Puget Sound ESD
Early Learning
CONNECTOR

MAY 2019

Everyone plays an active role in supervision, arrival & departure
— never taking for granted any role or any moment —

10 Actions to Create a Culture of Safety—click here to read more

PSESD Early Learning
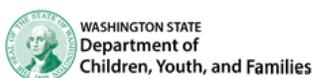**CONNECTOR**

EDITOR
Mike Condardo

PRODUCTION
Cammy Ariola-Moku

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

WASHINGTON STATE
Department of Children, Youth, and Families

Head Start

psesd
excellence & equity in education
Puget Sound Educational Service District

WHAT'S NEW FOR MAY 2019

Early Learning Connector

Top Tips to Promote a Culture of Safety

1. **Make sure you have a designated system for every situation.** Good systems have back-up systems, are practiced regularly, and continue to be reviewed for effectiveness.

2. **For any safety situation** — never leave it hanging! Stay in it until it's resolved, at least temporarily. Contact those who can help you resolve the situation. Assess what happened and make necessary changes that will prevent this in the future.

3. **If a child does not show up for school** and you can't confirm that the child got on the **bus**, this means that the child is considered to be missing from school. Immediately contact your transportation department and the child's parents. If you don't reach parents, call emergency contacts. If you still can't confirm from transportation whether or not the child got on the bus and have not reached anyone, go to the child's home. Stay in action until the child's location is known.

4. **If you see something, say something** — If something doesn't feel right, makes you pause, makes you wonder, don't keep it to yourself. If it's nothing, it will be nothing. If it's something, it will be responded to and safety will be maintained.

2019-20 Training & Meeting Calendar

The **Calendar** is ready for you to plan for next year.

ACTION REQUIRED! Early Learning Design—Online Surveys due May 15

Thanks to all of you who have taken the Early Learning Design Survey. Recall that this survey is part of our annual self-assessment to better understand how our program is making progress toward its goals. There are separate online surveys for PSESD staff, Center Directors, site/center staff, and parents and families. If you have yet to take your survey, please do so by **May 15, 2019** by visiting the link for you below:

> **For PSESD staff: https://www.surveymonkey.com/r/PSESDStaff2019**
> **For center directors: https://www.surveymonkey.com/r/CenterDirector2019**
> **For all other site/center staff: https://www.surveymonkey.com/r/SiteCenterStaff2019**
> **For parents and families in English: https://www.surveymonkey.com/r/EnglishParent2019**
> **For parents and families in Spanish: https://www.surveymonkey.com/r/SpanishParent2019**

Early Learning Program Manual

Venissia Buyco, Program Coordinator, Management Systems

The Early Learning Program Manual (ELPM) contains policies, procedures, guidance, forms, and ECEAP, Head Start, and Early Head Performance Standards. This is the manual you'll use to direct your work. You can see a list of the ELPM's new and revised documents for 2018-2019 in the **ELPM 5.0 – New and Updated Documents** list.

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.
MAY To-Do/Deliverables

Review the E-Alerts for April, 2019

April 12   **SPECIAL REVIEW - Update on Preparation and Site Visits**

April 11   **ACTION ASAP: Special Review HS/EHS**

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**

HEAD START/EHS: Criminal Record Check Requirements are Changing
Kristyl Riddle, Monitoring and Compliance Coordinator
As you know, the new Head Start Performance Standards strengthened the criminal record check requirements when they were released in 2016. Two compliance extensions have been issued to allow for infrastructure to be built nationally, and the standards are expected to finally go into effect 9/30/2019.

WHAT'S CHANGING?
You can read the new Head Start Performance Standard requirement here: **1302.90 Personnel policies**

Operationalizing those requirements is challenging because of the resources available in our state and our desire to work within other existing systems when possible. Unfortunately, **the OSPI background check process does NOT fulfill the new requirements** for Head Start staff or staff working with Head Start children/families.

Head Start Performance Standards define "staff" as "paid adults who have responsibilities related to children and their families who are enrolled in programs." This includes transportation staff and contractors, as specifically cited in 1302.90(b). It does not matter what funding source the staff member is paid from.

Effective for all staff with a hire date of September 30, 2019 or later, the following applies to all PSESD Head Start/EHS programs:
Before working with Head Start/EHS children or families, staff members must complete a Portable Background Check (PBC) and receive a "Cleared" status.

Continued from Page 3 - **HEAD START/EHS: Criminal Record Check Requirements are Changing**

We know that compliance will be challenging. If waiting for a cleared PBC isn't possible, you can find an alternate procedure in the revised ***Criminal Record Check Procedure***.

⚠️ **ACTION NEEDED:** Forward this information to your Human Resources staff and follow-up with them to ensure that they understand the requirements. Non-compliance with criminal record check requirements is a trigger for grant recompetition.

QUESTIONS AND ANSWERS

Q: We're a school district and all staff already get OSPI checks before they can start working. Why can't we just do a Sex Offender Registry check and a Child Abuse/Neglect Registry check and be done with it?
A: Because the publicly-available version of the National Sex Offender Registry is only name-based (no DOB, SSN, etc.), it's nearly impossible to certify that a person is *not* included in the registry. Additionally, the Washington state Child Abuse/Neglect Registry is not available online and running a check requires a paper form submission with a 14-45 day turnaround for results. A PBC covers all four Head Start-required databases and is the only resource we've identified that ensures full compliance with the performance standard.

Q: When are DCYF and OSPI going to begin sharing their criminal record check data with each other?
A: We don't know. We continue to check-in with DCYF and will pass along any new information.

Q: What's required for existing staff?
A: Existing staff (those with a hire date prior to 9/30/2019) are required to be in compliance within 5 years (9/29/2024). Because systems often evolve and change, we aren't requiring any action for current staff at this time.

Let me know if you have any questions or need more clarity. I'll continue to compile questions and answers as they come in.

Revised Hiring Forms
Kristyl Riddle, Monitoring and Compliance Coordinator
In the April Connector, we asked for input on some new hiring documents. Thank you all that participated! Overwhelmingly, you said that the proposed changes are a positive improvement to the hiring process. A few additional edits were made, per your suggestions, and the final forms are now posted. If you've already started the hiring process with a former form, it's okay to submit that one. For future hires, please begin to use the new form.

The ***Verification of Parent Participation in Hiring Process (VPP)*** replaces the *Hiring Procedure* and the *Hiring Approval Form*. The most popular change is that you'll only have to complete this form ONCE upon hire, no matter where the staff person moves locations or positions within your agency.

The ***New Staff Documentation Requirements*** is a new resource showing which documents are required for new staff based on their funding source(s).

Thank you to Venissia for your collaboration on these new docs! If you have any questions or feedback, please reach out to her or myself.

Spring Administrative Staffing Monitoring
Kristyl Riddle, Monitoring and Compliance Coordinator and Venissia Buyco, Management Systems Coordinator
The last round of Staffing Monitoring will take place in May. Venissia will be completing informal monitoring in the beginning of the month and Kristyl will be completing formal monitoring later this month. You can review the checklists that are used on the **Documentation and Reporting page of ELWA**. If you have any questions, contact **Venissia Buyco** or **Kristyl Riddle**.

WHAT'S NEW FOR CENTER DIRECTORS - Continued

Continued from Page # - ARTICLE TITLE

⚠️ ACTION REQUIRED! Recruitment & Selection Plan
Natalia Juarez, Program Manager

The Recruitment & Selection Plan has been released on May 1 and is due back by May 31. Selection for the new program year 2019-2020 cannot begin until this has been submitted. FE Coaches and Team Manager will be reviewing and following up if questions come up. ***Please send plan to ERSEA@psesd.org and copy your FE Coach and Team Manager.***

⚠️ ACTION REQUIRED! Returners – Over Income
Natalia Juarez, Program Manager

To track all returners that are over income, please submit the Over Income Returners spreadsheet (released May 1) along with your Recruitment and Selection Plan by May 31. Instructions are found directly on the spreadsheet. ***Please send spreadsheet to ERSEA@psesd.org and copy your FE Coach and Team Manager.***

2019 Legislation Related to ECEAP
Washington State Department of Children, Youth and Families (DCYF)

As the 2019 legislative session comes to a close, we are grateful to early learning stakeholders for sharing with legislators the importance of ECEAP for children and families. The following bills impact ECEAP:

2SSB 5437: Expanding eligibility to the early childhood education and assistance program
This bill directs DCYF to:
- Allow the enrollment of children who do not meet the definition of eligibility on a space-available basis. The number of allowed children may not exceed 25% of statewide enrollment.
  - All age-eligible children up to 110% FPL
    - defined as eligible
    - included in caseload forecast for entitlement
  - Over-income children with risk factors up to 10% of funded slots
    - defined as eligible
    - included in caseload forecast for entitlement
  - Children >110% through 130% FPL without other risk factors
    - may be enrolled if space is available
    - not included in caseload forecast for entitlement
  - Children >130% through 200% FPL with additional DCYF risk factors
    - may be enrolled if space is available
    - not included in caseload forecast for entitlement
- Consult with tribes to explore approaches that best meet tribal communities' unique characteristics with the aim of closing the opportunity gap for tribal children
- Plan the implementation of a birth-to-three Early ECEAP pilot

SSB 5089: Increasing early learning access for children ages thirty months and older with developmental delays or disabilities
This bill directs DCYF to:
- Maintain current age eligibility of children at three years old, as opposed to thirty months old
- Allow children served by Early Support of Infants and Toddlers (ESIT), Early Head Start and Early ECEAP to enroll in ECEAP mid-year after turning three, on a space-available basis

E2SHB 1391: An act relating to implementing improvements to the Early Achievers program as reviewed and recommended by the joint select committee on the Early Achievers program.

Continued from Page 6 - 2019 Legislation Related to ECEAP

This bill directs DCYF to:

- Establish an intermediate level that is between a level three and level four rating
- Adjust the ECEAP timelines for initial ratings to 24 months
- Adopt policies to address the need of providing incentive and removing barriers for child care and ECEAP providers participating in the Early Achievers program
- Convene a workgroup to examine the cost of child care regulations

State Budget

The operating budget includes the following increases for ECEAP:

- 6% increase in payment for each slot beginning on July 1, 2019
- 509 new slots in 2019-20 and 662 new slots in 2020-21. Of these, 88% are School Day and 12% are Working Day

The capital budget includes the following increases that support ECEAP:

- $28.5 million for early learning facilities and DCYF-lead technical assistance
  - Approximately $18 million of the $28.5 million will be competitive grants
- Additional details will be included in the ECEAP June Reminders and Links.

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.
MAY To-Do/Deliverables

Education Monitoring Information
Decca Calloway, Program Manager Education, Disability, Dual Language Learners, and Multilingual Supports
Education Monitors will be coming out to sites to complete Curriculum Fidelity, please stay tuned. Please ensure that all home language surveys are complete. We have a few that are showing up as incomplete. Keep in mind this could be due to screening children who may have come in the last 45 days, final staffings and transitions. If you have any further questions please reach out to your Education Coach.

All Students Must Have a Completed Home Language Survey
Senayet Negusse, Dual Language Learners Coach
All Preschool teachers must complete the Home Language Survey in MyTeachingStrategies for every child enrolled in HS or ECEAP. This determines whether the English Language Acquisition Objectives 37 and 38 will be added to that child's assessment. Please note that colorbands (age/class) and start dates for each child must be entered into a child's profile in MyTeachingStrategies prior to completing the Home Language Survey, otherwise an error message will appear.

Rubric for Evaluating Apps for Dual Language Learners (R.E.A.D)
Senayet Negusse, Dual Language Learners Coach
Hello there! I am sure you've heard 1,000 times that children learn best through human-interaction and relationships. However, digital tools such as phones, tablets and computers have become part of our everyday lives. When used appropriately, technology can open a world of resources. Karen Nameth, an expert in the field suggests the best tools for DLLs support the three C's: Communication, Conversation and Connected Concepts in context. Please take a minute to review the **rubric** for evaluating apps for DLLs. For more information on Technology and Interactive Media in Early Childhood Settings, check out this **article**. As always, reach out to your DLL Coach for additional resources and strategies.

Creative Curriculum Fidelity Update
Ezra Stoker-Graham, Education Monitor
A big THANK YOU to the infant, toddler and preschool teaching teams who have allowed Education Monitors to come into their classrooms and have their environment and education practices be evaluated. This evaluation, coupled with the coach and educators meeting to discuss strengths and areas for growth, is aimed directly at Puget Sound ESD's belief in always seeking continuous improvement. Education monitors have been lucky to visit over thirty classrooms and have seen teaching teams working together to make amazing things happen for children. Teachers are diving into Creative Curriculum with heart and intention which is creating excitement in children to deeply explore and learn. Your hard work is paying off!

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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⚠️ **ACTION REQUIRED! Early Learning Design—Online Surveys due May 15**
Please support parents and families to complete the online survey using these strategies:
- Hang the **attached flyers, in English and Spanish**, in a visible place that parents/families coming to your site will see it, such as at the front desk, on the front door.
- Talk about the importance of the survey with families, especially how critical their input is for us to understand how we are doing and how we can improve our services for children and families. This is their opportunity to tell us about their experiences and suggestions.
- If possible, make computers available to families to complete the online survey in April.
- Families can complete the survey with support from an interpreter.

If the online survey does not work for your parents and families, parents can use the **attached hard copies of the survey in English and Spanish**. You can print copies of the survey and make them available in the ways that work best for your parents and families.
- This may include making copies of the survey available at the front desk or other location where families can easily access them, providing copies at home visits and playgroups, sending home surveys in backpacks, and having parents complete the survey at family events.
- Please preserve the confidentiality of parents and families who complete a hard copy of the survey by providing an envelope in which they can seal their completed survey or a drop box to put them in.
- After May 15, 2019, please collect the sealed survey envelopes from parents and families, batch them together in a large envelope, and return them to PSESD by mail or in-person.

All these activities preserve the anonymity of individuals giving feedback, provide the opportunity to say or write open comments, and respect the demands on your time. The time window for these evaluation activities will be April through **May 15, 2019**. We plan to have a summary report completed in June. If you have questions or concerns, please feel free to contact **Paméla Raya-Carlton** or **Bruce Cunningham**.

⚠️ **ACTION REQUIRED! Recruitment & Selection Plan**
Natalia Juarez, Program Manager
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⚠️ **ACTION REQUIRED! Family Engagement Self-Reflection**
Natalia Juarez, Program Manager
Please complete the Family Engagement Self-Reflection that was emailed on May 1 by May 31. This information will be used to support coaching, trainings, and further professional development.

ERSEA Procedure & Family Engagement Procedure
Natalia Juarez, Program Manager
Updates to the ERSEA Procedure and Family Engagement Procedure have been released on May 1. Please note that all yellow highlighted text shows updates made to the April 1 release and all blue highlighted text shows the most recent updates made. The highlighted text will be available until July 1. Please print a copy for your records!

ReadyRosie
Natalia Juarez, Program Manager
Take time and utilize ReadyRosie as a resource for summer learning!
- **Summer Soar** program
- **Summer Learning** blog

Early Learning Spanish Application
Natalia Juarez, Program Manager
There was a correction made to the Spanish translation on the Early Learning Application.
- English: Were you under age 18 when this child was born?
- Spanish: Were you under age 18 when your 1st child was born?

SEEKING YOUR EXPERTISE! Recruitment & Selection Resources
Natalia Juarez, Program Manager
In the spirit of partnership and collaboration, we are seeking examples of your recruitment and selection tools. This could be your recruitment community visit tracking spreadsheet, flyer, social media plan, selection tracking spreadsheet, backwards planning to meet full enrollment, etc. Once collected, we are hoping to share as a resource. *Please send examples to **ERSEA@psesd.org***. Thank you!

You Are Invited to Attend ERSEA Committee!
Natalia Juarez, Program Manager
Please come and collaborate with other Family Support Staff around ERSEA items. The next meeting will be held on May 8 from 9 AM – 12 PM. Look out for an invite this month!

Peer Programs
Quincy Stone, Parent Leadership Manager
On May 16, parent educators will complete session two of Peer Programs training and be ready to present Teachbacks in Math and Money at your Early Learning Site. 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.

Please note that we currently have a small cadre of parent educators available to present Teachbacks. This can be problematic when it comes to scheduling. As a short-term fix, we've developed a condensed version of the script and encourage you to partner with a member of your parent committee to present the Teachback if we are unable to schedule a Parent Educator. Visit our **Parent Professional Learning** page to schedule a Teachback for your site. Questions? Contact **Quincy Stone**.

Policy Council
Quincy Stone, Parent Leadership Manager
In May, Policy Council learned about the benefits of being bilingual and how to support the development of home language. PC reps also had the opportunity to view a documentary film presented by Save The Children Action Network (SCAN) and to take action by signing a petition or postcard to support high quality early learning for low income families. 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 and distribute the PC Corner Newsletters from the **Policy Council page**. 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**.

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

Monthly To-Do Lists/Deliverables
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3 Ways To Be a Rockstar During the Next Meal Monitor Visit
Kristi Walters, Health, Nutrition & Safety Consultant
Hurray, for the many sites who have earned a status of excellence on their Nutrition Meal Monitor! Listed below are 3 easy ways to increase excellence, keep everyone healthy, and achieve compliance during meal time:

TIPS!

ADULT HANDWASHING—Remind all staff and volunteers to wash their hands for these eleven events….. **Handwashing Procedure**

ADULTS SITTING AT THE TABLE DURING MEALS/SNACKS—Arrange tables, schedules, and food preparation to ensure at least one adult can be seated and engaged with children during meals and snacks. **Family Style Meal Procedure**

USE INK TO MARK MEAL ATTENDANCE AT THE TABLE—After children are seated and offered each meal component two times, then meal count/attendance needs to be taken. Take attendance before children leave the table and always use an ink pen. [Pencil is not allowed.] **HS/EHS Meal Attendance** or **ECEAP Meal Attendance**.

Health Coaches are available to help with more successful meal-time strategies.

Health Equity in Menus
Kristi Walters, Health, Nutrition & Safety Consultant

Recipes!

A recent HS webinar, 'Addressing Health Equity through Culturally and Linguistically Responsive Health Services', included a list of many resources offering recipes and menu tips for help planning an inclusive menu or family night event. **Menu ideas** from Afghan to Vietnam and many countries in between are included. Advocate for the children in your classes to ensure they are welcomed to the table, hopefully a table that reflects a piece of home.

National Physical Fitness and Sports Month
Kristi Walters, Health, Nutrition & Safety Consultant

May is a great time to get out and play. Daily activity looks different in every family. Some families may choose short 10-minute bursts of active play throughout the day. Others may enjoy longer evening walks after dinner. For most families, it takes an intentional choice, a daily plan and a commitment to building a healthy life to make daily activity a life-long habit.

Healthy Tips for Active Play	Ideas to Add Extra Steps in Your Day	5-2-1-0 Ready, Set, Go!

Health Coaches are available to answer any questions.

Menu Submission Procedure Update
Kristi Walters, Health, Nutrition & Safety Consultant

NEW!

Who is responsible for submitting monthly menus, special diet lists and documentation of dietary accommodation? It might be you!
[Each site has their unique arrangement to gather and submit monthly menus.]

PSESD is switching from email/fax to a direct upload system. After the monthly menu paperwork is gathered, it needs to be **UPLOADED** as one file every month. To upload, please first request a username and password to the menu website by emailing **Mike Condardo**. After receiving access, the *upload directions*, experienced peer uploaders, and **PSESD menu staff** are available to help navigate the tricky system.

For assistance contact **Shawn Peterson, RD** or **Kristi Walters, RD**

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

6 Strategies for Finding Your Calm
Alex Clifthorne, Melissa Russell, Kristin Wells, Mental Health Consultants
The Mental Health Consultants recognize the difficult and exhausting work program staff do each day. Sometimes this can lead to burn out and an inability to recognize what we truly need for our self. It is by attending to our own self-care that we can minimize our triggers in our work environment and support children, families and our colleagues. The attached **article** provides specific strategies to help regulate your feelings and emotions to take best care of yourself, while navigating the many demands of your job.

6 STRATEGIES FOR CALMING YOUR MIND
1. Two-minute stress release
2. The deep-dive breath
3. Energizing breath
4. Calming sound
5. Space for reflection
6. Peer support

Children's Mental Health Awareness Day—Monday, May 6, 2019
Children's Mental Health Awareness week is May 5-11. Monday, May 6 has been designated as the day that "shines a national spotlight on the importance of caring for every child's mental health and reinforces that positive mental health is essential to a child's healthy development." This year the focus is on "Suicide Prevention: Strategies That Work."

Listed below are websites that provide information on children's mental health needs as well as supports for caregivers. Please join the Early Learning, Mental Health Consultants and wear green to acknowledge this important day.

- **suicidepreventionlifeline.org**
- **www.samhsa.gov**
- **www.nctsn.org**

King County Crisis Line (866) 427-4747
Pierce County Crisis Line (800) 576-7764