HOOTMAIL

A NEWSLETTER FOR THE NYC EARLYLEARN COMMUNITY

SEPTMEBER 25, 2015

FIRST THINGS FIRST

Authentic Assessment Checkpoints

As you are aware, *EarlyLearn NYC* programs have access to an online authentic assessment system (Teaching Strategies Gold, COR Advantage, or the Work Sampling System) of their choice through the Administration for Children's Services (ACS). *EarlyLearn* programs are responsible for using this online system to continuously assess children's progress and to ensure that student assessment data is accurate, up-to-date and completed by the end of three collection periods through the year. The 2015-2016 authentic assessment check point due dates are the following:

- December 11, 2015 (Fall)
- March 11, 2016 (Winter)
- June 10, 2016 (Spring)

Also, all programs are responsible to ensure that student demographic information is accurate and up-to-date in the online authentic assessment system. To this end, please review all child demographic information for accuracy, including the funding source selection. The funding source field is now a required field and a funding source must be assigned to every child. For those children who are funded through ACS, you must select the appropriate *EarlyLearn* funding source option. To ensure that you select the correct option, please check with your program director.

IMPORTANT DATES

9/30   WES Training (Child Care Only Models)

Bill de Blasio
Mayor

Gladys Carrión
Commissioner

FIRST THINGS FIRST, CONTINUED

If you are a **Teaching Strategies Gold** user, and the child is fully or partially funded through ACS, you must select one *EarlyLearn* funding source option from the first drop down menu (ACS-*EarlyLearn NYC*). If the child is not funded through ACS, you should select the ACS N/A box and continue to the next drop down funding source menu (Non-ACS-*EarlyLearn NYC*).

If you are a **COR Advantage** user, you may select more than one funding source from the list of options. However, if your child is fully or partially funded through ACS, you must select one of the *EarlyLearn* funding source options.

If you are a **Work Sampling System** user, you can only select one funding source from the list of options. Please ensure that if the child is fully or partially funded through ACS, *you select an EarlyLearn funding source option over any other option that may also apply.*

Please be advised that new *EarlyLearn* programs will not be provided with online access to their selected authentic assessment tool before the beginning of the 2015-2016 *EarlyLearn NYC* contract, which is October 1, 2015.

Additionally, the NYU Steinhardt Child and Family Policy Center has made available an Authentic Assessment Hotline where hotline representatives will be on-call to support teachers and administrators in using Authentic Assessment to meet the required checkpoints. The Hotline is available Monday to Friday from 8:15am– 5:30pm, and can be accessed by calling 212-998-9003. Please see the attached flyer for more information.

UPCOMING TRAININGS
Web Enrollment System Training
(For Child Care Only Models)

There will be a hands-on training of the Web-based Enrollment System (WES) for *Child Care only* agencies next **Wednesday, September 30**. As you know, WES is the system of record for program enrollment, child and family eligibility and the collection of children's attendance.

Attendees will learn:
- how to create and maintain accounts and program profiles and manage their enrollment.
- Using sample cases, attendees will search for eligible children, create waitlist and reservations and enrollments, and also reporting attendance.
- Learn the key benefits of WES and how to make it best work for your program

Wednesday, September 30th
AM Session: 9am to 12:30pm | PM Session: 1:30pm to 4pm

Please Note:
- This session is **limited to 1 person/center**
- Attendee **should be** the key person who will be responsible for **data entering** and **maintaining** enrollment and attendance records
- Staff **must** also have basic computer skills and knowledge

ONLINE Registration is **REQUIRED.** Walk-ins on the day of trainings will **NOT** be accommodated.
http://acsece-elnyc-wes-childcare-sept30.eventbrite.com

(For Head Start/Dual Models: Dates to be scheduled soon. If you are interested, please email us at CCHSTraining@acs.nyc.gov)
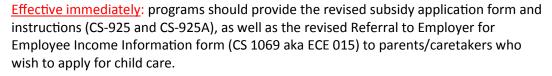
GENERAL REMINDERS

New & Updated Eligibility and Enrollment Documents

We have recently updated several of our key eligibility and enrollment documents, used by our Child Care Only and Dual programs. The forms are also attached.

If you have any questions, please contact your respective Resource Area Director or Deputy Director.

1. History Sheet – formerly known as the W-25, is now the ECE-014. The form can now be filled out electronically, saved, and printed.
2. Application Check List – EarlyLearn Child Care Application Checklist has been updated and is now ECE-013.
3. RA Contact Sheet – The Resource Area Contact Information Sheet has been updated to include the new Director for the Brooklyn/SI and Manhattan Resource Areas, Tanarsha Rankins.
4. Child Care Application – The Application for Child Care Subsidy CS-925, and the instructions CS-925A, have both been updated and are now also known as the ECE-012 and ECE-013, respectively. The application can now be filled out electronically, saved, and printed. The major changes on the CS-925 are below:
   - CS 925 has moved from a standard letter paper size (8.5 x 11 inches) to a standard legal paper size (8.5 x 14 inches). The form should now be printed on legal size paper.
   - Section 1 (Applicant) requests information about temporary housing and homelessness, using the McKinney-Vento definition.
   - Section 2 (Family Members) requests Special Needs Information for each child in the household. CS 925-A provides additional information on the special needs process.
   - Section 2 (Family Members) requests US citizenship/legal resident status for all children in the household.
   - Section 3 (Employment) requires applicants to provide their regular work schedule, if applicable.
   - Section 8 (Office Only) includes an authorization schedule of days and hours of care. (For ACS Staff use only)
5. Referral to Employer for Employee Income Information – the CS 1069 is now also known as the ECE-015.
   - The form can now be filled out electronically, saved, and printed.
   - Note: an Authorization and Consent to Release Information section has been added at the top and must be filled out by the applicant prior to the form being completed by the employer. Additionally, the form has moved from a standard letter paper size (8.5 x 11 inches) to a standard legal paper size (8.5 x 14 inches). **The form should now be printed on legal size paper.**
5. Fee Schedule – The September 2015 fee schedule has been updated with minor modifications.

Effective immediately: programs should provide the revised subsidy application form and instructions (CS-925 and CS-925A), as well as the revised Referral to Employer for Employee Income Information form (CS 1069 aka ECE 015) to parents/caretakers who wish to apply for child care.
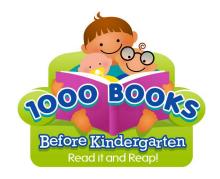
These new forms are effective September 30th: only applications using the new CS-925 (ECE-012) and CS 1069 (ECE-015) will be accepted. All applications using the former CS-925 or CS 1069 forms will be accepted only until September 30, 2015.

FAMILY AND COMMUNITY ENGAGEMENT

1000 Books Before Kindergarten

The Highbridge Community Partnership Program is working with community groups in the West Bronx area to launch an **"1000 Books Before Kindergarten"** initiative. The goal is to encourage reading to children before they start kindergarten in order to foster strong reading habits and encourage the development of literacy skills. This is a great opportunity to increase parent participation at your program!

For more information about the Highbridge Community Partnership Program, please contact Anitta Ruiz at aruiz@bridgebuilderscpi.org.

Featured Program! Grandparents Day at Bumblebees R Us Child Care Center

The Bumblebees R Us Child Care Center at Lorraine Street honored their grandparents on Monday, September 14th for Grandparents Day! They organized an event that acknowledged the grandparents of the children as well as created a great bonding opportunity. The event was a great experience for the children as they had breakfast with their grandparents, took pictures with them, and drew pictures with their grandparents on the Grandparents Day Mural.

Are you hosting a creative event and would like to share it with the EarlyLearn Community? Email pictures and a description of the event in order to be featured in our next issue of Hoot Mail to adrian.paling@acs.nyc.gov.

HEALTH & WELLNESS

Mental Health Consultation Resource:

The Jewish Board of Family and Children's Services is looking to partner with a EarlyLearn program for its *Relationships for Growing & Learning* (*RfGL*) in the following zip codes:

South Bronx: 10451, 10455, 10459 | **Manhattan:** 10037, 10036, 10025, 10024, 10023

Relationships for Growing & Learning (*RfGL*) is Mental Health Consultation **plus** on-site mental health screening and intervention that works collaboratively with staff to help children develop the social, emotional and attentional strengths they need to be productive, happy, and well-adjusted learners by the time they start kindergarten and elementary school.

Please review the attached flyer for more information on how to apply for the partnership.
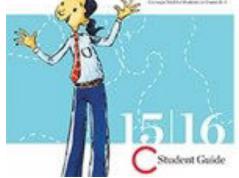
If you have any questions, please email Isabel.Villegas@acs.nyc.gov

RESOURCES FOR EARLY LEARN

Carnegie Hall Digital Musical Explorers Program

Carnegie Hall's Musical Explorers program works with teachers to build basic music skills in the classroom. The program, developed for students in grades K-2 and can be adapted for younger learners, provides teachers the tools they need to implement a music curriculum that allows children to learn songs from different cultures and develop singing and listening skills. During the 2015–2016 season, students explore Greek folk, Malian traditional, Indian classical, salsa, jazz, and Southeast Asian traditional music. All of the educational resources are available to educators online for free.

Carnegie Hall provides a free Professional Development Workshop for teachers to learn how to implement the Musical Explores curriculum.   A limited number of seats at this training are being made available to Early Childhood educators in the ACS network who want to learn more about this program and may be interested in adapting it for the early childhood classroom. The workshop will take place on:

Saturday, October 3rd
11:00AM- 1:00PM
154 West 57th Street (at Seventh Avenue)
New York NY 10019

Space is limited. If you are interested in participating the Carnegie Hall Digital Musical Explorers Program contact Adrian Antonio Paling at adrian.paling@acs.nyc.gov.

Brooklyn Public Library Music & Movement

The Brooklyn Public Library, the Child's Place for Children with Special Needs, and Daniel's Music Foundation are hosting fun creative music events for children. As part of a six-part series of free recreational & movement classes, children ages 3 to 7 will learn how voice and movement work together through music and percussion.

All classes are from 11 am - 12 pm
Saturdays October 10, 17, 24
Saturdays November 7, 14, 21
At the Brooklyn Heights Library
280 Cadman Plaza West
Brooklyn, NY 11201

Registration is required. Please call 718-253-4948 or email agerolami@bklynlibrary.org for more information. Event flyer is attached.

New DOI Finger Print Unit Telephone Number

NYC Department of Investigation has changed the number for Finger Print Unit appointments. The new number is (212) 825-5960 effective as of 9/14/2015.