



Birch Family Services, INC.

Annual Report 2013-2014



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BIRCH FAMILY SERVICES, INC.
104 West 29th street
New York, New York
(212) 616-1800

Message to Our Community

For nearly 35 years, Birch Family Services, Inc., a non-for-profit agency has provided educational, residential, respite and family support for children and adults with disabilities and their families. Although historically linked to special education services and funding, Birch Family Services broadened its programs to better meet the needs of its communities. These services have included educational programming for typically developing children and their families in the form of Day Care, Head Start programs and Universal Pre-Kindergarten Services. Altogether these programs which are funded and regulated by a variety of governmental agencies and private sources, provide an array of services to children, adults and their families, helping them develop the personal competency and self-advocacy skills they need to function independently.

Birch Family Services is committed to providing quality programs that that positively impact and empower families, fosters relationships and linkages within the larger community and serves as a breadth of services for the children and families we serve both in and out of their Head Start experience with our agency.

The goal of our agency is to provide students and their families with an educational experience that not only gives them a Head Start but instills a sense of community, respect, determination and desire to become life long learners both in and out of the classroom setting.

A major priority for us this coming year is to strengthen our community partnerships, and outreach efforts which will enable us to provide more onsite services to children and families as well as enrich the quality of the educational experiences which we are already providing.

Although we are in uncertain times we are certain that working in collaboration with our community partners, governing board, policy council and other stake holders within the communities we serve, we will continue to provide quality educational programming that benefits the children, families and communities that we serve. We wish to thank all of the Governing Board members, staff, parents, and community stake holders for allowing us to provide these services and continue our efforts towards empowering families and creating a better tomorrow for the children we serve today.

General Information

Agency Name: Birch Family Services, INC.

Address: 104 West 29th Street 3rd Floor
NY, NY 10001-5310

Phone Number: (212) 616-1800

Fax Number: (212) 242-5874

Head Start Director Name: Marjory Antoine

Head Start Director Email: marjory.antoine@birchfamiltservices.org

Agency Web Site Address: www.birchfamilyservices.org

Agency Type: Private / Public Non-Profit (Non-CAA) (e., church or non-profit hospitals)

Agency Description

For nearly 35 years, Birch Family Services, Inc., a non-for-profit agency has provided educational, residential, respite and family support for children and adults with disabilities and their families. Although historically linked to special education services and funding, Birch Family Services broadened its programs to better meet the needs of its communities. These services have included educational programming for typically developing children and their families in the form of Day Care, Head Start programs and Universal Pre-Kindergarten Services.

Birch Family Services promotes school readiness by enhancing the social and cognitive development of children in low-income families. The Head Start program offers educational, health, disability, mental health, nutrition and social services to children from 3-5 years of age. Learning experiences are planned to foster total growth and developmental skills. Children learn and discover through music, art, language, literacy, dramatic play, math, science, and technology.

Site Locations

Queens Early Childhood Center

145-02 Farmer's Blvd
Springfield Gardens, NY 11434
Phone: (718) 527-5220
Fax: (718) 527-0463

Nazareth Early Childhood Center

475 E. 57th Street
Brooklyn, NY 11203
Phone: (718) 451-5213
Fax: (718) 451-5235

Community Areas Served

Springfield Gardens, Laurelton and Western Rosedale
East Flatbush, Canarsie.

FY 2014 Budget

Base Award Amount	1,715,305.00
TA Award amount	18,781.00
Total Award Amount	1,734,086.00
Non Federal Match-INKIND Donated Services	433,123.00
CACFP-Food	98,936.00

Funded Enrollment

Borough	Type of Contract	Funded Enrollment	No. Classrooms	Head Start Hours*
Brooklyn	Grantee	57	3	8:15 a.m. – 2:15 p.m.
Queens	Grantee	96	4	8:15 a.m. - 1:15 p.m.
			3	10:45 a.m. - 4:45 p.m.
	UPK 2.5 Hours	54	3	8:15 p.m. – 10:45 a.m.

Children and Families Services

Total Funded Enrollment: 134

Total Children Served: 142 Total Families Served: 137

Health Services

Medical Services - Children

Children with Health Insurance (at Enrollment) 139
Children with Health Insurance (at End of Enrollment Year) 142
Medicaid and/or CHIP (at Enrollment) 130
Medicaid and/or CHIP (at End of Enrollment Year) 133

Immunization Services

Up to Date on All Immunizations (at Enrollment) 142
Up to Date on All Immunizations (at End of Enrollment Year) 133
Exemption from Immunizations In Accordance With State Guidelines (at Enrollment) 0

Body Mass Index (BMI)

Underweight (at Enrollment according to 2000CDC BMI-for-age-growth-chart): 4
Healthy weight (at Enrollment according to 2000CDC BMI-for-age-growth-chart): 98
Overweight (at Enrollment according to 2000CDC BMI-for-age-growth-chart): 21
Obese (at Enrollment according to 2000CDC BMI-for-age-growth-chart): 19

Preschool Dental Services

Received Dental Preventive Care: 110
Completed Oral Health Examination: 141
Diagnosed as Needing Dental Treatment: 11
Received or Are Receiving Dental Treatment: 8

Mental Health Services

Children Referred for Mental Health Services outside Head Start: 1
Children Referred for Mental Health Services outside Head Start that Received Services:
0

Preschool Disabilities Services

Children with an IEP - Determined Eligible for Services Prior to Enrollment Year: 6
Children with an IEP - Determined Eligible for Services during Enrollment Year: 8

Homelessness Services

Homeless Families Served: 5
Homeless Children Served: 6
Homeless Families Acquired Housing: 1

Family and Community Engagement

Community Partnerships: Our agency continues to have a relationship with the Human Resources Administration as well as local clinics, hospitals, civic and LEA's we hope to broaden the services we are currently able to provide to families on site by strengthening partnerships, hosting local events and serving as a conduit for families and the greater community at large.

Parent Involvement:

Birch Family Services is committed to engaging in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and supports. We recognize that:

1. The family is the principal influence on its child's development;
2. To work most effectively with a child, we need information about the child and about parents' aspirations for their child.
3. Parents enter programs with a wide range of parenting abilities, but with an almost universal desire to become better parents and advocates for their children.

All Birch Family Services programs have an active parent component. Our goals, therefore, are to establish a collaborative and reciprocal relationship with family members. Many opportunities are provided for parents through the program. Parents can choose which activities they wish to participate in depending on their interest and time availability. We understand that parents' time and availability will be constrained. However, parents are encouraged to participate as much as they can while still being able to satisfy other family responsibilities. We also recognize that we will have to rely more heavily on written and telephone communication contact with some of our families. And finally, we plan activities for times when working parents can attend.



School Readiness

The crux of our curriculum stresses that children learn through active exploration. The role of the teacher is to facilitate learning and provide opportunities for observation, development of hypotheses, and problem solving.

Therefore experiences in both the classroom and in the community that engage children and provide them with opportunities to develop lifelong skills and broaden their knowledge are important and at the core of our educational philosophy.

We utilize the Creative Curriculum which provides our students with an integrated curriculum that addresses the essential domains of school readiness in the Head Start Child Development and Early Learning Framework and the New York State Preschool and Common Core Standards.

School Readiness Plan Outcomes

1) Children's readiness for school

- Promoting physical well-being and motor development
- Promoting positive social and emotional development
- Developing approaches to learning
- Fostering language development
- Instilling cognitive development and general knowledge

2) Schools' readiness for children

- Creating a smooth transition between home and school
- Ensuring continuity between early care and education programs and elementary grades
- Focusing on helping children learn through a student-centered environment
- Committed to the success of every child
- Using strategies that have been shown to raise achievement for each student
- Willingness to alter practices and programs if they do not benefit children
- Assuring that students have access to services and support in the community

3) Family and community support and services that contribute to children's readiness for school success

- Providing access to high-quality and developmentally appropriate early care and education experiences
- Providing access to training and support that allows parents to be their child's first teacher and promotes healthy functioning families.
- Providing training to parents that develops their financial literacy and promotes economic enrichment.

Sequestration

As a result of Federal Sequestration all grantees were required to operate at reduced levels:

- The first priority for our program was to maintain the high quality of services provided to children and families and to ensure their health and safety.
- Minimize disruptions to currently enrolled children for the program year.
- We reduced our work force by a .5 of a family Worker position and closed a classroom at our Nazareth Early Childhood Center as July 1, 2013.

We worked closely with The Office of Head Start (OHS) to ensure the provision of high-quality services continued during this challenging time.

Summary of DNRS and Recompensation

Triennial Review and DNRS

Birch Family Services triennial review was conducted in December of 2009. As a result of noncompliance findings in Fiscal and Education Services, our program recompeted for the ability to continue to provide Head Start Services in the Springfield Gardens, Laurelton, Western Rosedale, East Flatbush and Canarsie sections of Queens and Brooklyn.

Program Information Report (PIR)

Annually the Program Information Report submitted to The Office of Head Start is used to facilitate the development of both short and long term program goals. The PIR is often utilized in conjunction with the agency's Self -Assessment report and is integral to the planning process for the new program year.

***Final Note:**

Our program was issued a new grant award to provide Head Start Services in Springfield Gardens, Laurelton, Western Rosedale, East Flatbush and Canarsie sections of Queens and Brooklyn.

Summary of Audit Findings for 2013-14

2013-2014

Head Start Policy Council Members

Chairperson – Donaya McMillan

Vice Chairperson – Alicia Cooper

Secretary – Christopher Bowen

Treasurer – Wonda Morrison

Personnel Chairperson – Wonda Morrison

Grievance Chairperson –

By-Laws Chairperson –

Area Representative –

BIRCH FAMILY SERVICES, INC.
BOARD OF DIRECTORS 2013-2014
NAME/WORK PHONE/E-MAIL BUSINESS ADDRESS/FAX HOME ADDRESS/PHONE BOARD/BUSINESS POSITION

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George Varughese (Cell): (646) 495-3544 Tel: (212) 759-4433 gvarughese@alvarezandmarsal.com	*Alvarez & Marsal 600 Madison Avenue, 8 th Fl. New York, NY 10022 Fax: (212) 759-5532	225 East 34 th Street, Apt. #21H New York, NY 10016 (212) 252-9786	MEMBER 9/14/10 Class of 2014 Corporate Finance Advisor

*Mailing Address

BOARD MEMBERS elections are every two years. New members can be appointed at any scheduled meeting. OFFICERS of the Board are elected yearly.

- Gerald F. Maurer, President, Board of Directors (Not a member of the Board)
- Robin Keller is an Ex-Officio member of all Board Committees

BOARD COMMITTEES:
Finance Committee: Alan Goldberg, Chair; Dan Brecher; Rich Farley; Robin Keller; George Varughese

Nominating Committee: Judith Fullmer, Chair; Dan Brecher; Alan Goldberg; Jean Rawitt

Philanthropy Committee: Jean Rawitt, Chair

Strategic Planning Committee: Rich Farley, Judith Fullmer, George Varughese

AGENCY COMMITTEES REQUIRING BOARD PARTICIPATION:
Compliance Committee: Judith Fullmer; Alan Goldberg

Human Rights (Ad Hoc): Jean Rawitt

Incident Review Committee: Judy Collins; Judith Fullmer; Jean Rawitt
