



HOOTMAIL

A NEWSLETTER FOR THE NYC EARLYLEARN COMMUNITY



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 **November 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 requested – or received – your loss run, please immediately email Alyson Grant at el.insurance@acs.nyc.gov.

If you have not yet sent your insurance documentation to be reviewed, do so immediately. Providers are required to submit a proof of insurance to the attention of Jean Sheil at jean.sheil@acs.nyc.gov. *For more detailed instructions and information please see the attached document.*

Go get insured!

INSIDE THIS ISSUE

First Things First	1
Program Highlights.....	2
Entire Community	3
Education & Disabilities	4
DOE Events	5
Head Start News.....	6
Family & Comm. Engage.....	6
Health & Wellness.....	7
Friendly Reminders.....	8
One More Thing.....	9

IMPORTANT DATES

10/31	School Readiness Survey Due (Online)
11/01	Deadline to purchase insurance (liability, etc)
11/01	Policy Council Rep Form Due to ACS (for Head Start)
11/01	PAC Election Certification Form due to ACS (for Child Care)
11/13	Citywide ELNYC Director's Meetings
-11/14	(either morning)
11/15	First Child Assessment Checkpoint Date

PROGRAM HIGHLIGHTS

The front inside cover of our Hootmail will focus on events and happenings in our programs around the city.

This is your chance to submit your pictures and info. You send them to us and we will share them!

THE SCHOOL YEAR IS OFF TO A GREAT START!

September has come and gone and October is making its escape. But, EarlyLearn folks have been very busy during that time. Here are a few items that graced our calendars in the Fall of 2013.



DADS TAKE YOUR KIDS TO SCHOOL DAY

was a citywide success with many programs reporting successful meaningful experiences with our father figures across New York. Here is an account from one of our programs: "Yesterday the Charles R. Drew Early Learning Center participated in "Dad's

Take Your Child to School Day". We were thrilled at the outcome and had over 50 dads in attendance, we feel that it was a great step towards promoting fatherhood in our center and the community. The dads participated in games, activities, story time and breakfast with their children. The day was filled with smiles and pride as the fathers showered their children with love and support.

**JUMP START READ FOR THE
RECORD** took place around the country in early October, and NYC was part of it.

Yours truly was invited to read at SCO First Steps program in Brownsville Brooklyn. What a pleasure that was! I will never forget Otis, that friendly little tractor.



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 for entry into the next Hootmail.



SHOW YOUR PRIDE!

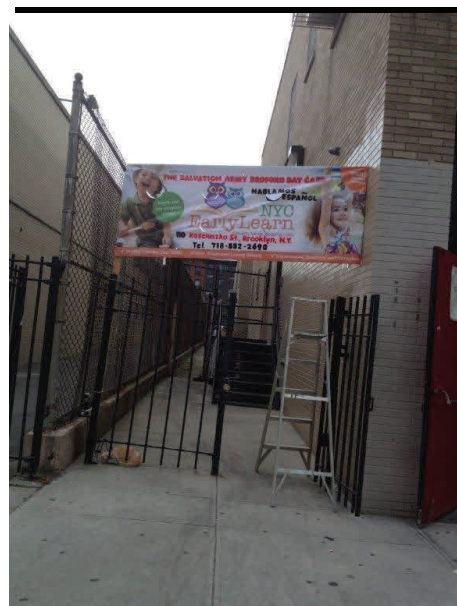
We really don't get tired of seeing pictures of your EarlyLearn banners waving in front of your programs.

Here is a beautiful pic sent to us from the Salvation Army Bedford Day Care Center.

Well done, folk! Keep 'em coming.

Do you have marketing materials to show off? Marketing materials are available to our EarlyLearn sites.

If your site has not received your marketing materials, we ask that you please check with your main office or contact Tovah Gottesman at Tovah.Gottesman@dfa.state.ny.us.



"Send some pics in! Let the whole city enjoy what you are doing!"

INFO FOR THE ENTIRE EARLYLEARN COMMUNITY

RECRUITMENT RESOURCES

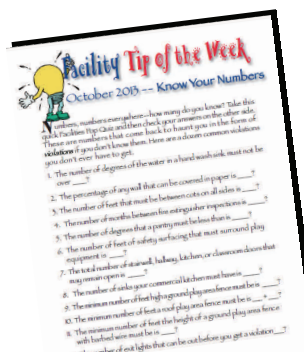
Programs should have a recruitment process that is active throughout the year. All staff should be aware of opportunities to recruit families into their program. It is also important to remember that the recruitment process usually begins when families and/or potential volunteers first interact with your program.

See the attached Quick Recruiting Tips, adapted from the Quick Recruitment Tips published on Head Start's Early Childhood Learning and Knowledge Center website.



FACILITIES TIP OF THE WEEK!

Our facilities department has prepared another fun look at ways for you to live violation free! This tip is in the form of a quiz. See the Facility Corner attachment and assess your knowledge!





EDUCATION & DISABILITIES NEWS

RELATED SERVICES FOR PRESCHOOLERS WITH IEPs

With the exception of recently referred preschoolers, all preschoolers with IEPs should now have their related services in place. Please check to make sure that all of the children with IEPs in your program are receiving the services mandated by their IEPs. In general, children with IEPs should receive their services at their EarlyLearn programs.

If children are not receiving their mandated services or are not receiving services at an acceptable location, please see the attached resources for information about how to resolve the problem and get services in place, or you can follow these links:

☑ Advocates for Children's Preschool Related Services Fact Sheet (English): [click here](#)

☑ Advocates for Children's Preschool Related Services Fact Sheet (Spanish): [click here](#)

☑ NYC Department of Education's Information Packet for Families re: Preschool Related Services: [click here](#)

(available in other languages [here](#))

"Children with IEPs should receive their services at their EarlyLearn programs."

CURRICULUM SUPPORT

Teaching Strategies, the makers of the Creative Curriculum®, are hosting an event on November 06, 2013 for programs who want more information about how to effectively use their product. Stop by and learn how the Creative Curriculum "enables children to develop confidence, creativity, and lifelong critical thinking skills through exploration and discovery." **There are breakfast and lunch sessions, with free food included.** RSVP required. See attached invite for info.

INFANTS AND TODDLERS (AND OUR FCC COMMUNITY)

The New York City Infant Toddler Technical Assistance Resource Center provides:

- Information for childcare providers on caring for infants and toddlers, from birth to age three years **in multiple languages.**
- Training and professional development opportunities for infant/toddler staff, program directors and family child care providers.
- Resource library (books, materials, educational videos) available at each CCR&R member office.

Check them out at <http://www.babystepsnyc.org/>



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 determine your Vendex Score.

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 by Teachstone as reliable.

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, then this score can be used for your self-assessment.**



Joint ACS/DOE event in September, 2013

ACS AND DOE WORKING IN TANDEM

The NYC Department of Education (DOE) and ACS have been working together for some time now to build a strong system of collaboration between the two agencies. And we are seeing success. You may have already seen us visiting your programs together. In September, ACS specialists teamed up with DOE specialists to prepare for the new academic year. (picture above)

Also in September, all programs were sent the Joint ACS/DOE School Readiness Guidance documents as well as the School Readiness Survey and common Citywide Child Assessment Checkpoints.

The Citywide School Readiness Surveys that you received are **due on October 31, 2013.**

The common Citywide Child Assessment Checkpoints are:

November 15, 2013

April 4, 2014 and

June 13, 2014



Finally, DOE and ACS are working together to help EarlyLearn programs obtain CLASS, and ERS (ECERS, ITERS, FCCERS) data. Programs around the city will be contacted by DOE contracted assessors who will be looking to schedule a visit to conduct these assessments. Please help them feel welcome in our programs.

We are grateful to DOE for their work with our programs and both teams are looking forward to the good work to come! Stay tuned...

NYC DOE & ACS

We have dedicated a part of our newsletter to our collaborative work with the NYC Department of Education.

In a city as great and as large as ours is, we know that collaboration is the key to effective work.

It's very rewarding to see that two large agencies that both serve the NYC community can establish shared visions for how to help the NYC community grow.

HEAD START NEWS

NHSA: NEWS YOU CAN USE

Are you a member of NHSA? NHSA's News You Can Use is a bi-weekly publication that keeps NHSA members informed about all they are doing to better serve the Head Start community. It includes info about speaking engagements and events, funding opportunities, trainings, news and more!

[Click here for more info.](#)

CLASS SCORES AND THE NCQTL

Attached you will find a documents recently created by the Head Start National Center on Quality Teaching and Learning. It is a step towards drawing meaning from CLASS scores

and the beginning of an answer to the question "What do we do now that we have a CLASS score?" See the attachment "Beyond CLASS Scores" and pair this with the NCQTL modules on the [ECLKC](#).



"What do we do now that we have a CLASS score?"

FAMILY & COMMUNITY ENGAGEMENT

ACTIVITIES FOR FAMILIES

Have you been to the Brooklyn Children's Museum? Did you know that the Brooklyn Children's Museum was the first museum created expressly for children when it was founded in 1899? The mission of Brooklyn Children's Museum is to actively engage children in educational and entertaining experiences through innovation and excellence in exhibitions, programs, and use of its collection. Check out their website and plan a visit: <http://www.brooklynkids.org>

NOSOTROS...

Noticias en español para la comunidad de EarlyLearn.

En esencia, la iniciativa Lee y serás se propone contribuir a que los niños latinos realicen su potencial como lectores estudiantes. Un niño que aprende a leer, y que disfruta haciéndolo adquiere destrezas que le abren la puerta a los beneficios que la educación proporciona de por vida. Para mayor información: <http://www.leeyseras.net/>



Translation: Lee y serás® (Read and You Will Be) is a multi-faceted, multi-year reading initiative that empowers and engages families and communities to foster children's literacy development. At its core, Lee y serás is about helping Latino children realize their potential as strong readers and learners. Check them out at <http://www.leeyseras.net/>

HEALTH & WELLNESS

DOCS FOR TOTS

Both doctors and early childhood practitioners have a shared goal of making sure young children thrive and succeed. Docs for Tots partners with providers to make connections between doctors and others who interact daily with young children. On their website, they provide easy-to-use tools and resources to promote good health in early childhood settings. And, they have a brand new website!

The website is full of resources for doctors, healthcare professionals, early childhood educators, parents, advocates and policy-makers. So, yes, there's something for everyone. See for yourself: <http://docsfortots.org/>

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.

Visit <http://www.healthbenefitexchange.ny.gov/> today!



MENTAL HEALTH/ SOCIAL EMOTIONAL SUPPORT

Increasingly, research points to the emergence and importance of evidence-based strategies to support the development of a strong emotional vocabulary in the early years of a child's social emotional development. There are a few resources that have come across our desks recently which speak to that. Attached you will find three resources around social-emotional screening that you can use in your programs.

PROFESSIONAL DEVELOPMENT

Fordham- Tremont CMHC along with Fordham University is hosting a conference on Men of Color and Mental Health on **October 25, 2013**. Please see attached flyer for more info.



A few documents have gone out to programs during the beginning of this school year. Because we want to support all of our programs to be successful in their work, we are attaching them again to this newsletter. So, whether you missed a meeting, or just want a clean copy without your notes on it... here you have them.

VISION AND HEARING SCREENING GUIDANCE. Carefully prepared by our Health unit, this document is a reminder that vision and hearing screenings should be conducted within 45 calendar days of a child's entry into your program. Attached is a copy of this resource which went out in September.

PARENT FEES MEMO. This memo was first sent out in May, 2013, and speaks to each contractor's responsibility to collect parent fees associated with a Child Care subsidy from the City of New York Administration for Children's Services. If you need a refresher, it is attached.

PARENT ELECTION FORMS. Attached you will find forms that went out in August 2013 around Parent Elections for Head Start Delegate and Child Care programs within EarlyLearn-NYC. See the attachments entitled “Parent Elections...”

SCHOOL READINESS AND CHILD ASSESSMENT CHECKPOINTS. DOE and ACS released its School Readiness guidance and its Child Assessment Checkpoints in our joint memo, which went out to programs in September, 2013. The memo, checkpoints and School Readiness survey are all attached.

[illegible][illegible][illegible][illegible][illegible]

	
NEW YORK CITY ADMINISTRATION FOR CHILDREN'S SERVICES DEPARTMENT OF EARLY CARE AND EDUCATION	
PARENT ADVISORY COMMITTEE (PAC) ELECTION FORM	
<u>TABLE OF CONTENTS</u>	
P5	
New York City Administration for Children's Services Division of Early Care and Education Community School Partnership Unit	
P6	
New York City Administration for Children's Services Division of Early Care and Education Community School Partnership Unit Neighborhood Plan	
PARENT ADVISORY	
COMMITTEE	
BRANCH ELECTION	
CONSTITUTION	
P7	
New York City Administration for Children's Services Division of Early Care and Education Parent Advisory Committee Request Form	

Dear Honorable Board member:

I am pleased to be submitting to you the following information regarding the proposed project. I am confident that the project will be a valuable addition to the community and will provide many benefits to the residents of the area. I am confident that the project will be a valuable addition to the community and will provide many benefits to the residents of the area.

Project Description:

The proposed project is a new development located in the area of [Address]. The project consists of [Description of Project]. The project is designed to provide [Benefits of Project]. The project is designed to provide [Benefits of Project].

Project Location:

The project is located in the area of [Address]. The project is located in the area of [Address]. The project is located in the area of [Address].

Project History:

The project has been in the planning stage since [Date]. The project has been in the planning stage since [Date]. The project has been in the planning stage since [Date].

Project Impact:

The project will have a positive impact on the community. The project will have a positive impact on the community. The project will have a positive impact on the community.

Project Funding:

The project is funded by [Source of Funding]. The project is funded by [Source of Funding]. The project is funded by [Source of Funding].

Project Timeline:

The project is scheduled to be completed by [Date]. The project is scheduled to be completed by [Date]. The project is scheduled to be completed by [Date].

Project Contact:

The project is managed by [Contact Information]. The project is managed by [Contact Information]. The project is managed by [Contact Information].

NYC
NYC
NYC

October 2014

NYC
NYC
NYC

October 2014

NYC
NYC
NYC

October 2014

NYC
NYC
NYC

October 2014



ONE MORE THING...

We are listening to your feedback ...

We've gotten grumbles about the attachments that go along with Hootmail and we've also been asked if there is a way to produce Hootmails that are more printer friendly.

I think we have the solution to both. Attached to this Hootmail (yes, another attachment...sorry) is a PDF version of this Hootmail, suitable for printing AND containing all of the attachments in one document.

One document to print. One attachment.

Great, huh?

Please continue to 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

Stay warm!

