

INTRODUCTION

Henry Street Settlement (HSS) is a nonprofit multi-faceted social service agency on Manhattan's Lower East Side, providing programs in four core areas: Education and Employment Services, Health and Wellness, Transitional and Supportive Housing and Visual and Performing Arts. Founded in 1893 by Progressive reformer Lillian Wald, today Henry Street serves 50,000 New Yorkers each year, particularly residents of the ethnically diverse, densely populated Lower East Side of Manhattan. Our clients include low-income individuals and families, survivors of domestic violence, youth ages two to 24, individuals with mental and physical health challenges, senior citizens, and arts and culture enthusiasts who attend professional performances and/or study at our Abrons Art Center.

The Settlement's headquarters are located at 265 Henry Street on Manhattan's Lower East Side; programs are delivered from 17 sites throughout the neighborhood. The current annual operating budget is \$39.9 million with funding from government agencies (62 percent), and foundations, private donors and other sources (38 percent).

MISSION STATEMENT

Henry Street Settlement opens doors of opportunity to enrich lives and enhance human progress for Lower East Side residents and other New Yorkers through social services, arts and health care programs.

The agency mission informs our commitment to our early childhood programs. Henry Street provides a safe, structured and holistic environment in which to educate, empower and promote the social and emotional development of our youth. Our goal is for young people and their families to become confident, compassionate and progressive leaders within the global community.

HSS's EarlyLearn programs are part of our Education and Employment Services division.

DAY CARE PROGRAMS

The Henry Street Settlement's EarlyLearn program has provided high quality child care, including Universal PreKindergarten (UPK) and Head Start Services since 1968. We offer a full-day program for children at two program sites – 301 Henry Street and the Urban Family School at 110 Baruch Drive – on the Lower East Side of Manhattan. FY 13 was our first year of implementing the Early Learn contract, which officially began on October 1, 2012.

Currently, HSS is contracted to serve 104 children: 84 preschoolers and 20 toddlers. Over the past FY 15 year, 117 unduplicated children were served through this program, which operates 12 months a year, five days a week from 8:00am to 6:00 pm. The UPK program for four year olds runs for 6 hours and 20 minutes each day during the school year. The EarlyLearn program includes child care, Head Start and UPK.

Henry Street’s overall goal for children’s development and learning is to create an atmosphere in which a child can grow to their fullest potential by becoming immersed in an environment which is both stimulating and nurturing. Our programs are designed to give the children we serve the opportunity to fully explore their surroundings and progress intellectually, socially and emotionally.

In order to fully achieve this, Henry Street actively implements the following:

- Utilizing the research-based Creative Curriculum®. Our instructional lesson plans focus on the development of the four learning domains: social and emotional development, cognitive development, physical development and language development. All classes are led by qualified Early Childhood Education teachers who have the knowledge and skills to create developmentally appropriate, effective learning environments. All lessons and activities are learner-centered, and include a range of teacher-directed, collaborative and independent activities that provide for a continuum of child independence. Additionally, recognizing that children are at varying stages of development within each age range, instruction is individualized and responsive to each child’s interests, strengths, abilities and learning styles.
- Applying health (hand washing, brushing teeth, etc.) and nutrition (lessons in health eating) education daily and incorporating these initiatives into family-style meals during the school day that expose children to new, nutritious foods, and early lessons in healthy eating.
- Ensuring that four-year old children attending our EarlyLearn program are prepared for kindergarten and achieve school readiness skills through our Universal PreKindergarten services, that integrates the New York State PreKindergarten Foundations for the Common Core into our program approach.

2014/2015 SCHOOL YEAR (SEPTEMBER 2014 – JUNE 2015)

	Total
Total number of families served:	114
Total number of children served:	117

Average monthly enrollment based on 104 students:

September 2014	57 (54.63%)
October 2014	91 (87.5%)
November 2014	94 (90.4%)
December 2014	84 (80.8%)
January 2015	97 (93.3%)
February 2015	101 (97.1%)
March 2015	101 (97.1%)
April 2015	105 (100.1%)
May 2015	107 (102.9%)
June 2015	105 (100.1%)

Enrollment by Program:

Head Start	44
Dual Eligible	21
Child Care	20
UPK	32

PRE-SCHOOL FY 15 ENROLLMENT FACTS

FY 15 Health Insurance Indicators

- 100% of children had health insurance
- 99% of children were enrolled in Medicaid and/or CHIP
- 1% of children were enrolled with private health insurance.

FY 15 Health Services Performance Indicators

- 98% of children were up to date or have received all possible immunizations
- 100% of children had continuous accessible medical care
- 100% of children had continuous accessible dental care
- 100% of children received dental preventive care

FY 15 Disabilities Screening and Assessment

- 100% of the children completed behavioral screenings
- 27.8% were identified for a follow-up disability assessment
- 23.1% of children have an IEP of those with IEPs 25.0% were determined eligible prior to enrollment and 75.0% were determined eligible for services during the enrollment year.

Enrollment by age at time of enrollment:

Two Year Olds:	20
Three Year Olds:	64
Four Year Olds:	33

Enrollment by Income Category:

Eligible – 100% of poverty:	61
Eligible public assistance:	26
Eligible Homeless:	27
Eligible over income:	3

PARENT INVOLVEMENT ACTIVITIES

Parent involvement begins with the enrollment process and continues throughout a child's duration within the program. This past years' activities included, Parent Orientations (which include Nutritional and Child Abuse and Maltreatment –CAM workshops); *Dads Take Children to School Day*; English as a Second Language (ESL) Classes; Parent/Teacher conferences; Kindergarten Information Sessions (for parents with students in UPK); Chinese Lunar New Year Celebration; along with a Fall Harvest Festival and many opportunities for parents to volunteer to read to their child's class or work with them on other projects.

Other workshops held this year included Dental Health, *Turning 5* (which provided information about how students with disabilities can smoothly transition into Kindergarten), Poison Control, Parenting, Pedestrian Safety and Parental Self-Care.

Additionally, families are encouraged to participate in other relevant HSS programs, including informational workshops at the HSS Parent Center as well as those hosted by our Mental and Primary Health Services departments.

The Delegate Agency Parent Committee (DAPC) held eight meetings, from November to June, this past year. The members of the Delegate Parent Agency Committee for the 2014-2015 year were as follows:

Chairperson	Regina Mitchell
Vice Chairperson	Eddie Lai
Secretary	April Fuentes
Treasurer	Du Jin Fang
Personnel Committee Chairperson	Yadary Santos
By-Law Committee Chairperson	Regina Mitchell
Grievance	Xiao Ling Zheng

SCHOOL READINESS ACTIVITIES

Throughout the year, the HSS EarlyLearn program assessed and monitored the children to ensure success in their academic growth. Parents are encouraged to become actively involved in our centers so that they maintain a partnership between home and the day care program and can connect what students are learning in school at home.

The HSS EarlyLearn program promotes school readiness and engages families as their children make the transition to Kindergarten. We work with parents to help them select the appropriate Kindergarten environment for their family and we aim to motivate parents to become fully engaged in their child's education to ensure long-term success.

In preparing children for Kindergarten, we utilize ongoing assessments to gauge social/emotional and cognitive development, student/teacher interaction, classroom environment, etc. These evaluation systems include:

- Ages and Stages Questionnaires 3rd Edition (ASQ-3)
- Early Screening Inventory-Revised Edition (ESI-R)
- Teaching Strategies GOLD
- Classroom Assessment Scoring System (CLASS)
- Early Childhood Environment Rating Scale-Revised (ECERS-R)
- Infant Toddler Environment Rating Scale-Revised (ITERS-R).

FUNDING

The Henry Street Settlement EarlyLearn program is funded by the NYC Administration for Children's Services as a dual funded program providing Head Start, UPK, and Child Care services.

The total EarlyLearn Budget is \$1,475,375.58, including \$535,815 in Head Start funds, \$ 73,459 in UPK Head Start funds, \$ 844,334 in Child Care funds and \$ 21,766.67 UPK Child Care funds.

The program also receives funds in the sum of \$106,975 provided through the Child and Adult Care Food Program (CACFP) for breakfast, lunch and snacks.

In addition, HSS provides \$62,195 through contributions, foundation grants and in-kind services.

FINANCIAL AUDIT

The Henry Street Settlement annual independent audited financial statements for the year ended June 30, 2014, were issued by Loeb and Troper, LLP on December 17, 2014. The auditor's report reflected an unqualified opinion on the financial statements and there were no instances of non-compliance or matters that were required to be reported under Government Auditing Standards. Attached is the audit page reflecting the EarlyLearn Program.

GOVERNANCE AND MANAGEMENT

David Garza, Executive Director
Diane Rubin, Chief Program Officer
Greg Rideout, Deputy Program Officer for Education and Employment Services
Matthew Phifer, Director of Education Services
Shanelle Bolton, Education Director, EarlyLearn

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Elizabeth F.G. Reid

HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM

BUDGET ID. 00050

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGETED AND ACTUAL - CONSOLIDATED

YEAR ENDED JUNE 30, 2014

Budget Categories	ACS Funded									Not ACS Funded			Other Funding Source	Depreciation
	Budget	Actual								Actual				
	Early Learn	Child Care	Child Care UPK	Head Start	Head Start UPK	CTL	Total Early Learn	Variance Favorable (Unfavorable)	Questioned Costs	CACFP	In-kind Contribution (Head Start)	Sponsor's Contribution (Other than (Head Start))		
Revenues														
Early Learn revenue	\$ 1,364,736	\$ 666,340	\$ 28,350	\$ 476,474	\$ 126,776		\$ 1,297,940	\$ (66,796)						
In-kind contributions												\$ 60,058		
Parent fees		66,796					66,796	66,796						
CACFP											\$ 111,847			
Other funding source revenue				3,813			3,813	3,813						
Total revenues	1,364,736	733,136	28,350	480,287	126,776		1,368,549	3,813			111,847	60,058		
Expenditures														
Personnel costs														
Salaries	804,447	458,784	13,323	277,419	54,921		804,447							
Salaries - FY14 COLA				3,543			3,543	(3,543)						
Employer's FICA	61,331	35,059	1,001	21,179	4,092		61,331							
FICA - FY14 COLA				270			270	(270)						
Unemployment insurance	25,355	14,513	391	8,842	1,609		25,355							
Health insurance	130,014	76,228	1,158	48,083	4,545		130,014							
Pension	14,411	7,508	215	5,797	891		14,411							
Substitute salaries, FICA and unemployment insurance	63,797	40,104		23,693			63,797							
Total personnel costs	1,099,355	632,196	16,088	388,826	66,058		1,103,168	(3,813)						
Facility costs														
Rent and property taxes	109,759	59,971	883	45,372	3,533		109,759							
Insurance	8,377	3,126		4,236	1,015		8,377							
Maintenance and repairs	19,865	12,605	165	6,353	742		19,865							
Other facility costs	5,440	3,110	35	1,982	313		5,440							
Total facility costs	143,441	78,812	1,083	57,943	5,603		143,441							
OTPS costs														
Supplies	49,535	6,408	6,096	6,238	30,793		49,535							
Equipment	10,674	1,185	1,845	1,060	6,584		10,674							
Training	17,239	8,296	87	3,064	5,792		17,239							
Parent services	9,370	53	393	7,352	1,572		9,370							
Consultants	22,060		2,378	11,380	8,302		22,060							
Other	13,062	6,186	380	4,424	2,072		13,062							
Total OTPS costs	121,940	22,128	11,179	33,518	55,115		121,940							
Total expenditures before non-ACS funded cost	1,364,736	733,136	28,350	480,287	126,776		1,368,549	(3,813)						
Not ACS funded cost														
CACFP											86,703			
In-kind contribution (Head Start)												60,058		
Total not ACS funded cost											86,703	60,058		
Total expenditures	1,364,736	733,136	28,350	480,287	126,776		1,368,549	(3,813)			86,703	60,058		
Excess (deficiency) of revenues over expenditures	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -			\$ 25,144	\$ -		

See independent auditor's report.

The accompanying notes are an integral part of these schedules.

**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM**

BUDGET I.D. 00050

**SCHEDULE OF HEAD START REVENUES AND EXPENDITURES -
BUDGETED AND ACTUAL - CONSOLIDATED**

YEAR ENDED JUNE 30, 2014

Budget Categories	Grant Year 1 7/1/2013- 1/31/2014	Grant Year 2 2/1/2014- 6/30/2014	Total
Head Start Funded Services			
Personnel cost			
Salaries	\$ 187,145	\$ 145,195	\$ 332,340
Salaries - FY14 COLA	3,543		3,543
Employer's FICA	13,909	11,362	25,271
FICA - FY14 COLA	270		270
Unemployment insurance	5,226	5,225	10,451
Health insurance	32,011	20,617	52,628
Pension	2,668	4,020	6,688
Substitute salaries, FICA and unemployment insurance	12,153	11,540	23,693
Total personnel cost	<u>256,925</u>	<u>197,959</u>	<u>454,884</u>
Facilities cost			
Rent and property taxes	27,649	21,256	48,905
Insurance (contractor administered)	1,933	3,318	5,251
Maintenance/repairs	1,854	5,241	7,095
Other facility costs	1,253	1,042	2,295
Total facilities cost	<u>32,689</u>	<u>30,857</u>	<u>63,546</u>
Other than personnel services (OTPS)			
Parent services/family involvement	2,098	6,826	8,924
Instructional supplies	10,536	21,080	31,616
Offices/janitorial supplies and postage	2,242	3,173	5,415
Instructional equipment	5,022	2,484	7,506
Offices/janitorial equipment	138		138
Training and technical assistance	8,131	725	8,856
Transportation (Staff)		85	85
Field trips		1,110	1,110
Advertising		344	344
Audit	208	4,749	4,957
Consultants (programmatic)	4,432	2,910	7,342
Consultants (administrative)	4,207	8,133	12,340
Total OTPS cost	<u>37,014</u>	<u>51,619</u>	<u>88,633</u>
Total Head Start funded services	<u>326,629</u>	<u>280,434</u>	<u>607,063</u>

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**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM**

BUDGET I.D. 00050

**SCHEDULE OF HEAD START REVENUES AND EXPENDITURES -
BUDGETED AND ACTUAL - CONSOLIDATED**

YEAR ENDED JUNE 30, 2014

Budget Categories	Grant Year 1 7/1/2013- 1/31/2014	Grant Year 2 2/1/2014- 6/30/2014	Total
Non-federal match funded services (HS)			
UPK funded services (City)	\$ 35,026	\$ 91,750	\$ 126,776
Other NFM funded services (contractor)	16,816	43,242	60,058
Total non-federal match expense	51,842	134,992	186,834
Head Start program expense	343,445	323,676	667,121
NFM program percentage	15%	42%	28%
Administrative expense			
Personal service expenses	33,440	24,707	58,147
Facility expense	1,916	3,318	5,234
OTPS	188	4,759	4,947
Total administrative expense	35,544	32,784	68,328
Head Start program expense	343,445	323,676	667,121
Administrative expense percentage	10%	10%	11%
Special reporting			
Training and technical assistance (PS/FA/OTPS)			
CACFP funded expense	19,204	18,459	37,663

See independent auditor's report.

The accompanying notes are an integral part of these schedules.

**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM**

BUDGET I.D. 00050

SCHEDULE OF FIXED ASSET INVENTORY

JUNE 30, 2014

<u>Item Description</u>	<u>Quantity</u>	<u>Acquisition Date</u>	<u>Total</u>
<u>Current Year Purchases</u>			
Kids coat lockers	6	11/5/2013	\$ 4,133
Comfy Seats-Set of 3	1	11/5/2013	229
Adjustable chart stand	2	11/5/2013	115
Rainbow accents mobile shelving	1	11/23/2013	320
Tiny Tot Seating Group - set of 2	1	11/23/2013	264
Stacking chairs	5	11/23/2013	147
5'5" x 7'8" Rectangle 123 ABC Butterfly Rug	1	11/23/2013	250
Cork board	1	11/23/2013	137
Standard Angeles Spaceline Cot	1	2/17/2014	161
Contemporary dress-up island	1	2/17/2014	229
Stacking chairs	1	2/17/2014	214
Easy sort mobile block storage unit	1	2/17/2014	292
7'8" x10'10" Fishing for Literacy Rug	1	2/17/2014	491
3'10" x 5'5" Cruising Around the Town Rug	1	2/17/2014	162
5- Section Toddler Locker with step	3	2/17/2014	1,210
Berries Prism Activity Table	2	2/17/2014	462
Floor unit blocks	1	2/17/2014	254
7'8"x10'10" Rectangle 123 ABC Butterfly Carpets	1	2/17/2014	491
ColorClass 4 Section Locker-Red	1	2/17/2014	277
ColorClass 4 Section Locker-Blue	1	2/17/2014	334
			<u>\$ 10,172</u>
<u>Prior Year Inventory</u>			
Dell Computers	2	12/2/2012	\$ 1,067
Storage locker, 5 unit stacking	1	12/5/2012	297
Air Conditioner	1	5/22/2013	302
Dell Computers	4	6/6/2013	3,229
Air Conditioner	1	6/11/2013	1,471
See all sand and water table with lid	1	6/18/2013	230
Rainbow accent single computer desk	1	6/18/2013	230
Rainbow accent double computer desk	1	6/18/2013	290
Rainbow accent computer desk CPU booth	1	6/18/2013	63
10" chair with powder-coated legs	4	6/18/2013	132
24 cubbies storage, 2 boxes	1	6/18/2013	270
			<u>\$ 7,581</u>

See independent auditor's report.

The accompanying notes are an integral part of these schedules.

SCHEDULE 5**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM****BUDGET I.D. 00050****SCHEDULE OF QUANTITATIVE PROGRAM RESULTS****YEAR ENDED JUNE 30, 2014****ENROLLMENT**

1. Contracted slots per site	
a) 110-120 Baruch Drive	23
b) 301 Henry Street	81
	<hr/>
Total slots	104
2. Number of classrooms per site	
a) 110-120 Baruch Drive	2
b) 301 Henry Street	6
3. Number of children enrolled by site	
a) 110-120 Baruch Drive	34 *
b) 301 Henry Street	152 *
	<hr/>
Total	186
4. Number of children who actually attend by site	
a) 110-120 Baruch Drive	21
b) 301 Henry Street	77
	<hr/>
Total slots	98
5. The average attendance for contract by site	
a) 110-120 Baruch Drive	91%
b) 301 Henry Street	95%
	<hr/>
Total average	94%

* Includes children disenrolled during current year.

See independent auditor's report.

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**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM**

BUDGET I.D. 00050

**SCHEDULE OF PENSION CONTRIBUTIONS TO THE CULTURAL
INSTITUTIONS RETIREMENT SYSTEM (CIRS)**

YEAR ENDED JUNE 30, 2014

CHILD CARE PROGRAM

<u>Budget Category</u>	<u>Total Number of Employees</u>	<u>Total Amount of Salaries</u>	<u>Pension Contribution</u>
Support staff	3	\$ 141,541	\$ 7,878
Grant manager	1	32,529	4,625
Bookkeeper	1	14,223	1,908
Total	<u>5</u>	<u>\$ 188,293</u>	<u>\$ 14,411</u>

HEAD START PROGRAM

Not applicable

See independent auditor's report.

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**HENRY STREET SETTLEMENT AND AFFILIATES
EARLY LEARN PROGRAM**

SCHEDULE 7

BUDGET I.D. 00050

SCHEDULE OF OTHER THAN ACS EARLY LEARN PAYMENTS

YEAR ENDED JUNE 30, 2014

<u>A. Cost of Living Adjustment</u>	<u>Check/Invoice/Date</u>	<u>Check/Invoice/Number</u>	<u>Amount</u>	<u>Total</u>
FY 14 EL Revenue	10/27/2014	755230		\$ 3,813
Expense Description				
Salaries - FY14 COLA	10/30/2014 - 11/07/2014	Various	\$ 3,543	
FICA - FY14 COLA	10/30/2014 - 11/07/2014	Various	270	3,813
FY 14 EL COLA Balance				\$ -

See independent auditor's report.

The accompanying notes are an integral part of these schedules.