

E-ALERT

From: [Mike Condardo](#)
To: [Early Learning](#)
Subject: E-Alert: READ IMMEDIATELY
Date: Wednesday, October 18, 2017 12:45:37 PM
Attachments: [image001.png](#)
Importance: High

Dear ECEAP Center Directors,

(Please read this email in its entirety even if you are fully enrolled – [there is an ask in #3](#))

We have been notified by DEL that on Friday, October 20, they will be making decisions about whether or not to re-capture slots that have not been filled within 30 days of the first day of class. PSESD Family Engagement Coaches and Team Managers have been working closely with Center Leaders and Family Support Specialists to understand why centers may not be fully enrolled. They have been providing technical assistance regarding recruitment and our eligibility and enrollment processes. Sue Gettmann, who is our ELMS lead, has been working closely with Center Leaders, Family Support Specialists and PSESD staff to ensure that ELMS is correct and up-to-date. We are receiving daily enrollment reports and have been following up on an ongoing basis.

In this email, we have 3 very important asks:

1. If you have any classrooms that are not fully enrolled and your 30 calendar days from the first day of class has passed, or is this Friday, October 20, **please update your FE Coach on Thursday with your latest efforts.** We will be advocating with DEL to keep the slots at those places who are close to full enrollment and who have been diligently and are making progress. Please note that you can enroll over-income children if they have at least 1 risk factor. Your Family Engage Coach can approve this type of enrollment.
2. Make sure that ELMS is up-to-date in real time. This is what DEL will use to determine full enrollment.
3. If you have classrooms that **are** fully enrolled, but may have room for a few more slots and you have a waitlist, please let us know if you can take any additional slots.* DEL will allow us to shift slots within our own contract. This will be a 1 year commitment for these additional slots. Next school year, our plan will be to return the slots to the subcontractor who originally held them.

**You can go up to 20 children in a classroom provided that there is ample space. Part Day: indoors-35 square feet per child, outdoors-75 square feet per child. Full School Day and Extended Day: indoors-35 square feet per person [adults and children], outdoors-75 square feet per person [adults and children].*

If you are interested in taking any additional slots, email Talena back by Thursday at 4:00 pm and include:

Name of site & classroom	# of slots you can take	You must have a waitlist so that slots can be filled ASAP. Confirm your waitlist. Estimate how soon you can fill
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		the slots.
	PD:	
	FSD:	
	ExtD:	

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