

E-ALERT

From: [Mike Condardo](#) on behalf of [Merrilee McBride](#)
To: [Early Learning](#)
Subject: E-ALERT: Full Enrollment & Over-Income
Date: Tuesday, September 19, 2017 2:49:57 PM
Attachments: [image005.png](#)
Importance: High

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To Center Directors, Family Support Staff, Family Engagement Coaches,

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

ECEAP – ENROLLMENT EXPECTATIONS FROM DEL

Thank you for doing your best to be fully enrolled by September 15. Please work with your [Family Engagement Coach](#) to get approval to enroll over-income children who have at least one risk factor (the opportunity gap does not count in ELMS). **We have received confirmation from DEL that they will recapture slots (and funding associated with those slots) that are not filled within 30 days from the first day of class.** We're tracking enrollment very closely and will be contacting Center Directors and Family Support where there are concerns.

Note: If you are a blended site and are enrolling a child who is not on your 2025 in Child+, please hand write them on the report.

EHS/HS– ENROLLMENT EXPECTATIONS FROM OHS

Thank you for doing your best to be fully enrolled by September 15. Please work with your [Family Engagement Coach](#) to get approval to enroll over-income children who have at least one risk factor. **The Office of Head Start monitors enrollment very closely and PSES D must account for every slot that is open over 30 days. Enrollment concerns impact our standing with our funders and could lead to strong actions in the future.** We're tracking enrollment very closely and will be contacting Center Directors and Family Support where there are concerns.

Note: If you are enrolling a child who is not on your 2025 in Child+, please hand write them on the report and notify Tiffany and Dawn and include the following information:

- Child's full name
- Enrollment date
- Classroom

Thank you for your diligent efforts to be fully enrolled!

From: Mike Condardo
Sent: Tuesday, September 12, 2017 1:44 PM
To: Early Learning <ELearning@psed.org>
Subject: E-ALERT: Enrolling Children and Entering Actual Start Dates
Importance: High

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To all ECEAP Center Directors, ECEAP Family Support Specialists and Family Engagement Coaches,

E-ALERT Message 1

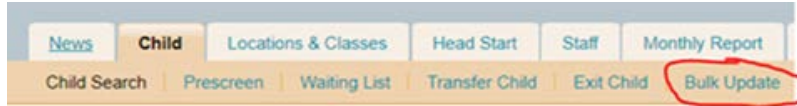
If you have not done so, please enroll children, especially those in your waitlists, into your ECEAP classes **now**. **Full enrollment is required by Friday, September 15.** As of 12:00 pm today, September 12, 2017, we are finding several sites with zero (0) enrollment or which are under-enrolled. If you have questions about enrollment, contact and work with your Family Engagement Coach. (refer to the [Early Learning Site Support Teams Directory](#))

E-ALERT Message 2

We have been receiving several inquiries about children not appearing in GOLD. Note that children are imported into GOLD based on their ACTUAL START DATES entered in ELMS.

Steps you need to take to ensure that your children have Actual Start Dates *and* are imported into GOLD:

1. If your classes have started, confirm that a child has begun to attend.
2. If a child has started to attend her/his class, site staff need to **enter the child's ACTUAL START DATE in ELMS under the Bulk Update section of the Child tab.**



3. After entering the ACTUAL START DATE, make sure to save your entry by hitting the SAVE button at the bottom, left-hand side, of the screen.
4. Wait 24-36 hours to see the child's name uploaded into GOLD.

If you have questions, please contact:

Tiffany Lyons , ERSEA Data Services tlyons@psesd.org	Dawn Patterson , ERSEA Data Services dpatterson@psesd.org
425-917-7824 253-778-7824	425-917-7748 253-778-7748

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