



Puget Sound Educational Service District Early Learning Program Support for Early Learning Sub-Contractors

Puget Sound ESD offers a range of support to the sub-contractor agencies it works with to fulfill contractual obligations and deliver high-quality Early Learning services. This Menu of Supports outlines some of the most common types of support provided by Puget Sound ESD staff. The list includes **universal** supports that PSESD provides **to all sites**, as well as those **additional** supports that are offered on an **as-needed or as-requested basis**. This menu is not exhaustive, and other requests can be made to PSESD. Please contact your regional site support team to request support for your center or site(s).

UNIVERSAL SUPPORTS are provided for all sites:

- ✓ **School Readiness Goals:** Goal development and process for individual child and for site/center level goals, related to education/child development, health and nutrition, and family support
- ✓ **CLASS:** Classroom interactions or any of the Classroom Assessment Scoring System (CLASS) domains: Emotional Support, Classroom Organization, Instructional Support
- ✓ **Early Achievers:** All aspects of Early Achievers, including Environment Rating Scale (ERS) (ECERS - Early Childhood Environment Rating Scale, ITERS – Infant /Toddler Environment Rating Scale, FCCERS – Family Childcare Environment Rating Scale), process and readiness to be rated, etc.
- ✓ **Child Health Plans:** Development of child health plans for any child with an identified health/nutrition concern; support for implementation of child health plans
- ✓ **Health Screenings/Assessments:** Assess hearing, vision, dental, and growth screening/assessment results, facilitate coordination of care
- ✓ **Special Dietary Accommodations:** Documentation and implementation of support for children with special diet needs
- ✓ **Perinatal:** Completion and documentation of two-week postpartum visit (Early Head Start)
- ✓ **Safety:** Planning and implementing safe environments at sites, classrooms, and playgrounds to ensure safety of children and families and compliance with safety standards including active supervision
- ✓ **Professional Learning:** New Staff Training; Health, Family Support, ERSEA training; Cultural Competency training; online classes; training to support new initiatives (e.g. curriculum, frameworks, assessments)
- ✓ **Governance:** Support for recruiting, training, supporting representatives for program governance/Policy Council
- ✓ **Ongoing monitoring** for verification of standards being met, including:
 - Education and Special Services – GOLD assessment, checkpoints, inter-rater reliability; curriculum implementation; referral and enrollment of children with disabilities; required education hours and professional development; completion and documentation of home visits, conferences, and significant family contact
 - Screenings – Social-emotional, hearing, vision, growth and developmental screenings
 - ERSEA – Applications, eligibility verification; selection, enrollment, and waitlists; attendance, recruitment plans, equity, full-day subsidy
 - Family support – Family file documentation, family events, community networking, resource development
 - Health – immunization status, well-child and dental exams/screenings, treatment tracking, determination of health statuses, pregnancy and postpartum

- Nutrition – Meal monitoring (at USDA and non-USDA sites)
- Menu Review and Support: Development of sample menus, review of all Early Learning menus to ensure compliance with all program standards and USDA requirements
- Safety – Playground and classroom safety monitoring, active supervision
- USDA Monitoring: Developing site agreements, completing enrollment forms, and submitting meal documentation for sites/classrooms on PSESD USDA contract (*for sites on PSESD USDA contract only*)
- Administrative monitoring: Staffing, staff training and development, monetary policies and parent involvement, transportation, insurance and classroom safety
- Child and family files: Review of child and family file content and accuracy
- Follow-up: Follow-up on failed screenings (e.g. health, dental)
- ✓ **Communications:** Information from PSESD communication mechanisms (earlylearningwa.org, Early Learning Program Manual, Connector, E-alerts, monthly To Do/Deliverable lists)
- ✓ **Data Systems:** Account creation and maintenance, data entry support in ELMS (ECEAP), ChildPlus (Early Head Start/Head Start), eDECA, Teaching Strategies GOLD

UNIVERSAL MEETING/EVENT SUPPORTS:

- ✓ **Center Director:** Monthly meetings with Center Directors and Coordinators to focus on program assessment and development, professional development, information sharing and strategic planning
 - ✓ **Site Support:** In-person and telephone meetings with regional teams to review site-specific needs and supports
 - ✓ **Self-Assessment:** Annual process and meetings to assess services and systems and develop improvement plans
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ADDITIONAL SUPPORTS are offered to sites on an as needed/as requested basis.

General Types of Additional Support include:

- ✓ **Coaching:** Support to subcontractor leadership and staff that is goal-oriented and time-bound for the purposes of improving practice over a specific period of time. Coaching is often arranged as a response to needs identified through observation-based monitoring (by the Center Director, PSESD Coordinators, and/or Early Achievers data team) and/or as part of a professional learning plan
- ✓ **Consulting:** Support to subcontractor leadership and staff in response to a site-identified question or query
- ✓ **Training/technical assistance:** Support to site/center Early Learning staff in the form of teaching systems or skills, building content knowledge, communicating program expectations, and/or conveying information that will help staff to be successful in meeting the standards of the program
- ✓ **Resources:** Identification of and referral to policies, procedures, professional development resources (including coaching, etc.) available to subcontractors and appropriate to their needs

General Topics of Additional Support include:

- ✓ **Curriculum:** Planning, implementation, Creative Curriculum, Second Step, Talking about Touching, Nutrition, Health & Safety, Physical activity
- ✓ **Data Use:** Data literacy, data use, analysis, cycle of inquiry, etc.
- ✓ **Equity/Cultural Competency:** Awareness, practices, opportunity gap, relevancy, etc.

- ✓ **Family Engagement:** Engaging families in educational, health and nutrition, or family support services on any topic
- ✓ **Leadership/Educational Leadership:** Support for site leadership/Center Educational Leaders (CEL) on all topics focused on increasing their capacity as the CEL, role in supporting their staff, etc.
- ✓ **Procedures/Processes:** Understanding and implementing Early Learning Program Manual (ELPM), general reporting, documentation, timelines, management, etc.
- ✓ **Professional Learning:** Optional Professional Learning opportunities, differentiated site-level professional learning (e.g. Professional Learning Communities, communities of practice, topic-specific trainings for site-specific data or needs), parent professional development

Specific Topics of Additional Support

Support for Education / Special Services includes:

- ✓ **Challenging Behaviors:** Mental Health/Disabilities observation & supports, individual child or classroom based strategies
- ✓ **DECA:** Devereux Early Childhood Assessment (DECA), including administration, reporting, strategy implementation, technical support
- ✓ **DLL:** Dual Language Learner (DLL) strategies (e.g. pre-school GLAD – Guided Language Acquisition Design, SIOP – Sheltered Instruction Observation Protocol), use of Bilingual Instructional Assistants (BIA) , child specific needs, culturally responsive approach to supporting dual language learner (DLL) children
- ✓ **Environment:** Planning and implementing a supportive and instructionally rich learning environment for all children
- ✓ **GOLD:** As-needed support for any/all aspects of Teaching Strategies GOLD including the online system use, inter-rater reliability, family engagement, observations & collections, etc.
- ✓ **Individualizing:** Modifications and support for individual children to access and learn from the curriculum and environment
- ✓ **Literacy, Math, Science, Art:** Language/Literacy, Math, Science, and/or Art instruction, practices, alignment at the district, site/center or classroom level
- ✓ **Developmental Screening/Assessment:** Tools, procedure, process, referrals or other related topics
- ✓ **Physical activity:** Planning and providing quality movement experiences and integrating movement throughout the day
- ✓ **Referral and Special Education:** Processes and implementation of IEP/IFSP, communication with districts

Support for Family Support includes:

- ✓ **ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)**
 - **Eligibility, Recruitment, Selection, Enrollment:** Developing and implementing strategies related to ERSEA to recruit, prioritize and enroll children and families, particularly among target populations
 - **Attendance:** Developing and implementing services and systems to communicate about the importance of attendance and support children’s regular attendance
- ✓ **Family Goal-setting:** Establishing, implementing, and monitoring family-driven goals
- ✓ **Parent, Family, and Community Engagement Framework:** Applying and implementing the Office of Head Start Parent, Family, and Community Engagement Framework
- ✓ **Community Partnerships:** Identifying and developing community partnerships in support of children and families in the Early Learning Program

- ✓ **Transitioning Families:** Transitioning children and families from one classroom to another, one site to another, one program to another, and from preschool to kindergarten

Support for Health, Safety, and Nutrition includes:

- ✓ **Nutrition Consultation:** Support for children and families with specific nutrition concerns (i.e. overweight, underweight, swallowing difficulties, introduction to solids)
- ✓ **Health Consultation:** Support for children and families with specific health concerns
- ✓ **Family Goal-setting:** Developing family goals to enhance school readiness related to health and nutrition
- ✓ **Community Gardening:** Coaching on how to get started on gardening at the site or connecting to a local resource
- ✓ **Center-based Early Head Start:** Health, nutrition, safety, development support via a monthly Infant/Toddler Nurse Consultation

Support for Administrative Functions includes:

- ✓ **Data System Troubleshooting and Training:** Accessing and using Early Learning data systems (ELMS, ChildPlus, eDECA, Teaching Strategies GOLD)
- ✓ **Fiscal:** Budget tracking, claims and fiscal forms and processes
- ✓ **IT Systems:** Information Technology system support (for sites with contract with PSESD for IT services)
- ✓ **Personnel:** Recruiting and hiring processes, interview questions, involvement of parents
- ✓ **Self-assessment:** Program assessment processes, data use and planning
- ✓ **Administrative Systems and Structures:** Developing, implementing, and sustaining administrative systems