

E-ALERT

From: [Mike Condardo](#)
To: [Early Learning](#)
Subject: FW: E-ALERT: Full Enrollment (ECEAP)
Date: Wednesday, November 1, 2017 9:55:40 AM
Attachments: [image002.png](#)
Importance: High

E-ALERT – E-ALERT – E-ALERT

Hello Center Directors, *(Family Support Staff has been copied on this email so that you can easily connect directly with them.)*

Many Center Directors have been directly involved in the efforts around full enrollment. As we discussed at the Center Director Meeting in October, the DEL ECEAP team is very focused on enrollment and is actively looking at numbers. Each Friday, they meet as a team to make decisions about reallocating slots to other programs in the state. Reallocating slots means that PSESD will not get these slots back in the future—they are permanently returned to DEL. Each week, PSESD has been providing a detailed update regarding each program's efforts around enrollment for slots that have not been filled within 30 days. Our Family Engagement Coaches have been communicating with Family Support Specialists (FSS) on a regular basis, and that support will continue.

As Center Directors, we need you to be aware of your enrollment numbers and efforts on a daily basis. It is critically important that you develop a system so that you are up-to-speed in real-time. As you build your internal system, please ensure that it includes concrete processes regarding:

1. recently open slots and specific plans to fill the slots immediately (within 30-days at the latest)
2. slots that are nearing the 30-day mark and understanding efforts and barriers to fill the slots
3. ongoing recruitment efforts including collaboration with neighboring ECEAP, HS and EHS programs
4. continuing efforts to create and maintain a viable waitlist
5. staff and Center Director's consistent and frequent use of ELMS to access current enrollment data
6. partnership efforts with PSESD Family Engagement (FE) Coaches and Team Managers

As we move forward, FSS will be hearing from FE Coaches on a very regular basis when there are open slots. Center Director's will be copied on all correspondence. We will be providing DEL updates each Friday morning about FSS's efforts to get to full enrollment. Remember, that ELMS must be up-to-date in real time because this is what DEL will be using to know your enrollment status.

If you have questions, please reach out to me, your Team Managers, or your FE Coaches.

Thank you,

Talena~

Talena Dixon, MS
Director, ECEAP & Early Learning Program Operations
Learning, Teaching and Family Support
Puget Sound Educational Service District
800 Oakesdale Ave SW, Renton, WA 98057
Office 425.917.7872 | Mobile 206.909.7317



www.psesd.org | www.earlylearning.org
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Pinterest](#)



DISTRIBUTION:

1EC – Center Directors
1EC – FSS King
1EC – FSS Pierce
3EL – Team Managers
3EL – FE Coaches
K. Lancaster
L Pittman
A. Kirk-Woodbury
FWD: EL Internal Staff