

Puget Sound ESD  
Early Learning

# CONNECTOR



**JUNE 2019**

**Many THANKS for the work you do every day and throughout the year!**

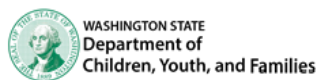


*PSESD Early Learning*  
**CONNECTOR**

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The Early Learning Connector e-newsletter is produced monthly throughout the school year, providing information for the Puget Sound ESD Early Learning Program.



**pseesd**  
excellence & equity in education  
Puget Sound Educational Service District

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# WHAT'S NEW FOR JUNE 2019

*Early Learning Connector*



## WHAT'S NEW IN GENERAL

### **Thank you!**

*PSESD Early Learning Team*

Words really can't express the level of gratitude we have for all of you who work with children and families every day! And for those of you who often work behind the scenes, we thank you for all your foundational work! Your kindness, thoughtfulness, compassion, encouragement and tenacity makes a tremendous difference in the lives of families who are enrolled in ECEAP, Head Start and Early Head Start. As the year winds down for many of you, we hope you will take a few minutes and stop to consider all the great things—big and small—that happened this year. We hope the challenges were worth it, and that at the end of the day, you can rest your head on your pillow and know that your work matters! All our best to each and every one of you. Please take time to enjoy the sunshine over the summer.

### **Over the Phone Interpretation Service**

*Juanita Salinas, Sr. Coordinator | Multilingual Services*

Early Learning is now partnering with Lingüística International to offer over the phone interpretation service for site staff to access. Over the phone Interpretation services should only be used for languages that are not listed on our internal Interpreter Directory. For info on how to access Lingüística International please contact [Juanita Salinas](#).

### **Measles—More Information to Share**

*Cheryl Polasek, Program Manager | Health, Nutrition, Safety*

As you have seen in the news and read in the E-Alert sent last week, a measles outbreak is occurring in Western Washington with recent cases in King and Pierce Counties. There is a risk that the outbreak may continue to spread. Should an exposure to measles occur at any of our sites, staff at that site could be excluded from coming to work if they are not able to provide documentation of immunity. This decision is made by the local health officer of the public health department who has the authority to exclude students and staff from attending school or work in the event of an infectious disease outbreak situation.

What should staff do:

- Locate your immunization records, if you do not already have them, and be prepared to provide them to public health or PSESD Early Learning Department.
- Stay home if you have a fever. Measles symptoms include high fever, cough, runny nose, and red, watery eyes.
- If you suspect you have measles, do not go to a clinic. Call your provider first so they can make arrangements to minimize exposure.
- If you had measles as a child and were born before 1957, you are considered immune.
- If you had measles as a child and you were born after 1957, you will likely have to have a blood test to provide documentation of immunity. You can still also have the vaccine.
- If you have a health condition that may put you at risk, please contact your health care provider for guidance.

Washington State legislature recently passed a new law that requires employees and volunteers at childcare centers to provide immunization records indicating they have received the MMR (measles, mumps, rubella) vaccine or proof of immunity. This takes effect on July 28, 2019. Staff can call their provider or can see if their immunization record is in the state's immunization data base by accessing this link, [www.myir.net](http://www.myir.net). Thank you for your attention to this matter and for helping to ensure the health and safety of the children and staff in our Early Learning Program.

### **Early Learning Program Manual**

*Venissia Buyco, Program Coordinator | Management Systems*

The Early Learning Program Manual (ELPM) contains policies, procedures, guidance, and forms that directs your work with children and families. Make sure to review the [June New and Updated Documents List](#), as well as the lists for [April](#) and [May](#) – there are many new and revised documents for the 2019-2020 program year. For help with ELPM navigation, email [Venissia Buyco](#).

## WHAT'S NEW FOR CENTER DIRECTORS



### Center Directors - Read Other Sections

Read each section of this Connector for important information related to implementing your program.



### Monthly To-Do Lists/Deliverables

Use this checklist to ensure that you complete all required deliverables this month.

[JUNE To-Do/Deliverables](#)

## Review Recent E-Alerts

May 17 [Measles Cases Confirmed in Pierce and King counties](#)

May 6 [ELMS is Ready - NEW ADDRESS \(ECEAP only\)](#)

June 4 [STOP Selection/Enrollment 2019-2020 \(see below\)](#)



**For ECEAP and HS/EHS** - Due to recent updates from DCYF regarding eligibility for 2019-2020, please **stop selection/enrollment for 2019-2020**. We are waiting on clarification on some items and will be attending a training this Thursday to ensure eligibility procedures for ECEAP & HS/EHS are followed.

Our goal is to resume selection/enrollment *Monday June 10*.

An e-alert with more information on resuming selection/enrollment and any updates that may be

needed to support the new legislature will be sent out as soon as possible.

## REMINDER: Head Start/EHS Criminal Record Check Requirements Changing in September

*Kristyl Riddle, Program Coordinator | Monitoring and Compliance*

New Criminal Record Check requirements go into effect for staff hired starting 9/30/19 as outlined in the new [Criminal Record Check Procedure](#). Be sure to share these changes with your HR staff.

See the article in the [May 2019 Connector newsletter](#) (pages 3-4) for more details.

## ECEAP Reminder – 3/360 hours

*Talena Dixon, Director | ECEAP and Program Operations*

Please remember that this is the year that all ECEAP classrooms will need to transition to a minimum of **3 hours per day, 360 hours per year**. We've talked about this for the past couple of years, and it's been a requirement for anyone who has taken on new slots. It is now a requirement for all ECEAP starting in the 2019-20 program year. If you have questions, please contact your Team Manager or [Talena Dixon](#) right away.

## Staff Information Forms (SIFs) and Hiring Documents

*Venissia Buyco, Program Coordinator | Management Systems*

Staffing Changes? Please take a moment to fill out the appropriate online form:

[New Staff Information Form](#)

[Staff Departure Form](#)

[Changes to Existing Staff: Contact Information Form](#)

[Changes to Existing Staff: Position or Location Form](#)

It is vital for Center Directors to communicate information about all staff changes so we can make sure each staff member receives the information and support necessary for their successful work with children and families.

**For new staff and position changes**, hiring documents may be attached to the electronic form or emailed directly to [Venissia Buyco](#). For new Head Start staff, transcripts must be attached with the [New Staff Information Form](#) so that qualifications can be verified. New Head Start staff will not be entered into any of our systems before qualifications are determined.

Questions about SIFs and Hiring Documents: [Venissia Buyco](#)

Questions about Staff Qualifications: [Cheryl Habgood](#)

### **ACTION REQUIRED! Recruitment & Selection Plan**

***Natalia Juarez, Program Manager***

The Recruitment & Selection Plan has been released and was due back May 31 if your center is not piloting 2 waitlists. If your center is piloting 2 waitlists, your Recruitment and Selection Plan is due by June 15. Selection for the new program year 2019-2020 **cannot** begin until this plan has been submitted. FE Coaches and Team Manager will be reviewing and following up if questions come up. Please send plan to [ERSEA@psed.org](mailto:ERSEA@psed.org) and copy your FE Coach and Team Manager. For more information, please refer to S-5 in the ERSEA Procedure.

***\*As a reminder, your Recruitment and Selection Plan must be submitted to [ERSEA@psed.org](mailto:ERSEA@psed.org) before you can enroll children, per the ERSEA Procedure.***

### **School Districts – McCleary Impacts & Funding Levels**

***Talena Dixon, Director | Program Operations & ECEAP***

Thank you for the fiscal information you provided us in order to understand the fiscal gaps you may be experiencing this year (FY 19) due to McCleary. For ECEAP, we will be sending out individual emails this week to verify the information you sent and confirm your actual gap, which will result in an amendment for additional funds as needed. For HS, the contract year doesn't end until October 31, so our work with you will happen shortly after the ECEAP work. For both HS and ECEAP, funding levels for the next contract year (FY20) will take into consideration the fiscal needs identified for FY19. Please stay tuned for an individualize email. If you have questions, please reach out to [Talena Dixon](#).

### **Early Learning Fiscal Team Updates**

***Talena Dixon, Director | Program Operations & ECEAP***

Linda Donley, our Accounting and Compliance Manager retired at the end of May. We've known this for awhile and have been gearing up for this significant change. And, to fill Linda's big shoes, I'm excited to share that we have hired Wendy Wekullo. Wendy comes to us from DCYF where she is currently the fiscal auditor for all ECEAP contractors across the state. Wendy has an amazing fiscal skillset and we're thrilled that she'll be joining our team starting on May 28. We'll be contracting with Linda over the summer months to work part-time to support Wendy's learning as needed. We also recently hired a new Grant Accountant, Rose Southwick. Rose comes to us from the ESD in Anacortes, and has years of fiscal experience so she's catching on quickly. Mallory has been onboarding Rose and will serve as a great support to both Rose and Wendy regarding our many fiscal processes. We have divided up our fiscal support by grant/contract.

- Mallory - ECEAP and EHSCCP
- Rose – HS/EHS 412 and HS 715

### **Site Approvals**

***Cheryl Polasek, Program Manager | Health, Nutrition, Safety***

Are you planning on moving an EHS, HS, or ECEAP classroom or having any changes to your facility? If so, please email [Joanne Tran](#) and [Cheryl Polasek](#), and copy your Team Manager with the following information:

1. If you have multiple classrooms at your site, which specific classroom is moving?
2. How many slots are moving?
3. What is your program model?
4. Where is the classroom moving to (for example: a different classroom in the same building, a new facility, etc.)?

### **Mental Health Survey**

***Mental Health Consultant Team***

In order to assess Mental Health Consultation services in our ECEAP, EHS and HS programs, we are asking you to participate in this brief [survey](#). It is our intent to have Center Directors complete this survey two times per year. This will allow us to make any adjustments to our service delivery. Thank you for your time.

## WHAT'S NEW FOR CENTER DIRECTORS - Continued

### MOU – Early Childhood Special Education Services

*Decca Calloway, Program Manager | Education, Disabilities, Multilingual Services*

All School District subcontractors have received via mail MOUs in support of early childhood special education services for Head Start and ECEAP children. Please have the signed MOUs back to the ESD by May 31. If you have any questions about the content of the MOU or the May 31 deadline, please reach out to [Carrie Morris](#) or [Decca Calloway](#).

### Center Calendars 2019-20

*Amanda Kirk-Woodbury, Program Manager | Site Support*

As our 2018-2019 school year comes to a close, please remember to complete your 2019-2020 center calendar(s) for each calendar template that applies (July-June, August-July, and/or September-August depending on part-day/full-day/extended day models and hours/day). Instructions are found in the first sheet of the document. **Please submit your calendar(s) to [Tiffany Lyons](#) by June 15, 2019.** If you are unable to submit by June 15, please contact your Team Manager.

This information and the link to the document are also posted on the [ELWA website](#)

### End-of-School-Year Reminder

*Sue Gettmann, Data Systems Technician*

Center Directors can now update your sites and classes for 2019-20 and begin entering child data (refer to [Starting the New School Year in ELMS](#)).

**Working (Extended Day) classes must be set up by July 1. All others must be set up by August 15.**

- Monthly Reports are available to view and edit in ELMS on the last day of the Report Month.
  - Exception: At the end of the school year, the class page of the Monthly Report is available a week before class ends.
- Monthly Reports are due before the 15th of the following month.
  - Exception: The June Monthly Report is due before July 10.

If you need assistance setting up any new Sites or Classrooms, please contact [Sue Gettmann](#) and I will be happy to assist you. If there are any staff changes, please submit the online Staff Information Form and I will make the ELMS changes for you.

## WHAT'S NEW IN EDUCATION



### Teaching Staff - Read Other Sections

Read the Health, Nutrition & Safety section and the Family Support section of the Connector for important information related to teaching staff.



### Monthly To-Do Lists/Deliverables

Use this checklist to ensure that you complete all required deliverables this month.

#### [JUNE To-Do/Deliverables](#)

## Checkpoints Due

### **Decca Calloway, Program Manager | Education, MLS, Disabilities, and DLL**

Just a reminder, Spring checkpoints are due June 15. **IMPORTANT:** For classes ending in April and May, you must enter the final checkpoint ratings in GOLD before you exit the child from ELMS. Once children are exited in ELMS, they are automatically archived in GOLD and you can't add ratings. If you need further assistance please contact your education coach.

## End of the Year Celebrations

### **Amy Alexander, Education Coach**

As the end of the school year is approaching, many of you are having end of the year celebrations. Please remember it is not appropriate for sites and centers to use caps and gowns or to provide 'graduation' ceremonies for a few reasons:

- DCYF explains the ECEAP program as transitional support to kindergarten. There is no 'end' to this, as a graduation ceremony might indicate.
- Having a graduation ceremony can possibly deter some families from wanting to participate (cultural differences, comfort, personal experiences).
- It can also create inequities in the ECEAP experience for children and families who may participate in other programs who follow the expectation that ECEAP is a transitional program and not a program that 'ends'.

ECEAP is a program that, often times, partners with local school districts to help support the transition to kindergarten and the K-12 system. It is meant to function as an extension of learning prior to Kindergarten, to give children access to early learning supports and education during critical early years of development. There is no specific guidance regarding graduation ceremonies due to this view of the ECEAP program.

If the program does decide to move forward with a graduation ceremony, the program is required to host it outside of school hours, and would be unable to 'practice' or 'rehearse' during ECEAP program hours.

## Transitioning to Kindergarten

### **MaryBeth Edmondson, Education Coach**

In preparation for the kindergarten transition, here is a [document](#) families will find useful.



Click image to enlarge.

## Over the Phone Interpretation Service

### **Juanita Salinas, Sr. Coordinator | Multilingual Services**

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## WHAT'S NEW IN FAMILY SUPPORT



### Family Support - Read Other Sections

Read the Health, Nutrition & Safety section and the Education section of the Connector for important information related to Family Support staff.



### Monthly To-Do Lists/Deliverables

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[JUNE To-Do/Deliverables](#)



### For ECEAP and HS/EHS

**Natalia Juarez, Program Manager**

Due to recent updates from DCYF regarding eligibility for 2019-2020, please **stop selection/enrollment for 2019-2020**. We are waiting on clarification on some items and will be attending a training this Thursday to ensure eligibility procedures for ECEAP & HS/EHS are followed.

Our goal is to resume selection/enrollment *Monday June 10*.

An e-alert with more information on resuming selection/enrollment and any updates that may be needed to support the new legislature will be sent out as soon as possible.

### ACTION REQUIRED Family Engagement Self-Reflection

**Natalia Juarez, Program Manager**

The [Family Engagement Self-Reflection](#) was due on May 31. This information will be used to support coaching, trainings, and further professional development. Please complete this survey if you have not already done so.

### ACTION REQUIRED Recruitment & Selection Plan

**Natalia Juarez, Program Manager**

The Recruitment & Selection Plan has been released and was due back May 31 if your center is not piloting 2 waitlists. If your center is piloting 2 waitlists, your Recruitment and Selection Plan is due by June 15. Selection for the new program year 2019-2020 **cannot** begin until this plan has been submitted. FE Coaches and Team Manager will be reviewing and following up if questions come up. Please send plan to [ERSEA@psed.org](mailto:ERSEA@psed.org) and copy your FE Coach and Team Manager. For more information, please refer to S-5 in the ERSEA Procedure

### ACTION REQUIRED Returners – Over Income

**Natalia Juarez, Program Manager**

The Returners – Over Income Spreadsheet was due back May 31. This spreadsheet will be used to track all returners that are over income. If you have not done so, please submit the Over Income Returners spreadsheet to [ERSEA@psed.org](mailto:ERSEA@psed.org) and copy your FE Coach and Team Manager.

### ReadyRosie – Summer Resource

**Natalia Juarez, Program Manager**

Take time and utilize ReadyRosie as a resource for summer learning with your families!

- [Summer Soar program](#)
- [Summer Learning blog](#)

### ELMS Over Income Returners

**Natalia Juarez, Program Manager**

ALL children must be exited in ELMS by 6/30/2019. Even the year-round classes must Exit, then re-enroll the children as of 7/1/2019. If re-enrolling children who are moving between classes and sites and you do not have access to all sites, please contact [Sue Gettmann](#) for support.

### **Important Reminder - Determining Eligibility Immediately**

#### ***ERSEA Data Team***

We would like to ensure that **ALL** Early Learning applications are given equal review and consideration for enrollment. This can happen when a child's application is reviewed and processed for eligibility immediately. Please do not delay!

**Example:** If you receive an application in May, please do not wait until June, July or August to determine eligibility.

Because we know there may be circumstances that may cause a delay in processing applications due to staffing and closures, we ask that you please notify us at [ERSEA@psed.org](mailto:ERSEA@psed.org) so that the ERSEA team may be able to offer solutions or techniques for handling this delay.

### **Canceled - ERSEA Committee**

#### ***Natalia Juarez, Program Manager***

ERSEA Committee on June 5 will be canceled. If you have any questions, please reach out to your FE Coach or [ERSEA@psed.org](mailto:ERSEA@psed.org).

### **Peer Programs**

#### ***Quincy Stone, Parent Leadership Manager***

On May 16, parent educators completed their Peer Programs training and are ready to present Teachbacks in math and money at your early learning center. Teachbacks are a great way to engage families and to provide this new group of parent educators with the opportunity to practice their leadership and presentation skills.

In 2018-19 we trained 101 Peer Educators in health, literacy, math and money! This wouldn't have been possible without the support of site staff, thank you!

It's not too late to schedule a spring teachback to share valuable information with your families before they move on to kindergarten. Please complete the teachback request form.

### **Policy Council Corner**

#### ***Quincy Stone, Parent Leadership Manager***

In May, Policy Council learned about the Department of Early Learning's annual self-assessment process and reviewed components of the Admin, Family, Health, and Education sections. PC members also participated in a mental wellness presentation and learned stress reduction techniques. Through active participation, parents are acquiring leadership skills and knowledge that will strengthen their families and communities for generations to come.

To share this information, be sure to print the PC Corner Newsletters from the [Policy Council page](#) and get them to families.

Still recruiting a PC representative? You can request brochures [here](#). Also remember to check out the video linked on the [Policy Council page](#). Questions? Contact [Quincy Stone](#).

### **Over the Phone Interpretation Service**

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## WHAT'S NEW IN HEALTH AND NUTRITION



### Read Other Sections

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### Monthly To-Do Lists/Deliverables

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## National Fresh Fruit and Vegetable Month

*Kristi Walters, Health, Nutrition & Safety Consultant*

Canned, Frozen, and pickled are fine. Fresh, local and unprocessed fresh fruits and vegetables are even better. June brings gardening, farmers markets, and a variety of fresh fruits and vegetables. Promote fresh fruits and veggies with free resources:



## Reducing Summer Hunger

*Kristi Walters, Health, Nutrition & Safety Consultant*

Help families reduce hunger by locating free summer meals, sharing food bank resources, and encouraging cooking on a budget.



### Summer Meal Programs

- [Fact Sheet/ Handout with Resources](#)
- Washington state reports 1,881,397 summer meals served in [2018](#)
- Find a summer site in your community with the [Summer Meal Site Finder](#) mapping tool. You can also text "Summer Meals" to 9777 or call 1-866-348-6479 to find a site near you.
- Find additional [Meal Sites](#) using your zip code.

### Food Bank Resources

- [Pierce County Food Banks](#)
- [NW Harvest & King County](#)
- [6 Places to Find Food Banks in Your Area](#)

### Cooking on a Budget

- Free downloadable cookbook '[Good and Cheap](#)'
- Free handout [Eat Healthy, Spend Less](#)
- [Eating Healthy on a Budget](#)



### Measles—More Information to Share

*Cheryl Polasek, Program Manager | Health, Nutrition, Safety*

As you have seen in the news and read in the E-Alert sent last week, a measles outbreak is occurring in Western Washington with recent cases in King and Pierce Counties. There is a risk that the outbreak may continue to spread. Should an exposure to measles occur at any of our sites, staff at that site could be excluded from coming to work if they are not able to provide documentation of immunity. This decision is made by the local health officer of the public health department who has the authority to exclude students and staff from attending school or work in the event of an infectious disease outbreak situation.

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### Exemplary Success!

#### ***Xinying He, Nurse Consultant and Jayme Estep, Data Systems Technician***

We would like to take a moment to recognize several sites that have demonstrated exemplary success in health data collection and celebrate their success of meeting the performance standards. Not only has their data been collected on time, but it has been reported for over 90% of their children meeting the performance standards in multiple domains! That...is...awesome!



If you do not see your site on the list, we still want to acknowledge your extraordinary efforts, and encourage you to reach out to your HNS coach for support in reaching Head Start and ECEAP performance standards and personal goals. We are in this together!

### Head Start & Early Head Start Data

45 day requirements on-time 90%+ (Hearing & Vision)

Angle Lake HS, Bethel Evergreen EHS, Clover Park ELP HS, Clover Park Tillicum HS, Educare HS & EHS, Lake Wash Emily Dickinson, Learning Land I HS & EHS, Pierce College Steilacoom HS, South Bates EHS

90 day requirements on-time 90%+ (Well Child Exam)

Clover Park Tech HS, KYFS Youth, Lake Wash Emily Dickinson

Immunizations Up-To-Date 90%+

Clover Park ELP HS, Clover Park Tillicum HS, Educare HS & EHS, Federal Way Truman, Franklin Pierce ELC HS, Midlands Kiddie Koral HS, Tukwila Thorndyke

If you've got the data, and need support entering it, or uploading appropriate documents, please reach out to [Jayme Estep](#), Data Systems Technician.

### ECEAP Data

#### ***Well Child Exam met Performance Standards >90%***

Auburn Chinook, Chief Leschi, Clover Park Evergreen, Clover Park Rainier, Clover Park Hayes Child Development Center, Highline Mt. Rainier, Federal Way Thomas Jefferson, Issaquah Briarwood, Issaquah Valley Elementary, KYFS Kent Family Center, KYFS Kent Valley Early Learning Center, KYFS Kent Valley ECEAP, KYFS Panther Lake, FCC Ramadan Karima, Learning Land 2, FCC Pathways Enrichment, Peninsula Vaughn Elementary, PCHS Bonney Lake, PCHS Eatonville, PCHS Sumner, Tacoma Daycare And Preschool, Tahoma Lake Wilderness, The Lighthouse Early Learning & Development Center, Tukwila Cascade View Elementary

#### ***Dental Screening met Performance Standards >90%***

Auburn Chinook, Bates Eastside, Bates Puyallup, Chief Leschi, Clover Park Evergreen, Clover Park Rainier, Clover Park Hayes Child Development Center, Encompass North Bend, Enumclaw J J Smith, Federal Way Mirror Lake, Federal Way Sherwood Forest, Federal Lake Thomas Jefferson, Issaquah Briarwood, Issaquah Valley Elementary, KYFS Kent Family Center, KYFS Kent Valley Early Learning Center, KYFS Kent Valley, KYFS Panther Lake, FCC Ramadan Karima, Learning Land 2, FCC Pathways Enrichment, Peninsula Artondale Elementary, Peninsula Evergreen Elementary, Peninsula Vaughn Elementary, PCHS Bonney Lake, PCHS Buckley, PCHS Eatonville, PCHS Orting, PCHS South Hill, PCHS Sumner, Tacoma Daycare And Preschool, Tacoma NE Tacoma Elementary, Tahoma Lake Wilderness, Tukwila Cascade View Elementary.

## WHAT'S NEW IN MENTAL HEALTH



### Read Other Sections

Read the Education section and the Family Support section of the Connector for important information related to your work.

### Adverse Childhood Experiences are Different than Child Trauma

**Alex Clifthorne, Melissa Russell, Kristin Wells | Mental Health Consultants**

The Mental Health Consultants and Education Coaches have provided a training, "Components of Trauma Informed Practice" for several programs throughout this school year. One area of focus in the training is around Adverse Childhood Experiences (ACEs) and how it may impact trauma. The following article explains why ACEs are different than trauma.

Click image to read more.

Adverse childhood experiences are different than child trauma, and it's critical to understand why

APR 10, 2019

AUTHORS: **JESSICA DYM BARTLETT, VANESSA SACKS**

Legislators, caregivers, and the media increasingly recognize that childhood adversity poses risks to individual health and well-being. [The original Adverse Childhood Experiences \(ACEs\) Study](#) has helped raise public awareness about this critical public health issue. However, as the use of ACEs questionnaires for identifying potentially harmful childhood experiences has [gained popularity](#), it

Rela



Your Mental Health Consultants are always available to have conversations regarding supports for programs. Feel free to reach out if you have a topic you would like to discuss.

### Alex Clifthorne's Maternity Leave and Who is Supporting Her Programs

For **school year programs**, needing Mental Health Consultation support from May 28 through the end of the school year, you may reach out to either Melissa Russell or Kristin Wells.

Year-round programs have been assigned to the following Mental Health Consultants.

- Educare and Angle Lake Melissa Russell
- Young Minds and Bellevue College Kristin Wells

If in doubt, contact either consultant and they will ensure your needs are met.

Melissa Russell  
Kristin Wells

[mrussell@psed.org](mailto:mrussell@psed.org)  
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