of providing all documentation regarding the physical examinations of each child enrolled in the program. Referrals are made to different health specialists as needed when a specific condition has been identified.

The early detection examinations allow the health staff to identify possible physical or dental concerns that can become problematic in the near future.

	Puerto Rico		Brooklyn	
Physical examinations completed	1,113	96%	71	100%
Need medical treatment	198	18%	11	15%
Received medical treatment	198	100%	8	73%
Dental examinations completed	868	75%	75	100%
Need dental treatment	195	22%	13	17%
Received dental treatment	164	84%	9	69%

Amount of children that received medical treatment for the following conditions:

	Puerto Rico	Brooklyn
Asthma	119	8
Anemia	73	2
Over-weight	171	3
Vision problems	19	
Auditory problems	8	

Immunization Services

Every child receiving services from PRFI Head Start is required to present proof or evidence showing that they are up to date on their vaccinations before enrolling in the program.

Children up to date on immunizations – Puerto Rico	1,148	99%
Children up to date on immunizations – Brooklyn	82	100%



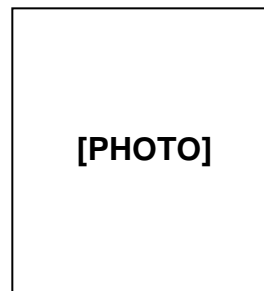
CHILDREN WITH SPECIAL NEEDS

Eligibility Criteria for Children with Special Needs	Puerto Rico	Brooklyn
Physical impairment	2	0
Emotional and behavioral disorder	1	0
Speech and Language impairment	143	24
Mental retardation	2	0
Autism	5	0
Non-categorical developmental delay	4	0
	157	24
	14%	34%

For FY 2007 – 2008, PRFI exceeded 10% of enrollment of children with special needs.

PRFI has a group of specialists that provide services in the following areas:

- Mental health – 5 psychologists
- Speech and Language pathology – 4 pathologists
- Occupational therapy – 3 occupational therapists



The parents receive support and orientation through Service Coordinators for Children with Special Needs, providing them with the necessary tools to advocate for the rights and services their children need.

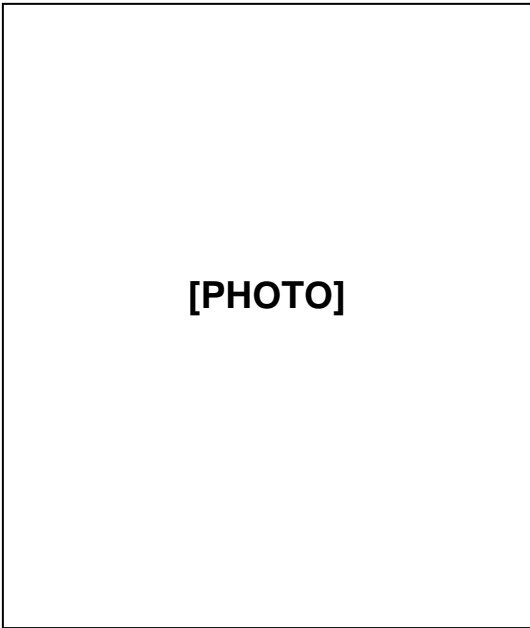
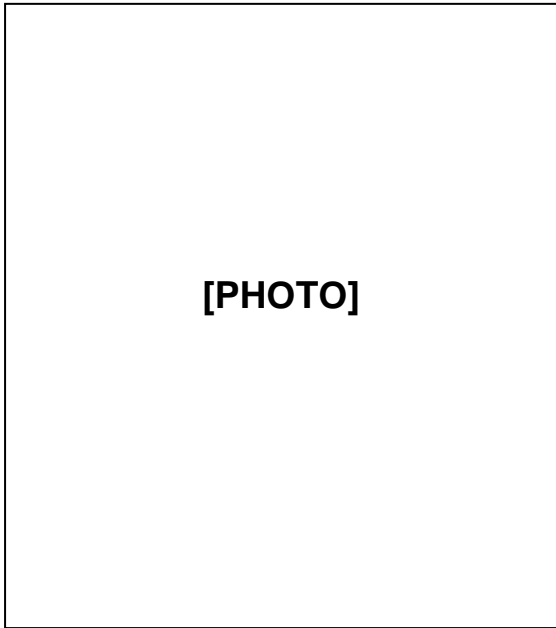
The PRFI establishes collaborative agreements with organizations that specialize in services for children with special needs such as:

- The Office for People with Disabilities
- Department of Health – Avanzando Juntos Program, Part C (Progressing Together Program)
- Department of Education – Special Education Program
- Carlos Albizu University – Doctoral Program in Psychology and Speech-Language Pathology Program
- New York City Department of Education Region 8
- New York City Department of Education Bilingual Preschool
- Thera Care Medical, Educational and Evaluation Services
- Cooke Center for Learning and Development
- Association for Bilingual Child Development



SERVICES OFFERED TO FAMILIES

Services to Families	Puerto Rico	Brooklyn
Crisis Intervention	83	24
Housing Assistance	124	13
Mental Health Services	78	0
Adult Education	292	31
Substance Abuse	20	0
Job Training	110	0
Child Abuse	79	4
Domestic Violence	42	2
(ASUME) / Child Support Assistance	50	3
Parenting Education	469	24
Couples Counseling	98	5

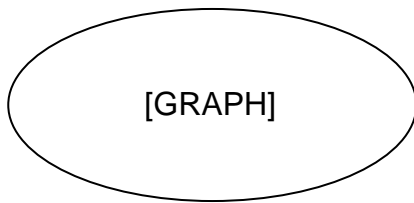




ACADEMIC CREDENTIALS OF PUERTO RICAN EDUCATIONAL STAFF

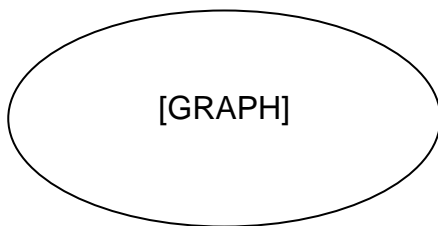
TEACHERS 2008

Bachelor's Degree.....	55
Associate Degree.....	1
Teacher Certification	1



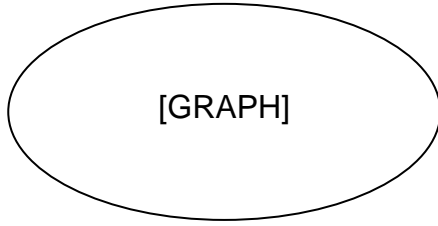
TEACHER'S ASSISTANT 2008

Child Development	19
Associate (CDA)	
BA	1
Enrolled in the CDA	22
High School	15



EDUCATION SUPERVISORS 2008

Master's Degree	1
Bachelor's Degree	5

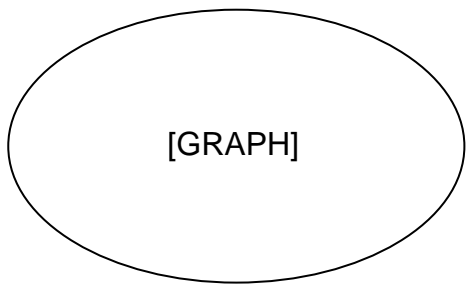




ACADEMIC PREPARATION OF BROOKLYN EDUCATIONAL STAFF

TEACHERS 2008

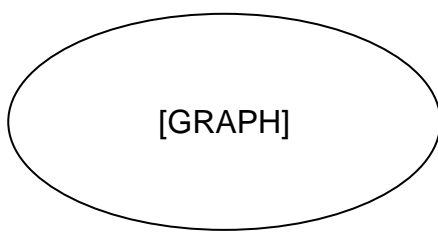
Master's Degree.....	1
Bachelor's Degree.....	3



All Brooklyn head teachers are in compliance with the current Head Start Reauthorization Act of 2007. According to NY State Law, all teachers are required to have a master's Degree in order to teach.

TEACHER ASSISTANTS 2008

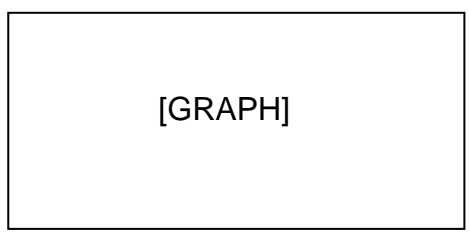
Bachelor's Degree.....	1
Associate Degree in Progress	3



All Brooklyn assistant teacher assistants are in compliance with the current Head Start Reauthorization Act of 2007.

EMPLOYEES/STAFF PAID WITH HEAD START FUNDS

Puerto Rico	251
Brooklyn	18



All personnel and consultants working for this program have the necessary credentials, knowledge, skills and experience to perform the functions assigned to each one of them.



TRAINING

As part of its effort to provide the best services to families and the community the Puerto Rican Family Institute, Inc – Head Start Program assesses the training needs of its staff each year, and is always looking for new strategies to satisfy those needs.

Some training sessions that are offered in Puerto Rico as well as in Brooklyn include but are not limited to the following topics:

- Institutional abuse
- Confidentiality
- Controlled substances
- Domestic violence
- First aid / CPR
- Civil rights
- Multiple intelligences
- Recruitment and enrollment of students with special needs
- Americans with Disabilities Act (ADA)
- Fire extinguisher use
- Handling of chemical substances
- Health and Security
- Food Safety
- Human Behavior
- The use of art in intervention with children
- Conflict resolution at school
- Supervision from an empowerment perspective
- Effective tools for supervision
- The Feeding process in Children
- Creative Curriculum
- Adequate cleaning methods
- “School Bus Training Drills”

In compliance with the Head Start Reauthorization Act, the Puerto Rico and New York educational staff (including Teachers, Teacher Assistants and Education Supervisors) have taken the following training sessions during July 2008:

TOPICS	CONTACT HOURS
Classroom Management (Brooklyn)	15
Inclusion in the Classroom (Brooklyn)	4
Innovative Areas (PR)	8
Fun Science (PR)	8
Educational Model “Reggio Emilia” (PR)	16
Teaching as a tool for working with autism	6.5
Total	57.5 Hours

VOLUNTEERS

Our parents provide volunteer work during the entire year and in different activities. The hours worked are registered on a monthly basis and are part of the “In kind” funds match required by the program that is reported twice a year in the “Financial Status Report” to the Administration for Children and Youth (ACY) Regional Office.

Total Hours of Volunteer Work

	Puerto Rico	Brooklyn
Parents	167,125.3	3,611
Community Members	34,141.3	4,208
Total	201,266.2	7,819

[PHOTO]

Head Start has been very constructive in my daughter's development. My wife and I are very grateful for the kindness and help that we have received for my daughter's development.

Jason Gonzalez, Head Start Father

“FATHERHOOD” INITIATIVE

PRFI has developed the “Fatherhood” initiative with the objective of integrating the father figure into the socio-educational development of the children. To this effect, different activities have been developed in each classroom with the children and their fathers, grandfathers and stepfathers, in which they have the opportunity to experience activities such as playing, singing, dancing and reading stories. This effort ends with a closing activity in which all fathers are invited to a “Just for Men” day. This year, 72 men out of 100 that initially registered for the activity participated.

Parenting workshops such as “Exploring Parenting” were also offered in every center. In this workshop families have the opportunity to strengthen their role as the lead figure in their children lives.

[PHOTO]

[PHOTO]

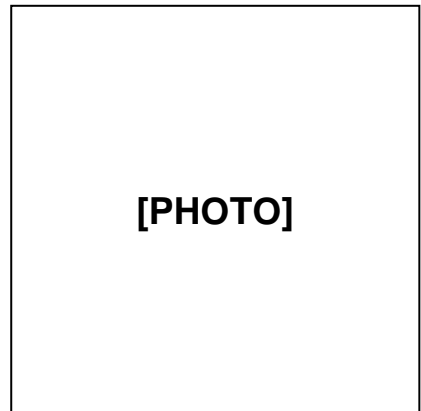
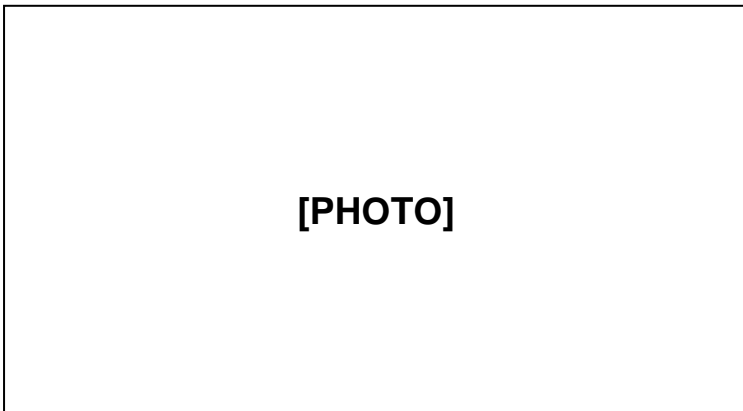
[PHOTO]

The services are very good; they always offer immediate help to parents as well as students when needed.

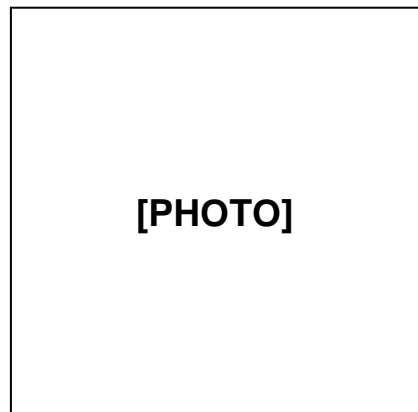
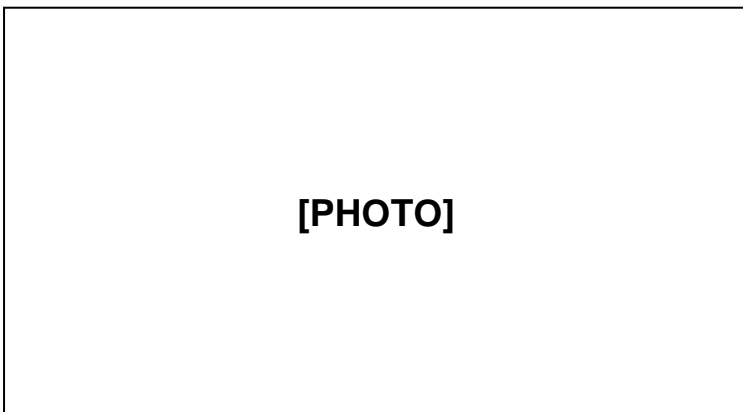


ACTIVITIES WITH FAMILIES

As part of continuing program efforts to tend to the needs of families, we have developed workshops aimed at addressing needs and interests specific to the families in each center. Workshops were offered in areas such as hour d'oeuvres preparation, jewelry making, popsicle making, first aid courses, etc. Some of these workshops represented an opportunity to increase the family's income.



One of the objectives of the program is to help the families involved in each center to unite and work together as a team addressing their common needs and goals. To this end, the Parents Committee Annual Assembly takes place each year. In this annual assembly, the families have the opportunity to present the projects they have been working on as a team to all of the other parents participating.



TRANSPORTATION SERVICES

Transportation services are provided by a fleet of vehicles which includes six (6) school buses and two (2) mini vans.

All seven drivers have a Public Service Commission license and have been trained in School Vehicle Operations, Transportation for Children with Special Needs, Use of Fire Extinguishers and First Aid, among other skills.

During the period of 2007 – 2008, a total of 128 children benefited from the daily transportation service that includes two routes in San Juan and one in Ciales. In each route, a bus matron rides with the children and is responsible for their safety as well as the release of the children to authorized adults.

All parents and students received training on Pedestrian Safety and the children participated in transportation simulations three times throughout the year.

Transportation service is also provided to parents in order that they can participate in the activities organized by the program, and in cases in which the parents are referred to appointments with their children.



[PHOTO]

COMMUNITY COLLABORATION

In its effort to fulfill its commitment to cater to the needs of the children and their families, the Program has established collaborative agreements with different state and federal agencies. These agencies constitute the Agency's Advisory Committee—which acts as a consultant and spokesperson for the needs and problems of the children and their families.

The Agency has numerous verbal and written agreements with different governmental and community agencies, such as:

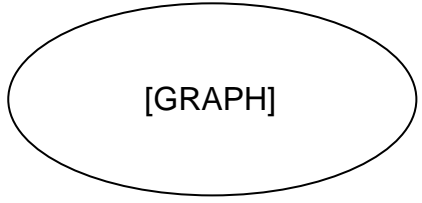
- Department of Education
- Department of Family Assistance
- Department of Health
- Department of Housing
- Puerto Rico Police Department
- Office Administration for Mental Health and Services Against Addictions (ASSMCA)
- Housing Promoters
- Association of Parents with Children Disabilities (APNI)
- United States Department of Agriculture
- Colgate Palmolive
- Office for the Integral Development of Women (ODIM)
- Even Start
- Agricultural Extension Program
- Women, Infant and Children State Program (WIC)
- John Dewey College
- Metropolitan University
- Office of Special Communities
- Banco Popular Foundation of Puerto Rico
- Uni Med Families Health Care
- Cornell University Cooperative Extension
- El Puente
- North Brooklyn Health Network
- Women, Infant and Children Program (WIC)
- New York University
- Hellen Keller Services for the Blind
- Legal Services for New York City
- HELP R.O.A.D.S.
- North Brooklyn Coalition Against Family Violence, INC
- LOS SURES (Food Pantry)
- LOS SURES (Housing Advocacy)
- South Side Community Mission
- The Latin American Worker's Project
- Public Library – Williamsburg Branch
- Congresswoman Nydia Velasquez
- Commission on Human Rights
- Los Missionarios



FACILITIES / RENT / ENROLLMENT

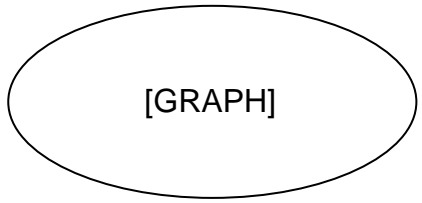
FACILITIES

Public Housing Units.....	10
Residences.....	8
Churches.....	7
Others	5
Brooklyn	1



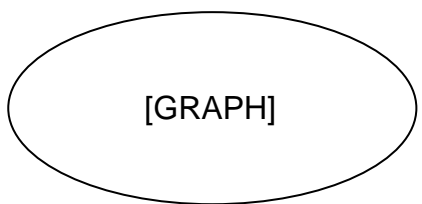
ANNUAL RENT

Public Housing Units.	\$1,080
Private Residences.....	\$75,600
Churches... ..	\$96,000
Others	\$91,716
Brooklyn	\$133,637



ENROLLMENT

Public Housing Units	329
Private Residences.....	172
Churches... ..	328
Others	274
Brooklyn	71



***10 facilities out of 30 are located in residences or public housing.**

[PHOTO]

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