



HOOOTMAIL

A NEWSLETTER FOR THE EARLYLEARN NYC COMMUNITY

FEBRUARY 14, 2014

FIRST THINGS FIRST...

ANNOUNCEMENT FROM COMMISSIONER CARRIÓN

Leadership Changes in the Division of Early Care and Education

I am pleased to announce that Susan Nuccio, Deputy Commissioner of Financial Services, and Maria Benejan, Associate Commissioner of Program Development for the Division of Early Care and Education, will co-manage the Division of Early Care and Education effective February 14, 2014 on an interim basis as we seek a new Deputy Commissioner for Early Care and Education. Susan Nuccio will also continue to oversee the Division of Financial Services.

Susan Nuccio joined ACS in April 1996 as the Director of Budget Analysis and Management Division when ACS was newly created. She became Assistant and Associate Commissioner before being appointed Deputy Commissioner in August of 2003. Susan oversees the financial operations of ACS' \$2.8 billion dollar budget, including audit services, budget and management, revenue and claiming, and payment services. She has been instrumental in developing critical agency-wide transformational financing structures, including the Preventive Reinvestment and the Close to Home juvenile justice initiative. Prior to ACS, Susan worked at the New York City Human Resources Administration as a Budget Manager. Susan has her Master's degree in Business Administration from Baruch College and her Bachelor of Arts in Psychology from Queens College.

Maria Benejan currently serves as the Associate Commissioner for Program Development in the Division of Early Care and Education. In this capacity, Maria oversees the direction, coordination, implementation, and evaluation of *EarlyLearn NYC*. Maria has been instrumental in developing and launching *EarlyLearn NYC* and in integrating the NYC Department of Education's Universal Pre-Kindergarten services within ACS. Previously, Maria served as Assistant Commissioner for Head Start and Director of Education & Early Childhood Development Services at ACS. Prior to joining ACS, Maria was the Director of the Center for Early Childhood Professionals at the Bank Street College of Education. A former National Head Start Fellow, Maria has a Bachelor of Arts in early childhood education from Brooklyn College, and a Master's degree in Bilingual Education from the City College of New York. She is a New York State certified School Administrator and Supervisor.

Outgoing Deputy Commissioner Myung Lee's last day at Children's Services will be Friday, February 14th. I want to thank her again for her service to ACS and the Division of Early Care and Education. Please welcome and provide your support to Susan and Maria in their new interim roles.

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Important Dates

12/20	Deadline for Contractor Data Request (survey, board members, org charts)
1/13-2/20	NYC DOE Kindergarten Admission
2/18	DOE UPK RFP Deadline EXTENDED !
2/20	Family Literacy Training
3/7	Child Assessment Data Entry Check Point #2
4/30	Self Assessments Due

SOME REMINDERS...



UPK REQUEST FOR PROPOSAL

DEADLINE EXTENDED TO 2PM ON FEB 18

In support of the Mayor's plan to aggressively expand high quality Full-Day Universal Pre-Kindergarten (UPK) services, the NYCDOE is extending its **UPK RFP deadline to 2PM on February 18th (NEW EXTENDED DEADLINE)**. **Proposals must be submitted to the appropriate field office (s).**

NYCDOE and ACS strongly encourage any provider interested in offering Full-Day UPK to apply. If you submit a quality proposal and there is a need for more full-day seats in the communities you serve, you will be awarded a Full-Day UPK contract contingent upon available funding.

To learn more about the RFP and apply, go to the DOE's procurement website: <http://schools.nyc.gov/Offices/DCP/Vendor/RFP/Default.htm>

If you have any questions or concerns, please email [Millie Choy](#).

EARLYLEARN CONTRACTOR SURVEYS

EarlyLearn contractors were asked to submit a contractor survey, sponsoring board member listing and staff organization chart by December 20, 2013. Several contractors have yet to submit any documents. Please check with your executive directors and/or directors to see if the above-mentioned documents have been submitted. If you have any questions about this request or need assistance filling the forms out, please contact: [Barbara Alicea](#) (212. 788-2741) or [Alyson Grant](#) (212.393.5103)

CHILD ASSESSMENT

Checkpoint#2 for Child Assessment data entry is March 07, 2014.

SELF ASSESSMENT 2014 (SA2014) STARTED FEBRUARY 3, 2014

ACS Division of Early Care & Education (ECE) believes that when programs participate in the self-assessment process, they learn to take ownership of their strengths and challenges and are empowered to play a more active role in program improvement. Self-Assessment 2014 began on February 3 and ends on April 30, 2014.

You may elect to submit your Self-Assessment packet in advance of the due date. Submissions should be sent via email to SAR@ACS.NYC.GOV. Please view Hoot Attachments (pages 2-13) for the Guidance & Checklist for Governing Boards & Program Administrators. The Guidance & Checklist, Appendixes A, B, C, D, E, F, G, J and the NYC Program Quality Assessment Scale were originally distributed in an e-bulletin on February 3. If you need a copy of these documents, please contact your team leader. Note — Appendixes H & I (PIP & Calendar) will be sent at a future date under separate cover.

UPDATES AND CLARIFICATIONS...



Updated Resource Area Contact Info and Documents for Child Care and Dual Programs

Please check the Resource Area section on our [website](#) for updated contact information.

FINANCE

ESSENTIAL FUNCTIONS OF BOOKEEPING AND ACCOUNTING

Eric Frait (President and Founder of Your Part-Time Controller, LLC) shares his thoughts on the seven essential functions of bookkeeping and accounting on his blog post [here](#).



INFO FOR THE ENTIRE EARLYLEARN COMMUNITY

EARLYLEARN MARKETING MATERIALS

We hope that you are enjoying and using your EarlyLearn NYC marketing materials to recruit families. 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 [Barbara Alicea](#).



SHOW YOUR PRIDE!

We really don't get tired of seeing pictures of your EarlyLearn Programs. Here are some beautiful pictures of their Family Heritage Luncheon sent to us from Bronx Works in the Bronx. Keep 'em coming!



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 us know about the wonderful work you are doing for the children and families in your community! Send them directly to [Barbara Alicea](#) for entry into the next Hootmail.

EDUCATION & DISABILITIES NEWS

2014 NYC DOE KINDERGARTEN ADMISSION

Please inform your families that the kindergarten application for the 2014-15 school year is now open. If a child was born in 2009, they can apply to kindergarten from January 13 to February 20, 2014. For more info, click [here](#).



FAMILY & COMMUNITY ENGAGEMENT

READY, SET, KINDERGARTEN! PARENT/CAREGIVER WORKSHOPS @ SELECT BROOKLYN PUBLIC LIBRARIES

Ready, Set, Kindergarten! returns in March at Brooklyn Public Libraries. These programs are fun mash-ups of story time programs for children 3-5 years and engaging parent / caregivers workshops! Better yet, most of their programs are offered on weekends or evenings which are perfect for working families. We encourage you to share this information with your families. Please see Hoot Attachments (pages 14-16).

A MOVING CHILD IS A LEARNING CHILD: LIBRARIAN AND EDUCATOR WORKSHOP MARCH 11

The Brooklyn Heights Library is offering a participatory workshop with play, movement, and child development experts Gill Connell and Cheryl McCarthy, authors of *A Moving Child is a Learning Child: How the Body Teaches the Brain to Think* (Free Spirit Publishing, 2014).

Tuesday, March 11, 2014, 10:30-Noon
Brooklyn Heights Library, Auditorium
280 Cadman Plaza West @ Tillary Street

Online registration for this professional development opportunity is required as space is limited. To register, click [here](#) or Please see Hoot Attachments (page 17).

FAMILY & COMMUNITY ENGAGEMENT CONTINUED...

"FAMILY LITERACY MADE EASY"

AN EXCLUSIVE OPPORTUNITY FOR EARLYLEARN PROGRAMS - FEBRUARY 20TH

The Children's Librarian from the Brooklyn Public Library will provide an overview of the range of services/programs offered by all three library systems:

- Children's programs
- Adult education opportunities
- Employment info
- Special children's programming...i.e. using Legos to enhance literacy

The meeting will take place at the Nicholas Scoppetta Children's Center located at 492 First Avenue.

Education and Social Service Coordinators are strongly encouraged to attend. Head Start and Dual Programs should note that Family Literacy is a requirement of the Head Start Performance Standards. To register, click [here](#).

THE STATE UNIVERSITY OF NEW YORK MANHATTAN EDUCATIONAL OPPORTUNITY CENTER, (MEOC)

The State University of New York Manhattan Educational Opportunity Center, (MEOC) offers support to learn English, earn a High School Equivalency (HSE) diploma and prepare for college. MEOC also offers vocational programs. Please share this information with any staff or families interested in furthering their education, personal growth or professional development. For more info, visit the [MEOC website](#).

TAX INFORMATION

Help your families stay informed and up to date with tax topics such as Earned Income Tax Credit, Child Tax Credit, Child and Dependent Care info and much more by clicking [here](#). See Hoot Attachments (pages 18-19) for the 2014 Tax Credit Fast Facts Sheet.

A FREE LIVE WEBCAST FROM THE NATIONAL RESOURCE CENTER FOR HEALTHY MARRIAGE AND FAMILIES

The National Resource Center for Healthy Marriage and Families is offering a free Expert Panel webcast on Working with African American Individuals, Couples and Families on Thursday, February 20 from 1pm to 2:30pm. This moderated discussion will bring together nationally recognized experts and practitioners to address cultural competencies, discuss strategies to improve services, and highlight free resources to support your staff in efforts to strengthen families. To register for this free webcast, click [here](#).

HEALTH AND WELLNESS

PERSONNEL ACTIONS REGARDING HEALTH FEBRUARY 2014

Agencies must remain diligent in monitoring personnel actions related to:

- Maintaining current State Central Registry (SCR) clearances for each staff member every 2 years
- Requesting and obtaining duplicate DOI reports for staff hired from other programs
- Maintaining current Child Abuse and Maltreatment (CAM) CERTIFICATES for each staff member every 2 years
- Maintaining staff medicals which reflect that all staff have received an initial health exam, and a health exam every 2 years; for Head Start staff, the initial exam must include a TB screening
- Ensuring the required number of staff have the First Aid & CPR training as regulated by DOHMH; there must be a person on premises at all times with CPR training
- Ensuring all teachers have received DOHMH mandated Infection Control and Reporting Infectious diseases training .
- Ensuring that there are at least 2 staff at each site that are certified to administer medication . (See attached for Medication Administration FAQ)

Please see Hoot Attachments (pages 20-46) for resources and guides to stay knowledgeable and **remain in compliance with the requirements set forth by ACS, DOHMH, CAM, SCR and the Head Start Performance Standards in these critical areas**. For further assistance, contact your Team Leader.

WEBINARS ON THE HEALTH CARE LAW: FEBRUARY 20TH AND 26TH

The US. Department of Health and Human Services Partnership Center has updated webinars, designed specifically for faith and community leaders, on the health care law. Please take the opportunity to attend these webinars so that you can be better prepared to help your families and staff access health insurance.

Topics discussed are :

Questions and Answers on the Health Care Law
Latinos and the Health Insurance Marketplace (in English)

Thursday, February 20 at 1:00 p.m. ET
Wednesday, February 26 at 7:00 p.m. ET

All webinars are open to the public and include a question and answer session. For more info on the webinars taking place on Feb 20 and Feb 26th please click [here](#).