

Connector



PSESD Early Learning Monthly Newsletter

September 2022

Welcome to the 2022-2023 Program Year!



[Daiga Ellaby](#)

What we strive to message and model

Getting back to basics by returning to in-person, full staffing, full enrollment, and focus on ensuring full program implementation.

Accountability to sites and centers, to each other, to oneself and to our funders for the purpose of being accountable to children, families, and future generations.

Responsive and Adaptive to changing conditions.

Commitment to continuous quality improvement and to being in-service to children, families, communities, and staff.

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 PSESD Early Learning Program.



Washington State Department of
CHILDREN, YOUTH & FAMILIES



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What's New in General



2022-23 Online Trainings

Cheryl Habgood | Systems Manager, Professional Learning

By now you should have received notification that the required annual and new staff online trainings are available. To access these trainings, go to www.earlylearningwa.org. Scroll down to the Online Learning link. If you've forgotten your username or password, please use the link provided on the login page. For questions or additional information, please contact [Cheryl Habgood](#).



Pre-Service Training Plan Announced

Cheryl Habgood | Systems Manager, Professional Learning

Our traditional Pre-Service Training looks a bit different this year. In early October, each staff person will find a new Learning Path in their online learning account containing the training video for our 2022-2023 Pre-Service Training. The video will include important information from each service area outlining any changes and requirements specific to each service area. Completion of this Pre-Service Training is required and information on timelines for completion will be included in the communication when it's released.



Electronic Attendance

Taryn Kyle | Program Manager, Monitoring & Compliance

We are looking forward to our second year of submitting Electronic Attendance into ChildPlus for all Early Learning children. PSESD is committed to continue supporting Electronic Attendance and ensure that we continue to grow and improve the system. To help improve the process, we created online trainings for staff to better understand how to interact with ChildPlus when completing Electronic Attendance. The online classes are short, easy, and worth your time to ensure a smooth start to the year with Electronic Attendance. This training will be available if refreshers are needed. In addition to online classes to support the success of Electronic Attendance, each site will have one staff person designated as the **Electronic Attendance Point of Contact**. This person will be responsible for communications around Electronic Attendance between PSESD Staff and Site Staff. Center Directors will be submitting who the designated Electronic Attendance Point of Contact will be to Team Managers within the first week of classes.

Data Techs will send monthly monitoring to your **Electronic Attendance Point of Contact**. Please have teachers reach out to Education Coaches for questions around entering electronic attendance data. Family Support staff, reach out to your [Family Engagement Coach](#) for questions around data entry and ChildPlus attendance codes. For meal counts, please reach out to your [Health, Nutrition, and Safety Coach](#).



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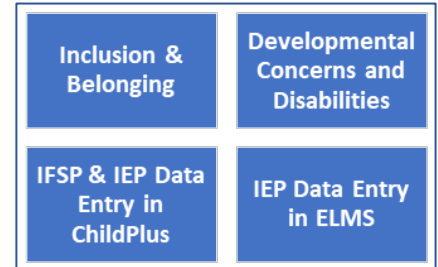
[Anti-Racism Resources](#) | [PSESD Press Releases](#)

Brand New Disabilities Courses on ELWA

Dani Hoffman, Johna Rhooms, Malena Swarthout, & Tamara Rosario | Disabilities Consultants

We are so excited to offer staff **four** new courses on classes.earlylearningwa.org on full implementation of inclusion in your early learning setting. Log on to classes.earlylearningwa.org for access to Inclusion & Belonging, Developmental Concerns and Disabilities, IFSP & IEP Data Entry in ChildPlus, and IEP Data Entry in ELMS.

Please [connect with your primary Disabilities Consultants](#) with any questions following the courses!



Disabilities Services Beginning of the Year Updates Video

Dani Hoffman, Johna Rhooms, Malena Swarthout, & Tamara Rosario | Disabilities Consultants



Click above to play video

We are so excited to share something **new** with staff. The Disabilities Team has created a [short video](#) of updates and reminders for the 22-23 program year. Please review [this video](#) ([transcript available](#)) and connect with [your primary Disabilities Consultant](#) for any questions or to follow-up. Don't forget to check out the [Staff Directory](#) as there are new primary Disabilities Consultant assignments.

Free Training Available in King County

Cheryl Habgood | Systems Manager, Professional Learning

[Best Starts for Kids](#) is a King County voter-approved initiative to support every baby born and child raised in King County to reach adulthood happy, healthy, safe, and thriving. More information about what's happening at Best Starts for Kids can be found on the [Best Starts Blog](#). The [Best Starts Workshop website](#) was created for King County's Early Childhood Providers to receive information about and have access to a wide range of equity-centered training/workshops offered at no cost to them or their agencies. The website requires providers to create a one-time profile to access all open workshops and learning opportunities. It is regularly updated with new learning opportunities as they become available and learning sessions are available to anyone who provides P-5 services in King County. **These offerings will satisfy some of the annual professional learning hours requirements for Head Start, Early Head Start and ECEAP Teachers, Assistant Teachers, and Family Support staff. Some offerings provide STARS hours for those staff working in licensed facilities.** If you have questions about any of the offerings or how to create a free profile, please contact Diana de la Lanza at bsk-wested@wested.org.



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Disabilities Consultants Office Hours

Dani Hoffman, Johna Rhooms, Malena Swarouth, & Tamara Rosario | Disabilities Consultants

Our team is providing office hours! We will provide a morning and an afternoon session for two separate topics:

PSESD Disabilities Consultants Office Hours (Zoom): IFSP/IEP Data Entry Hosted by PSESD Disabilities Consultants Team	
Register: Wednesday, September 7, 1:30-2:30 PM	Register: Friday, September 9, 9:30-10:30 AM
Technical Assistance on how to accurately data enter IFSPs/IEPs into ChildPlus and ELMS.	
Resources: Release or Exchange of Confidential Information - Non-Health IEP Data Entry in ELMS IFSP and IEP Data Entry in ChildPlus	
PSESD Online Courses: IEP Data Entry in ELMS; IFSP/IEP Data Entry in ChildPlus	
PSESD Disabilities Consultants Office Hours (Zoom): Incorporating IFSPs and IEPs into Early Learning Spaces Hosted by Disabilities Consultants Team	
Register: Wednesday, September 7, 2:30-3:30 PM	Register: Friday, September 9, 10:30-11:30 AM
Technical Assistance on incorporating IFSPs and IEPs into the Early Learning Setting, including a review IFSP and IEP Goals, Accommodations and Modifications, and Assistive Tech.	
Resources: Release or Exchange of Confidential Information - Non-Health Inclusion of Children with Disabilities and Developmental Delays Guidance	
PSESD Online Courses: Inclusion and Belonging	

If those dates don't work for you or your staff, we will offer Office Hours again in October. Please register to attend our Office Hours in the [Training and Meeting Calendar](#) on the [PSESD Early Learning Website](#).



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Policy Council

Quincy Stone | Parent Leadership Manager

About Policy Council

Policy Council (PC) is the integration of parent and family engagement within program systems and services. Policy Council is centered around promoting parent voice and inclusion in major program decisions while supporting parent engagement and leadership development. Parent representatives are elected by their peers to represent the ideas and concerns of the families at their center/site. Once elected, representatives participate in the decision-making processes that directly impact our children and families. Policy Council members work in partnership with program administrators and the PSESD Board to develop, review, and approve the following: policies, strategic directions, criteria for ERSEA, funding applications, budget recommendations, personnel, and much more!

Composition

Policy Council is composed of parents with currently enrolled children, parents with previously enrolled children, and community agency representatives drawn from organizations which provide services, support, and resources to the communities served.

Schedule

Policy Council meetings for the 2022-2023 term begin in November and are scheduled to be held virtually via Zoom from 10:00 am to 2:00 pm. We are in the process of developing hybrid meetings which will include both virtual and in-person options for attendance. Please stay tuned for updates!



Financial Support for Parent Representatives

Representatives will be reimbursed at an hourly rate for virtual attendance. PSESD Early Learning provides this financial support for expenses that may be incurred by participating in Policy Council (child care, technology, etc.).

For guidance on parent reimbursement, please see the Parent Leadership Reimbursement - COVID-19 Guidelines (English and Spanish) on the [Policy Council page](#).



Important Information

The first **Policy Council meeting for newly elected parent representatives for 2022-23** is Tuesday, November 15, 10:00 am – 2:00 pm. Please submit the **required** [Policy Council Representative Notice and Verification Form](#) for each of your site's representatives as soon as they are elected.

As a reminder, please reconnect with your elected representative for the 2021-22 Policy Council year and remind them of our next meeting on September 20, 10:00 am – 1:00 pm. Their term will end in November.

To confirm the number of elected Policy Council representatives that your center is required to have, and the maximum number of representatives allowed, please see the [Policy Council Composition Chart](#). Please note, there is no longer a "Policy Council Alternate" position, only elected representatives as outlined on the Policy Council Composition Chart and in the Policy Council Bylaws.

Learn More

Information Sessions provide a snapshot of what Policy Council is all about! These one-hour sessions provide curious parents with an overview of PC and opportunity to ask questions. PC Trainings provide prospective and elected parents



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Policy Council

with a deeper dive into the history and framework, roles and responsibilities of representatives, and shared governance structure, any much more!



Recruitment

We can help you line up a current or past PC representative to speak at your orientation or parent meeting. Contact [your Family Engagement Coach](#) to submit a request.

Also visit the [Policy Council page](#) to see upcoming dates and these materials:

- Policy Council video for you to show at parent meetings or one-on-one with parents.
- Policy Council recruitment flyer available in English and Spanish.
- Meeting date flyers available in English and Spanish.



New for 2022-2023!

Parent Leadership Office Hours beginning in January 2023. **This is open to PSESD and center/site staff only.** Bring all your Parent Leadership (Policy Council, Peer Programs, Advocacy Day) related questions and we'll ensure you get the support you seek!



Policy & Legislative Updates

[Lori Pittman](#) | Early Learning & K to Career Policy, Advocacy and Government Relations

Check back next month!



Inclusion Corner

[Dani Hoffman](#), [Johna Rhooms](#), [Malena Swarthout](#), & [Tamara Rosario](#) | Disabilities Consultants

Welcome to the Inclusion Corner!

We are excited for this new space in The Connector. Our vision is to share information with you that will empower you to become an Inclusion Champion. Some of the topics we want to share with you throughout the program year include the following, just to name a few!

- How to support children with disabilities or suspected delays in ECEAP and Head Start classrooms
- Strategies to implement in the classroom or at home
- Advocating for children with disabilities
- Misconception around inclusive practices



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Inclusion Corner

Throughout the program year, you can also access the Inclusion Corner in the Resources tab under [Disabilities](#) in the ELPM.

We would like to start by sharing the definition of Early Childhood Inclusion taken from [the NAEYC/DEC \(Division of Early Childhood\) Position Statement](#):

“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”

“Inclusive preschool classrooms are in the best interest of all young children: including children with disabilities results in greater empathy and acceptance of differences among all children and in improved academic, social, and behavioral outcomes for children with disabilities.”

Lohmann, M. (2017 Jul 25). “Preparing Young Children for the Inclusion of Children with Disabilities into the Classroom.” NAEYC

What is Inclusive Education?

Inclusive education is the practice of educating students with disabilities in general education classrooms alongside their classmates who do not have disabilities. As you prepare to welcome children in your classroom this program year, check out this blog from the [NAEYC “Preparing Young Children for the Inclusion of Children with Disabilities into the Classroom”](#).

Upcoming PLCs on Inclusion!

This year, we are offering quarterly PLCs (Professional Learning Communities) to discuss all things inclusion among other learning professionals. We are working on a schedule now and it will be published in the Training and Meeting Calendar. PLCs are open to everyone: teachers, home visitors, center directors, FSS, Family Child Care Providers, and internal PSESD staff!

The first Inclusion Corner PLC will be on Tuesday, November 1, 12-1 pm. Join us for great discussion, community building, or just to connect!



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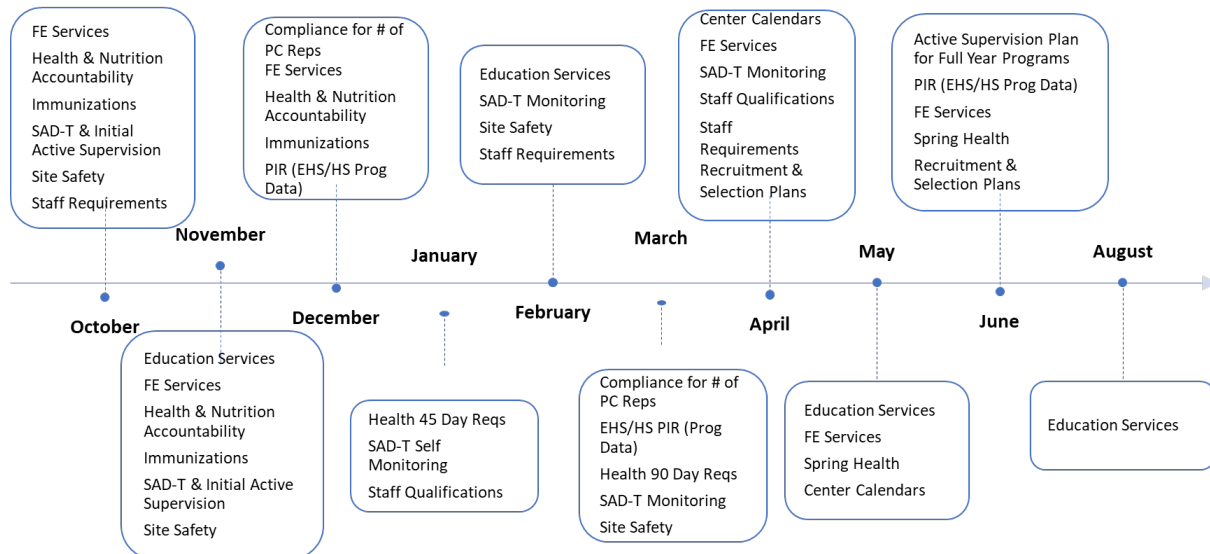
Data



Monitoring Protocols

Taryn Kyle | Program Manager, Monitoring & Compliance

Below you will find the Monitoring Protocol Calendar for the 2022-2023 Program Year. The 22-23 Monitoring Protocols will be added to the ELPM later this month. More information around Monitoring by each content area will be shared in the September Center Director Updates Recording and during the Pre-Service Recording.



Monthly – The following monitoring checklists are monitored every month throughout the program year:

- Electronic Attendance
- Eligibility: Completed once per site throughout the year, October through May
- Enrollment
- IEP/IFSP Site Percentage
- USDA & Non-USDA Meals: 3 times site-based only; annually for non-USDA sites
- Health Documentation: November through March
- Treatment Tracking Reports: Sent out 4 times a year; 5 times for Full Day Full Year sites in November, January, March, May, and July

Within 30 Days – The following monitoring checklists will be scheduled and completed within 30 days of starting site-based services throughout the year:

- Active Supervision Plan
- Safe Arrival, Departure, Transportation (SAD-T) & Initial Active Supervision
- Site Readiness & Safety

Ongoing Active Supervision – Anytime a PSESD staff is on site, and officially monitored twice a year (3 times for Full year)



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ECEAP Child Entry into ChildPlus

Tiffany Lyons | Data Systems Technician, ERSEA

Welcome back to a new Program Year! The PSESD Data Team will be completing ECEAP child entry into ChildPlus for the beginning of the 2022 school year. Please ensure all ECEAP children are entered in ELMS for the 2022-2023 school year with a start or an expected start date before the first day of class.

PSESD Data Team will be entering the children listed in ELMS into ChildPlus starting August 22 through September. **Site staff will resume entering children's information from ELMS into ChildPlus on October 1, 2022.** Children must be in ChildPlus **before** they begin attending class. If you notice a child that is entered in ELMS and not appearing in ChildPlus in September, please send the ELMS ID# to our new Data Technician, [Lisa Boyd](#).

Once children are entered in ChildPlus, **please Enroll them** in their correct class, only when they have attended their **first day in class**. Please do not pre-enroll children into classes. ChildPlus automatically adds an entry date when children are enrolled. The entry date is the first day attended. Enrolling children on their first day of class will ensure the attendance module is available for teachers to enter daily attendance and prevent the need for entering back attendance.



Site Staff Are Responsible for Enrolling ECEAP Children in ChildPlus Starting October 1

Tiffany Lyons | Data Systems Technician, ERSEA

Guidance for enrolling **new children** into ChildPlus is available through the online training in Moodle provided to all staff. Please ensure the correct 2022-2023 Program Term is indicated for ECEAP children. **Returning children** will only need the ECEAP 2022-2023 Program Term added. **Entering their individual and family information again into ChildPlus will create duplicate records for those children!**

Thank you so much for your help to get children into systems and ready for the new school year!

Remember: Enrolling them on time and requesting Drops and Transfers as they occur will keep attendance entry more accurate.

Attendance Entry in ChildPlus

Tiffany Lyons | Data Systems Technician, ERSEA

When documenting attendance electronically in ChildPlus or on attendance worksheets, please use the attendance codes for Head Start/Early Head Start and ECEAP listed in the [Attendance and Meal Count Procedure](#).

ECEAP and Head Start/Early Head Start attendance and absence reason codes are different. ECEAP codes begin on page 3, and Head Start/Early Head Start codes begin on page 5.

Attendance entry exception:

- When class is **closed** at any time during the week, please change the classroom status in ChildPlus from open to closed from the drop-down menu.
- Please do not keep the class day in open status and enter the attendance code N.



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Data

Drop & Transfer Requests in ChildPlus and ELMS

Tiffany Lyons | Data Systems Technician, ERSEA

Please see the [ERSEA Procedure: Transitions: Drop and Transfer Requests](#) for how to request drops and transfers in ChildPlus and ELMS.

Center Directors

E-Alerts from Summer 2022

Also check your inbox for any additional emails sent by your Team Manager.

- 9/2 [ChildPlus New Program Term](#)
- 8/29 [Entering Deliverables into ChildPlus – Office Hours](#)
- 8/23 [COVID-19 Early Learning Updates](#)
- 8/22 [Reminder: Fall Materials, PPE \(Round 1\), and Screening Equipment Distribution](#)
- 8/19 [ECEAP Child Entry into ChildPlus](#)
- 8/15 [Fall Materials, PPE, and Screening Equipment Distribution](#)
- 8/4 [Concrete Goods - ECEAP](#)
- 7/26 [Orientation to Early Learning Policies](#)
- 7/26 [Deficiency Communication for Head Start/Early Head Start 10CH012059](#)

Center Director Meetings

Check the [Center Director page](#) monthly for Zoom links, recorded updates, and recorded meetings.

Change: Kick-Off Center Director Meeting of the Year

Talena Dixon | Director, Program Operations & ECEAP

We heard from Center Directors that it would be helpful to meet earlier than September to go over the changes and updates for the new program year, so we cancelled the September meeting, and met on August 25 instead. If you weren't able to attend, please review the recording – it has lots of valuable information you'll need for the new year.



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DCYF Equity Grant Due September 16

Talena Dixon | Director, Program Operations & ECEAP

As promised at the August 25 Center Director Meeting, below is the follow up information about the Equity Grant that is due to DCYF by **September 16**. If you are unable to apply at this time, additional grant opportunities will be available in Winter and Spring of 2023.

If after reading the information from the DCYF link directly below, you decide to apply, we'd like to support you as you think through what you may want to apply for in the equity content portion of the application, as well as help you consider how your application aligns with our EL equity work. Michelle and Heather, our EL Equity in Education Managers, have graciously offered the following drop-in office hours, and we hope you'll take the opportunity to join them. See [DCYF Early Childhood Equity Grant](#).

Join Zoom Meeting

<https://us02web.zoom.us/j/82210297760?pwd=ZUhnZDVyMHUvNHlMRVBiWTMrNOVNdz09>

- Aug 30, 2:00-3:00 pm
- Aug 31, 3:30-4:30 pm
- Sept 8, 9:00-11:00 am
- Sept 9, 10:30 am-12:00 pm

Quick Reminders

Talena Dixon | Director, Program Operations & ECEAP

- **ECEAP Summer Services:** Complete Smart Sheets for DCYF. For questions, please reach out to Team Managers.
- **ECEAP Contracts:** There is no slot-rate increase this year because the legislature did not approve an increase. ECEAP subcontractors have received Statements of Work with highlighted changes. Please review carefully and reach out to [Talena](#) if you have questions.
- **EHS CCP Contracts:** We are in process of sending out contracts. Subcontractors will receive a 2% increase. You will receive a Statement of Work with highlighted changes. Please review carefully and reach out to [Talena](#) if you have questions.
- **Spending:** Please spend down contract funds. HS/EHS COVID funds – We are developing a process to prioritize your COVID spending requests and will reach back out to you to solidify your previous requests. We will always ask you to use your contract funds first, if it appears that you will be underspent. .
- **Staff Bonuses:** Retention bonuses are permissible for ECEAP and HS/EHS. ECEAP bonuses cannot be more than 15% of salary. For further information visit [Competitive Bonuses for the Head Start Workforce](#).
- **Claims:** Please connect with the fiscal staff in your organization to ensure that claims are sent in within 45 days. Additionally, to help with the PSESD year-end, we will be asking all subcontractors to be caught up on claim submissions by August 2023, and the August claim by end of September.



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Staff Information Forms (SIFs)

Taryn Kyle | Program Manager, Monitoring & Compliance

Please complete the appropriate online [Staff Information Form](#) as soon as you know of any staff changes. We know it is a busy time of the year and as a new program year begins, many new staff are hired. Please refer to the [Hiring and Personnel Management Guide](#) in [ELPM: Program Administration](#) when submitting SIFs for any new hire or changes that have occurred. Please remember to submit [Medical Release Forms](#) (that include proof of MMR, TB and COVID), [Verification of Parent Participation](#) (VPP), cleared Portable Background Check (PBC), and transcripts for those positions that it is required. As new SIFs are being submitted PSESD, staff are working hard to get new staff access to the platforms that are needed. Our Monitoring Team will also be following up via email regarding any missing documents.

Contact the following with questions:

Qualifications:

[Cheryl Habgood](#)

Portable Background Checks/ Staff Member Safety Plans:

[Beth Larsen](#)

All Other Hiring Questions:

[Your Team's Technical Assistance
Coordinator \(Monitor\)](#)



Deliverables

Taryn Kyle | Program Manager, Monitoring & Compliance

It is that time of year again when many deliverables are due. All deliverables can be found within each content area To-Do Lists. Some deliverables will now be submitted through ChildPlus. Guidance on completing this process will come out shortly and office hours will be available for additional support.

Below you will see all the Deliverables due in September and how each can be submitted:

- **Center Calendars** were due last Spring. As a friendly reminder, please submit monthly revisions to your Team Manager as those changes occur.
- **Site Readiness & Safety Checklist** is due before classes begin. Submit these via ChildPlus.
- **Active Supervision Plans** are due September 30. Submit these via ChildPlus.
- **Safe Arrival, Departure, and Transportation Self-Assessments** are due September 30. Submit these via ChildPlus.
- **Insurance Certificates** are due as renewals occur. Please submit those to your Team Manager.
- **Facility & Lease Agreements** are due September 30. Please submit those to your Team Manager.

***Both the Site Readiness & Safety Checklist and the Active Supervision Plans are paid deliverables. Once received they will trigger communication with Early Learning Fiscal.**

USDA Fiscal Reminders

Cheryl Polasek | Program Manager, Health & Nutrition

- Monthly invoices for meals on the PSESD USDA Contract must be sent to PSESD no later than 10 days after the month's end.
- PSESD is now required to report monthly operating costs to OSPI with USDA Claims.

For questions, please contact [EL Fiscal](#) or [Cheryl Polasek](#).



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2022-23 Education Coach Site Support Expectations

Early Learning Education Coaches

Please read [Education Coach Site Support Expectations](#) for 2022-2023.

Education



Developmental Concerns Checklists are for Everyone (EHS/HS and ECEAP)!

Early Learning Disabilities Team

As of the 2022-2023 Program Year, it is required for **all grants** to complete a *Developmental Concerns Checklist* for any child whose ASQ-3 results in “rescreen/monitor,” “referral indicated,” or whose family has a developmental concern.

Rescreen, referral, evaluation, and eligibility processes take place over time and at differing intervals, and the *Developmental Concerns Checklist* is a robust and handy guide to both know what happens next, and to ensure all necessary steps are addressed and documented per Performance Standards.

Developmental Concerns Checklists will be updated for children over time as new events occur and decisions are made. The [Developmental Concerns Checklist for EHS/HS](#) contains important PIR information and must be uploaded to the child’s record in ChildPlus, as well as added to the Family File. The [Developmental Concerns Checklist for ECEAP](#) must be updated and added to the Family File. **Video walkthroughs of both the [Developmental Concerns Checklist for EHS/HS](#) and the [Developmental Concerns Checklist for ECEAP](#) will be available soon on the Disabilities page on ELPM, under the “Resources” tab.** An update video with more information is coming your way soon via email, so keep an eye out. Remember, if you have any questions about the *Developmental Concerns Checklist*, your [primary Disabilities Consultant](#) is here to support!

Curriculum Fidelity Focus: Designing the Classroom Environment

Carolyn Michaels, Jennifer Daniels, Lisa Vamvas, and Julie Gretchen | Education Coaches

Fall is here! Education Coaches are visiting sites again, providing support in many areas. One specific foundational support is coaching to Curriculum Fidelity. We know that early childhood classrooms that demonstrate strong fidelity (i.e., organized environment, curriculum and assessment resource implementation as developers intended) are more likely to have a positive impact on children’s learning, development, and school readiness. The Curriculum Fidelity tool sections are Physical Environment, Structure, Teacher-Child interactions, Families and Assessment. During the 2022-23 school year, Coaches will primarily focus on the Physical Environment and its five implementation items:

- The classroom is organized to support learning and encourage children to work independently and with peers in self-selected activities.
- Interest areas are attractive, available as a choice daily, and supplied with an adequate amount of developmentally appropriate, well-maintained materials.



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- The materials, furnishing, equipment, and displays enhance learning in the content areas (literacy, math, science, social studies, the arts, and technology).
- The environment reflects the language(s), family background(s), home culture(s), and exceptionalities of the children in the classroom and beyond.
- The environment is healthy, safe, and clean.

We have gathered a few resources here for you to review. We are looking forward to connecting with you and seeing your learning spaces in action.

- [Designing the Right Classroom Environment for Infants, Toddlers & Twos](#)
- [Setting up a Classroom or 20 Preschool Children](#)
- [Preparing for the First Days of School](#): Must be logged into *MyTeachingStrategies* to access in the Library. Please contact your [Education Coach](#) if you do not yet have a login or need help to access this resource.
- Free Downloadable eBook: [Six Positive Messages to Guide a Year of Teaching and Learning](#)

Dual Language Learner (DLL) Coach Support

Jesse Acosta | Dual Language Learner Coach

Hello from the MLS team! We are so excited to start the 2022-23 school year with you all! We wanted to provide a quick overview of what supports to expect from DLL Coaches this year. We will be utilizing a 3-tiered approach to help guide and determine our supports. We would like to preface this by stating that this plan for tiered supports provides a foundation and minimum that we hope to meet. Site support will still be available by request and need.

Tier 1 - Supports for classrooms that have less than 50% DLLs. We plan to be in contact via email to send resources, strategies, and tips at least once per month. We will also be holding office hours once per month where anyone can join to ask questions to their DLL Coaches (Office hour dates TBA). These classrooms will be visited at least once during the program year, paired with periodic in-person check-ins while DLL Coaches are on site for other purposes.

Tier 2 - Supports for classrooms that have 50% or more DLLs. Our goal is to visit each of these classrooms at least once per quarter. We will be visiting different classrooms at least 2 days every week to help us reach this goal. These visits will primarily be utilized to conduct observations focused on DLL supports.

Tier 3 - Support for Dual Language Programs. Each DLL Coach supports at least 1 Dual Language classroom and will visit at least once per month to provide specialized DLL supports.

Percentages and numbers may need to change based on DLL data for this school year. Please reach out to your [assigned DLL Coach](#) if you have any questions and we will provide updates as soon as we can!

Home Language Survey Reminder

Jesse Acosta | Dual Language Learner Coach

As a gentle reminder, please ensure to complete Home Language Surveys (HLS) in *MyTeachingStrategies* within the first two weeks of a child's first day of attendance (Early Head Start programs do not need to complete the HLS). Completing the HLS provides critical insight into the child's experience with English and Home Language that staff can use to individualize supports. If you are unsure about how to complete the surveys or have any questions, please reach out to [your DLL Coach](#). We are here to support!



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Multilingual Services



Interpreter Directory

JoAnna Williams-Diggs | Senior Coordinator, Multilingual Services

The Interpreter Directory is still in progress and will be sent out soon!

For future Connector publications, make sure to click the orange Interpreter Directory button **in your monthly Connector newsletter email** to get the most up-to-date information.

Interpreter Directory
(Click me for Updated List!)

ERSEA

Martha Waiters | ERSEA Consultant



Filling Classes

Head Start and ECEAP are returning to pre-COVID expectations of having full enrollment by first day of class for Head Start and Early Head Start, and 30 days from first day of class for ECEAP. If you have concerns about your enrollment, please reach out to the [ERSEA Consultant](#) or [your Family Engagement Coach](#).



ERSEA Procedure 2022-2023

To help you find updates to the ERSEA Procedure, the information below has been added to the top of page 2:

“This procedure is updated often throughout the program year due to new Performance Standards and improvements in PSESD systems, and to provide clarification. Clarifications are highlighted in **gray**.

Changes are highlighted according to when they were made:

Yellow highlights: Early Spring 2022

Blue highlights: Late Spring 2022

Green highlights: Fall 2022”

“Birth-to-3/Home Visiting program” has also been changed to “Birth-to-3 Early Intervention” in the procedure and on several forms (*Selection Points Charts* and *EVF*). We are in the process of updating this language in the application and its translations. You may continue to use the current application, as this language does not change current guidance.



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ERSEA Collaboration

Formerly known as ERSEA Committee, [ERSEA Collaboration](#) is a space for Family Support staff to collaborate monthly with the ERSEA Consultant, Family Engagement Coaches, and other PSESD staff. The purpose is to review ERSEA guidance and forms for continuous improvement. Bring your knowledge and experiences of what's working for you and what could use more clarity. We'll work together to make the ERSEA guidance the best it can be! Our first meeting is Wednesday, October 5, from 9am to 11am. Join through the [2022-2023 Training and Meeting Calendar](#).

ERSEA Drop-In

The ERSEA Consultant is available each Wednesday, from 11am to noon, for drop-in consulting. There's no plan or agenda. Just drop in and discuss what's on your mind with regard to ERSEA. Join through the [2022-2023 Training and Meeting Calendar](#).

Family Engagement

ECEAP Only: Mobility Mentoring Foundational Online Training and Other Resources

Kathy Binkley | Family Engagement Coach

All new Family Support Staff are required to take the **Mobility Mentoring Foundational Online Course**. Family Support Staff who started in their position before this was required are also encouraged to take the course. **Please see [ECEAP/Early ECEAP Staff Support 2022-23](#) to help support your work in ECEAP. To register for the Mobility Mentoring Foundations Online Course, click the "To Register" link.**

Peer Programs

Quincy Stone | Parent Leadership Manager

What is Peer Programs?

Peer Programs is a Parent Leadership Opportunity intended to support personal and professional growth.

What does a Peer Educator do?

A Peer Educator gains content-related expertise from a professional currently working in the field, learns how to advocate for themselves, their family, and their community, and shares the knowledge they acquired with other Head Start, ECEAP, and Early Head Start parents.

What do Peer Educators gain?

- Empowering knowledge
- Leadership skills
- New friends
- Public speaking experience
- Increased confidence
- Work-related skills to add to a resume



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Who is eligible to participate?

Peer Programs serves all Head Start, Early Head Start, and ECEAP parents/guardians. Interpretation and translated materials are offered in Spanish, other languages available upon request.

What is the time commitment?

Peer Educators spend about 30 hours in training. After the training, Peer Educators are expected to complete at least three (3) activities/presentations at their child’s site and/or other sites. These activities/presentations are also known as “Teachbacks.”

How do I refer parents?

Complete the *Peer Programs Registration Form* by clicking on one of the Peer Programs subjects below. At this time, Peer Programs training for the 2022-2023 program year are scheduled to be held virtually via Zoom for 8 consecutive evenings.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Health and Literacy</p> <ul style="list-style-type: none"> • January 12, 19, 26 • February 2, 9, 16, 23 • March 2 | <p>Math and Money</p> <ul style="list-style-type: none"> • March 17, 24, 31 • April 7, 14, 21, 28 • May 5 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

We are in the process of developing hybrid meetings which will include both virtual and in-person options for attendance. Please stay tuned for updates!



Recruitment

Health & Literacy Training begins in January! Encourage parents to attend training to become a Peer Health or Literacy Educator!

Peer Programs recruitment flyers are available in [English](#) and [Spanish](#)! Share the [Peer Programs promotional video](#) with parents to get them excited about what to expect.

Schedule a Virtual Teachback Today!

A great way to involve your families at the start of the year is to have another parent share about the available opportunities to currently enrolled families in Early Learning. This is easy to do with a Fall Teachback event! Get your parents connected with each other and excited about being involved in the program!

To request a teachback, please complete the [Teachback Request Form](#). Questions? Please contact [Quincy Stone](#).



New for 2022-2023!

Parent Leadership Office Hours – open to PSESD and center/site staff only. Bring all your Parent Leadership (Policy Council, Peer Programs, Advocacy Day) related questions and we’ll ensure you get the support you seek!



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Health, Nutrition, & Safety



USDA Fiscal and Monitoring Updates

Cheryl Polasek | Program Manager, Health & Nutrition

Fiscal: Sites on the PSESD USDA Contract must submit monthly invoices to PSESD no later than 10 days after the month's end (separate from your ECEAP or Head Start monthly claim). We are now required to report monthly operating costs to OSPI with our USDA Claims for reimbursement.

Monitoring: There will be 3 unannounced visits during the USDA Contract year for each site on the PSESD USDA Contract (beginning in October).

All new sites will be visited within 4 weeks of the first day of class.



Class Profile – Ready for Your Entries

Cheryl Polasek | Program Manager, Health & Nutrition

[Sign-in](#) and go to "Course Quick Links" at the top of the page.

This is the location where we gather specific information on meals served, mealtimes and specific staff connected to each class code.

Reach out to [your Site Support Team](#) if you have questions



Food Safety/Food Code Revisions for Preschools and Childcare

Cheryl Polasek | Program Manager, Health & Nutrition

All **new** requirements are outlined in a revised Food Safety Online Course. These changes more likely affect childcare and other non-school district sites, where food is not provided by a school district.

Watch for more information to come in upcoming Connectors. Contact your [Health, Nutrition, Safety Coach](#) with questions.



Transportation, Safe Arrival, and Departure

Bethany Larsen | Program Manager, Safety

Safety is everyone's responsibility! This past program year showed that we need to improve safety practices, specifically with transportation. We are exploring multiple avenues to focus on improving safety practices. One way is through additional training. We would like to partner with Early Learning Center Leaders to offer Active Supervision training for bus drivers. Please reach out to [Bethany Larsen](#) to discuss. Safe Arrival and Departure Monitoring will be enhanced as well.



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Deliverables Submission into ChildPlus

Bethany Larsen | Program Manager, Safety

Site Readiness and Safety Checklists, Safe Arrival and Departure Self-Assessments, and Classroom Active Supervision Plans will all be submitted into ChildPlus. Reminder that each of these deliverables are required before reimbursement. These deliverables are intended to guide safety checks in classrooms, overall facilities, and safe arrival and departure practices, and include critical information directly connected to children’s safety.

Obtaining Out-of-State Immunization Records

Mary Eddy | Health, Nutrition & Safety Coach

The Washington State Immunization Registry (WAIS) is a great resource for obtaining required immunization records when enrolling children. However, what if the child has moved here from another state? If the family is unable to provide records, [the CDC](#) could help to obtain required vaccine records.

Please reach out to [your Health, Nutrition and Safety Coach](#) if you have questions.

Testing for Lead in the Water

Bethany Larsen | Program Manager, Safety

Children are extremely susceptible to lead exposure which means testing for lead in the water in Early Learning environments is a critical safety practice. The Childcare Licensing Washington Administrative Code is [110-300-0235](#) which states “(c) A copy of the water testing results must be kept on the licensed premises or in the program's administrative office.”

Free lead testing is available through Washington State’s Department of Health by completing this [Lead Testing survey](#).

COVID-19 Vaccine Event

Public Health – Seattle & King County, in partnership with the Community Day Center for Children, is offering a series of COVID-19 Community Vaccination Events for children ages 6 months and older. Adult vaccines/boosters are also available on a walk-up basis. Please see the links below for [more information](#) and to share with your families.

Thursday, September 15:

- 6 months – 4 years: [Register here](#)
- 5+ years: [Register here](#)

Thursday, October 13:

- 6 months – 4 years: [Register here](#)
- 5+ years: [Register here](#)

First Aid/CPR Classes

Bethany Larsen | Program Manager, Safety

First Aid/CPR classes will be available to all site staff for the 2022-23 program year. Please reach out to [Joanne Tran](#) for scheduling. There are also free community classes available. See the [flyer](#).



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Mental Health

Alex Clifthorne, Laurel Benz, and Melissa Russell | Mental Health Consultants

Mental Health in the New Program Year

Welcome back! The Mental Health Consultants (MHC) are so excited to be back for the 2022-23 program year! We wanted to offer a refresher on what we can offer to all our sites:

- Site Visits and Observations
- Referrals for Counseling
- Components of Trauma Informed Practice
- Reflective Practice Training and Groups

The themes for this program year are Mental Wellness and "getting back to basics". With that, we will be doing in-person visits to Head Start and blended programs, and ECEAP sites can look out for their contracted Mental Health Consultant.

Our referrals for ten free counseling sessions are still available. Please contact [your MHC](#) for more details.

We are continuing to offer our Components of Trauma Informed Practice Training (approximately 6 hours), which can be in-person or virtual. We are also offering our Introduction to Reflective Practice Training (approximately 2-3 hours), which can also be in-person or virtual. This training provides a knowledge base for what reflective practice is. "[Reflective supervision \(RS\) is a form of ongoing, intentional, scheduled professional development that focuses on enhancing the reflective practice skills of staff for purposes of program quality, staff wellness and retention](#)". With the reflective practice training, we are also able to provide on-going reflective practice groups for Family Support and teaching staff.

If you are curious who your consultant is, see the [Staff Directory](#). We are looking forward to connecting with you!

[Alex Clifthorne](#), [Laurel Benz](#), and [Melissa Russell](#)



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Resources

For Staff and Families

Most resources will be moved to their respective content area pages on [EarlyLearningWA](#) at the end of each month.

- [Head Start News via Early Childhood Learning and Knowledge Center \(ECLKC\): Subscribe for email updates!](#)
- COVID-19 Resources from the Office of Head Start:
 - [COVID-19 Vaccines for Young Children](#)
Find answers to FAQs about the recommended COVID-19 vaccines for children 6 months through 5 years. This fact sheet is available in English, Spanish, Arabic, Chinese, Haitian Creole, Somali, and Vietnamese.
 - [Guiding Conversations About COVID-19 Vaccines for Young Children](#)
Some families will get their children vaccinated immediately; others may be unsure or have concerns about the safety or side effects of the vaccine. This resource has strategies for communicating with families about the COVID-19 vaccine for young children. It features a sample conversation between a teacher and a parent to see these practices in action.
 - [COVID-19 Risk Reduction Strategies: Posters](#)
Download, print, and display these posters to remind everyone of basic COVID-19 prevention strategies, including vaccination and masking. This collection includes updated posters promoting vaccination of children 6 months of age and older.
 - [COVID-19 Vaccine Resources from Sesame Street in Communities](#)
COVID-19 vaccines are an important way to protect ourselves and our families, friends, neighbors, and communities. Check out these activities and resources from Elmo and friends to help children understand the basics.

Staff Strategies

EarlyLearningWA Quick Links

- [Website Support \(FAQs\)](#)
- [Early Learning Program Manual \(ELPM\)](#)
- [Website Feedback Form](#)
- [Find a Classroom](#) and [Find a Classroom Update Form](#)
- [Staff Professional Learning, ERSEA Committee, HSAC, etc.](#)

ELMS and GOLD Resources (ECEAP Only)

- [ELMS Administrator's Manual](#)
- [ELMS Support](#)
- [ELMS Eligibility and Enrollment Manual](#)
- [Teaching Strategies GOLD® Support](#)