

E-ALERT

From: [Mike Condardo](#)
To: [Early Learning](#)
Cc: [Amanda Kirk-Woodbury](#); [Leigh Campbell](#); [Noelle Wilkins](#); [Lori Pittman](#); [Sue Gettmann](#); [Linda Johnson](#); [LaTanya Brooks](#); [Kathy Binkley](#); [Antoinette Bunkasem](#); [Tiffany Lyons](#); [Dawn Patterson](#); [Pamela Raya-Carlton](#)
Subject: ECEAP Full Enrollment – DEL Message
Date: Wednesday, October 4, 2017 8:56:51 AM
Attachments: [image002.png](#)
Importance: High

E-ALERT – E-ALERT – E-ALERT

To ECEAP Center Directors, Family Support Staff, Family Engagement Coaches, Team Managers,

(PSESD may not have email addresses for all new staff, so please ensure that this information is forwarded to them.)

ECEAP – ENROLLMENT EXPECTATIONS FROM DEL

We met with DEL yesterday regarding enrollment. There are several sites that are not fully enrolled yet. Both DEL and PSESD greatly appreciate your efforts to get to full enrollment. **As you've been previously notified, if you are not fully enrolled within 30 calendar days of your first day of class, your unfilled slots are seriously in jeopardy of being permanently recaptured by DEL.** DEL recognizes that getting fully enrolled can be a challenge, and yet they must respond to the legislature's concerns about slots that go unfilled, and are taking a very firm stance on this.

Please do the following right away if you are not fully enrolled:

1. Go into ELMS and look at the date when you are expected to be fully enrolled. This will be 30 calendar days from the date you started class. If you need to be fully enrolled this week or next week, please prioritize your efforts toward enrollment.
2. Double check ELMS to ensure that all data is entered (including each child's start date) to ensure that ELMS reflects your real-time enrollment status.
3. Be diligent and timely about getting enrollment appointments set up as soon as possible.
4. As needed, please work your waitlist. Remember that you can enroll over-income families who have one risk factor (see directions in the email below from 9/19).
5. Keep your Family Engagement Coach **up-to-date** on your efforts and progress. PSESD will, in turn, keep DEL updated so that they know we are making great efforts to get to full enrollment.

If you are not fully enrolled and your 30 days is this week or next, you will be receiving further emails from your Family Engagement Coach and/or your Team Manager. Please be very responsive to those emails.

Thank you for all your efforts! We are here to support you in whatever way we can!

Thank you,

Talena~

Talena Dixon, MS
Director, ECEAP & Program Operations

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3EL – EL Multilingual Services
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