



HOOTMAIL

A NEWSLETTER FOR THE NYC EARLYLEARN COMMUNITY

OCTOBER 19, 2015

FIRST THINGS FIRST

EarlyLearn Funding Changes

The New York City Administration for Children’s Services is excited to share with you upcoming changes to the *EarlyLearn NYC* system. As you recall, on June 9, 2015 the Administration announced a set of reforms in support of *EarlyLearn NYC* programs throughout New York City based on recommendations of the New York City Early Care and Education Task Force. These reforms – which will impact all 394 center-based *EarlyLearn NYC* programs serving nearly 30,000 children – are aimed at improving the financial stability of providers, making services more affordable, better compensating the workforce, and increasing funds for repairs and technical assistance in order to ensure safe and healthy learning environments.

Based on these recommendations, providers will be reimbursed on a line item basis for approved, actual allowable expenses up to the provider’s approved budget, as stated in their *EarlyLearn NYC* contract. Providers may be able to increase their current *Early Learn NYC* budget, subject to ACS approval, and based on the limitations set out by City guidance.

The amended contract budgets and funding will be available upon registration of the contract amendment. Until the contract amendment is registered, ACS will continue to pay providers based on enrollment. However, once the contract amendment is registered, ACS will pay providers by approved line-item expense, which will be retroactive to July 1, 2015.

More information regarding this new process will be provided in the coming weeks.

We appreciate your dedication to serving the City’s youngest learners and their families and look forward to continuing to work with you in close partnership.

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GENERAL REMINDERS

Reminder on Compliance with Regulations– Class Size, Ages, Staffing Ratios

We would like to remind you of the regulations in place regarding class size and staffing ratios, based on age. We wish to ensure that programs do not over-enroll classrooms in their goal to meet their funded capacity.

Class size in each of your EarlyLearn classrooms is dependent on three critical factors:

1. The size of the classroom (square footage) available for children’s routines and activities
2. The age of the majority of the children in the classroom
3. The number of teachers assigned to the classroom
 1. The size of the classroom: please make sure to have accurate measurements for every classroom in your center.
 - For child care, the requirement is 30 square feet per child
 - For Head Start and Dual sites it is 35 square feet per child
 - ACS facilities has measured many of your classroom spaces over the course of 2015. If you need further assistance, please let your program specialist or team leader know.
 - *Enrolling additional children in any space that is too small is a health & safety violation and against regulations*
 2. The age of the majority of children in the classroom:
 - If the majority of the children assigned to a classroom is three years old, then the class size limit for an EarlyLearn classroom is 17
 - If the majority of the children assigned to a classroom is four years old, then the class size limit for an EarlyLearn classroom is 20
 - *Enrolling additional children above the allowable number is a health & safety violation and against regulations*
 3. The number of teachers assigned to the classroom
Please see the following chart, which provides information regarding maximum group sizes, the necessary staff:child ratio in order to maintain a safe learning environment throughout the day. Please ensure you have a copy of the DOHMH Article 47 on hand at your center (available here: <http://www.nyc.gov/html/doh/downloads/pdf/public/notice-adoption-hc-art47-0308.pdf>).

Article 47.23(f) speaks to the minimum staff to children ratios, and informed this chart:

Age of Children	Staff to Child Ratio	Maximum Group Size
under 12 months	1:4 or 1:3 (please look to Art 47)	8
12 to 24 months	1:5	10
2 years to under 3	1:6	12
3 years to under 4	1:10	15*
4 yrs to under 5	1:12	20

**Permission to enroll 17 in EarlyLearn 3 year old classrooms is granted under a waiver of this provision by the New York City Department of Health and Mental Hygiene.*

If you have any questions or need further guidance from ECE, please contact your team leader or program specialist.

GENERAL REMINDERS, CONTINUED

ERSEA SURVEY: For Delegate Agencies Only

As announced at the Head Start Director's Meeting, ACS is conducting a mandatory ERSEA in EarlyLearn Survey for **Head Start Delegate agencies only**, and collecting essential ERSEA-related documents for ACS review.



PART I – MANDATORY ERSEA SURVEY

The deadline for survey submissions has already passed. If you have not done so, please take 10-15 minutes to complete the ERSEA in EarlyLearn Survey as soon as possible.

Please click in the following link to access the Survey: <https://www.surveymonkey.com/r/BGNVZgG>

PART II – MANDATORY ERSEA DOCUMENT REVIEW.

After completing the survey, please submit copies of the following documents to ERSEA@acs.nyc.gov . Please indicate your program site address in the submission.

1. Community Assessment
2. Recruitment Plan
3. DAPC-Approved Selection Criteria
4. Ranked Waitlist

If you have questions related to this survey or the submission of documents, contact Connie Cho at connie.cho@acs.nyc.gov. If you would like to make a direct request for technical assistance to improve your ERSEA system, please email your Team Leader or Mickey Ronan, Assistant Commissioner of Program Development at mickey.ronan@acs.nyc.gov.

Parent Election Documents Due Dates

As a reminder, the next due date for Parent Election Documents are due no later than **October 30, 2015**.

- **For Child Care Only Programs:** All Parent Advisory Committee Election forms including the Child Care Certification forms.
- **For Head Start & Dually Eligible Programs:** Please submit the (F-6)Delegate Agency Site Policy Committee Representative Form & (F-8)Attendance Form.

If you have any questions regarding the Parent Election Forms, please contact Miranda Harrison at miranda.harrison@acs.nyc.gov.

Eligibility & Enrollment Updates

New/Updated Eligibility Documents

ECE has updated several of our key eligibility and enrollment documents. Please see below for details on these new forms/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. RA Contact Sheet – The Resource Area Contact Information Sheet has been updated as of October 14, 2015.
2. EL Eligibility Case Submission Log – ECE has updated the log used by CC/DU programs when submitting applications/recerts to the Resource Area. The new form is the **ECE 017 – EL Eligibility Case Submission Log**. **We will no longer accept old logs effective November 13th**. The new log can be filled out electronically. Programs are encouraged to type in the case information directly on the form, print it, and attach it to the bundle of applications/recerts being submitted. Please be reminded that all applications/recerts **MUST** be submitted with a log (even if it is only one application or recert). If you have any questions, please reach out to your respective Resource Area Director or Deputy Director.

FAMILY AND COMMUNITY ENGAGEMENT

Latino Heritage Month: Story Time Event

As part of Latino Heritage Month, Deputy Commissioner Lorelei Vargas invited Award Winning Author Marisa de Jesus Paolicelli to read her children's book "There's a Coqui in My Shoe!" at ACS EarlyLearn Program East Side House in the Bronx. *There's a Coqui in My Shoe!* is a winner of two International Book Awards, and follows the story of a Coqui, highlighting many cultural references that teach children about the country of Puerto Rico. The event was attended by over 75 children and community members where Ms Paolicelli read her book about the coqui's journey to find his way home. The story was followed by a free book distribution of "There's a Coqui in My Shoe!"



Dads Take your Child to School Day

Thank you to everyone who participated in Dads Take Your Child to School Day! We were happy to see so many EarlyLearn Programs participating in such a great initiative that supports father involvement in schools. Thank you to BumblebeesRus Child Care Center and the Lutheran Social Services of NY Early LIFE Children's Center at Gates Avenue for submitting pictures from their events.



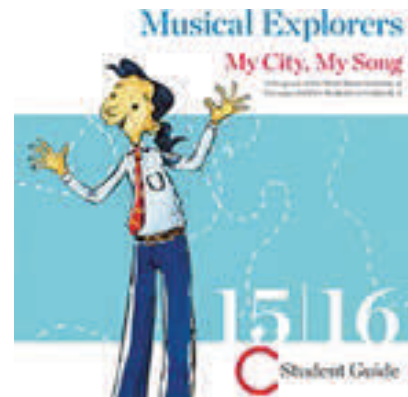
RESOURCES FOR EARLY LEARN

Carnegie Hall Digital Musical Explorers Program, Second Opportunity

As mentioned in the last issue of HootMail, the Carnegie Hall Digital Musical Explorers Program works with teachers to build basic music skills in the classroom. The program provides teachers the tools they need to follow an online 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.

We have partnered with Carnegie Hall to provide our *EarlyLearn* programs seats at their Professional Development Workshop where teachers will learn how to implement the program curriculum **free of charge**.

If you were not able to attend the last workshop but you are still interested in participating in the Carnegie Hall Digital Musical Explorers Program contact Adrian Antonio Paling at adrian.paling@acs.nyc.gov.



FINANCIAL COACHING CORPS

The Community Service Society's Financial Coaching Corps (FCC) is looking to partner with organizations for their financial coaching initiative! FCC places free financial coaches in NYC non-profit organizations to help parents repair their credit, budget, save, and address specific financial dilemmas. Hosting an FCC coach at your agency would increase your capacity to help your clients succeed!

For more information please contact Reyes Irizarry, at 212-614-5419 or ririzarry@cssny.org. FCC also provides free coaching at their site. Call Courtney Davis, at 212-614-5413 or cdavis@cssny.org for details.

For more information please click on the link to access their website:

<http://www.cssny.org/programs/entry/financial-coaching-corps>

Public Speaking Training

The NYC Coalition for Educational Justice is offering free Public Speaking Trainings for parents. This is an excellent opportunity for parents to improve their **public speaking** skills as well as their professional development skills. Also, this can serve as a great way to strengthen the advocacy skills among your parent leaders.

Public Speaking Training for Community School Parents

- Learn tips for talking in front of a crowd
- Gain confidence in expressing yourself
- Practice and get feedback

Tuesday, October 20th, 2015
9:30-11:30am or 5:30-7:30pm
233 Broadway, Suite 720
New York NY 10279

Spanish translation, childcare and breakfast/lunch will be served. For more information and to RSVP, please email nyccej@gmail.com. Additional information can be found on the attached flyer.

RESOURCES FOR EARLY LEARN, CONTINUED

[Ackerman Institute for The Family Workshops](#)

The Ackerman Institute for the Family is a premier institution for family therapy and training facility for family therapist. They are hosting two credited workshops geared towards training staff on how to work with parents of children with special needs.

Monday, October 26, 2015 Workshop:

Family Centered Treatment: A Clinical Model for Working with Parents and Children with Special Needs (Part I)

Parents who have children with special needs experience cumulative stress and an urgency to help their child function optimally in school and at home. They often feel depleted or inadequate as they attempt to sustain healthy family relationships and family routines. This workshop will highlight the bi-directional impact of a child's disability on parent and family well-being. The faculty will present a multilayered framework to guide clinical practice which includes Ackerman's systemic-relational approach as well as approaches from attachment theory, resilience research and brain science. The content includes the structure, process and therapeutic goals of family work with children with special needs. Project Associates from the *Resilient Families: Children with Special Needs Project* will use videotape and case presentations to illustrate the recurring themes that have been identified through our research, clinical practice and professional partnerships. This workshop is appropriate for clinicians who work with children with autism, ADHD, learning disabilities, sensory processing disorder or other developmental disabilities.

Time: 9 a.m. to 3 p.m. | **Location:** Ackerman Institute for the Family, 936 Broadway, 3rd Floor, NY, NY 10010

Tuition: \$135

CE Credits: 5 (The Ackerman Institute for the Family SW CPE is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #0052.) (The Ackerman Institute is approved by the NASW, CT, and therefore NASW, NJ.)

Tuesday, October 27, 2015 Workshop:

Implementing Parent Discussion Groups with Families Who Have Children with Special Needs (Part II)

Note: Completion of Part I (Family-Centered Treatment) is highly recommended but not required.

Ackerman Institute's *Resilient Families: Children with Special Needs Project* team has designed an eight-session Parent Discussion Group based on our understanding of the persistent challenges parents face raising a child with developmental disabilities. Typically, support groups and parent workshops are child-focused, whereas Ackerman's approach addresses family relationships, family life and the social-emotional needs of parents. The group experience honors the family's voice and helps parents enhance their knowledge, skills and self-awareness. The presenter will first describe a model of family resilience and recurring themes that have emerged from the team's clinical work. These themes are the foundation of the group protocol. The participants will then discuss these themes as they work in small groups to practice group observation and group facilitation skills. This workshop is appropriate for professionals who work with children with autism, ADHD, learning disabilities, sensory processing disorder, or other developmental disabilities.

Time: 9 a.m. to 3 p.m. | **Location:** Ackerman Institute for the Family, 936 Broadway, 3rd Floor, NY, NY 10010

Tuition: \$135

CE Credits: 5 (The Ackerman Institute for the Family SW CPE is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #0052.) (The Ackerman Institute is approved by the NASW, CT, and therefore NASW, NJ.)

For more information: 212-879-4900 ext. 108, Brenda Nikelsberg or bnikelsberg@ackerman.org

Refund/cancellation policy: If a participant withdraws from a workshop at least two weeks before the workshop date, an administrative fee of 20% will be deducted from the refund. After that date, a credit for a future workshop will be issued, to be used within one year. Full refunds are made only if a workshop is cancelled.

For more information regarding the Ackerman Institute for the Family, please visit their website:

<https://www.ackerman.org/>

UPCOMING TRAININGS

Quality Training and Learning Save The Date

(For Head Start and Dually Eligible Programs Only)

This training will focus on improving positive teacher-child interactions in your programs by covering quality teaching areas including Classroom Organization, Emotional Support, and Instructional Support. The training will be held on Tuesday, October 27th at the Salvation Army located at 120 West 14th street, New York NY 10011. More information will follow. Please see the Save the Date Flyer attached.

Determining EarlyLearn NYC Eligibility

This Eligibility training will teach EarlyLearn NYC programs how to determine child care eligibility and will provide in depth instruction on documentation requirements and protocols. Key staff responsible for determining eligibility should attend the training. These sessions will be borough based. Dates, times, location, and registration can be found on Eventbrite by clicking on the following link: <http://acsecetraining.eventbrite.com>.

Self Assessment Workshops

The following is the list of the upcoming Self Assessment workshops occurring this fall:

SELF ASSESSMENT

2015-16

Workshops



Self Assessment Orientation

- Updates on Self Assessment Process and Tools
- Review of Appendixes & Scoring
- Submission Timelines

October 29



ITERS

- Review of ERS Tools
- Practice Scoring
- Using results for Goal Development

October 21



FCCERS

October 26



ECERS

November 2



PQAS for Family Child Care Networks

- Review of the New FCC PQAS Tool
- Review and Practice Scoring
- Using results for Goal Development

November 5

Registration for all of the workshops can be done on Eventbrite by clicking on the following link:

<http://acsecetraining.eventbrite.com>

UPCOMING TRAININGS, CONTINUED

Creative Curriculum and GOLDplus Trainings

Teaching Strategies, an early childhood education company that provides curriculum, assessment, professional development, and family connection resources to programs serving children, is holding two complimentary workshops on early education program practices.



Teaching Strategies will be offering one morning session and one afternoon session on Wednesday, November 4, and again on Thursday, November 5. If you are interested in attending these sessions, you must RSVP by October 28th.

Session Descriptions

The Creative Curriculum

Morning Session: 9:30 a.m. - 11:30 a.m.

Learn how *The Creative Curriculum for Infants, Toddlers & Twos* enables children to develop confidence, creativity, and lifelong critical thinking skills through exploration and discovery.

Continental Breakfast included

GOLDplus

Afternoon Session: 12:30 p.m. - 2:30 p.m.

Discover how to seamlessly link curriculum with assessment using *GOLDplus* powered by *The Creative Curriculum*.

Lunch served at 12 p.m.

Location

Barnes & Noble Conference Center

150 East 86th Street

(Between Lexington & 3rd Avenue)

New York, NY 10028

Please see the attached flyer for more information, or click in the following link:

<http://go.teachingstrategies.com/NYC-CC-GOLDplus-Event-Register-10-2015.html>

If you have any questions, please email Charlie Eisenberger at chaseisen@aol.com

Systems Development for Child Care Professionals

The Day Care Council of New York is hosting a free workshop covering data management systems for Child Care and Head Start programs. The training will cover two data tracking software products, Child Plus and COPA, that are available to compile information on new student enrolment, developmental screenings, health services and more.

Dates and Times

Thursday, October 15, 2015 9:00 am - 12:00 pm

Monday, October 26, 2015 9:00 am - 12:00 pm

Tuesday, November 10, 2015 9:00 am - 12:00 pm

Monday, November 23, 2015 9:00 am - 12:00 pm

2082 Lexington Avenue, Suite 204 (between 125th and 126th Avenues)

To Register for this training please call 212-206-7818. For more information please see the attached flyer.

UPCOMING TRAININGS, CONTINUED



Web Enrollment System

This is a **hands-on training** of the **Web-based Enrollment System (WES)** for **HEAD START and DUAL Model** only Agencies. WES is the data system which records each program's enrollment, child and family eligibility and collects attendance data.

Attendees will learn how to:

- Create and maintain accounts as well as program profiles, and manage their enrollment.
- Search for eligible children, create reservations, enrollments and a waitlist as well as reporting attendance – utilizing sample cases.
- Key benefits of WES and how to make it best work for your program.

Please note that this session:

- Is limited to 1 person per site
- Attendee should be the **key person** who will **be responsible for entering data** as well as maintaining enrollment and attendance records.
- Staff should have **basic computer skills** and knowledge.

To see available sessions and to register click on the following link:

<http://acsece-elnyc-wes-headstartdual.eventbrite.com>