



# HOOTMAIL

A NEWSLETTER FOR THE EARLYLEARN NYC COMMUNITY

## ATTACHMENTS



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## FIRST THINGS FIRST...

As you know, the insurance coverage provided through the New York City Central Insurance Program (CIP) will no longer be available beginning December 1, 2013. Contractors must obtain their own Commercial General Liability, Workers' Compensation and Disability, and Fidelity Bond (crime) coverage – sites cannot provide services to children without this insurance coverage.

If you have not yet sent your insurance documentation to be reviewed, you must do so immediately. Providers are required to submit a proof of insurance to the attention of Jean Sheil at [jean.sheil@acs.nyc.gov](mailto:jean.sheil@acs.nyc.gov).

For more detailed instructions and information please see the Hootmail attachments.

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### IMPORTANT DATES

- 12/01 Deadline to purchase insurance (liability, etc)
- 12/06 RISE Presentation
- 12/07 Parents to the Rescue Meeting
- 12/09 Submission deadline for Head Start National Research Conference
- 12/10 First Custodial Training
- 12/13 Parent Election Documents due
- 12/19 New York City Head Start Parent Appreciation Celebration



Michael R. Bloomberg  
Mayor  
Ronald E. Richter  
Commissioner

## MONITORING VISIT REMINDERS

This month we wanted to offer programs a little bit of insight into how site visits will happen.

We want our site visits to reflect a partnership with our programs, and we know that communication is a part of that.

Let your Team Leader know if you have any questions about this list.

## WHAT TO EXPECT WHEN YOU'RE EXPECTING... A MONITORING VISIT

Can you believe how quickly this year has gone by? It's already November, with the new year just around the corner. By now, many programs have been visited by our staff (yes, we have heard your feedback about the all-consuming full day visits!). Visits are an important part of how we keep in touch with our programs, so we wouldn't want to change that. But, we CAN give you an idea of **some** of the items that you can expect so that you can prepare yourself and your staff.



**CHILD ASSESSMENT DATA** checkpoint #1 is past! We can't wait to compile all of the data and report back to you what we have found. We will ask you about this process and for evidence that you entered child assessment data.

**45 DAY SCREENINGS** have been completed for the vast majority of our children in the city (with the only exception being the children who have JUST arrived in your programs). Staff will request tracking tools which include: date of entry into program, date of birth, hearing, vision, social emotional and developmental screenings for all children enrolled on or after July 1, 2013.

**SCHOOL READINESS PLANS** have been collected and submitted citywide as of October 31. We are aggregating data and will have the results soon. Our staff may ask you to show them your evidence of school readiness planning and teamwork in your program.

**JOINT DOE/ACS VISITS** are happening. Don't be surprised if you see an Instructional Coordinator AND an ACS Specialist sitting together in your meeting room in the near future.

**FAMILY CHILD CARE PROGRAMS** are an important part of many of our programs. If you have an FCC component, our monitoring staff will look for evidence that your agency is monitoring and supporting your FCC practice.

**FAMILY PARTNERSHIP AGREEMENTS** should be underway with the ASSESSMENT portion completed.

**COMMUNITY PARTNERSHIP PROJECT MEETINGS** have occurred and our staff will be looking for evidence that you have attended (schedule attached).

**NYC RESPONSIBLE FATHERHOOD COALITION MEETINGS** are happening around the city. EarlyLearn staff will look for evidence that you have attended (schedule attached).



## INFO FOR THE ENTIRE EARLYLEARN COMMUNITY

### SHOW YOUR PRIDE!

We hope that you are enjoying and using your EarlyLearn NYC marketing materials to recruit families. Send us pictures of how they're being displayed in your centers.

Marketing materials are available to all EarlyLearn sites. If your site has not received your marketing materials, we ask that you please check with your central office or contact Tovah Gottesman at

[Tovah.Gottesman@dfa.state.ny.us](mailto:Tovah.Gottesman@dfa.state.ny.us)

### CUSTODIAL TRAINING

Do you need some help in maintaining your program environment? The custodial training is designed to help the participants improve their skills and abilities in the areas of:



- time and task management,
- floor care
- restroom maintenance
- pest management
- potentially hazardous pathogens
- understanding their role and responsibility in maintaining safe environments.

**Dates are: December 10, 11, 12, 13, 16** (the 16th is in Spanish)

Sign up here: <http://acsececustodialtraining.eventbrite.com>

### FACILITIES CORNER!

By now, you've come to expect fun, handy dandy guides from our Facilities unit, and we didn't want to disappoint you so close to the end of the year. So, we have another useful tip this month called "Logs and Locks". Curious? Take a look at the attached resource to read recommendations around program safety. Enjoy!



### BUDGET QUESTIONS?? ASK YOUR EARLYLEARN BUDGET ANALYST

Ever have a budget question and find yourself wondering who to call? Wonder no longer. Attached, please find the FY14 Financial Services Budget Analyst listing. This information is effective as of November 2013 and is listed alphabetically.

### GOT PICTURES??

Have you taken part in events in your community that support the work we do in EarlyLearn NYC? Send some pics in!

Let the whole city enjoy what you are doing!

Send them directly to [john.borrero@acs.nyc.gov](mailto:john.borrero@acs.nyc.gov) for entry into the next Hootmail.

## EDUCATION & DISABILITIES NEWS

### SCREENING AND ASSESSMENT

Screening? Assessment? Confused? The EarlyLearn NYC Education department has put together a one page guide on conducting screenings and understanding the process of assessment for EarlyLearn NYC. We hope this helps to clear things up a bit. This guide is attached.

### TEACH TOLERANCE

Have you ever visited the Teaching Tolerance website? Teaching Tolerance is a project of the Southern Poverty Law Center. Here, you will find great tips on classroom practice, current events and issues around equity in education. Get yourself on their e-mail list for regular updates. To get started, click [here](#).

### DISABILITIES NEWSLETTER

The November 2013 Head Start Disabilities Services Newsletter is out! It is produced monthly by the National Center on Quality Teaching and Learning. The resource is dedicated to staff and families of young children with disabilities. Great stuff! The current issue is attached. Past issues are archived [here](#).

### OOPS!!

In earlier publications, we listed the second Child Outcomes Checkpoint as April 04, 2014. That's a mistake. **THE SECOND CHILD ASSESSMENT CHECKPOINT DATE IS MARCH 07, 2014.** All future forms will reflect that, and our Child Assessment vendors have been notified, so that this date will be reflected also in your systems. Please mark your calendars with the new date!



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## "Teaching Tolerance?"

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### SOCIAL COMPETENCE IN INFANTS AND TODDLERS (AND OUR FCC COMMUNITY)

Promoting social competence is a big push for EarlyLearn NYC programs. And this endeavor is not just for preschoolers. There is a wealth of materials available for providers and families who have infants and toddlers. You may be familiar with the CSEFEL (Center on the Social and Emotional Foundations for Early Learning) materials. But, did you know that there were materials specific for infants and toddlers? Check them out [here](#).

### RESOURCE FOR FAMILY CHILD CARE PROVIDERS

The ACS/CUNY Informal Family Child Care Project (IFCC) is here to help you succeed! IFCC provides information and resources to informal (license-exempt) child care providers throughout the five boroughs of New York City. As part of the NY Early Childhood Professional Development Institute (PDI), IFCC helps child care providers develop the skills and tools to directly impact excellence for children. Their current flyer is attached.



### SELF-ASSESSMENT 2014

The Self-Assessment process for EarlyLearnNYC programs will begin on February 1 and end on April 30, 2014.

This year, we want to let programs know that your CLASS (center-based) and ERS (ECERS-R, ITERS-R, FCCERS-R) results will be incorporated in your VENDEX Score calculation.

Please use this time to make sure that 25% (or a minimum of 2 classrooms, whichever is higher) of all classrooms and homes are assessed this year in time for the Self-Assessment period. CLASS assessments must be done by an evaluator that has been certified reliable by Teachstone.

Similarly with ECERS, ITERS, and FCCERS, scores must be obtained by a licensed ECERS assessor. **If you have been given a CLASS score by DOE this year, this score can be used for your Self-Assessment.**

## HEAD START NEWS



### REGION II HEAD START CONFERENCE

The 10th Annual Region II Head Start Association Professional Development Conference will be from January 7th-10th, 2014 at the Borgata Hotel in Atlantic City, New Jersey. The theme this year is "Parents, Family, Community: Excellence For Our Children." See the THREE attached flyers for more info!

### HEAD START RESEARCH CONFERENCE

The Head Start National Research Conference is back this year! In its 12th year, the theme is Collaboration and Coordination: Understanding Systems Supporting Young Children and Their Families. It will be from July 7-9, 2014 at the Grand Hyatt Hotel in Washington, D.C. Think you might want to present? Click [here](#) for the link to the open call for presentations. Deadline for proposals is December 09, 2013.

### PARENT APPRECIATION

"You have been selected as The Parent Volunteer of the Year!" Do you know someone who deserves to hear that this year? Then, now is your time to nominate them! The New York City-Wide Head Start Policy Council is holding its 11th Annual "New York City Head Start Parent Appreciation Celebration," on Thursday, December 19, 2013. Nominations are due in December, so don't delay! Nomination forms are attached.

### A FOND FAREWELL

By now, Head Start programs will have probably heard of the resignation of Yvette Sanchez-Fuentes, Director of the Office of Head Start since 2009. Please join us at ACS in thanking her for her contributions to our community and wishing her success on her future path. Read her reflections on her tenure [here](#).

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*"Child welfare systems are beginning to recognize and treat parents' trauma"*

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## FAMILY & COMMUNITY ENGAGEMENT

### TAKE TIME TO BE A DAD...

Fatherhood programs typically offer a combination of one-to-one interaction and case management with workshops and peer group discussions. Both approaches present challenges and opportunities for helping dads get and stay on track. Learn more techniques and tips for working with dads one-to-one, including information on case management, and working with groups at <http://www.fatherhood.gov/>



### RISE Learning Event

Child welfare systems are beginning to recognize and treat parents' trauma. RISE has partnered with Children's Services ECPP to present a unique learning event which will address the impact of trauma on the parents of our youngest children. See attached flyer for more detail.

### PARENT ELECTIONS

A reminder from our Parent Governance Unit...

Head Start Parent Election documents are due by December 13th 2013.

(Child Care program election documents are overdue. Please send those in today)

If you need assistance please contact

[Eleanor.Quallo@acs.nyc.gov](mailto:Eleanor.Quallo@acs.nyc.gov) or

[Miranda.harrison@dfa.state.ny.us](mailto:Miranda.harrison@dfa.state.ny.us)

## HEALTH & WELLNESS



### HEALTH AND WELLNESS: AFFORDABLE HEALTH CARE IS HERE!!

The NYS Health Benefit Exchange is a marketplace where New Yorkers, both individuals and small businesses, can shop for, compare and enroll in new, affordable health insurance options. Exchanges are being administered in every state as part of President Obama's federal health care reform law. Over 1 million New Yorkers are estimated to receive coverage through the Exchange. There is a lot of information available. Enrollment began on October 1, 2013. Please pass this information on to your staff and families. Visit <http://www.healthbenefitexchange.ny.gov/> today!

### MENTAL HEALTH/ SOCIAL EMOTIONAL SUPPORT, *Social-Emotional Interactions at School*

Efforts to promote positive mental health and well-being in children, staff and caregivers should be given equal weight with efforts to reduce problem behaviors and/or social-emotional distress. One approach is to promote these interactions in the classroom by embedding social-emotional interactions in teaching practices throughout the day. (See Attachment) More handouts and resources available by the Center for Early Childhood Mental Health Consultation are [here](#).

### HEALTH AND WELLNESS SEMINAR

This training on December 19th will focus on

- [Infectious Disease Control and Reporting Updates](#), including the latest information on CDC Infectious Diseases control and the NYC DOHMH requirements pertaining to management and reporting of Communicable Diseases in the early child care setting. In addition, there will be a focus on the prevention and management of the influenza (flu) virus.
- [Health Insurance Updates](#) on the Affordable Care Act, New York State Health Insurance Exchange and information on the systems and resources available for families and staff in need to obtain health insurance.

Register here: <https://www.eventbrite.com/acsecehwseminardecember>

### FIRST AID KIT CONTENT

Ouch! When something happens, it may be already too late to figure out whether or not your First Aid Kits are appropriately stocked. Now would be a better time. Attached to this Hootmail, you will find a resource on properly maintaining your First Aid Kits.



### CACFP TRAININGS

The schedule for 2014 CACFP Trainings in New York City is out. Please see the attachment entitled "CACFP Metro Area Training Schedule 2014". We encourage you to take advantage of these training opportunities. To register, please contact CACFP: Anna Myers at 1-800-942-3858. Have your CACFP agreement # ready when calling to register for a training.

### ACHOOO!! IT'S THE FLU!

Oh no! We are in flu season!!!! Don't worry. Our Health department has put together a resource entitled "Flu: What You Need to Know" for helpful and important information on flu prevention. It is attached.

### SUMMARY OF WELL CHILD VISITS

Fresh off the Press!!! Please see the attached document DOHMH BDC Summary of well child visits. Please distribute this guide to parents and staff so that they may ensure that children are receiving, as part of their age appropriate physical exams, the appropriate tests, screenings, referrals, immunizations, etc. As new families enroll at your center, include this tool as part of their orientation.

## PROFESSIONAL DEVELOPMENT

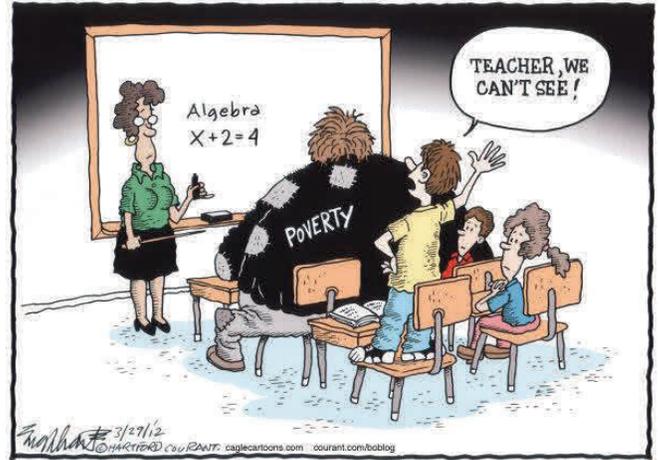
### ALL ABOUT ASPIRE

Are you looking for high quality professional development opportunities for your teachers? Well, you're in luck! Yay. ASPIRE is partnering with EarlyLearn NYC to help us grow our body of classroom knowledge across the city. We heard a wonderful presentation from ASPIRE at the recent Citywide Director's Meetings and we are attaching the PowerPoint for those people who were not able to make the meeting, or who just want to make sure that they have the most complete info. Enjoy!

## RESEARCH

### UNDERSTANDING OUR POPULATION

There is some really interesting research being done in the field, and from time to time we would like to share some with our EarlyLearn NYC community. In this month's highlighted article, the researchers speak to how childhood poverty has been linked to the acquisition of self-regulatory skills, which is further associated with negative physical and psychological health in adulthood. The study provides evidence of the connection between childhood poverty and adult neural activity. See the attached article for the full story!



## NOSOTROS

### RESOURCES IN SPANISH/ Noticias en español para la comunidad de EarlyLearn.

Conoces los servicios del Centro Nacional de Información para la Paternidad Responsable, por el Departamento de Salud y Servicios Humanos de Estados Unidos? Este programa presenta información sobre prioridades, estrategias, tendencias, investigaciones, prácticas prometedoras y lecciones emergentes relacionadas con la paternidad y ayuda a audiencias claves a convertir la información en políticas y acciones que hagan la diferencia para los padres, los niños, las familias y las comunidades.

Para mayor información dirígete a <http://www.fatherhood.gov/espanol>



## HUMOR

### KID PRESIDENT'S PEP TALK

We all work hard, and a little humor is important from time to time to embed laughter into our practice. We wanted to share a video that we hope will bring a smile to your faces. Take a moment and enjoy Kid President's message for teachers. Click [here](#) to view the message on YouTube. ENJOY!



## HOOTMAIL STAFF

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## A FEW NEW FOLKS

Seasons change. Agencies change. People change.

Sometimes all at once!

We've had a few changes here at ACS to the staff working with Hootmail, and we thought this might be a good time to offer up some quality introductions.



First of all, let's introduce **Barbara Alicea**, the new Community Relations Coordinator. This is the person who oversees production of Hootmail, E-Bulletins, and Provider Bulletins. You will also see her working on the EarlyLearn NYC marketing campaign among other projects at EarlyLearn. She will wear many hats in her work at ACS.

WELCOME Barbara!

**Tovah Gottesman** is Chief of Staff.

In this role, she works closely on the development and implementation of many key initiatives, including Hootmail! She is the liaison between ACS and many internal and external partners and stakeholders, and she troubleshoots on a wide range of operational and programmatic issues and concerns. Tovah previously served as Special Assistant to the Deputy Commissioner.



**Okolo Jacobs** is a new college aide intern here at Early Care and Education. She is currently



a junior at CUNY Kingsborough and will be transferring to Brooklyn College in January 2014. She has been interning at ACS for 2 years-previously under Finance, Child Care and Head Start, and Family Support Services. We are very happy to have Okolo working with us behind the scenes to help make the Hootmail a quality product.

And then there is **John Borrero**, Director of Education and Disabilities. John is also relatively new to the agency (although not as new as Barbara), but excited to have a hand in the content of Hootmail and the content-specific information that makes its way out to programs. John comes to ACS from working in Head Start and is excited for this opportunity to serve NYC.



There are other people who also contribute to this publication.

For every headline, there is a person here at ACS who wrote an article or researched materials because they care about children and they want to make sure that EarlyLearn programs have good, current information to inform their practice.

In future issues, we will highlight some of those people too!



## ONE MORE THING...

We are **STILL** listening for your feedback ...

Keep talking to us and let us know what you would like to see in Hootmail. Give us feedback on how Hootmail is working for you and ways in which we can help it to work better.

We want Hootmail to be a useful resource to our EarlyLearn community and we welcome your ideas on how to make that happen.

Send comments, suggestions, pictures, and questions to

[John.borrero@acs.nyc.gov](mailto:John.borrero@acs.nyc.gov)

Bundle up and enjoy family time!





Ronald E. Richter  
Commissioner

Susan Nuccio  
Deputy Commissioner/  
Chief Financial Officer  
Financial Services

Jose Mercado  
Assistant Commissioner  
Budget, Claiming &  
Revenue  
Financial Services

150 William Street  
10th Floor  
New York, NY 10038

## MEMORANDUM

**DATE:** October 8, 2013  
**TO:** *EarlyLearn* NYC Providers  
**FROM:** Jose Mercado *J.M.*  
**SUBJECT: FAILURE TO OBTAIN INSURANCE BY  
NOVEMBER 1, 2013 WILL RESULT IN SITE CLOSINGS  
EL Memorandum Number #9**

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The Administration for Children's Services (ACS) is concerned that you have not yet submitted proof of insurance coverage beginning November 1, 2013. As you know, effective November 1, 2013 you are responsible for obtaining insurance policies that will no longer be provided by the New York Central Insurance Program (CIP). Due to the serious nature of this issue, we urge you to address this issue immediately and to include your board members in this conversation. **Your site(s) will not be able to remain open to serve children without the appropriate insurance coverage.**

For your convenience, an information session is being scheduled to provide details concerning insurance coverage:

**TIME AND DATE:** 10AM-Noon Tuesday, October 15, 2013  
**LOCATION:** Essensa, 555 West 57<sup>th</sup> Street, 12<sup>th</sup> Floor NY, NY 10019

If you have not yet requested your loss run information from ACS, which is the first step in the process for you to obtain insurance coverage, you must do so immediately. **Please email ACS and request your loss run information. Send your request to: [EL.INSURANCE@acs.nyc.gov](mailto:EL.INSURANCE@acs.nyc.gov).**

If you have already received your loss run information and you are seeking a broker, or you are in the process of determining your insurance coverage, it is important that you act promptly since it will take time to generate the required proof of insurance and for ACS to validate these documents.

Attached please find the September 27, 2013 letter from ACS Finance and Early Care & Education Divisions which provided detailed information concerning the insurance deadlines, requirements and vendor information. A copy of your contract language covering insurance requirements is also attached.

We are also attaching a listing of specific, detailed information which are applicable to the various insurance certificates needed to operate. Please follow all guidelines to ensure that your certificates are approved and your site can remain in service.

Copy:  
Deputy Mayor Linda Gibbs  
ACS Commissioner Ronald E. Richter

## **Required Insurance Documents Applicable to Insurance Certificates**

Listed below are the required insurance documents that should be submitted to New York City Administration for Children's Services (ACS). These insurance documents must have an effective date of November 1, 2013 and should be sent to Jean Sheil at [jean.sheil@acs.nyc.gov](mailto:jean.sheil@acs.nyc.gov) by November 8, 2013.

1. Certification By Broker
  - a. Must be notarized.
  - b. Must include the name of the broker and their contact information
2. Your general liability, worker's compensation and fidelity carrier(s) can all be listed on the same "Certificate of Liability Insurance" document, provided that you are using the same broker. Each type of insurance should have its own policy number and the limits outlined. All certificates should be dated. Listed below are the other items that must be included on the Certificate of Liability Insurance:
  - a. Contact name and phone number for the sponsor agency (i.e. the ACS contractor).
  - b. Insured site name and address.
  - c. If insuring more than one site and using one document instead of multiple Certificate of Liability Insurance documents, each additional site name and full address must be added to the: "Description of Operations/ Locations/Vehicles" box.
  - d. Policy number must be provided; the words "on binder" are not acceptable
  - e. All policies should be for a minimum of a calendar year.
  - f. NAIC # should be listed next to insurers affording coverage on all documents.
  - g. Broker contact information (full name, address and phone number)
  - h. Certificate of Holder section should read as follows:

City of New York  
C/O The Administration for Children's Services  
150 William Street, 9<sup>th</sup> floor  
New York, NY 10038
3. Disability coverage must be on its own document called "Certificate of Insurance Coverage under the NYS Disability Benefits Law". For multi-site contractors, you must have one certificate for each site. Listed below are some of the items that must be included in this document:
  - a. Sponsor agency (i.e. the ACS contractor)
  - b. Site name and address
  - c. Business phone number.
  - d. Insurance Carrier's name, contact person and phone number.
  - e. Policy number must be provided; the words "on binder" are not acceptable
  - f. All policies should have a start and end date that equals a year.
  - g. Broker contact information (name and phone number)
  - h. Name and Address of the Entity Requesting Proof of Coverage should read as follows:

City of New York  
C/O The Administration for Children's Services  
150 William Street, 9<sup>th</sup> floor  
New York, NY 10038
4. Organizations that are taking buses on trips must obtain a "Certificate of Liability Insurance" from the chartered bus company (includes yellow school bus) which shows that ACS and the name of the site(s) taking the trip, has been added to the "Certificate Holder" section of the document two weeks prior to the date of the trip. The coverage should have a total of \$5 million dollars in coverage (can be a combination of auto and excess liability). The Certificate Holder section should read as follows:

City of New York  
C/O The Administration for Children's Services  
150 William Street, 9<sup>th</sup> floor  
New York, NY 10038



To: EarlyLearn NYC & Discretionary-funded child care programs  
From: ACS Finance and Early Care & Education Divisions  
Date: Friday, September 27, 2013  
RE: Central Insurance Program – There are **35** calendar days until November 1!

**THERE ARE 35 CALENDAR DAYS (25 BUSINESS DAYS) UNTIL NOVEMBER 1!**

Dear *EarlyLearn* and City Council discretionary funded programs –

**As you know, beginning November 1, 2013, the New York City Central Insurance Program (CIP) will no longer cover Commercial General Liability, Workers Compensation and Disability, and Fidelity Bond (crime). Each ACS contractor MUST obtain these policies by November 1, 2013 – sites cannot provide services to children without this insurance coverage.**

If you do not have these policies in place by November 1, you will be in breach of your contract with ACS. In addition, you should be aware of the following consequences:

- Without general liability coverage, DOHMH will revoke your permit;
- Without workers' compensation and disability, you will be fined **daily** by the NYS Department of Labor.

***In short, your center(s) will have to be closed.***

We are writing today with a checklist of actions necessary for your organization to acquire insurance by November 1. **If you have not yet requested loss runs for your organization, PLEASE DO SO IMMEDIATELY.** Please note that depending on your organization's history, it can take some time to receive your requested documentation. **TIME IS OF THE ESSENCE.**

Checklist and Action Steps:

- **Request and receive loss runs:**
  - Your Executive Director, a member of the Senior Staff or Board of Directors must request loss runs in writing via email to Sunday Bafunso at [sunday.bafunso@dfa.state.ny.us](mailto:sunday.bafunso@dfa.state.ny.us). *Loss run requests cannot be made by an insurance broker;*
  - If you are a multi-site provider, the loss run request must be made on the organization level – in other words, each individual site/program need not make a separate loss run request. As part of your request, please include your name and title, the name of the organization, and **the addresses** – not site names – **of all sites/programs under your organization** that have an EarlyLearn and/or City Council funded discretionary contract.
- **Identify an insurance broker/firm** – see attached list for your convenience, if you have not yet identified a broker/firm.
- **Find insurance carriers**, for the four types of insurance listed above: general liability, worker's compensation, disability, and fidelity bond coverage
- **Receive quotes**
- **Select insurance carrier(s)**
- **Carrier informs the NYS Insurance Fund of coverage**
- **Provide ACS with proof of coverage** for all four types of required insurance listed above as soon as possible, but **no later than November 8, via [jean.sheil@acs.nyc.gov](mailto:jean.sheil@acs.nyc.gov)** :

***If you have already acquired insurance coverage, we ask that send your documentation to Jean Sheil as soon as possible so we are aware that you are covered and in full compliance with your contract terms.***



**A reminder of the types of insurance required, and requirements for each:**

For Workers' Compensation, Disability Benefits, and Employer's Liability coverage the submitted proof of insurance must comply with Section 7.08(A) of Appendix A of your *EarlyLearn* or discretionary contract.

For all other required insurance coverage, you are required to submit proof of insurance in accordance with Section 7.08(B) of Appendix A of your *EarlyLearn* or discretionary contract which includes a copy of the Certificate of Insurance, the additional insured endorsement, and a duly executed Certification by Broker (page 5 in the attached "Insurance Requirements" document).

For the Commercial General Liability insurance (which may include additional, supplementary or alternate, umbrella, abuse and molestation and/or corporal punishment coverage), The City of New York, together with its officials and employees, must be named as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 20 10. Please note: do not name the Administration for Children's Services as the Additional Insured as this is not acceptable. The City's address to include on the "Certificate Holder" box of the Certificate of Insurance is as follows:

The City of New York  
c/o The Administration for Children's Services  
150 William Street, 9th Floor  
New York, New York 10038

Please note each site address must be listed in full on the ACORD Certificate of Insurance as it is specified in your contract with ACS. It is not acceptable to refer to the sites by their center names.



## Contact Information for Insurance Brokers & Providers

**New York State Insurance Fund** - offers Worker's Compensation & Disability

Customer Service Center: 888.875.5790

<http://ww3.nysif.com/>

multiple business offices in NYC:

<http://ww3.nysif.com/EyebrowPages/ContactUs/DistrictOfficeLocations.aspx>

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### **Essensa (NYC's non-profit group purchasing organization)**

Kenneth O'Reggio

555 West 57<sup>th</sup> Street, 12<sup>th</sup> Floor

New York, NY 10019

[koreggio@innovatix.com](mailto:koreggio@innovatix.com) or [koreggio@essensa.org](mailto:koreggio@essensa.org)

212.901.1210

*Representatives from Essensa's insurance vendor portfolio:*

#### **The Omni Agency, Inc.**

Trey Wilder

1430 Broadway, 13<sup>th</sup> Floor

New York, NY 10018

Office: 718.831.7888 ext. 2604

Cell: 347.676.8606

[twilder@theomniagency.com](mailto:twilder@theomniagency.com)

[www.omniessensa.com](http://www.omniessensa.com)

#### **Q6 Advisors, Inc.**

Alix A. Beien-Aime

60 East 42<sup>nd</sup> Street, Suite 864

New York, NY 10165

Office: 516.394.2523

Cell: 516.850.1847

[abienaime@Q6Advisors.com](mailto:abienaime@Q6Advisors.com)

[www.q6advisors.com](http://www.q6advisors.com)

---

*Additional vendors:*

#### **Arthur J. Gallagher Risk Management Services**

Jack McArdle

2 Gannett Drive

White Plains, NY 10604-3404

Office: 914.697.6031

Cell: 914.584.2239

Fax: 914.323.4531

[jack\\_mcardle@ajg.com](mailto:jack_mcardle@ajg.com)

[www.ajgrms.com](http://www.ajgrms.com)

#### **Borg and Borg Insurance**

Sean Bickoff

148 E. Main Street

Huntington, NY 11743

Phone: 631.673.7600

Fax: 631.351.1700

[seanb@borgborg.com](mailto:seanb@borgborg.com)

<http://www.borgborg.com/>

#### **Brown and Brown Metro Inc.**

Matthew Struck

30A Vreeland Road

Florham Park, NJ 07932

Office: 973.549.1893

Cell: 973.303.8967

Fax: 973.549.1000

[mstruck@bbmetro.com](mailto:mstruck@bbmetro.com)

<http://www.bbmetro.com/>

#### **Carriage Trade Insurance Agency, Inc.**

Michael R. Jakob

One Holland Avenue, Suite 105

Floral Park, NY 11001

Office: 516.358.5600

Fax: 516.358.5656

[mjakob@carriagetradeinsurance.com](mailto:mjakob@carriagetradeinsurance.com)

[www.carriagetradeinsurance.com](http://www.carriagetradeinsurance.com)

**Five Star Coverage Corp**

Donald Smith  
75B Montauk Hwy  
Blue Point, NY 11715  
Office: 631.567.1111  
Cell: 516.317.8910  
Fax: 631.218.3411  
[Donald@5starcoverage.com](mailto:Donald@5starcoverage.com)

**Lamb Financial Group**

Liam Kemmerley  
145 W. 45<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, NY 10036  
Office: 212.375.3000 x 105  
Cell: 267.275.6196  
Fax: 718.389.4300  
[lkemmerley@lambfinancialgroup.com](mailto:lkemmerley@lambfinancialgroup.com)  
<http://lambfinancialgroup.com/>

**Loyola Group, Inc.**

Edward R. Quinn III  
119 North Park Avenue, 4<sup>th</sup> Floor  
Rockville Centre, NY 11570  
Office: 516.960.0701  
Fax: 516.536.2234  
[equinn@loyolains.com](mailto:equinn@loyolains.com)

**The Signature Group, LLC**

Peter S. Schapero  
950 Franklin Avenue  
Garden City, NY 11530  
Phone: 516.764.1100  
Fax: 516.764.1019  
[pschapero@tsgins.com](mailto:pschapero@tsgins.com)  
<http://www.signatureinsurance.com/>

**HUB International Northeast Limited**

Scott Konrad  
1065 Avenue of the Americas  
New York, NY 10018  
Office: 212.338.2295  
Cell: 347.491.9671  
Fax: 917.934.9546  
[scott.konrad@hubinternational.com](mailto:scott.konrad@hubinternational.com)  
<http://www.hubinternational.com/>

**Lee Insurance**

Stephen Boon Jr.  
31 Pell Street  
New York, NY 10013  
Office: 212.962.2232  
Toll Free: 800.352.1707  
Fax: 212.233.1421  
[sboon@leeins.com](mailto:sboon@leeins.com)  
<http://www.leeins.com/>

**Sobel Affiliates - A Brown and Brown Company**

Alan Labadorf  
595 Stewart Avenue  
Garden City, NY 11530  
Phone: 516.745.1111  
Fax: 516.745.5733  
[alabadorf@sobelins.com](mailto:alabadorf@sobelins.com)  
<http://www.sobelins.com/>

**USI Insurance Services LLC**

David Carpentier  
261 Madison Avenue, 5th Floor  
New York, NY 10016  
Office: 212.842.3430  
Cell: 401.480.5906  
Fax: 610.537.1920  
[david.carpentier@usi.biz](mailto:david.carpentier@usi.biz)  
<http://ww2.usi.biz/>

**Please note –**

ACS does not endorse the services of any particular broker. Contractors are NOT limited to obtaining insurance coverage from one of the vendors on this sheet.

**APPENDIX A**

**GENERAL PROVISIONS GOVERNING CONTRACTS FOR  
CONSULTANTS, PROFESSIONAL, TECHNICAL, HUMAN AND CLIENT SERVICES**

**ARTICLE 7. INSURANCE**

**Section 7.01 Agreement to Insure**

The Contractor shall not commence performing services under this Agreement unless and until all insurance required by this Article is in effect, and shall ensure continuous insurance coverage in the manner, form, and limits required by this Article throughout the term of the Agreement.

**Section 7.02 Commercial General Liability Insurance**

A. The Contractor shall maintain Commercial General Liability Insurance covering the Contractor as Named Insured and the City as an Additional Insured in the amount of at least One Million Dollars (\$1,000,000) per occurrence. Such insurance shall protect the City and the Contractor from claims for property damage and/or bodily injury, including death that may arise from any of the operations under this Agreement. Coverage under this insurance shall be at least as broad as that provided by the most recently issued Insurance Services Office ("ISO") Form CG 0001, and shall be "occurrence" based rather than "claims-made."

B. Such Commercial General Liability Insurance shall name the City, together with its officials and employees, as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 20 10.

**Section 7.03 Professional Liability Insurance**

A. At the Department's direction, if professional services are provided pursuant to this Agreement, the Contractor shall maintain and submit evidence of Professional Liability Insurance appropriate to the type(s) of such services to be provided under this Agreement in the amount of at least One Million Dollars (\$1,000,000) per claim. The policy or policies shall include an endorsement to cover the liability assumed by the Contractor under this Agreement arising out of the negligent performance of professional services or caused by an error, omission or negligent act of the Contractor or anyone employed by the Contractor.

B. All subcontractors of the Contractor providing professional services under this Agreement for which Professional Liability Insurance is reasonably commercially available shall also maintain such insurance in the amount of at least One Million Dollars (\$1,000,000) per claim, and the Contractor shall provide to the Department, at the time of the request for subcontractor approval, evidence of such Professional Liability Insurance on forms acceptable to the Department.

C. Claims-made policies will be accepted for Professional Liability Insurance. All such policies shall have an extended reporting period option or automatic coverage of not less

than two (2) years. If available as an option, the Contractor shall purchase extended reporting period coverage effective on cancellation or termination of such insurance unless a new policy is secured with a retroactive date, including at least the last policy year.

**Section 7.04 Workers' Compensation, Disability Benefits, and Employer's Liability Insurance**

The Contractor shall maintain, and ensure that each subcontractor maintains, Workers' Compensation Insurance, Disability Benefits Insurance, and Employer's Liability Insurance in accordance with the Laws of the State on behalf of, or with regard to, all employees providing services under this Agreement.

**Section 7.05 Unemployment Insurance**

To the extent required by Law, the Contractor shall provide Unemployment Insurance for its employees.

**Section 7.06 Business Automobile Liability Insurance**

A. If vehicles are used in the provision of services under this Agreement, then the Contractor shall maintain Business Automobile Liability insurance in the amount of at least One Million Dollars (\$1,000,000) each accident combined single limit for liability arising out of ownership, maintenance or use of any owned, non-owned, or hired vehicles to be used in connection with this Agreement. Coverage shall be at least as broad as the most recently issued ISO Form CA0001.

B. If vehicles are used for transporting hazardous materials, the Business Automobile Liability Insurance shall be endorsed to provide pollution liability broadened coverage for covered vehicles (endorsement CA 99 48) as well as proof of MCS-90.

**Section 7.07 General Requirements for Insurance Coverage and Policies**

A. All required insurance policies shall be maintained with companies that may lawfully issue the required policy and have an A.M. Best rating of at least A- / "VII" or a Standard and Poor's rating of at least A, unless prior written approval is obtained from the City Law Department.

B. All insurance policies shall be primary (and non-contributing) to any insurance or self-insurance maintained by the City.

C. The Contractor shall be solely responsible for the payment of all premiums for all required insurance policies and all deductibles or self-insured retentions to which such policies are subject, whether or not the City is an insured under the policy.

D. There shall be no self-insurance program with regard to any insurance required under this Article unless approved in writing by the Commissioner. Any such self-insurance program shall provide the City with all rights that would be provided by traditional insurance required under this Article, including but not limited to the defense obligations that insurers are required to undertake in liability policies.

E. The City's limits of coverage for all types of insurance required under this Article shall be the greater of (i) the minimum limits set forth in this Article or (ii) the limits provided to the Contractor as Named Insured under all primary, excess, and umbrella policies of that type of coverage.

#### **Section 7.08 Proof of Insurance**

A. For Workers' Compensation Insurance, Disability Benefits Insurance, and Employer's Liability Insurance, the Contractor shall file one of the following within ten (10) Days of award of this Agreement. ACORD forms are not acceptable proof of workers' compensation coverage.

1. C-105.2 Certificate of Workers' Compensation Insurance;
2. U-26.3 -- State Insurance Fund Certificate of Workers' Compensation Insurance;
3. Request for WC/DB Exemption (Form CE-200);
4. Equivalent or successor forms used by the New York State Workers' Compensation Board; or
5. Other proof of insurance in a form acceptable to the City.

B. For each policy required under this Agreement, except for Workers' Compensation Insurance, Disability Benefits Insurance, Employer's Liability Insurance, and Unemployment Insurance, the Contractor shall file a Certificate of Insurance with the Department within ten (10) Days of award of this Agreement. All Certificates of Insurance shall be (a) in a form acceptable to the City and certify the issuance and effectiveness of such policies of insurance, each with the specified minimum limits; and (b) accompanied by the endorsement in the Contractor's general liability policy by which the City has been made an additional insured pursuant to Section 7.02(B). All Certificate(s) of Insurance shall be accompanied by either a duly executed "Certification by Broker" in the form attached to this Appendix A or copies of all policies referenced in the Certificate of Insurance. If complete policies have not yet been issued, binders are acceptable, until such time as the complete policies have been issued, at which time such policies shall be submitted.

C. Certificates of Insurance confirming renewals of insurance shall be submitted to the Commissioner prior to the expiration date of coverage of policies required under this Article. Such Certificates of Insurance shall comply with the requirements of Section 7.08 (A) and Section 7.08(B), as applicable.

D. The Contractor shall provide the City with a copy of any policy required under this Article upon the demand for such policy by the Commissioner or the New York City Law Department.

E. Acceptance by the Commissioner of a certificate or a policy does not excuse the Contractor from maintaining policies consistent with all provisions of this Article (and ensuring that subcontractors maintain such policies) or from any liability arising from its failure to do so.

F. In the event the Contractor receives notice, from an insurance company or other person, that any insurance policy required under this Article shall expire or be cancelled or

terminated for any reason, the Contractor shall immediately forward a copy of such notice to both the Commissioner City of New York Administration for Children's Services, 150 William Street, New York, New York 10038, and the New York City Comptroller, Attn: Office of Contract Administration, Municipal Building, One Centre Street, Room 1005, New York, New York 10007.

#### **Section 7.09 Miscellaneous**

A. Whenever notice of loss, damage, occurrence, accident, claim or suit is required under a general liability policy maintained in accordance with this Article, the Contractor shall provide the insurer with timely notice thereof on behalf of the City. Such notice shall be given even where the Contractor may not have coverage under such policy (for example, where one of Contractor's employees was injured). Such notice shall expressly specify that "this notice is being given on behalf of the City of New York as Additional Insured" and contain the following information: the number of the insurance policy; the name of the named insured; the date and location of the damage, occurrence, or accident; the identity of the persons or things injured, damaged, or lost; and the title of the claim or suit, if applicable. The Contractor shall simultaneously send a copy of such notice to the City of New York c/o Insurance Claims Specialist, Affirmative Litigation Division, New York City Law Department, 100 Church Street, New York, New York 10007. If the Contractor fails to comply with the requirements of this paragraph, the Contractor shall indemnify the City for all losses, judgments, settlements and expenses, including reasonable attorneys' fees, arising from an insurer's disclaimer of coverage citing late notice by or on behalf of the City.

B. The Contractor's failure to maintain any of the insurance required by this Article shall constitute a material breach of this Agreement. Such breach shall not be waived or otherwise excused by any action or inaction by the City at any time.

C. Insurance coverage in the minimum amounts required in this Article shall not relieve the Contractor or its subcontractors of any liability under this Agreement, nor shall it preclude the City from exercising any rights or taking such other actions as are available to it under any other provisions of this Agreement or Law.

D. The Contractor waives all rights against the City, including its officials and employees for any damages or losses that are covered under any insurance required under this Article (whether or not such insurance is actually procured or claims are paid thereunder) or any other insurance applicable to the operations of the Contractor and/or its subcontractors in the performance of this Agreement.

E. In the event the Contractor requires any subcontractor to procure insurance with regard to any operations under this Agreement and requires such subcontractor to name the Contractor as an additional insured under such insurance, the Contractor shall ensure that such entity also name the City, including its officials and employees, as an additional insured with coverage at least as broad as the most recently issued ISO form CG 20 26.

**CERTIFICATION BY BROKER**

[Pursuant to Article Seven of Appendix A, every Certificate of Insurance must be accompanied by either the following certification by the broker setting forth the following text and required information and signatures or complete copies of all policies referenced in the Certificate of Insurance. In the absence of completed policies, binders are acceptable.]

**CERTIFICATION BY BROKER**

The undersigned insurance broker represents to the City of New York that the attached Certificate of Insurance is accurate in all material respects, and that the described insurance is effective as of the date of this Certification.

\_\_\_\_\_  
[Name of broker (typewritten)]

\_\_\_\_\_  
[Address of broker (typewritten)]

\_\_\_\_\_  
[Signature of authorized officer of broker]

\_\_\_\_\_  
[Name of authorized officer (typewritten)]

\_\_\_\_\_  
[Title of authorized officer (typewritten)]

\_\_\_\_\_  
[Contact Phone Number for Broker (typewritten)]

\_\_\_\_\_  
[Email Address of Broker (typewritten)]

Sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 201\_

\_\_\_\_\_  
NOTARY PUBLIC

**APPENDIX B**

**EARLY LEARN NYC SCOPE OF WORK**

**Section 4.07. Insurance.**

**C. Fidelity Bond.** Notwithstanding anything to the contrary provided in this Agreement and unless explicitly waived in Section 2.05 of this Appendix B, the Contractor shall deliver to ACS a Fidelity Bond, with a limit of liability equal to twenty five percent (25%) of the Contractor's annual budget in connection with this Agreement or as otherwise determined by ACS, bonding every person authorized by the Contractor to receive, handle, or disburse monies received under this Agreement. The bond shall be issued by an insurer duly licensed by the Superintendent of Insurance of the State of New York and shall provide that any payment made thereunder for any loss sustained either by the Contractor or the City or both of them through any fraudulent or dishonest act by one or more of the bonded persons shall be payable to the City. In the event ACS has waived the fidelity bond requirement contained in this Section, ACS may in its sole discretion, reinstate the fidelity bond requirement at any time upon written notice to the Contractor.

**Fidelity Bond Provision for EarlyLearn Modified Contracts and Discretionary Contracts:**

**Fidelity Bond.** The Contractor shall deliver to ACS a Fidelity Bond, with a limit of liability equal to twenty five percent (25%) of the Contractor's annual budget in connection with this Agreement or as otherwise determined by ACS, bonding every person authorized by the Contractor to receive, handle, or disburse monies received under this Agreement. The bond shall be issued by an insurer duly licensed by the Superintendent of Insurance of the State of New York and shall provide that any payment made thereunder for any loss sustained either by the Contractor or the City or both of them through any fraudulent or dishonest act by one or more of the bonded persons shall be payable to the City.

## CPP Monthly Meetings/Contact Information BK BX QNS NY S.I.

Please Note: For more information please contact the CPP Coordinator or the ACS Community Program Associate

CPP	DATE & TIME	CPP COORDINATOR	PHONE	ACS Community Program Associate	PHONE
Bedford Stuyvesant	2 <sup>nd</sup> Tues. MONTHLY 2:30PM – 4:30PM	Ronica A. Webb <a href="mailto:rwebb@bpnetwork.org">rwebb@bpnetwork.org</a>	718/293-4352	Loretta Williams <a href="mailto:Loretta.Williams3@dfa.state.ny.us">Loretta.Williams3@dfa.state.ny.us</a>	718/218-6359 347/622-0336
Bushwick	3 <sup>rd</sup> Tues. MONTHLY 10:30AM – 12:30PM	Raul Rubio <a href="mailto:bushwickcpi@gmail.com">bushwickcpi@gmail.com</a>	917/250-9126	Loretta Williams <a href="mailto:Loretta.Williams3@dfa.state.ny.us">Loretta.Williams3@dfa.state.ny.us</a>	718/218-6359 347/622-0336
East New York	1 <sup>st</sup> Tues. MONTHLY 10:00AM – 12:00PM	Eva Gordon <a href="mailto:gordone@lfchild.org">gordone@lfchild.org</a>	718/345-6300 347/528-7253	Osman Boakye <a href="mailto:Osman.Boakye@dfa.state.ny.us">Osman.Boakye@dfa.state.ny.us</a>	718/345-6300 347/533-3678
Mott Haven	2 <sup>nd</sup> Thurs. MONTHLY 10:00AM – 12:00PM	Sweeney Anderson <a href="mailto:andersonsw@jccany.org">andersonsw@jccany.org</a>	718/742-8521 646/483-2698	Darrell Williams <a href="mailto:Darrell.Williams@dfa.state.ny.us">Darrell.Williams@dfa.state.ny.us</a>	212/341-3170 347/598-1601
Highbridge	1 <sup>st</sup> Wed. MONTHLY 10:00AM – 11:30AM	Lisa Gill <a href="mailto:lgill@childrensvillage.org">lgill@childrensvillage.org</a>	718/293-4352	Osman Boakye <a href="mailto:Osman.Boakye@dfa.state.ny.us">Osman.Boakye@dfa.state.ny.us</a>	718/345-6300 347/533-3678
Soundview	3 <sup>rd</sup> Tues. MONTHLY 10:30AM – 12:30PM	Dishon Ahing <a href="mailto:DAhing@LeakeAndWatts.org">DAhing@LeakeAndWatts.org</a>	718/794-8492 914/230-7312	Darrell Williams <a href="mailto:Darrell.Williams@dfa.state.ny.us">Darrell.Williams@dfa.state.ny.us</a>	212/341-3170 347/598-1601
Jamaica	3 <sup>rd</sup> Wed. MONTHLY 9:30AM – 12:00PM	Craig Collins <a href="mailto:ccollins@mediatenyc.org">ccollins@mediatenyc.org</a>	718/523-6868 Ext. 267	Deidra Sutton <a href="mailto:Deidra.Sutton@dfa.state.ny.us">Deidra.Sutton@dfa.state.ny.us</a>	212/676-7695 347/831-4023
Elmhurst	4 <sup>th</sup> Thurs. MONTHLY 10:00AM – 12:00PM	Shannon Mancuso <a href="mailto:smancuso@sco.org">smancuso@sco.org</a>	718/507-0700 Ext. 22	Deidra Sutton <a href="mailto:Deidra.Sutton@dfa.state.ny.us">Deidra.Sutton@dfa.state.ny.us</a>	212/676-7695 347/831-4023
East Harlem	4 <sup>th</sup> Thurs. MONTHLY 9:30AM – 11:30AM	Erika Figueroa <a href="mailto:Efigueroa@lsafhs.org">Efigueroa@lsafhs.org</a>	212/348-8284 646/672-5265	Linda Polk <a href="mailto:Linda.Polk@dfa.state.ny.us">Linda.Polk@dfa.state.ny.us</a>	212/341-3140 646/265-9848
Lower East Side	3 <sup>rd</sup> Wed. MONTHLY 3:00PM – 5:00PM	Flora Huang <a href="mailto:Lescpi@gmail.com">Lescpi@gmail.com</a>	212/387-0557 646/294-1725	Ebenezer Ademuwagun <a href="mailto:Ebenezer.Ademuwagun@dfa.state.ny.us">Ebenezer.Ademuwagun@dfa.state.ny.us</a>	212/442-0099
Staten Island Stapleton	2 <sup>nd</sup> Thur. MONTHLY 10:00AM – 12:00PM	Adinah Ben-Yahuda <a href="mailto:Adinah20@aol.com">Adinah20@aol.com</a>	718/551-0373 718/598-4721	Peter Mokwuah <a href="mailto:Peter.Mokwuah@dfa.state.ny.us">Peter.Mokwuah@dfa.state.ny.us</a>	212/341-3159 347/831-4041

NYC Responsible Fatherhood Coalition  
ACS Borough Coordinators and Borough Co-Chairs

- *ACS Borough Coordinators*
  - Bronx- Clyde Wilkinson [Clyde.Wilkinson@dfa.state.ny.us](mailto:Clyde.Wilkinson@dfa.state.ny.us)
  - Brooklyn- Ronald Bridges [Ronald.Bridges@dfa.state.ny.us](mailto:Ronald.Bridges@dfa.state.ny.us)
  - Manhattan- Tanya Hatcher [Tanya.Hatcher@dfa.state.ny.us](mailto:Tanya.Hatcher@dfa.state.ny.us)
  - Queens- Robyn Thompson [Robyn.Thompson@dfa.state.ny.us](mailto:Robyn.Thompson@dfa.state.ny.us)
  - Staten Island- Sandra Graydon-Long  
[Sandra.Graydon-Long@dfa.state.ny.us](mailto:Sandra.Graydon-Long@dfa.state.ny.us)

- *Borough Coalition Co-Chairs*
  - Bronx- 1200 Waters Place  
- Kathy Blount  
[Kathy.Blount@dfa.state.ny.us](mailto:Kathy.Blount@dfa.state.ny.us)  
  
2501 Grand Concourse  
-Kimkecha Farrior  
[Kimkecha.Farrior@dfa.state.ny.us](mailto:Kimkecha.Farrior@dfa.state.ny.us)

(Next Coalition Meeting, Friday, 9/13, Bronx Borough President's Office, 851 Grand Concourse, 9th fl., Rm 915, 10-12)

- Brooklyn- 1274 Bedford Avenue  
Ronald Bridges  
[Ronald.Bridges@dfa.state.ny.us](mailto:Ronald.Bridges@dfa.state.ny.us)  
  
185 Marcy Avenue  
Loretta Williams  
[Loretta.Williams@dfa.state.ny.us](mailto:Loretta.Williams@dfa.state.ny.us)
- Queens- SUNY QEOC  
158-29 Archer Avenue  
David Williams  
[dawilliams@fortunesociety.org](mailto:dawilliams@fortunesociety.org)  
  
Rolando Bini [Rolando@parentsinaction.net](mailto:Rolando@parentsinaction.net)
- Manhattan- 55 West 125 Street-  
-Tanya Hatcher  
[Tanya.Hatcher@dfa.state.ny.us](mailto:Tanya.Hatcher@dfa.state.ny.us)  
  
-Hassan Daniel  
[hdaniel@hcz.org](mailto:hdaniel@hcz.org)

NYC Responsible Fatherhood Coalition  
ACS Borough Coordinators and Borough Co-Chairs

-Leena Green  
[lgreen3@health.nyc.gov](mailto:lgreen3@health.nyc.gov)

- Staten Island- 350 St. Marks Place
  - Sandra Graydon-Long  
[Sandra.Graydon-Long@dfa.state.ny.us](mailto:Sandra.Graydon-Long@dfa.state.ny.us)
  - Elizabeth Lamadieu  
[Elizabeth.Lamadieu@dfa.state.ny.us](mailto:Elizabeth.Lamadieu@dfa.state.ny.us)
  - Carol Grant  
[Carol.Grant@dfa.state.ny.us](mailto:Carol.Grant@dfa.state.ny.us)



# Facility Tip of the Month

November 2013 - Logs & Locks

As 200 sites already know, ACS Project Managers have been doing Health & Safety Inspections for the last several months. Our purpose is to 1) assist you in fixing any facility issue that could be a Department of Health or Fire Department violation; 2) to ensure that your site is safe; 3) to help you learn to monitor your facility on your own; and 4) to comply with Federal regulations. If you are one of the 150 sites that have not had a Health and Safety Inspection yet, please do not feel neglected, we are on our way (in the next several months).

So far we have identified several problems that are easily fixed, so you can take care of it before DOHMH, FDNY, or ACS arrive:

## LOGS

While everyone has a monthly Fire Drill log, there are a number of others that you need both for compliance and so you can monitor yourselves for safety:

Visitor Logs--Every one should sign in and provide ID unless you already know them. Too often we go into centers and get pretty far before being stopped. Make security a primary concern.

Emergency Light and Exit Sign Log-- the custodian should do a daily visual check of exit lights but emergency lights should be tested a minimum of once a month.

Smoke Detector and Carbon Monoxide Detector Log-- only if you have battery operated equipment.

Extermination Log--every time the exterminator comes.

Grease Trap Maintenance Logs--grease traps must be cleaned regularly, usually by an outside vendor unless you have a skilled custodian who can do it.

Range Hood Cleaning Log--a sticker should be put on the side of the range hood but logging it is a good practice too.

Refrigerator/Freezer Log--At least once a day, if not twice, the temperatures should be recorded to ensure they are operating within the acceptable range. (continues)

## Facility Tip of the Month

HVAC Cleaning Logs--Though this is not a requirement and not part of the inspection, it's a good idea to make a log for regular cleaning of filters. The equipment, split units, Ptacs, and window ACs will work better and last longer.

### BATHROOMS IN HALLWAYS

While most sites have their children's bathrooms in the classroom area, some do not. In 2005 Head Start issued a memorandum to all agencies saying that if children's bathrooms were in the hallway they had to remain locked from the outside (and not able to lock on the inside). This came as a result of an incident with a stranger hiding in the bathroom and Head Start has enforced that ever since. It is also required that there be a written procedure on the use of children's bathrooms in hallways.

Extrapolating from that, adult bathrooms could also be a place where strangers could hide or children could run and lock themselves in. Since that time Facilities has strongly recommended that all adult bathrooms be locked from the outside, requiring a key or numbered key pad.

### OTHER DOORS THAT MUST REMAIN LOCKED

A good practice as you walk through your site is to turn the handle of the custodian's room, boiler room, electric closet, etc. every time you pass. You may be surprised at how frequently you will find these doors unlocked. There is so much danger awaiting a wandering child! And if you think it couldn't happen, you should know that wandering children have gotten to the subway, much less an open room. Remind your custodian that even if she or he are just down the hall for a few minutes, it must be locked. Accidents happen in just a few minutes.

Logs and Locks can keep your children safe!



## Facility Tip of the Month

is brought to you by ACS Facilities

For more information, call the HELP DESK at

212-453-0945 or email

[earlylearnfacilities@acs.nyc.gov](mailto:earlylearnfacilities@acs.nyc.gov)

Please forward to your Site Directors

# Administration for Children's Services

## Division of Financial Services

### EarlyLearn Portfolio Matrix [As of November 14, 2013]

EL Fiscal ID	Contractor's Name	Analyst	Telephone	Email	TEAM	T - Email
00383	12th Street Preschool, Inc.	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00259	1332 Fulton Avenue Day Care Center, Inc.	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00287	196 Albany Avenue Day Care Center, Inc.	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00801	Abyssinian Development Corporation	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00171	Action Nursery	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00802	Addie Mae Collins Community Service, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00870	All My Children Daycare and Nursery School	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00278	Alpha Kappa Alpha Sorority Epsilon Pi Omega Chpt DCC, Inc.	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00803	BABove Worldwide Institute, Inc.	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00196	Bellevue Day Care Center, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00221	Belmont Community Day Care Center, Inc	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00407	Beth Jacob Day Care Center, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00190	Birch Family Services, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00460	Blanche Community Progress Day Care Center, Inc.	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00806	Bloomingtondale Family Program, Inc.	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00065	Boys & Girls Harbor, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00871	Brightside Academy, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00872	Bronx Community College Early Childhood Center	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00612	Bronx Works	Khalil Otaba	(212) 676-9075	Khalil.Otaba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00219	Bronxdale Tenants League Day Care Center, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00109	Brooklyn Bureau of Community Service	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00605	Brooklyn Chinese American Assciation	Khalil Otaba	(212) 676-9075	Khalil.Otaba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00436	Brooklyn Development Center Early Childhood Services, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00003	Brooklyn Kindergarten Society, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00873	BumbleBees R Us, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00251	Bushwick Improvement Society, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00708	Bushwick United Housing Development Fund Corp.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00920	Cardinal McCloskey School and Home for Children	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00004	Catholic Charities Neighborhood Services, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00874	Child Prodigy Learning Center, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00594	Children's Aid Society, Inc	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00875	Christina Day Care	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00023	Citizens Care Day Care Center, Inc	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00024	Claremont Neighborhood Centers, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00437	Clifford Glover Day Care Center, Inc	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00808	Committee for Early Childhood Development DCC Inc	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00029	Community Life Center, Inc. Head Start	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us

# Administration for Children's Services

## Division of Financial Services

### EarlyLearn Portfolio Matrix [As of November 14, 2013]

EL Fiscal ID	Contractor's Name	Analyst	Telephone	Email	TEAM	T - Email
00809	Community Parents, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00031	Cornerstone Day Care Center, Inc.	Khalil Otopa	(212) 676-9075	Khalil.Otopa@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00231	Cypress Hills Child Care Corporation	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00810	Dewitt Reformed Church Head Start	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00033	East Calvary Day Care, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00034	East Harlem Block Nursery, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00906	East Harlem Council for Human Services, Inc.	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00036	East Side House Settlement	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00005	East Tremont Child Care and Development Center, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00811	East Tremont Head Start Alumni DCC, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00812	Ecumenical Community Development Organization, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00216	Educational Alliance, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00087	Episcopal Social Services of New York	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00813	Escuela Hispana Montessori	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00041	Flushing Day Care Center, Inc.	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00922	Fordham Bedford Housing Corporation	Khalil Otopa	(212) 676-9075	Khalil.Otopa@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00457	Friends of Crown Heights Educational Centers, Inc.	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00814	Ft. George Community Enrichment Center, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00045	Goddard Riverside Community Center, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00046	Grand Street Settlement, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00166	Greater Flushing Community Council, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00049	Hamilton-Madison House, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00815	Harlem Children's Zone	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00341	Hawthorne Corners Day Care Center, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00879	Hebrew Educational Society	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00592	Hebrew Kindergarten & Infants Home, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00313	HELP Day Care Corporation	Khalil Otopa	(212) 676-9075	Khalil.Otopa@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00050	Henry Street Settlement, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00217	Highbridge Advisory Council Family Services, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00589	Homes for the Homeless	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00816	Hospital Clinic Home Center Instructional Corp.	Fern Glover	(212) 513-0202	Fern.Glover@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00052	Hudson guild	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00880	Inner Force Tots Inc	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00614	Kingsbridge Heights Community Center	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00817	La Peninsula Community Organization, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00818	Labor and Industry for Education, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00432	Labor Bathgate Community Child Care Board	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us

# Administration for Children's Services

## Division of Financial Services

### EarlyLearn Portfolio Matrix [As of November 14, 2013]

EL Fiscal ID	Contractor's Name	Analyst	Telephone	Email	TEAM	T - Email
00247	League For Better Community Life, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00069	Lexington Children Center, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00119	Lincoln Square Neighborhood Center, Inc.	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00819	Little Angels Head Start	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00882	Lutheran Social Services of NY	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00603	MARC Academy and Family Center, Inc.	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00604	Mid Bronx CCRP Early Childhood Center, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00820	National Association of Family Development Center, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00431	New Life Child Development Center, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00434	Nicholas Cardell Day Care Center, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00225	North Bronx NCNW Child Development Center, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00075	Northeast Bronx Day Care Centers, Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00821	Northern Manhattan Perinatal Partnership	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00617	Northside Center for Child Development, Inc.	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00492	Nuestros Ninos Day Care Center, Inc.	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00234	Omega Psi Phi Fraternity Nu-Omicron Chapter ECEC	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00076	Open Door Associates, Inc.	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00883	Our Children the Leaders of Tomorrow, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00484	Park Slope North Child Development Center, Inc.	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00443	Philip H. Michaels Child Care Center, Inc.	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00822	Phipps Community Development Corporation	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00163	Pleasant Avenue Day Care Center, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00329	Police Athletic League, Inc.	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00201	Promesa, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00226	Queens County Educators For Tomorrow	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00082	Recreation Rooms and Settlement, Inc	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00373	Rena Day Care Center, Inc	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00372	Rochdale Village Nursery School, Inc.	Aron Kadin	(212) 676-9179	Aron.Kadin@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00885	Saint Jemuel Group Family Day Care, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00062	SCAN-NY	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00621	SCO Family of Services	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00823	Seventh Avenue Center for Family Services	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00079	Sharon Baptist Board of Directors, Inc.	Irina Matsugina	(212) 676-9074	Irina.Matsugina@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00440	Shirley Chisholm Day Care Center, Inc	Jean LaPierre	(212) 676-9126	Jean.Lapierre@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00886	Sholom Day Care Inc.	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00824	South Bronx Head Start Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00825	South Jamaica Center for Children and Parents, Inc.	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us

# Administration for Children's Services

## Division of Financial Services

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00915	Southeast Bronx Neighborhood Centers, Inc.	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00110	St. John's Place Family Center Day Care Corporation	Parvinder Singh	(212) 676-9160	Parvinder.Singh@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00826	St. Marks U.M.C. Family Services Council	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00091	Staten Island Mental Health Society, Inc.	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00121	Strong Place Day Care Center, Inc.	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00702	Sunset Bay Community Services, Inc.	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00610	The Child Center of NY, Inc.	Benjamin Zeng	(212) 676-9185	Benjamin.Zeng@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00501	The Salvation Army	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00560	Tolentine Zeiser Community Life Center, Inc.	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00827	Trabajamos Community Head Start, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00887	Traditional Day Care Center, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00378	Tremont Crotona Day Care Center	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00202	Tremont Monterey Day Care Center, Inc.	Natalia Yakovleva	(212) 676-9125	Natalia.Yakovleva@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00097	Union Settlement Association, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00888	United Academy, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00355	United Community Day Care Center, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00503	United Federation of Black Community Organizations, Inc.	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00168	United Interfaith Action Council of Brooklyn, Inc.	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00099	University Settlement Society of New York, Inc.	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00527	Urban Strategies, Inc	Ronald Schmidt	(212) 676-8843	Ronald.Schmidt@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00100	Utopia Children's Center, Inc	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00829	West Harlem community Organization, Inc.	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00107	Westchester Tremont Day Care Center, Inc	Ellen Kollore	(212) 676-9076	Ellen.Kollore@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00830	Womens Housing and Economic Development Corp	Lorraine Iachetta	(212) 442-6246	Lorraine.Iachetta@dfa.state.ny.us	Tiffany Chelley-Mobley	Tiffany.Chelley-Mobley@dfa.state.ny.us
00607	Yeshiva Kehilath Yakov	Joseph Gabriel	(212) 676-9195	Joseph.Gabriel@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00641	Yeshiva Tifereth Moshe, Inc	Khalil Otoba	(212) 676-9075	Khalil.Otoba@dfa.state.ny.us	Sharon Francis	Sharon.Francis@dfa.state.ny.us
00707	YWCA of the City of New York	Kenneth Knibbs	(212) 676-8803	Kenneth.Knibbs@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us
00646	Zion Day Care	Nat Walters	(212) 676-9188	Nathaniel.Walters@dfa.state.ny.us	Geraldine Gibson-Ross	Geraldine.Gibson-Ross@dfa.state.ny.us

# HOW ARE NYC CHILDREN DOING?

We begin to answer this question by engaging in the screening and assessment of all children enrolled in EarlyLearn NYC programs across the city.



## Screening and Assessment within EarlyLearn NYC

Initial screening of children is carried out to identify evidence of developmental, sensory, or social-emotional disabilities. Program staff engage in this process to identify strengths, learning needs, and support that a child requires. In contrast, ongoing assessment data is used over the course of the year to help inform classroom practice as well as to contextualize community, program and family engagement.

### Initial Screening

Initial screening of children is carried out within 45 days of a child's entry into a program, to identify evidence of developmental, sensory, or behavioral concerns and to determine if children should receive a more formal evaluation to identify disabilities. Teachers, mental health professionals or community partners often administer screenings as a first step in determining whether sensory, social-emotional and developmental skills are progressing as expected, or if there is cause for concern or a need for further evaluation.

The screening itself does not determine a diagnosis or need for early intervention. However, it may suggest the need for an in-depth evaluation, which can then assist in those determinations. Screenings are not necessarily one-time events, though; if a child is suspected of having a developmental delay later in the program year, a referral should be made for a formal evaluation at that time.

### Ongoing Assessment

The process of ongoing assessment helps programs to identify strengths and needs of their children, through data that is collected through Online Assessment Systems over the course of the year. Use of this data can help programs to plan and tailor appropriate learning experiences and services, and to communicate developmental information to parents and families. Over the course of the school year, teachers enter scores and anecdotes in response to a series of research-based questions that are outlined in each assessment tool. Program staff analyze individual, classroom and program trends in order to properly engage in informed and intentional practice that responds to the range of developmental needs within each program.

### Vendors

EarlyLearn NYC purchases the licenses for Online Child Assessment Tools for the programs within its system. The three tools offered to EarlyLearn programs are: Teaching Strategies GOLD, HighScope COR and Pearson's Work Sampling System.

### Checkpoints

EarlyLearn NYC sets three dates over the course of the academic year, each approximately 14 weeks apart, when child assessment data is monitored and evaluated. Those "checkpoints" for the 2013/ 2014 year are 11/15/13, 03/07/14 and 06/13/14.

## SCREENING

The process carried out within 45 days of a child's entry into a program, to identify evidence of developmental, sensory, or social-emotional concerns.

## ASSESSMENT

The ongoing process of data collection which helps programs to identify the strengths and needs of their children over the course of the year.

## SAMPLE TOOLS

### FOR SCREENING

- Brigance, ESI-R  
*(Developmental screens)*
- DECA, ASQ-SE  
*(Social-Emotional screens)*

### FOR ASSESSMENT

- Teaching Strategies GOLD
- HighScope Online COR
- Pearson's Work Sampling

## CHECKPOINTS

- November 15, 2013
- March 07, 2014
- June 13, 2014



## HEAD START DISABILITIES SERVICES

## NEWSLETTER



NATIONAL CENTER ON  
Quality Teaching and Learning



November 2013/Issue #29

### Read About It



#### Lions, and Tigers, and Transitions! Oh My!

*Ms. Sandler looked up at the clock with a shiver of anxiety. It was time for her 14 energetic preschoolers to transition from centers to large group, and she did not look forward to the chaos and unruliness that would come after ringing the bell. This was typically the most difficult part of her day.*

Have you ever felt like Ms. Sandler? Many of us have! But smooth transitions do not happen through good intentions alone. Teachers often overlook the planning or lack the tools to make effective classroom transitions possible. This article in *Young Exceptional Children* can help. With the "Transition Review Worksheet," you can plan for transitions, clarify roles and responsibilities, and identify areas of concern. Using the "Transition Implementation Worksheet" will put your plans into action. The article also illustrates how Ms. Sandler used other modifications, including environmental supports, for children who need extra help during these challenging times of the day.

How did Ms. Sandler make her classroom transitions smoother and less chaotic? The Division for Early Childhood (DEC) and Sage Publications have enabled free access to "[Supporting Classroom Transitions Between Daily Routines: Strategies and Tips](#)" through Tuesday, Dec. 31, 2013.

### Take a Look

#### Learn by Viewing: The SpecialQuest Video Library

Have you checked out the [SpecialQuest video library](#)? If you're new to SpecialQuest (or if it's been a while), take a moment to see what's available through the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#). The library is organized into four areas: Infant and Toddler Inclusion; Building Relationships with Families; Collaboration; and Preschool Inclusion, which may be of particular interest to Head Start teachers.

### Try it Out!

#### Three Great Ideas

We asked Dee Shilling, a professor of physical therapy education, for her three favorite tips to increase engagement in children with autism spectrum disorder (ASD) in Head Start classrooms. This is what she said:

1. **Modify seating**—Replace some classroom chairs with therapy balls. Balls provide dynamic sitting and have been shown to help with attention to tasks for some children with ASD. To prevent the balls from rolling around when not in use, provide therapy balls that have feet or place them inside a hula-hoop type ring.

2. **Calm down the visual environment**—Some children with ASD have difficulty distinguishing between important and unimportant visual stimuli. To reduce visual clutter in the classroom, minimize wall hangings and art, reduce the use of bright colors or patterns (including teachers' clothing), and cover up toys that are not in use. To direct children's attention, add holiday lights near a learning activity. Or dim the lights and point a flashlight beam on the items or people you want children to look at.
3. **Decrease classroom noise**—For some children with ASD who are over-responsive to sound (they cover their ears, hum, or prefer quiet areas), you may be able to change the noise level in the classroom and increase their engagement. Ideas like placing cut-out tennis balls on the bottom of chair legs, allowing a child to use noise-cancelling ear phones, or providing a quiet spot in the classroom with a white-noise machine or fan may make it easier for a child to attend to learning activities.

With any of these practices, it's best to try the simplest modification first before making bigger changes.

## Improve Your Practice

### Check out a 15-minute In-service Suite from NCQTL: Teacher-to-Teacher Talk

"Teacher-to-teacher talk" refers to how the adults in a classroom interact and communicate with each other. Effective teacher talk is purposeful and helps create a sense of teamwork. It can be a way to positively and productively share information and create consistency around classroom rules and routines—for children and teachers. You can find the National Center on Quality Teaching and Learning's (NCQTL) [Teacher-to-Teacher Talk](#) in-service suite (including a training PowerPoint and Tips for Teachers) on the [ECLKC](#). This suite may be used in conjunction with another 15-minute in-service suite, [Zoning: Staffing to Maximize Learning](#).

## Families Too!



### Parents Helping Parents—Planning Ahead for an IEP Meeting

Parents who have been part of the Individualized Education Program (IEP) process are in a unique position to help other parents in similar circumstances. The [Pacer Center's](#) resources are rooted in the parents-helping-parents philosophy. This website includes more than 100 handouts related to special education written by parents, for parents. "[Plan Ahead for Academic Success Using the IEP Meeting Checklist](#)" is especially useful to families going through the IEP process for the first time. The categories "Before the Meeting" and "At the Meeting" in this handout will help you know what to ask about, and a list of frequently used IEP terms and definitions will help you to decipher the new vocabulary. Families can find more information on the [All About the IEP](#) page located on the [National Dissemination Center for Children with Disabilities \(NICHCY\)](#) website.

## Special Events

The [11<sup>th</sup> Annual National Training Institute \(NTI\) on Effective Practices](#) will take place in St. Petersburg, FL at the Vinoy Renaissance Resort & Golf Club, April 23–25, 2014.

## We Want to Hear from You!

The Head Start Disabilities Services Newsletter is produced monthly by NCQTL. Email Kristin Ainslie at [ncqtl@uw.edu](mailto:ncqtl@uw.edu) to submit questions or suggestions for future Head Start Disabilities Services Newsletter topics.

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Select this link to view previous [Head Start Disabilities Services Newsletters](#) on the ECLKC.

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The Office of Head Start (OHS) does not control or guarantee the accuracy, relevance, timeliness, or completeness of information contained on a linked website; does not endorse the organizations sponsoring linked websites; does not endorse the views they express or the products/services they offer; and cannot authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website. OHS is not responsible for transmissions users receive from linked websites and does not guarantee that outside websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.



Office of Head Start (OHS) | 1250 Maryland Avenue, SW | 8th Floor Portals Building | Washington, DC 20024  
<http://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

# ACS/CUNY Informal Family Child Care Project

[www.earlychildhoodnyc.org/ifcc](http://www.earlychildhoodnyc.org/ifcc)

718-254-7354



## Who We Are

The ACS/CUNY Informal Family Child Care Project (IFCC) is here to help you succeed! IFCC provides information and resources to informal (license-exempt) child care providers throughout the five boroughs of New York City. As part of the NY Early Childhood Professional Development Institute (PDI), IFCC helps child care providers develop the skills and tools to directly impact excellence for children.

## How We Can Help You

IFCC offers a variety of programs and services to support your work with children, including:

- Monthly professional development training
- Health & Safety/15 Hour training
- Child and Adult Care Food Program Training (CACFP)
- Technical assistance
- Special events and opportunities

## UPCOMING EVENTS

### November

Central Professional Development Training  
Joseph S. Murphy Institute for Worker  
Education

#### **Social and Emotional Development**

**Saturday, November 16, 2013, 8:30 am-12:00 pm**  
25 W. 43rd Street, 18th Floor  
New York, NY 10036

OR

#### **Queens**

#### **Social and Emotional Development**

**Wednesday, November 13 and 20, 6:30- 8:30 p.m.**  
35-58 94 Street  
Jackson Heights, NY 11372

#### **Brooklyn**

Informal Family child Care project

#### **Understanding Temperament**

**Wednesday, November 13 and 20, 6:30- 8:30 p.m.**  
16 Court Street 10th Floor - Room 1003  
Brooklyn, NY 11241

#### **Bronx**

Bronx Library Center

#### **Understanding Temperament**

**Wednesday, November 13 and 20, 6:30- 8:30 p.m.**  
310 East Kingsbridge Road (at Briggs Avenue)  
Bronx, NY

### December

Central Professional Development Training  
Joseph S. Murphy Institute for Worker  
Education

#### **Understanding Temperament**

**Saturday, December 14, 2013, 8:30 am- 12:00 pm**  
25 W. 43rd Street, 18th Floor  
New York, NY 10036

OR

#### **Queens**

#### **How We Talk to Children**

**Wednesday, December 4 and 18, 6:30 - 8:30 p.m.**  
35-58 94 Street  
Jackson Heights, NY 11372

#### **Brooklyn**

Informal Family child Care project

#### **How We Talk to Children**

**Wednesday, December 4 and 18, 6:30- 8:30 p.m.**  
16 Court Street 10th Floor - Room 1003  
Brooklyn, NY 11241

#### **Bronx**

Bronx Library Center

#### **How We Talk to Children**

**Wednesday, December 4 and 18, 6:30- 8:30 pm**  
310 East Kingsbridge Road (at Briggs Avenue)  
Bronx, NY 10458

Thank you for taking responsibility to care for and educate young children in New York City.

**For more information, please call 718-254-7354**



**New York City Early Childhood  
Professional Development Institute**

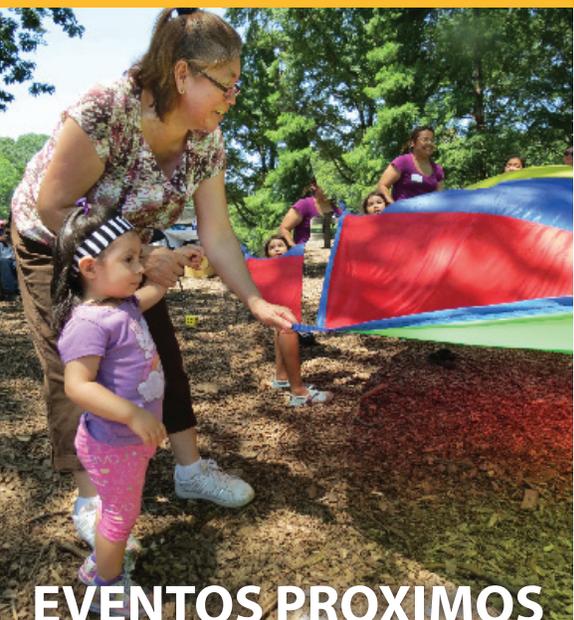
*Developing Adults Working with Developing Children*



# Proyecto de Cuidado Infantil de ACS/CUNY

[www.earlychildhoodnyc.org/ifcc](http://www.earlychildhoodnyc.org/ifcc)

718-254-7354



## EVENTOS PROXIMOS

### Quienes Somos

¡Estamos aquí para ayudarle a ser exitoso! El Proyecto de Cuidado Infantil Familiar e Informal (IFCC) ofrece información y recursos a proveedores de cuidado infantil sin licencia. Como parte del Instituto de Desarrollo Profesional en Edad Temprana de Nueva York (PDI) el IFCC ayuda a los proveedores a desarrollar las habilidades y herramientas que impactan directamente en la excelencia para los niños.

### Cómo Podemos Ayudarle

IFCC ofrece una variedad de programas y servicios para apoyar su trabajo con los niños, entre ellas:

- Entrenamientos mensuales para su desarrollo profesional
- Entrenamiento en Salud y Seguridad/15 horas
- Entrenamiento en el Programa de Cuidado y Alimentos Para Niños y Adultos (CACFP)
- Asistencia Técnica
- Eventos y Oportunidades Especiales

### Noviembre

Desarrollo Profesional Central

Joseph S. Murphy Institute for Worker Education

#### El Desarrollo Social y Emocional

**Sábado, noviembre 16, 2013, 8:30 a.m.-12:00 p.m.**

25 W. 43rd Street, Piso 18

New York, NY 10036

O

#### Queens

#### El Desarrollo Social y Emocional

**Miércoles, noviembre 13 y 20, 6:30– 8:30 p.m.**

35-58 94 Street

Jackson Heights, NY 11372

#### Brooklyn

Proyecto de Cuidado Infantil Familiar Informal (IFCC)

#### Entendiendo el Temperamento

**Miércoles, noviembre 13 y 20, 6:30 – 8:30 p.m.**

16 Court Street 10th Floor - Room 1003

Brooklyn, NY 11241

#### Bronx

Librería Central del Bronx

#### Entendiendo el Temperamento

**Miércoles, noviembre 13 y 20, 6:30-8:30 p.m.**

310 East Kingsbridge Road (Briggs Avenue)

Bronx, NY 10458

### Diciembre

Desarrollo Profesional Central

Joseph S. Murphy Institute for Worker Education

#### Entendiendo el Temperamento

**Sábado, diciembre 14, 2013, 8:30 a.m.- 12:00pm**

25 W. 43 Street, Piso 18

New York, NY 10036

O

#### Queens

#### Cómo Hablarle a los Niños

**Miércoles, diciembre 4 y 18, 6:30– 8:30 p.m.**

35-58 94 Street

Jackson Heights, NY 11372

#### Brooklyn

Proyecto de Cuidado Infantil Familiar Informal (IFCC)

#### Cómo Hablarle a los Niños

**Miércoles, diciembre 4 y 18, 6:30– 8:30 p.m.**

16 Court Street Piso 10 - Salón 1003

Brooklyn, NY 11241

#### Bronx

Librería Central del Bronx

#### Cómo Hablarle a los Niños

**Miércoles, diciembre 4 y 18, 6:30- 8:30 p.m.**

310 East Kingsbridge Road (Briggs Avenue)

Bronx, NY 10458

Gracias por tomar la responsabilidad de cuidar y educar a los niños pequeños de la Ciudad de Nueva York.

**Para más información, llame 718-254-7354**



New York City Early Childhood  
Professional Development Institute

*Developing Adults Working with Developing Children*





## REGION II HEAD START ASSOCIATION

*10<sup>th</sup> Anniversary*

### ANNUAL PROFESSIONAL DEVELOPMENT CONFERENCE

Incorporated 2003

*Borgata Hotel*  
Atlantic City, New Jersey  
January 7th-10th, 2014

Founded 1980

*"Parent, Family and Community - Excellence for Our Children"*

October 24, 2013

Dear Colleague:

During the recent government shut down the Region II Head Start Association, had to make a decision. Our choices were, have a November conference with very few trainers, cancel the conference and lose \$25,000.00 or reschedule the conference for January, 2014. Not knowing what the government was going to do, we waited until the very last minute and decided to reschedule for January. While everyone is aware that there could be another government shutdown in January, the new conference dates are prior to that possibility.

The new dates for the conference are January 7, 8, 9, 10, 2014. Attached please find updated conference information. Early Bird registration while be in effect until December 14<sup>th</sup>. The cutoff date for hotel room rates will be December 10<sup>th</sup>. Please note, that if you have made hotel reservations the hotel will be contacting you to roll your dates forward. A revised Conference at a Glance will be forwarded.

The Association wishes to thank you for your support as we navigate uncharted waters with the rest of the country.

Yours in partnership,

Veronica E. Ray, President



# REGION II HEAD START ASSOCIATION

## 10<sup>th</sup> Anniversary

### ANNUAL PROFESSIONAL DEVELOPMENT CONFERENCE

ASOCIACIÓN DE HEAD START – REGION II CONFERENCIA ANNUAL DE DESARROLLO PROFESIONAL

Incorporated 2003

*Borgata Hotel*

Founded 1980

Atlantic City, New Jersey

January 7th-10th, 2014

**"PARENTS - FAMILY - COMMUNITY"**  
**EXCELLENCE for OUR CHILDREN**

#### REGISTRATION FORM – REGISTRO FORMULARIO

<b>Name/Nombre</b>	<b>Title/Título</b>	
<b>Agency/Agencia</b>	<b>Telephone #/Teléfono</b>	
<b>Address/Ciudad</b>	<b>Fax #/Numero de fax</b>	

#### REGION II MEMBERSHIPS ARE INCLUDED IN THE CONFERENCE FEE

Please check affiliation/Por favor marque afiliación: Director  Staff/Personal  Parent/Padre  Friend/Amigo

<b>EARLY BIRD FULL CONFERENCE REGISTRATION</b> (Payment received by December.14, 2013)	\$325.00	<input type="checkbox"/>
<b>REGULAR FULL CONFERENCE REGISTRATION</b> (Must be received by December 31, 2013)	\$375.00	<input type="checkbox"/>
<b>ONE-DAY CONFERENCE REGISTRATION</b> – Indicate which day:	WED <input type="checkbox"/>	THU <input type="checkbox"/>
	\$200.00	<input type="checkbox"/>
<b>ON-SITE REGISTRATION – FULL CONFERENCE</b>	\$425.00	<b>ONE-DAY CONFERENCE</b>
		\$275.00
Kosher Meals Needed <input type="checkbox"/>		

#### INSTRUCTIONS:

- Please return 2 copies with check.  
Por favor devuelva todas las 2 copias con el pago.
- Registration Forms must be accompanied by full payment.  
Formulario de registro debe ser acompañado con el pago total.
- Make check payable to: Region II Head Start Association.  
Cheque pagadero a: Asociación de Head Start Region II.
- No refunds/No reemborsos.
- Receipts provided at the conference.  
Recibos se proveerán en la conferencia.

Mail all forms to/ Dirija los formularios a

**Region II Head Start Association**  
405-425 University  
Newark, New Jersey, 07102  
Attn: Janet Ramos

Phone: 973-643-0300

Fax: 973-624-1265



**REGION II HEAD START ASSOCIATION**

***10<sup>th</sup> Anniversary***

**ANNUAL PROFESSIONAL  
DEVELOPMENT CONFERENCE**

***Borgata Hotel***

**Atlantic City, New Jersey  
January 7th-10th, 2014**

***"PARENTS - FAMILY - COMMUNITY"***

***EXCELLENCE for OUR CHILDREN***

**Hotel Reservations: 609-317-1000**

**Room Rate Single \$109.00 – Double add \$20.00**

**Rate Guaranteed Until December 10, 2013**

NYC Administration for Children's Services  
Division of Family Support Services  
Office of Early Childhood and Preventive Partnerships (ECPP)

Is pleased to invite you to  
The December 2013 Specialized *Learning Community Seminar*:



*Getting to the Heart of the Problem:  
Recognizing and Treating the Impact of Trauma on Parenting*

Child welfare systems are beginning to recognize and treat parents' trauma. **Rise Magazine** has partnered with ECPP to present a unique learning event which will address the impact of trauma on the parents of our youngest children. (0-5 Years old)

After the morning presentations, we will gather into three Learning Circles. These Circles will provide us with an opportunity to reflect, share our thoughts, questions, concerns and ideas with each other. We will also have the opportunity to take a look at the emotional impact trauma has on frontline staff and educators. This discussion will be guided by a team of experts, with extensive experience in this area.

*Our featured presenters will be*

Roni Avinadav, Clinical Director  
ACS-NYU Children's Trauma Institute at NYU's Langone Medical Center  
Safe Mothers, Safe Children Program

Parent Writers and Director Nora McCarthy  
RISE MAGAZINE

When: Friday, December 6, 2013  
Time: 10 AM until 2 PM  
Where: NYC Children's Services Training Center  
150 William Street, 13<sup>th</sup> floor  
NY, NY 10038

Agencies are encouraged to register Program Directors, Parent Advocates, Education and Family Support Directors and Supervisors, Community and Project Coordinators, Case Planners, and Mental Health Consultants.

Registration is required: [mbartlett@acs.nyc.gov](mailto:mbartlett@acs.nyc.gov); or call 212-341-9023. Sign-In will begin at 9AM.



Lafleur Cumberbatch  
Chairperson

  
Milagros Arcia  
Vice-Chairperson

"New York City EarlyLearn/Head Start  
Parent Appreciation Celebration."

You have been selected as  
The Parent Volunteer of the Year  
By your  
Earlylearn/Head Start Delegate Agency

You and a guest  
are invited to attend  
The 11<sup>th</sup> Annual Parent Appreciation Celebration & Dinner

Sponsored by  
The City-Wide Head Start Policy Council

Date: Thursday, December 19, 2013

Time: 6:00 pm - 10:30 pm

Place: Jing Fong Restaurant

20 Elizabeth Street

Chinatown, New York City

Please join the New York City-Wide Head Start Policy Council Members and Alternates as we acknowledge and honor our parents who have excelled at volunteerism in their Earlylearn/Head Start programs.

We look forward to having you celebrate with us!

Please RSVP by Thursday, December 12, 2013 and  
if you need additional information please call  
Eleanor Quallo at 212 393-5129  
For directions to the restaurant please call 212 964-5256.

City-Wide Head Start Policy Council  
66 John Street 8th Floor  
New York, New York 10038  
Tel: (212) 393-5129/5157

Lafleur Cumberbatch  
Chairperson

Ayleen Guzman  
Assistant Commissioner

**11<sup>th</sup> ANNUAL  
PARENT APPRECIATION CELEBRATION & DINNER  
THURSDAY, DECEMBER 19, 2013**

**PARENT VOLUNTEER  
NOMINATION FORM**

PROGRAM NAME: \_\_\_\_\_

PROGRAM ADDRESS: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

NOMINEE'S NAME \_\_\_\_\_

NOMINEE'S ADDRESS \_\_\_\_\_

NOMINEE'S TELEPHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

NOMINEE'S GUEST NAME \_\_\_\_\_

Please fill out this form by Thursday, December 12, 2013 and  
Fax to –Eleanor Quallo – ACS/Head Start Fax# 212 393- 5377  
Tel#: 212 393-5129

**City-Wide Head Start Policy Council**  
**66 John Street 8<sup>th</sup> Floor**  
**New York, NY 10038**  
**Tel: 212 361-7225/7226**

Lafleur Cumberbatch  
*Chairperson*

Ayleen Guzman  
*Assistant Commissioner*

November 12, 2013

Dear EarlyLearn/Head Start Director:

The New York City-Wide Head Start Policy Council is holding its 11<sup>th</sup> Annual "New York City Head Start Parent Appreciation Celebration," on **Thursday, December 19, 2013**. The purpose of this event is twofold; To honor those parents of children in EarlyLearn Head Start programs who have excelled in volunteerism; and to give a few minutes to those honorees present who would like to share their personal EarlyLearn Head Start success story.

We would like you and your DAPC to nominate a parent from your agency who has demonstrated a commitment to the Agency that is noteworthy.

New York City Head Start Parent Appreciation Celebration will include the following activities:

- Recognition ceremony honoring nominees;
- Dinner & dancing at;

Jing Fong Restaurant  
20 Elizabeth Street  
Chinatown, New York City  
6:00 pm - 10:30 pm

(For direction to Jing Fong Restaurant please call 212 964-5256)

Enclosed you will find a flyer for the event and a nomination form. **Please fill out the form and fax to the attention of Lafleur Cumberbatch or Eleanor Quallo at 212 393-5377 no later than Thursday, December 12, 2013.**

We look forward to seeing your Parent Nominee and their guest on Thursday, December 19, 2013. If you have any questions or concerns, please feel free to call Miranda Harrison at 212 393-5157 or Eleanor Quallo at 212 393-5129.

Sincerely,  
*Lafleur Cumberbatch*  
Chairperson

Cc: M. Benejan  
A. Guzman



First Aid Kit recommendations  
Adapted from the **American Academy of Pediatrics**

Each first aid kit in the classroom to include the following:

<i>ITEMS</i>	<i><u>Recommended amount</u></i>
Disposable nonporous, latex-free or non-powdered latex gloves (latex-free recommended)	4 pairs
Scissors	1 small
Tweezers	1
Non glass, non -mercury thermometer for child's temp	1
Adhesive strip bandages (assorted sizes)	20
1" bandage tape	1 roll
Gauze pads, 4" x 4" sterile	4
Roller gauze, 1"	1 roll
Individually wrapped sanitary pads (to contain bleeding or injuries)	1
Tissues	1 small pack
Wipes	4
Hand sanitizer (at least 60% alcohol content)	1 small bottle
Cold pack	1
Plastic bags	2
Small flashlight and extra batteries	1
Pen/pencil and note pad	1
Current American Academy of Pediatrics (AAP) standard first aid chart*	1

When children walk or are transported to another location, the transportable first aid kit should include **ALL** items listed above **AND** the following emergency information/items:

- ★ List of children in attendance and their emergency contact information.
- ★ Water, if in an area where clean water will not be available.
- ★ Cell phone or coins for pay phone

\*The AAP first aid chart can be downloaded from <http://www.walpolepediatrics.com/links/FirstAid.pdf>

# **CACFP METRO AREA TRAINING SCHEDULE**

## **2014**

**90 CHURCH STREET**

**MANHATTAN**

**9:00AM-2:00PM**

**To register for these trainings contact CACFP -Anna Myers at 1-800-942-3858**

### **FOOD PRODUCTION RECORD TRAINING**

<i>Food Production Training</i>	<i>Wednesday</i>	<i>January 15, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>February 19, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>March 19, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>April 16, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>May 21, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>June 11, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>September 17, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-D
<i>Food Production Training</i>	<i>Wednesday</i>	<i>October 22, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<i>Food Production Training</i>	<i>Wednesday</i>	<i>November 19, 2014</i>	Simona Ionescu Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C

### **NEW SPONSOR/DIRECTOR TRAINING**

<i>New Sponsor / Director</i>	<i>Thursday</i>	<i>January 9, 2014</i>	Rhonda Mona Vanessa Sparks	90 CHURCH STREET 4-CR-C
<i>New Sponsor / Director</i>	<i>Thursday</i>	<i>March 13, 2014</i>	Rhonda Mona Vanessa Sparks	90 CHURCH STREET 4-CR-C
<i>New Sponsor / Director</i>	<i>Thursday</i>	<i>May 8, 2014</i>	Rhonda Mona Vanessa Sparks	90 CHURCH STREET 4-CR-C
<i>New Sponsor / Director</i>	<i>Thursday</i>	<i>September 18, 2014</i>	Rhonda Mona Vanessa Sparks	90 CHURCH STREET 4-CR-C
<i>New Sponsor / Director</i>	<i>Thursday</i>	<i>November 20, 2014</i>	Rhonda Mona Vanessa Sparks	90 CHURCH STREET 4-CR-C

# **CACFP METRO AREA TRAINING SCHEDULE**

## **2014**

**90 CHURCH STREET**

**MANHATTAN**

**9:00AM-2:00PM**

**To register for these trainings contact CACFP -Anna Myers at 1-800-942-3858**

### **STEPS TO EXCELLENCE TRAINING**

<b>Steps to Excellence Training</b>	<b>Thursday</b>	<b>February 20, 2014</b>	Rhonda Mona Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C
<b>Steps to Excellence Training</b>	<b>Thursday</b>	<b>July 17, 2014</b>	Rhonda Mona Cynthia Cummings-Lewis	90 CHURCH STREET 4-CR-C

### **VENDOR CONTRACT TRAINING(For Catered Programs)**

<b>Vendor Contract Training</b>	<b>Thursday</b>	<b>April 17, 2014</b>	Benita Simmons Vanessa Sparks	90 CHURCH STREET 4-CR-C
<b>Vendor Contract Training</b>	<b>Thursday</b>	<b>June 19, 2014</b>	Benita Simmons Vanessa Sparks	90 CHURCH STREET 4-CR-C
<b>Vendor Contract Training</b>	<b>Thursday</b>	<b>October 9, 2014</b>	Benita Simmons Vanessa Sparks	90 CHURCH STREET 4-CR-C

## CHILDREN IN EARLY CHILDHOOD PROGRAMS

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### INFORMATION FOR PARENTS

Full and recent information about your child's health is needed in order to provide a well-rounded and safe program. A complete medical examination is **required** by the New York City Health Code for admission and continued attendance in a child care program in New York City.

The American Academy of Pediatrics recommends that children be examined according to the schedule on the reverse side.

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### INFORMATION FOR PHYSICIANS

The New York City Health Code requires basic information about your patient's health in order for him/her to participate in a child care program and to assist the child care staff in understanding and meeting the child's needs. The recommended schedule for screening tests and immunization is on the reverse side.

Your patient cannot attend the child care program unless health records are complete and up-to-date.

1. Health history including pertinent family, pregnancy and birth history.
2. Developmental/behavioral assessment.
3. Complete physical examination.
4. Screening tests and results.
5. Immunizations.
6. Recommendations regarding necessary medical treatment, dental care, diet, restrictions or referrals.
7. **Health provider's name (printed and signed), office address, telephone number, and date of examination.**

### SPECIFIC REQUIREMENTS:

#### LEAD TESTING

A direct blood lead test for **all** 1 and 2 year olds.

A direct blood lead at entry to Day Care if you are unable to provide evidence of prior test (from 1 year to **under** 6 years).

An annual risk assessment for all children from 6 months to under 6 years.

#### TUBERCULOSIS SCREENING (not required for entry)

Medical Provider discusses risk factors with parent/guardian.

### IMMUNIZATIONS:

#### DIPHTHERIA, TETANUS, PERTUSSIS (DTP/DTPaP) 4 doses

4th dose must be 6 months or more after 3rd dose.

#### POLIO (IPV) 3 doses

#### MEASLES, MUMPS, RUBELLA (MMR)

1 dose on or after 1st birthday (if given prior to 1st birthday **must** be revaccinated).

#### HAEMOPHILUS INFLUENZAE TYPE b (Hib) (up to 5 years) 3 doses required

3 doses (if younger than 15 months old) 4th dose at 15 months.

1 dose (at or after 15 months old).

#### HEPATITIS B (HBV) (for all children born on or after 1/1/95).

3 doses: at 2, 4, 6 months or birth, 2 months, 6 months. (6–18 months).

#### VARICELLA (Chicken Pox)

1 dose at 12 to 18 months (required for children born on or after 1/1/2000).

#### PNEUMOCOCCAL DISEASE (PCV, Prevnar)

4 doses (2 months, 4 months, 6 months and 15 months).

#### HEPATITIS A – Recommended

2 doses (12–23 months) 2nd dose at least 6 months after the 1st.

#### INFLUENZA – Yearly – Recommended

NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
BUREAU OF CHILD CARE

**SUMMARY SHEET FOR RECOMMENDED ROUTINE PROCEDURES AND VISIT SCHEDULES**

KEY	
●	= Service to be performed during this pediatric visit
O	= Objective, by standard testing method
S	= Subjective by history or observation

	By 1 Month	2 Months	4 Months	6 Months	9 Months	12 Months	15 Months	18 Months	24 Months	3 Years	4 Years	5 Years	6 Years	
	<b>HISTORY</b>	●	●	●	●	●	●	●	●	●	●	●	●	●
<b>PHYSICAL EXAMINATION</b>	●	●	●	●	●	●	●	●	●	●	●	●	●	
Weight and Height	●	●	●	●	●	●	●	●	●	●	●	●	●	
Head Circumference	●	●	●	●	●	●	●	●	●	●	●	●	●	
Blood Pressure										●	●	●	●	
<b>DEVEL./BEHAV. ASSESSMENT</b>	●	●	●	●	●	●	●	●	●	●	●	●	●	
<b>BODY MASS INDEX</b>										●	●	●	●	
<b>PROCEDURES:</b>														
Hematocrit or Hemoglobin*					●		*	*	*	*	*	*	*	
Hered./Metabolic Screening														
Lead Risk Assessment**				●	●	●	●	●	●	●	●	●	●	
Lead Screening (venous)***						●								
Urinalysis												●		
<b>VISION SCREENING</b>	S	S	S	S	S	S	S	S	S	O	O	O	O	
<b>HEARING SCREENING</b>	O	S	S	S	S	S	S	S	S	S	O	O	O	
<b>ORAL HEALTH ASSESSMENT****</b>				●	●	●	●	●	●	●	●	●	●	
<b>TUBERCULOSIS SCREENING (PPD)*****</b>														
<b>IMMUNIZATIONS ▲</b>		DTaP IPV HIB HEP B	DTaP IPV HIB HEP B	DTaP HIB HEP B	IPV (6-18 mos) (6-18 mos)	MMR	HIB	DTP/ DTaP	Risk Factors Discussed					DTaP, IPV, MMR, BOOSTERS
									Hep A (12-23 Months)					

\* = HCT/HGB TO BE PERFORMED FOR PATIENTS AT RISK

\*\* = LEAD RISK ASSESSMENT QUESTIONS

\*\*\* = A DIRECT BLOOD LEAD TEST AT **ENTRY TO DAY CARE IF YOU ARE NOT ABLE TO PROVIDE EVIDENCE OF PRIOR TEST** (FROM 1 YEAR TO UNDER 6 YEARS)

\*\*\*\* = ALL CHILDREN TO HAVE A DENTAL REFERRAL NO LATER THAN 12 MONTHS OF AGE OR EARLIER IF NEEDED (i.e. first tooth eruption).

\*\*\*\*\* = AT 12 MONTHS OR AT ENTRY ALL CHILDREN ARE TO BE ASSESSED FOR TUBERCULOSIS RISK FACTORS: (Not a required test)

▲ = HEP B ALTERNATE SCHEDULE, BIRTH-2 MONTHS, 1-4 MONTHS, 6 MONTHS, (6-18 MONTHS)

**\*\* Lead Risk Assessment Questions**

**Does your child:**

1. Live in or regularly visit a house with peeling or chipping paint built before 1960? This could include a day care center, preschool, the home of a baby sitter or a relative, etc.
2. Live in or regularly visit a house built before 1960 with recent, ongoing, or planned renovation or remodeling?
3. Have a brother or sister, housemate, or playmate being followed or treated for an elevated lead level (that is, a blood lead level of 10 mcg/dL or higher)?
4. Frequently come in contact with an adult whose job or hobby involves exposure to lead? Examples are construction, welding, pottery, or other trades practiced in your community.
5. Live near an active lead smelter, battery recycling plant, or other industry likely to release lead?
6. Live near a heavily travelled major highway, bridge or elevated train where soil and dust may be contaminated with lead?

Ask any additional questions that may be specific to situations which exist in a particular community.

If the answer to any of the above questions is **YES**, then the child is considered to be at risk of high dose lead exposure and should be screened with a blood lead test.



## Flu (Influenza): What you need to know

- 1) The best method for preventing the Flu: **The Flu Vaccine**
  - Encourage all families to vaccinate their children.
  - Everyone 6 months of age and older should get the **flu vaccine**. (It is not a required immunization, but is strongly recommended)
  - **All children with asthma should be vaccinated.** Children with asthma are at higher risk for dangerous flu complications.
  - Encourage all staff to get vaccinated, to protect the children in your program.
  
- 2) The best method for preventing transmission of the Flu: **Handwashing**
  - The flu can be transmitted before a child or adult has any symptoms.
  - The most important time for staff, children, and parents to wash their hands is before they enter the classroom.
  - All children and adults should cover their coughs and sneezes with their sleeves. Fabric kills the influenza virus. Keep hands away from mouth and nose as much as possible.
  - Alcohol-based hand sanitizer can be used if soap and water is not available. Children must be supervised when using hand sanitizer.
  
- 3) Symptoms:
  - The flu comes on suddenly. Most people with the flu have cold symptoms plus a high fever. Some people, especially children, may also have stomach problems and diarrhea.
  
- 4) Staff and children who are sick with the flu must remain at home until they are symptom-free for 24 hours, and have not needed fever-control medicines.
  - The length of time a child or adult is sick varies, but is usually around 5-7 days.
  
- 5) New York State DOH regulations mandate that Flu information be prominently posted

Call 311 for handouts and posters or download them here:

<http://www.nyc.gov/html/doh/flu/html/public/posters.shtml>

**For more information on the Flu, including a flu vaccine finder, go to these sites:**

<http://www.flu.gov/#>

[http://www.health.ny.gov/diseases/communicable/influenza/seasonal/child\\_care\\_and\\_schools/](http://www.health.ny.gov/diseases/communicable/influenza/seasonal/child_care_and_schools/)  
[www.nyc.gov/flu](http://www.nyc.gov/flu)



# Partnering with PDI

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*Aspire, CPAC, CDA, and Partners in Early Learning*

**Louisa Higgins**

*Project Associate*

*CUNY/ PDI*

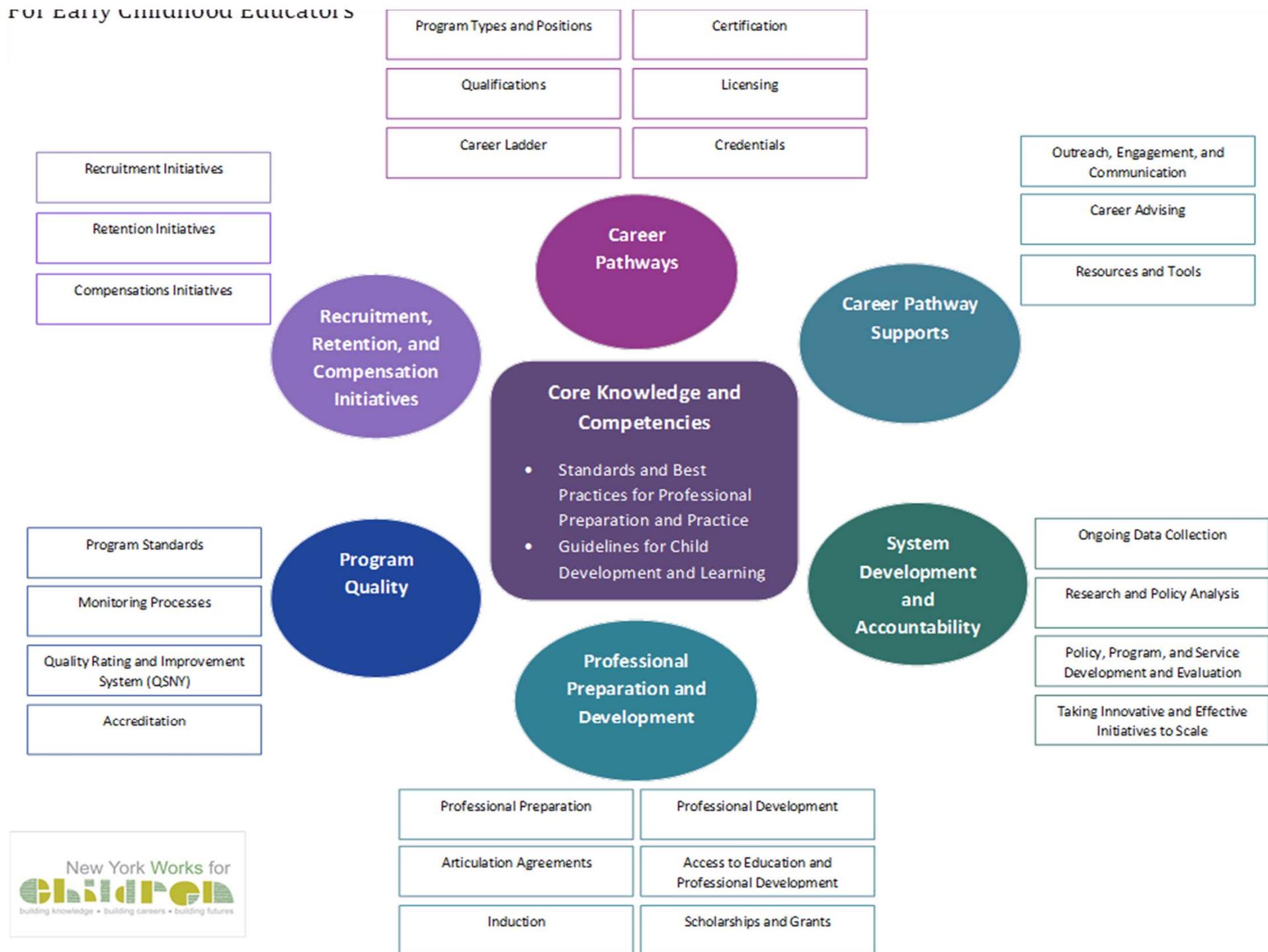


# The goal of our work:

To ensure that the workforce:

- Is united across sectors by common knowledge, competencies and standards
- Is committed to professional growth and career pathways
- Has access to high quality professional development opportunities

## FOR EARLY CHILDHOOD EDUCATORS





# Aspire and EarlyLearn NYC

- Data collection system
- Growth of QUALITYstarsNY
- Program management



# Aspire: The Workforce Registry

- Practitioner Registry
- Organization Accounts
- Statewide Training Calendar and Event Review
- Web based reporting tools



# The Aspire Process: For Directors

- Create an organization account
- Complete your organization profile
- Create an individual profile for yourself
- Support all staff in creating individual profiles
- Verify staff employment

# New York's Registry for Early Childhood Professionals



## Welcome

New York Works for Children Home

Aspire Home

Training Calendar

My Saved Events

Contact Us

## Sign In

Account Type:

- Individual Professional Profile  
 ECE Program/Training Organization

Aspire ID:

Password:

Sign In

[Forgot user id or password?](#)

## Don't have an account?

Create an Individual Professional Profile

(Directors, Providers, Teachers & Trainers)

Create an Organization Account

## Account Set Up

Organization Profiles are for early childhood or school-age programs that directly serve children and families or for organizations that provide professional development. In order to create an Organization Profile, you must first set up an organization account. Please provide the following information to begin. Fields marked with \* are required. Please use the [contact us](#) form if you have any questions or concerns.

### Contact Information

Please provide contact information for the person who will manage this Aspire Organization Account.

First Name\*:  Last\*:

Email Address\*:

Phone: (  )  -  Ext.:

### Are you an early childhood or school age program?

Please indicate if you are a program regulated by either the NYS Office of Children and Family Services or the NYC Department of Health and Mental Hygiene.

Yes - Provide one of the following:

OCFS Facility ID:

NYC Dept of Mental Health and Hygiene ID-Preschool:

NYC Dept of Mental Health and Hygiene ID-Infant:

NYSED Nursery School Cert. ID:

## New York's Registry for Early Childhood Professionals



### Welcome

New York Works for Children Home

Aspire Home

Training Calendar

My Saved Events

Contact Us

### Sign In

Account Type:

- Individual Professional Profile  
 ECE Program/Training Organization

Aspire ID:

Password:

Sign In

[Forgot user id or password?](#)

## Account Set Up

In order to create a Professional Profile, you must first set up an Aspire account and then complete an online application. Please provide the following information to begin.

First Name\*:

Last Name\*:

Birth Date\*:

Last 5 Digits of SSN\*:

Continue

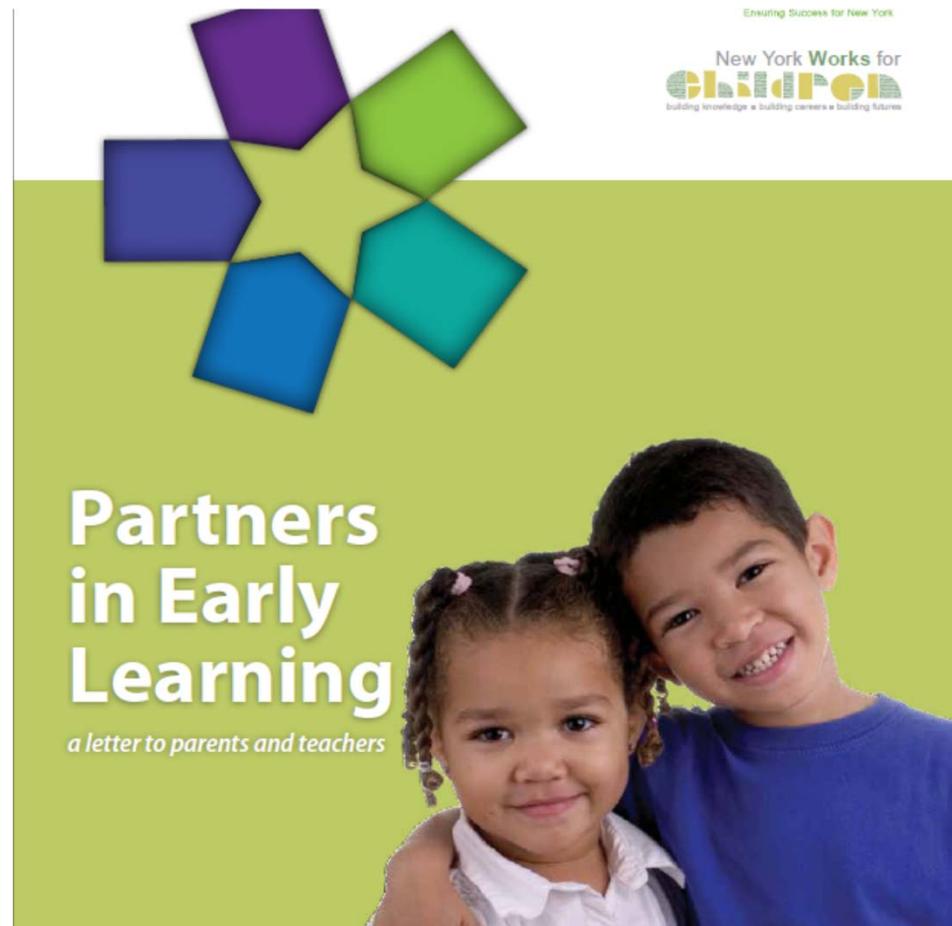
Cancel



# The Aspire Process: Individual Professional Profiles

- Create account
- Complete online application
- Submit documentation
- Documentation is received, sorted, and reviewed
- Documentation is coded
- Information is data entered into the system
- Career level is calculated
- Certificate, professional development record, and career ladder level are issued and mailed to the participant

# Partners in Early Learning: *A Letter to Parents and Teachers*





## Please Reach Out!

- Aspire Hotline: (718) 254-7716
- [info@nyworksforchildren.org](mailto:info@nyworksforchildren.org)
  
- Louisa B. Higgins
- [Louisa.Higgins@mail.cuny.edu](mailto:Louisa.Higgins@mail.cuny.edu)

# Effects of childhood poverty and chronic stress on emotion regulatory brain function in adulthood

Pilyoung Kim<sup>a,1</sup>, Gary W. Evans<sup>b</sup>, Michael Angstadt<sup>c</sup>, S. Shaun Ho<sup>c</sup>, Chandra S. Sripada<sup>c</sup>, James E. Swain<sup>c,d</sup>, Israel Liberzon<sup>c</sup>, and K. Luan Phan<sup>e,f</sup>

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Edited\* by Bruce S. McEwen, The Rockefeller University, New York, NY, and approved August 21, 2013 (received for review May 2, 2013)

**Childhood poverty has pervasive negative physical and psychological health sequelae in adulthood. Exposure to chronic stressors may be one underlying mechanism for childhood poverty–health relations by influencing emotion regulatory systems. Animal work and human cross-sectional studies both suggest that chronic stressor exposure is associated with amygdala and prefrontal cortex regions important for emotion regulation. In this longitudinal functional magnetic resonance imaging study of 49 participants, we examined associations between childhood poverty at age 9 and adult neural circuitry activation during emotion regulation at age 24. To test developmental timing, concurrent, adult income was included as a covariate. Adults with lower family income at age 9 exhibited reduced ventrolateral and dorsolateral prefrontal cortex activity and failure to suppress amygdala activation during effortful regulation of negative emotion at age 24. In contrast to childhood income, concurrent adult income was not associated with neural activity during emotion regulation. Furthermore, chronic stressor exposure across childhood (at age 9, 13, and 17) mediated the relations between family income at age 9 and ventrolateral and dorsolateral prefrontal cortex activity at age 24. The findings demonstrate the significance of childhood chronic stress exposures in predicting neural outcomes during emotion regulation in adults who grew up in poverty.**

fMRI | childhood adversity | socioeconomic status | reappraisal

Childhood poverty is related to increased risk of psychopathology (1–3) and physical illness in adulthood (4, 5). Furthermore, childhood poverty predicts adult morbidity irrespective of adult poverty (5–7). One possible mechanism to explain the far-reaching effects of childhood poverty on health is chronic stress (8). Chronic exposure to stressors associated with living in low-income families has long-term negative effects on physiological stress regulatory systems (9–12), eventually resulting in pathology (13, 14). Growing evidence suggests exposure to chronic stress and socioeconomic adversity produces lasting neurobiological changes (15, 16). However, little is known about whether childhood poverty is prospectively associated with central nervous system mechanisms involved in emotion regulation. Such knowledge may provide insights into identifying neural patterns for emotion regulatory dysfunction among adults who grew up in childhood poverty.

The amygdala and prefrontal cortex (PFC) play a critical role for stress and emotion regulation. The amygdala detects and responds to threats from the environment, activating physiological stress responses (17). The PFC is widely considered as a top-down region that regulates the amygdala (18, 19). More specifically, the ventrolateral PFC (VLPFC), dorsolateral PFC (DLPFC), and medial PFC (mPFC) implement cognitive strategies such as cognitive reappraisal involved in emotion regulation (18–20). During reappraisal of negative stimuli, increased activity in the VLPFC, DLPFC, and mPFC regions is associated with diminished amygdala reactivity to negative stimuli as well as decreased perceived negative affect (21). Amygdala and PFC dysregulation has also

been observed in populations with mood dysregulation, including depression (22), anxiety disorders (23, 24) including post-traumatic stress disorder (25), impulsive aggression (26), and substance abuse (27). Aberrant amygdala reactivity and inefficient or blunted PFC regulatory function are considered a neurobiological mechanism involved in impaired emotion regulation in these psychiatric disorders.

Amygdala and PFC functions have also been shown to be affected by socioeconomic disparities (28, 29). In children, low socioeconomic status (SES) has been related to greater amygdala volume (30) and reduced PFC activity during cognitive tasks (31). In adults, retrospective reports of childhood SES were associated with elevated amygdala activity while processing negative facial expressions independently of adult SES (32) and reduced VLPFC activity while experiencing social exclusion (33). However, whether the amygdala and PFC functions associated with childhood poverty are directly related to effortful emotion regulation has never been examined.

At present, little is known about underlying mechanisms that account for the relation between childhood SES and neural functioning. Chronic stress is one hypothetical mediator of the negative link between childhood poverty and adult health outcomes (8, 10). For example, children living in poverty are more likely to be exposed to multiple chronic stressors including violence, family turmoil, separation from family members, and substandard living environments (34, 35). In our previous studies, poverty exposure at age 9 prospectively predicted physiological stress dysregulation (34) and emotion dysregulation

## Significance

**Childhood poverty has been linked to emotion dysregulation, which is further associated with negative physical and psychological health in adulthood. The current study provides evidence of prospective associations between childhood poverty and adult neural activity during effortful attempts to regulate negative emotion. Adults with lower family income at age 9 exhibited reduced ventrolateral and dorsolateral prefrontal cortex activity and failure to suppress amygdala activation at age 24. Chronic stressor exposure across childhood mediated the relations between family income at age 9 and prefrontal cortex activity. The concurrent adult income, on the other hand, was not associated with neural activity. The information on the developmental timing of poverty effects and neural mechanisms may inform early interventions aimed at reducing health disparities.**

Author contributions: P.K., G.W.E., S.S.H., J.E.S., I.L., and K.L.P. designed research; M.A., S.S.H., and J.E.S. performed research; P.K., G.W.E., M.A., C.S.S., I.L., and K.L.P. analyzed data; and P.K., G.W.E., M.A., S.S.H., C.S.S., J.E.S., I.L., and K.L.P. wrote the paper.

The authors declare no conflict of interest.

\*This Direct Submission article had a prearranged editor.

<sup>1</sup>To whom correspondence should be addressed. E-mail: pilyoung.kim@du.edu.

This article contains supporting information online at [www.pnas.org/lookup/suppl/doi:10.1073/pnas.1308240110/-DCSupplemental](http://www.pnas.org/lookup/suppl/doi:10.1073/pnas.1308240110/-DCSupplemental).

(36, 37) in adolescence when concurrent levels of poverty exposure were controlled. In these studies, poverty exposure at age 9 was concurrently and prospectively associated with chronic stress exposure at age 9, 13, and 17 (37–39), and elevated chronic stress, in turn, mediated the association between childhood poverty and later outcomes. Furthermore, animal studies and recent human brain imaging studies demonstrate that repeated exposure to chronic stress impacts amygdala and PFC development, potentially leading to impaired emotion regulation (40–43).

Therefore, in this longitudinal study, we investigated whether childhood family income was associated prospectively with adult neural activity in the amygdala and PFC during emotion regulation. We also examined a stress pathway linking childhood poverty and the subsequent neural functions for emotion regulation. The current study used family income assessed at age 9 as a direct measure of childhood poverty exposure. To investigate the developmental timing of poverty and neural functioning, we examined the link between childhood poverty and adult neural functioning after controlling for adult income levels. We used a well-established emotion regulation functional magnetic resonance imaging (fMRI) paradigm (18, 44), in which participants are instructed to experience the natural emotional state (Maintain) or to decrease the intensity of their negative affect by using cognitive reappraisal (Reappraisal) while viewing negative images. We hypothesized that, in the contrast of Reappraisal vs. Maintain conditions, low family income at age 9 would be associated with increased amygdala and decreased PFC activation. The amygdala and PFC activation may also be associated with self-reports of emotion regulation (*Materials and Methods*). Furthermore, we assessed chronic stress by averaging exposure to multiple physical (i.e., substandard housing, crowding, and noise) and social (i.e., family turmoil, violence, and child–family separation) risk factors across ages 9–17. We hypothesized that the influence of childhood income on amygdala and PFC activity would be mediated by chronic stress exposure throughout childhood.

## Results

**Descriptive and Behavioral Data.** Ratings of negative affective state between two conditions, Reappraisal and Maintain, were significantly different,  $t(48) = 4.13$ ,  $P < 0.001$ . The average ratings decreased from the Maintain (mean =  $2.93 \pm 0.81$ ) to Reappraisal (mean =  $2.48 \pm 0.95$ ). However, the success of regulating negative emotions (calculated by subtracting Reappraisal ratings from Maintain ratings) was not significantly associated with family income at age 9, chronic stress exposure across ages 9–17, or current adult income levels at age 24.

## Family Income at Age 9 and Neural Emotion Regulation at Age 24.

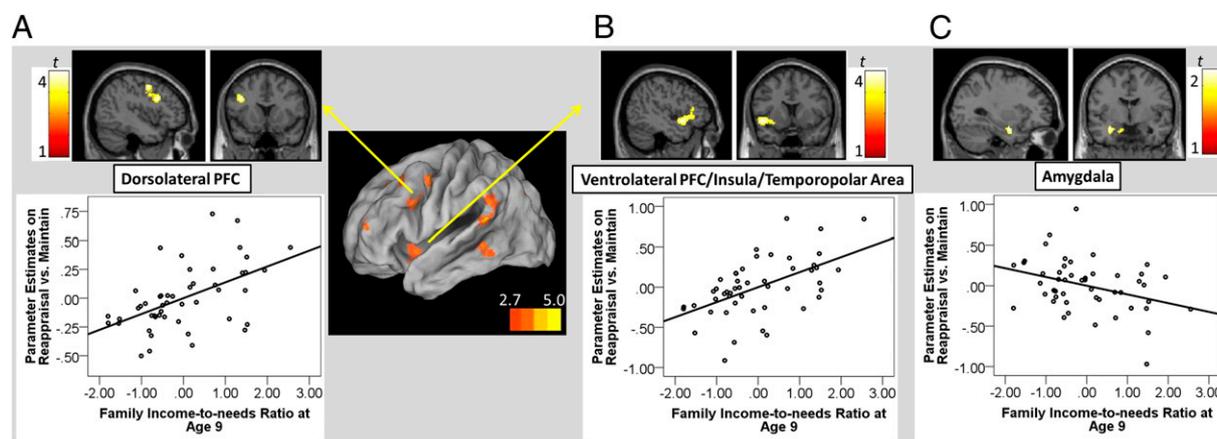
Reappraisal of emotion (compared with maintaining one's emotional response) produced greater activation in bilateral inferior/middle/superior frontal gyrus, precentral gyrus, striatum, insula, parietal lobe, and temporal gyrus ( $P < 0.05$ , corrected for multiple comparisons; *Materials and Methods*). However, no amygdala activation was detected in the contrast of Reappraisal vs. Maintain using a region of interest (ROI) approach, although bilateral amygdala activation was detected on Reappraisal (vs. Baseline) and Maintain (vs. Baseline) conditions ( $P < 0.05$ , corrected).

Enhanced neural activation during Reappraisal was predicted by family income at age 9. In particular, in the contrast of the Reappraisal vs. Maintain, lower family income at age 9 predicted reduced activation in the left DLPFC (Fig. 1A), VLPFC/insula/temporopolar area (Fig. 1B), precentral gyrus, and inferior parietal lobe/superior temporal gyrus ( $P_s < 0.05$ , corrected; Table 1; all analyses controlled for current income). No cluster was identified with a significant positive association with the current, adult income level.

Amygdala ROI analysis revealed that activation in the Reappraisal vs. Maintain conditions was negatively associated with childhood income in the left amygdala [ $t(46) = 2.48$ ,  $x, y, z = -30, -4, -22$ ; 140 voxels] ( $P < 0.05$ , uncorrected) (Fig. 1C), controlling for adult income level. Besides the amygdala activity from ROI analysis, no other cluster showed a negative association with family income at age 9 or current adult income level.

Furthermore, we explored functional connectivity between the left amygdala and VLPFC/DLPFC regions using the psychophysiological interaction (PPI) analysis at  $P < 0.001$ , uncorrected, cluster size  $> 10$  voxels (*SI Text*). The analysis revealed that amygdala activity was positively coupled with the left VLPFC [ $x, y, z = -58, 18, 8$ ; 58 voxels;  $t(46) = 3.97$ ; Fig. S1] during Reappraisal among individuals with lower family income at age 9, whereas amygdala activity was negatively coupled with the left VLPFC during Reappraisal among individuals with higher family income at age 9 (Fig. S2). Family income at age 9 was not associated with the amygdala–DLPFC connectivity.

Finally, we calculated the correlation between regulation success scores and the amygdala, VLPFC, and DLPFC activity during Reappraisal. The correlation analysis revealed that Reappraisal success was positively correlated with both DLPFC [ $r(49) = 0.31$ ,  $P < 0.05$ ] and VLPFC [ $r(49) = 0.27$ ,  $P < 0.05$ ], but not with amygdala activity. Thus, DLPFC and VLPFC activity during Reappraisal was associated with greater success in down-regulating negative emotions. However, the use of everyday reappraisal coping (*Materials and Methods*) was not associated with the neural activity.



**Fig. 1.** The upper panels are regions showing a significant association with family income-to-needs ratio at age 9. (A) Dorsolateral prefrontal cortex (PFC) ( $x, y, z = -40, 12, 28$ ; 343 voxels;  $P < 0.05$ , corrected). (B) Ventrolateral PFC, insula, temporopolar area ( $x, y, z = -46, 10, -8$ ; 672 voxels;  $P < 0.05$ , corrected). (C) Amygdala ( $x, y, z = -30, -4, -22$ ; 140 voxels;  $P < 0.05$ , uncorrected). The lower panels depict partial regression plots describing the associations between family income-to-needs ratio at age 9 and parameter estimates of a region in the contrast of Reappraisal vs. Maintain, controlling for adult income level.

**Table 1. Brain areas with the positive associations between family income-to-needs ratio at age 9 and neural activity in the Reappraise vs. Maintain contrast at age 24**

Area of activation	Brodmann area	Side	# voxels	MNI coordinates			t(1, 46)
				x	y	z	
Dorsolateral PFC	9, 46	L	343	-40	12	28	3.99
				-46	0	48	3.92
				-42	2	38	3.13
Ventrolateral PFC, Insula, Temporopolar area	47, 13, 38	L	672	-46	10	-8	4.04
				-28	14	-14	3.95
				-48	22	-2	3.30
Precentral gyrus	6, 8	R, L	602	0	12	68	4.26
				8	26	64	4.03
				-2	20	58	3.20
Superior temporal gyrus, Inferior parietal gyrus	22, 40	L	293	-64	-48	18	4.23
				-58	-48	32	3.60
				-56	-56	30	3.14

$P < 0.05$ , corrected. L, left; MNI, Montreal Neurological Institute; PFC, prefrontal frontal cortex; R, right.

**Childhood Chronic Stressor Exposure as a Mediator.** We next tested whether exposure to chronic stressors during childhood (ages 9–17) mediated the relations between family income at age 9 and adult DLPFC and VLPFC activity during Reappraisal. Elevated childhood chronic stress exposure mediated the associations between family income at age 9 and increased adult left DLPFC activity during Reappraisal, controlling for concurrent, adult income (Fig. 2A). The addition of childhood chronic stress shrank the beta weight for childhood income 75%, which was no longer significant and suggested full mediation [indirect effect = 0.09, 95% confidence intervals (CIs) = 0.02–0.18].

Because the size of the suprathreshold cluster including the left VLPFC was large and contained other parietal and temporal regions, an ROI approach was used to separate the estimated activity of the left VLPFC from the estimated activity of other regions. We placed an 8 mm radius sphere at the left VLPFC peak ( $x, y, z = -50, 22, 6$ ) from a meta-analysis of fMRI reappraisal studies (19). We found elevated chronic stress exposure across ages 9–17 mediated the relations between family income at age 9 and increased left VLPFC activity during Reappraisal, controlling for concurrent adult income (Fig. 2B). The addition of childhood chronic stress shrank the beta weight for childhood income 64%, which was no longer significant and suggested full mediation (indirect effect = 0.09, 95% CIs = 0.02–0.16). An analysis performed on amygdala activity did not find a mediation effect.

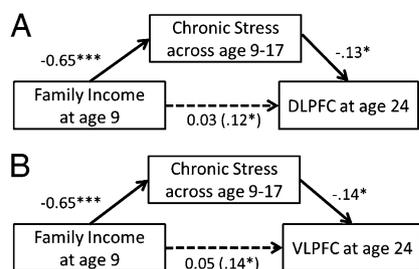
## Discussion

We examined whether childhood poverty was prospectively linked to adult neural activity in the PFC and amygdala, regions centrally involved in emotional regulation. We found a significant relation between childhood income and neural functions. During

emotion regulation with cognitive reappraisal, lower family income at age 9 was associated with reduced activity in the adult DLPFC and VLPFC but increased amygdala activity. In contrast to childhood income level, current income level as an adult was not linked to neural activity during emotion regulation. When the individual's stress history was incorporated into our model, exposure to chronic stressors throughout childhood (i.e., ages 9–17) mediated the links between family income at age 9 and reduced adult DLPFC and VLPFC activity. Reduced PFC and increased amygdala activity among adults who grew up in poverty provides evidence for neural embedding of childhood poverty. Furthermore, the mediating role of chronic stressor exposure in childhood may help account for the link between childhood poverty and adult neural functions, which may contribute to physiological and psychological stress regulation difficulties.

We found that lower family income at age 9 was associated with reduced DLPFC and VLPFC activity in 24-y-olds during emotion regulation using cognitive reappraisal. Both DLPFC and VLPFC are involved in cognitive control and executive functioning and facilitate goal-directed behaviors (45). Furthermore, increased DLPFC and VLPFC activity was associated with greater success in down-regulating negative emotions, further supporting the role of these cortical regions in emotion regulation. In contrast to reduced DLPFC and VLPFC activity, family income at age 9 was associated with increased adult amygdala activity during emotion regulation. More specifically, the data in Fig. 1C suggest that in adults who had higher family income at age 9, the negative values of neural activity suggest less amygdala activity during Reappraisal relative to the Maintain condition. However, in those with lower family income at age 9, the positive values of neural activity suggest greater amygdala activity during Reappraisal than Maintain, indicating potential failure of amygdala regulation using Reappraisal. The functional connectivity findings further suggested altered relations between the amygdala and VLPFC activity in the context of childhood poverty exposure. A negative amygdala–VLPFC coupling among individuals with lower family income at age 9 suggests that higher childhood family income is associated with greater VLPFC activity to suppress amygdala activity during emotion regulation. On the other hand, a positive amygdala–VLPFC coupling during Reappraisal suggests that lower childhood income is associated with ineffective amygdala activity suppression of the VLPFC activity during emotion regulation. Such failure of amygdala regulation, in part by the dampened VLPFC and DLPFC activity, has been suggested as neural deficits in many psychiatric illnesses associated with childhood exposure to chronic stress.

With regard to the amygdala findings, we found no main effect of Reappraisal (vs. Maintain) on diminishing amygdala activity; therefore, the potential interpretation of the reappraisal-related



**Fig. 2.** A path diagram showing a mediation model with the unstandardized coefficients for each association. Chronic stress exposure across ages 9–17 mediated the relationship between family income-to-needs ratio and neural activity during Reappraisal in (A) dorsolateral prefrontal cortex (DLPFC) and (B) ventrolateral prefrontal cortex (VLPFC). \*\*\* $P < 0.001$ , \* $P < 0.05$ .

amygdala modulation is limited to the context of variability in childhood family income at age 9. Reduction in amygdala activation during Reappraisal has been inconsistently reported across previous studies (22, 44, 46). The reason for the inconsistent findings may be associated with different types of regulatory strategies used across different studies. All regulatory strategies require emotional appraisal and attention to emotional stimuli—processes strongly associated with amygdala activity (47). However, some strategies such as positive reinterpretation or distancing from the content of negative stimuli may recruit more amygdala activity than distraction (directing attention away from negative stimuli) (48). The current study focused on positive reinterpretation and distancing, and this may have produced no main effect on amygdala activity during Reappraisal vs. Maintain.

In addition to altered VLPFC and DLPFC functioning, childhood poverty predicted activity in several other frontal, parietal, and temporal regions of the adult brain, including the precentral gyrus, inferior parietal lobe, superior temporal gyrus, and temporopolar gyrus, during cognitive reappraisal. In all of these regions, low family income at age 9 predicted reduced activity during cognitive reappraisal. Each of these regions has been shown to be involved in emotion regulation via cognitive reappraisal (18, 19, 44). The precentral gyrus contributes to the top-down control of cognitive and emotional processes through selective attention (49). Although we did not find a significant association between childhood income and mPFC, a region involved in reappraisal, the precentral gyrus is structurally interconnected and frequently activated with the mPFC as well as lateral PFC during Reappraisal (50). The inferior parietal lobe is a part of the attention system along with the DLPFC (51). Thus, the activity in the precentral gyrus and inferior parietal lobe may contribute to reappraisal by selectively monitoring information. Previously, adult retrospective reports of childhood SES have been associated with lower activity in the inferior parietal lobe during monetary reward processing (52). Temporopolar area and superior temporal gyrus are related to the representation of perceptual and semantic information that likely assists in the reappraisal process (18). Thus, the significant associations between childhood family income and neural activity in these regions uncovered herein may reflect the pervasive effects of childhood SES disparities on neural functions across multiple regions involved in emotional regulation.

We also tested the hypothesis that exposure to chronic stressors across ages 9–17 would help explain the relations between childhood poverty and reduced DLPFC and VLPFC activity during emotion regulation. Chronic stressor exposure may be particularly significant for PFC plasticity because the PFC matures primarily during adolescence (ages 9–17) (53). However, in the amygdala, chronic stress exposure across ages 9–17 did not mediate the link between family income at age 9 and neural activity. This could be due to the weaker association of childhood income with amygdala responses, compared with PFC responses, during Reappraisal.

Our finding that family income at age 9 predicts adult neural function that is mediated by childhood chronic stressor exposure is consistent with the hypothesis that early experiences of poverty become embedded within the organism, setting individuals on lifelong trajectories that portend morbidity (5, 54). Furthermore, these trends hold independently of concurrent poverty during adulthood. The latter added no additional explanatory power to the prediction of adult neural functioning. Although in our study the poverty exposure data are available at age 9, when children were first recruited, children in poverty at age 9 are likely to have been disadvantaged at an earlier age as well. This earlier exposure to poverty may have impacted long-term neural functions. Growing animal and human evidence suggests exposure to chronic stress in early childhood produces lasting neurobiological changes in the amygdala and PFC when neural regions are immature and rapidly developing (41). For instance, institutionalization in infancy was associated with increased amygdala activity in response to negative expressions in children at age 10 (43). Exposure to cumulative risk including maternal depression

and financial stress in infancy was also associated with decreased amygdala and PFC connectivity during rest in adolescent females (55). Therefore, it is critical that future research more directly investigates the developmental timing of poverty, chronic stressor exposure, and neural functioning at shorter time intervals across a wider range of maturation.

In addition to more in-depth assessments over time, the present results should be considered in light of several limitations. First, participants were Caucasian, had no psychiatric or neurological disease, and grew up in rural areas. Thus, our findings may not generalize to a more racially heterogeneous or urban population. Second, the VLPFC and DLPFC play an important role in cognitive control, including attention, executive function, and working memory. Therefore, reduced activity in the regions may be related to difficulties in cognitive processes, not specifically to emotional processing *per se*. Indeed, childhood SES has also been related to impaired cognitive functions such as lack of sustained attention and deficits in executive functioning (56, 57). Thus, it is important to further investigate common and unique patterns of neural activity during cognitive and emotional task demands and their associations with childhood SES. Third, we found that the associations among reduced negative affect, environmental, and neural factors were limited to DLPFC and VLPFC activity. Childhood income, chronic stress, and amygdala activity were not associated with regulation success based on subjective ratings. It may be possible that subjective ratings from the instructed emotion regulation were not sensitive to individual differences in childhood adversity and amygdala activity. Therefore, the interpretation of emotion dysregulation should be restricted to DLPFC and VLPFC activity. More studies using other methods such as self-report or observed measures of emotion regulation are necessary to confirm whether there are associations among childhood adversity, amygdala activity, and changes in negative affect. Fourth, the current study did not detect evidence that neural activity was associated with the use of reappraisal strategies in response to everyday stress. Thus, effects of childhood SES on neural activity may not generalize to everyday coping efforts using cognitive reappraisal. However, because the Reappraisal scale included only four items across any stressors in life, the scale may have had a limited ability to detect individual differences. Studies assessing coping strategies specifically in response to financial hardships suggest that children and adults living in poverty rely more on involuntary coping strategies in their daily lives, such as avoidance, than on active coping strategies, such as cognitive reappraisal (58). Furthermore, teaching coping skills including cognitive reappraisal helped adult, low-income women decrease their reliance on involuntary coping strategies and reduce their depressive symptoms (58). Thus, future studies should investigate whether childhood SES effects on the neural functioning during cognitive reappraisal are linked to everyday reappraisal efforts for particular stressors including financial hardships.

The current study revealed that childhood poverty is related to reduced activity in the VLPFC and DLPFC and increased activity in the amygdala during emotion regulation among young adults. Furthermore, in both the DLPFC and VLPFC, childhood chronic stressor exposure mediated the relations between childhood poverty and decreased activity during emotion regulation. The current study demonstrates the significance of childhood family income and stress exposure in predicting neural outcomes in young adults during emotion regulation. Greater knowledge about the developmental timing of risk exposures and brain development would be extremely valuable for informing interventions. Thus, future longitudinal studies should examine the timing of childhood poverty, stressor exposures, and brain development, ideally from conception throughout childhood.

## Materials and Methods

**Participants.** Participants were initially recruited for a longitudinal study on rural poverty and child development (mean age, 9.2 y) in rural counties in the Northeastern United States from public schools, the Cooperative Extension

System, Head Start, and other antipoverty programs. One child per family participated, and low-income families were oversampled. The participants were followed up during wave 2 (mean age, 13.4 y) and wave 3 (mean age, 17.3 y). See Evans et al. (34, 35) for further details on subject recruitment and protocols.

Among individuals participating in these three waves of data collection, 54 participants were recruited for this study. This study was approved by the University of Michigan and Cornell University Institutional Review Boards, and all participants provided informed consent. All participants had no MRI contraindications (e.g., metallic/ferrous materials in their body), no prior or current treatment for any psychiatric disorder [clinician-conducted psychiatric evaluation based on the Structured Clinical Interview for Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV)], and no current neurological condition. Approximately half of the participants were from low-income backgrounds at age 9, and half were from families with incomes two to four times above the poverty line. Of 54 participants, 49 participants completed the Emotion Regulation Task (ERT) task, and had a full set of usable fMRI data. Two participants did not complete the task, one participant had a severe artifact in fMRI data, and two participants had excessive movement in fMRI data beyond our criteria (2 mm<sup>2</sup> in any directions). The average age was 23.61 (SD = 1.30, range, 20–27), and 55.1% (27 out of 49) were males. The average income-to-need ratio at age 9 was 1.8 (SD = 1.1) and at age 24 was 3.2 (SD = 3.0).

**Procedure.** In the longitudinal study, a pair of trained researchers visited children's homes at each wave of data collection, independently interviewing the participant and his/her mother. Only one child per household was eligible for the study. Demographic information, measures of mental health, and chronic stress exposure were assessed during the home visits. In the fMRI study, participants visited the University of Michigan's neuroimaging center, where trained researchers administered training and fMRI sessions.

**Measures. Income-to-needs.** The ratio of family income-to-needs was computed by dividing total family income by the poverty threshold at each wave of data collection. This ratio is an annually adjusted, per capita index of income that the US Census Bureau calculates using a standardized formula. The income-to-needs ratio at age 24 was calculated based on the participants' own income. **Chronic stress.** Children's exposure to chronic stress was assessed at wave 1 (age 9), wave 2 (age 13), and wave 3 (age 17). Chronic stressors included three psychosocial risk factors (child–family separation, violence, and family turmoil) and three physical risk factors (noise, crowding, and housing quality). Psychosocial risk factors were assessed by maternal reports at wave 1 and combined maternal and child reports at waves 2 and 3. Mothers completed the Life Events and Circumstances Checklist (59), with subscales on child–family separation, violence, and family turmoil. Mothers answered dichotomous items (yes/no) to indicate whether specific events or circumstances had happened to their child during the interval since the prior interview. Children also completed a life event scale based on a modified version of the Adolescent Perceived Events Scale (60), answering dichotomous items (yes/no) to specific events. An event was counted a single time if it was reported by the child, the mother, or both. As for physical risk factors, housing quality was rated by trained observers on a standardized scale (61). Noise was assessed by two, 2-h readings of average decibel levels (Leq) in the primary social space of the home (typically the living room). Crowding was defined as the ratio of occupants to number of rooms in the home.

For each participant, each of the six risk factors were coded dichotomously—1 if scores were in the upper quartile based on the data distribution of the entire sample at each age point, and 0 otherwise. Chronic stressor exposure at each wave of data collection was calculated by summing the dichotomous scores of all risk factors (range, 0–6). Additive indices of cumulative stress exposure are robust and consistently predict physical and mental health outcomes better than indices of singular stressor exposure or alternative multiple stressor exposure metrics (62). Chronic stress exposure scores were then averaged across the three waves.

**Everyday reappraisal coping.** The use of reappraisal strategies in responses to everyday stress was assessed by the COPE Inventory (63). The measure has a 4-point scale ranging from "I don't do this at all" to "I do this a lot." The scale Positive Reinterpretation and Growth included four items (e.g., "I try to see it in a different light, to make it seem more positive"), and the summary score of the four items was included as an indicator of everyday use of reappraisal strategies.

**fMRI paradigm.** Neural activity of participants was recorded while they were engaged in the ERT (44, 64). During the Look condition of the ERT, participants were asked to simply look at pictures with emotionally neutral valence. During the Maintain task, participants were instructed to attend to and experience naturally (without trying to change or alter) the emotional

state elicited by the pictures. During the Reappraisal task, participants were instructed to voluntarily decrease the intensity of their negative affect by using the cognitive strategy of reappraisal. The participants were asked to use one of two strategies for each picture: (i) transforming the depicted scenario into less negative or positive terms (e.g., people crying outside the church are leaving a wedding and the tears are joyful) and (ii) rationalizing or objectifying the content of the pictures (e.g., an abused woman smoking a cigarette is an actress in a movie between scenes). During the practice session, participants were asked to go through the reappraisal process out loud. They were assisted in reevaluating the images if their strategies were judged as inappropriate by the experimenters. The fMRI sessions were conducted only after all participants demonstrated full understanding of the task.

The fMRI task involved a block-related design in which participants viewed 20 s blocks of aversive or neutral pictures; each picture was presented for 5 s consecutively without an interstimulus interval. Before each block of pictures, the instruction to "look," "maintain," or "reappraise" appeared at the center of a black screen for a duration of 5 s. Immediately following each Look, Maintain, or Reappraisal block, a rating scale appeared on a screen for 5 s asking participants to rate the intensity of their negative affect on a 5-point scale (1, least negative/neutral; 5, extremely negative) via button response. The look, maintain, and reappraise blocks were interspersed with 20 s baseline blocks consisting of a fixation cross. During this period, participants were asked to stop maintaining or reappraising their emotional experience and to relax. The total task duration was 10 min spread across two runs.

**fMRI data acquisition and preprocessing.** Scanning took place in a 3.0 Tesla Philips magnet scanner in the fMRI laboratory at Veterans Affairs Ann Arbor using a standard eight-channel SENSE head coil. Functional data were acquired (300 T2\*-weighted echo-planar-imaging (EPI) volumes; TR = 2,000 ms; TE = 30 ms; flip angle = 90; field of view = 220 mm; matrix size, 64 × 64; 42 axial slices; voxels = 3.44 × 3.44 × 2.80 mm). A high-resolution anatomical T1-weighted image with a 3D gradient recalled echo was also acquired. Functional imaging data were preprocessed and analyzed using Statistical Parametric Mapping 8 (Wellcome Trust Center for Neuroimaging, University College, London; [www.fil.ion.ucl.ac.uk/spm](http://www.fil.ion.ucl.ac.uk/spm)). Five images at the beginning of each fMRI run were discarded. Slice timing correction was performed using a middle slice as a reference (slice 21), and then images within each run were realigned to the first image of the first run to correct for movement. The realigned functional images were spatially normalized to a functional template, resampled to 2 × 2 × 2 mm voxels, and then spatially smoothed using a Gaussian filter (full width at half maximum, 8 mm).

**fMRI data analysis.** At the individual subject level, response amplitudes were estimated for each condition using the general linear model. A high-pass filter of 0.0078 Hz was used. Conditions that were modeled included look, maintain, and reappraise blocks as well as instruction and rating periods. The current study was primarily interested in emotion regulation; thus, for individual subjects, we contrasted images of the blood-oxygen-level-dependent (BOLD) signal changes associated with the Reappraisal vs. Maintain contrast, which estimated the neural functions involved in explicit regulation of negative emotion. For the group-level analysis, contrast images for individual subjects were entered into a random-effects analysis. To identify regions that were more active on Reappraisal, we first performed contrast compared activation in the Reappraisal vs. Maintain condition. To identify regions that were associated with childhood family income, a multiple regression was performed with the income-to-needs ratio at age 9 as an independent variable and the current income-to-needs ratio as a covariate of no interest. An initial voxel-wise threshold of  $P < 0.005$  and a minimum cluster size of 265 voxels for the Reappraisal vs. Maintain contrast gave a corrected  $P < 0.05$ . This threshold was determined by Monte-Carlo simulations using the 3dClustSim program of the AFNI toolkit (3dClustSim -mask -both -prefix -fwhmxyz 10.31 10.82 10.02; [http://afni.nimh.nih.gov/pub/dist/doc/program\\_help/3dClustSim.html](http://afni.nimh.nih.gov/pub/dist/doc/program_help/3dClustSim.html)). The amygdala was a region of a priori interest and has a small structure; thus, an ROI approach was used. A threshold of  $P < 0.05$ , uncorrected, was applied, and estimates of signal change for each contrast averaged across the entire suprathreshold region were extracted for each participant using MarsBaR (Marseille boîte à région d'intérêt) (65) and were then entered into Statistical Package for the Social Sciences (SPSS, Inc.) for additional analyses.

In the additional analyses, we used neural activity during the Reappraisal task alone (vs. Fixation), rather than contrasting Reappraisal against Maintain. We sought to isolate the effects of Reappraisal as Maintain because the contrast confounds potential interactions between the two tasks, both of which involve appraisal and implicit and explicit control, whereas the fixation condition approximates noncognitive/nonemotional control "baseline." The same approach was used in previous studies (44, 48, 64, 66). First, we estimated regulation success of negative emotions by subtracting Reappraisal ratings from Maintain ratings (21). Then, the regulation success as well as

everyday reappraisal coping were correlated with amygdala and PFC activity. Second, in the PFC and amygdala, the indirect effect of chronic stress exposure was tested using 95% bias-corrected CIs with bootstrapping procedures (10,000 bootstrap resamples) (67). The 95% bias-corrected CIs without the inclusion of 0 indicates a statistically significant indirect relationship at  $P < 0.05$  (67).

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