Welcome to the 2023-2024 Program Year!

We hope you have a safe and exciting start to the year!
Here are the Top 8 Important Things to Know and Do in the First 30 Days.

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Top 8 Important Things to Know and Do in the First 30 Days

1. EarlyLearningWA.org and Early Learning Program Manual (ELPM):
   a. The EarlyLearningWA.org website contains all the information you need to implement ECEAP, Head Start, and Early Head Start.
   b. Within EarlyLearningWA.org, you’ll find the ELPM, which contains procedures and forms that direct your work with children and families. Visit each content area page (Education, Family Engagement, Health, etc.), or the ELPM Directory. Read more about the new Directory.

2. Early Learning Staff Directory: Check out our photo directory! Click on your Site Support Team (A, B, C, D) tab, as well as the other tabs to find the PSESD Early Learning staff who can support you.

3. Online Courses: Your required online trainings are now available. The link to our online learning platform (Moodle) can be found on the home page of EarlyLearningWA.org or in Staff: Professional Learning.
   a. For all staff: Complete the first five trainings in your list right away.
   b. Returning staff: Complete the remaining trainings in your list no later than 9/30/2023.
   c. New staff: Complete the remaining trainings in your list within 2 months.

   Read more in the 8/1/23 E-Alert.

4. Training and Meeting Calendar: The Training and Meeting Calendar is found on the home page of EarlyLearningWA.org or in Staff: Professional Learning. It contains the trainings and meetings that are required and optional to attend. This is updated regularly, so make it a practice to check on a regular basis.

5. Staff Information Forms: It is vital for Center Directors to communicate information about all staff changes and submit required hiring documentation. Read more in the Center Director section.

6. The Connector and E-Alerts:
   a. The Connector newsletter is available online at the beginning of each month. You will also be notified via email when it’s been published online, along with the link to the Interpreter Directory. The Connector includes additional information to help you implement your work. Make it your practice to read this publication each month.
   b. E-Alerts are important and/or urgent information that are sent via email. To review E-Alerts that have been sent, you can find them on EarlyLearningWA.org in the News page.

7. To-Do Lists and Deliverables: The beginning of the program year is when many deliverables are due. Read more about what deliverables are due in September.
   a. The To-Do Lists will tell you specifically what deliverables you must accomplish on an ongoing basis or for a specific month. These can be found in ELPM: Program Administration and are typically updated each month.

8. Class Profile: Follow these instructions to complete a Class Profile in Moodle for each class when schedules and meals are known. Complete as soon as possible and no later than September 15. Teaching teams, FSS or Center Directors can complete these entries. Whoever makes the entry can always go back in and update with any changes.
General News

айл Learning Program Manual (ELPM) Directory
Venissia Buyco | Senior Coordinator, Management Systems
We have a new and improved ELPM Directory on EarlyLearningWA.org! Click each video link below to learn how to navigate it, or watch the full playlist. There are 6 videos and the longest is only 2 minutes!

- Getting to the Directory
- Navigating the Directory – Option A
- Navigating the Directory – Option B
- Filtering for What You Need
- Opening Word Documents
- Opening Excel Documents

Click the Closed Captioning button (CC) if needed, and the Settings button to change the playback speed. A step-by-step guide is also available.

Visit our Website Support page to learn more and contact Venissia Buyco with any additional questions.

Professional Development Survey: Disabilities Services
Disabilities Consultants
We’re taking a pulse of the Professional Development Trainings you would like provided by your Disabilities Consultants through a Google Survey. This information will be used to gather ideas and needs for Professional Development this 23-24 Program Year and future planning. The survey should take less than 5 minutes and is open to all. Thank you for your role in supporting high quality services for our youngest learners!

Disabilities Professional Development Survey
Or paste this URL into your browser: https://forms.gle/eGX8At89L5uDYULn6

Seeking Representation for Special Education Advisory Council (SEAC)
Disabilities Consultants
Welcome to a new year! We want to share an opportunity for staff and for families of children with disabilities. The Washington State Special Education Advisory Council (SEAC) is recruiting new members for appointment to the Council. Click the graphic to the right or visit the SEAC website on OSPI for more information about SEAC and the application process. All questions should be directed to speced@k12.wa.us at OSPI (the Washington Office of Superintendent of Public Instruction).
Policy Council

Quincy Stone | Parent Leadership Manager

Policy Council is the integration of parent and family engagement within program systems and services. It 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 site/center. 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!

⚠️ Important Information
The first Policy Council meeting for newly elected parent representatives is Tuesday, November 21, 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.

To confirm your center’s required number of elected Policy Council representatives, please see the Policy Council Composition Chart on the Policy Council page.

Please note, there is no longer a “Policy Council Alternate” position; there are 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 with a deeper dive into the history and framework, roles and responsibilities of representatives, shared governance structure, and 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 FE Coach or Quincy Stone to submit your request.

Parent Leadership Office Hours
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 12 Policy, Advocacy and Government Relations

Our government relations efforts continue to be focused on policy to support early learning and the K-12 school system to provide educational opportunities, promote the ESD’s End, and meet public health needs amid the COVID-19 pandemic recovery and on-going endemic. We are leading with a racial equity lens to support early learning providers and school districts to recover and accelerate social, emotional, and academic opportunities for children, students, and families most affected by racial inequities and other oppressions.

On the federal level, we continue to monitor the House’s proposed $750 million nationwide cut to Head Start and Early Head Start programs, which would result in the loss of approximately 80,000 infants and toddlers’ opportunities for enrollment and to benefit from programs’ impactful services next year. This is the largest proposed cut to Head Start and Early Head Start in over 10 years. We have joined our partners, the Washington State Association of Head Start and ECEAP, the National Head Start Association, and Educare Learning Network to ensure Congress has a strong understanding of what the deep impacts on children, families, and grantees would be if they moved forward with such a proposal. We will keep you updated as we go through the federal budgeting process.

Inclusion Corner

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

Inclusion Corner articles will now be made available on a quarterly basis, so keep an eye on this space in October for the first issue of the 23-24 Program Year!

The full library of last year’s Inclusion Corner articles can be found in the Disabilities ELPM page > Inclusion Corner > 2022-2023.

Our First Inclusion Corner PLC will be on November 1, 2023, 12-1 pm. One STARS hour will be available for all participants who are able to engage for the full hour, and we look forward to seeing you all there! Registration is available on the 23-24 PSESD Early Learning Training and Meeting Calendar.
Data and Monitoring

Monitoring Protocols for 2023-2024
Taryn Kyle | Program Manager, Monitoring and Compliance

Here is our Monitoring Calendar for 2023-2024. Please take some time to review the Monitoring Protocols in the ELPM and know what monitoring is coming throughout the year.

ECEAP Child Entry in ChildPlus
Dawn Patterson | Data Systems Technician

- Data Technicians will be doing all child/family entry for the 2023-24 year. FSS/FA will need to assign a classroom to enroll the child in ChildPlus.
- All FSS should enroll children in ChildPlus who are enrolling in the 2023-24 ECEAP Program Year. Until children are enrolled, it will not be possible to enter attendance for them and there will be no children in Teaching Strategies GOLD.
- If a 2023-24 program term has not been created for a child you wish to enroll, please contact your Data Technician so they can create one for you.

For questions, please contact your Data Technician.

All Programs: Enrollment in ChildPlus
Tiffany Lyons | Data Systems Technician

- Once children are entered in ChildPlus, check to ensure they have the correct classroom ID and enroll them only when they have attended their first day in class. Please do not pre-enroll children into classes.
- In ELMS, enter Actual Start Dates on the child’s first day of class. Use the “Bulk Update” link from the Child tab in ELMS. A child is not counted as “enrolled” until they have an Actual Start Date entered.
- Check to ensure the enrollment date is the same in both ChildPlus and ELMS. The two systems must match.
- 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.
Data and Monitoring

HS/EHS/ECEAP Programs: Attendance Entry in ChildPlus
Tiffany Lyons | Data Systems Technician

- Attendance entry must be entered daily. If that is not possible, please enter by the end of the week. When documenting attendance electronically in ChildPlus or on the attendance worksheets, please use the attendance codes for HS/EHS and ECEAP listed in the Attendance and Meal Count Procedure.
  - ECEAP and Head Start/Early Head Start attendance and absence reason codes are different. This is important to remember for centers/sites that offer multiple programs. ECEAP codes begin on page 3 of the procedure and Head Start/Early Head Start codes begin on page 5.
- When class is closed at any time during the week, please change the classroom status in ChildPlus from open to closed, using the drop-down menu.
  - Please do not keep the class day in open status and do not enter attendance code N.

For questions, please contact Tiffany Lyons.

Center Directors: Electronic Attendance Point of Contact
Anjanette Abbe | Data Systems Technician

Please review your Electronic Attendance Point of Contact assignments to ensure the information is still accurate for your site. If the Point Of Contact has changed, please submit the information to your Team Manager and communicate with your staff so they are aware.

Update: Drop and Transfer Requests
Tiffany Lyons | Data Systems Technician

Drops and Transfers requests are now completed through an online form: Drop Request || Transfer Request

These forms are also available in the Early Learning Program Manual (ELPM) under ERSEA: Transitions and in the Forms Library.

ECEAP: ELMS Monthly Report
Sue Gettmann | Application Specialist

ELMS Monthly reports are due each month. It can be started on the last day of each month. Family Support: Submit Class in ELMS by 5th of each month. Center Directors: Submit Site in ELMS by 10th of each month.

Application Upload Reminder
Lisa Boyd | Data Systems Technician

Prior to uploading an application to ChildPlus, please scan and verify that all pages are clear and legible, and that all required documents are included in the upload.
Center Directors

E-Alerts from Summer 2023

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

8/1/23: Now Open - Online Learning Courses  
8/3/23: Early Learning Facilities Grant Due August 22  
8/11/23: Start Up Info - New Program Year  
8/15/23: Excessive Heat Watch  
8/16/23: Fall Materials and Screening Equipment Distribution  
8/17/23: Program Information Report (PIR) and ECEAP Enrollment  
8/18/23: Start Up Info - New Program Year  
8/21/23: Air Quality  
8/25/23: Start Up Info - New Program Year

Center Director Meetings

Check the Center Director page monthly for Zoom links, recorded updates, and recorded meetings.

Head Start: Fiscal Year 2024 (FY24) CLASS Review
Aeryn King | Program Manager, Education Services
A sample size of our Head Start classrooms will receive a Federal Classroom Assessment Scoring System (CLASS®) review in Program Year 2023-2024. For Fiscal Year 2024 (FY24), an updated process will be used to conduct CLASS® reviews. We will record and submit our own videos for the CLASS® monitoring review. The review could happen as early as October. We will receive notification 45 days prior to the event. Please view the document Technology Needs for 2023-24 CLASS Review (Head Start) and then complete this survey to let us know if you have technological needs.

Save the date! October 27, 8:00 am to 3:00 pm – Supporting High-Quality Interactions: Connecting the dots between Creative Curriculum and CLASS. This virtual training will be presented by MyTeachingStrategies trainers. Registration link will be on the Training and Meeting Calendar. This is recommended for all Head Start Lead Teachers and Education support staff (Education Coordinators, Mentor Teachers, etc.) to attend.

If you have questions, please reach out to Aeryn King.

⚠️ Staff Information Forms

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 vaccines), 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 to PSESD, staff are working hard to get new staff
access to the platforms that they need. Monitoring will occur 3 times per year for all staff hiring qualifications and hiring requirements.

Please reach out to the following people with any questions:

<table>
<thead>
<tr>
<th>Qualifications:</th>
<th>Portable Background Checks:</th>
<th>Health Requirements:</th>
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<tbody>
<tr>
<td>Angeline Ocampo</td>
<td>Bethany Larsen/Taryn Kyle</td>
<td>Cheryl Polasek</td>
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### 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’s [To-Do Lists](#). Some deliverables will now be submitted to elmonitoring@pseud.org.

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 changes occur.
- **Site Readiness & Safety Checklist** is due before classes begin. Submit to elmmonitoring@pseud.org.
- **Active Supervision Plans** are due September 30. Submit to your Education Coach.
- **Safe Arrival, Departure, and Transportation Self-Assessment Plans** are due September 30. Submit to elmmonitoring@pseud.org.
- 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 Plan are paid deliverables. Once received, they will trigger communication with Early Learning Fiscal.*

### Important Reminders

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

- **Contracts**: ECEAP contracts are out. Please expedite the signing process. EHSCCP contracts will come out in the next few weeks.
- **COLA**: For HS/EHS who requested additional funds to cover COLA increase prior to November 1, we are working on contract amendments and looking at your current contract balances to determine if you will likely need an amendment. We will reach out to you with questions as needed.
- **Center Director Start-Up Supports**: Please watch the August Center Director Update [Recording](#) and September 13 Center Director Update (posted by 9.14). We will have an in-person Center Director Meeting on October 19.
- **Claims**: A reminder that submission of all claims by all subcontractors must be by August 2023, and the August claim by end of September. This is a requirement of our Agency so they can complete their year-end process.
Eligibility and Selection Training for New Staff
Martha Waiters | ERSEA Consultant

New family support staff will need to complete Eligibility & Selection Training before processing applications for eligibility and placement on the waiting list. The 2023-24 Eligibility & Selection Training includes:

- A 4-part PowerPoint and 4 quizzes that will be emailed once I know about a new staff member who needs to be trained.
- An in-person Eligibility & Selection Practice Session scheduled on the 2nd Wednesday of the month, 9 am to noon. PowerPoint training and quizzes will need to be completed before attending the Practice Session.

ECEAP staff will need to complete ECEAP Eligibility and Enrollment 2023-24 in their online classes path.

Please email me at ERSEA@psesd.org with any questions.

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Education

Al’s Pals
Aeryn King | Program Manager, Education Services

In October, Head Start and ECEAP Teachers will have access to Al’s Pal’s via the Creative Curriculum Cloud. Al’s Pals is a SEL curriculum for preschool that provides young children with the skills to prepare for life’s challenges through interactive lessons, engaging puppets, original music, and impactful teaching approaches.

- Cultivate Conflict Resolution and Problem-Solving Skills
- Help Children Manage Feelings and Behaviors
- Build Positive Relationships & Prevent Bullying
- Create Caring, Cooperative Classrooms
- Teach Children to Make Healthy Choices
- Build Authentic Family Partnerships

Training on how to best use this curriculum will be available in November and May. Information and registration will be on the Training and Meeting Calendar.

New Preschool/Pre-K Interrater Reliability Certification
Education Coaches

A new “Preschool/Pre-K” certification is now available in Quorum that includes:

- A shorter exam with new sample child portfolios
- Wraparound professional development resources
- A new design to increase teacher confidence.

To begin the new certification, access Quorum from the Develop area or from The Hub.
Monthly To-Do Lists
Education Coaches
Please be sure to read and follow the Monthly To-Do Lists and specifically, the Teaching Staff To-Do Lists. These are guides to keep you on track with performance standards and deliverables, and provide a timeline and linked resources to help complete each “to-do.” If you have any questions regarding the tasks on the To-Do Lists, please reach out to your Education Coach.

What’s New in Disabilities Services
Disabilities Consultants
Welcome to this new program year! Here is what’s new:

1. Disabilities now has their own page in the ELPM! Click the graphic to check it out!

2. Look forward to a welcome email from our team!

3. See below for contact information for your primary Disabilities Consultant. We look forward to partnering with you this program year!

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<tr>
<th>PSESD Disabilities Consultants</th>
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<tbody>
<tr>
<td>Dani Hoffman</td>
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<tr>
<td>Johna Rhooms</td>
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<tr>
<td>Tamara Rosario</td>
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<td>Malena Swarthout</td>
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Disabilities support educators in inclusive practices, accommodations, and modifications, and individualizing for children with suspected and identified disabilities in the early learning setting. Disabilities Consultants provide technical assistance to Family Support Staff/Family Advocates in partnering with families for referral, evaluation, and services for early intervention and special education and informing families of their rights under the Individuals with Disabilities Education Act (IDEA).
Multilingual Services

Interpreter Directory
JoAnna Williams-Diggs | Senior Coordinator, Multilingual Services

Make sure to click the orange Interpreter Directory button in your monthly Connector newsletter email to get the most up-to-date information!

Dual Language Learner Coach Support
Jesse Acosta, Lindsay Lowry, Maha Shamdeen & Michelle Williams-Nelson | Dual Language Learner Coaches

Hello from the MLS team! We are so excited to start the 2023-24 school year with you all! For an overview of our tiered supports for staff, please visit Dual Language Learners Coach Support Structure. This year, we plan on strengthening our supports for new staff. However, DLL support is still available for all staff. Lastly, a quick reminder to please 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). DLL Coaches are ready and available for observations, coaching, consulting, resource sharing, and many other supports. Please reach out to your DLL Coach with any questions!

ERSEA
Martha Waiters | ERSEA Consultant

Welcome to 2023-2024!
I hope everyone was able to enjoy some down time and the warmth and beauty of the summer! I’ll be busy with your eligibility and selection questions, as well as Over-Income/ESE Requests for the next month or so. It may take me a little longer than usual to reply to you. Please send me a reminder if I take too long.

ERSEA Tip - OI/ESE Requests

- Select and enroll all possible Returning, Eligible and Allowable children before sending in an OI/ESE Request.
- Be sure to use the 2023-24 OI/ESE Request form. After filling out the top section, remember to answer the two questions on the form.
  - The first is about whether this child was highest priority on your waitlist. If not, explain your efforts to enroll the higher priority children and the reasons they are not being enrolled before this child.
  - The second question is about how this child and family will benefit from being enrolled in the program.
Family Engagement

Welcome Back to Fall – A Time for New Beginnings!
Kathy Binkley | Family Engagement Coach

Many of you have been hard at work at all Summer, continuing to serve children and families. Others are returning to the work, ready to greet the new program year! To all of you, welcome from the Family Engagement Team! We look forward to partnering with each of you throughout the year!

New this year!

- Onboarding new Family Support staff will be a 3-pronged approach:
  1. Family Engagement and Health Coaches will each welcome new Family Support staff with a one-on-one **Scope of Work Orientation**, to build a foundation of learning. This may be followed by additional brief sessions to onboard information that’s essential to the work and needed prior to the next phase of the process.
  2. **Group Onboarding Course**: Required for new Family Support staff hired May 1, 2023, and after.
     - 5-week Onboarding course: 3 in-person and 2 virtual sessions offered in the Fall (October 6 – December 1) and Winter (January 19 – March 15).
     - Sessions will cover the core elements of the Family Support Scope of Work, including increasing knowledge and skills regarding interdisciplinary procedures and practices.
     - Opportunity to build connections and create community in a peer setting.
     - Registration on the Training and Meeting Calendar (some locations/links still pending).
  3. **First Year Club**: Optional for new Family Support staff hired May 1, 2023, and after.
     - Opportunity to dive deeper into topics with peers and to practice skills they are learning.
     - Offered once a month, beginning October 18, 2023 – May 15, 2024.
     - Registration on the Training and Meeting Calendar.

- **Family Engagement Monitoring Approach**
  Learning from last program year, the Family Engagement Team has adjusted the monitoring process for the coming year:
  - Changing from one Fall and one Spring Monitoring session to monitoring sessions three times per year: Fall, Winter, and Spring.
  - Decreasing the number of monitoring questions per visit, allowing more time for connection, coaching, and technical assistance (TA).

- **Some ELPM Update Highlights!**
  - **ERSEA Procedure: Attendance, page 58** – check out the chronic absence and AAP guidance!
  - **Family Engagement Procedure: Resources, Referrals and Follow-Up, page 11** – new guidance!
  - **Family Engagement Procedure: Transitions, page 15** – Center Transition Plans and more!
Interdisciplinary Staffing Checklist and Notes

- Child’s first day of attendance (IDS Overview) – new
- Child/Family Strengths – update; big space to write in!

Questions? Please reach out to your Family Engagement Coach.

**Peer Programs**

**Quincy Stone | Parent Leadership Manager**

**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.

**Health & Literacy Training begins in January!**

Encourage parents to attend training to become a Peer Health or Literacy Educator!

**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!

**Fax Covers for Requesting IFSP/IEP Copies**

**Disabilities Consultants**

For children eligible for IFSP/IEP services, it’s super important to have full and complete copies of the evaluations and current IFSP/IEP as soon as possible to begin individualizing. Sometimes families provide copies at enrollment. Often times, staff fax the school district or birth-to-three agency requesting copies. The Disabilities Team has created a Fax Cover specific to requesting IFSPs/IEPs and evaluations to be used with the Release or Exchange of Confidential Information - Non-Health.

1. Select and fill out the Fax Cover you need: PSESD Fax Cover for Eval and IFSP Request (ESIT/Birth-to-Three) or PSESD Fax Cover for Eval and IEP Request (School District).
2. Fill out the Release or Exchange of Confidential Information - Non-Health.
3. Fax the Fax Cover + Release or Exchange Form.
4. Receive your copy of the IFSP/IEP and eval. Give a copy to the educator and file in the family file.

If you have trouble getting a copy of the IFSP/IEP and evaluation, please connect with your Disabilities Consultant. We’re here to help!
Technical Assistance: IFSP/IEP Data Entry
Disabilities Consultants

As we welcome new and returning staff, children, and families, the Disabilities Team has created a space to ask questions and receive technical assistance on data entering IFSPs/IEPs for ELMS and ChildPlus. We have two live office hours scheduled in September. Please know you can reach out to meet one-on-one if these times do not meet your needs. Zoom link is available on the Early Learning Training and Meeting Calendar.

Mental Health
Laurel Benz, Melissa Russell, and Mo McDonald | Mental Health Consultants

Allow Us to Reintroduce Ourselves!
We (Melissa, Laurel, and Mo) are the Mental Health Consultant team for our Early Learning Staff! We offer a variety of services, including classroom observations and site visits, Reflective Practice groups, and training for teachers and site staff. Training options include Understanding Trauma (formerly known as: Components of Trauma Informed Practice), Introduction to Reflective Practice, and other topics upon request.

We are also able to provide training and support for parents and caregivers, on subjects including Managing Your Child’s Big Emotions and Stress Management.

This program year, we are also very excited to be able to offer Circle of Security Parenting! Starting Tuesday, October 10, 2023, we will have one virtual group, lasting nine weeks. This group will take place 12-1:30 PM. There will be other opportunities this program year to participate if you are unable to do so this fall!

Please reach out to your Mental Health Consultant with any questions!

A Bittersweet Goodbye
Thank you so much to Alex Clifthorne! She was with the ESD for almost six years, and is now headed down to ESD 113 in Olympia, at the beginning of September. Alex was an integral part of not only the Mental Health team, but the larger ESD team in the years that she has been here, and her presence and knowledge will be missed. For sites that Alex supported, you can look for an email from your new Consultant in the coming days.
Health, Nutrition, & Safety

Medication Administration Course Correction
Xinying He & Sarah Carter | Nurse Consultants

We made a correction to clarify Question #10 on 8/6/2023. The question changes from “You must have provider’s orders, in addition to parent authorization for Over the Counter (OTC) medications” to “You must have provider’s orders, in addition to parent authorization for Over the Counter (OTC) medications, other than the Non-Medical Items, such as lip balm and diaper ointments.”

WAC 110-300-0215 specifies the items belonging to non-medical items. In ELPM, Over-the-Counter Non-Medical Items also lists OTC Non-Medical Items.

Editing courses after they have launched can cause problems with the reporting functions of Moodle and your course may show as “incomplete” in the reporting function. If you completed this course before 8/6/2023 and would like to alter the status of your course, you may want to resubmit your quiz.

Important Preschool Growth Screening Update
Mary Eddy, Rebecca Finkel, Shawn Peterson, & Kristi Walters | HNS Coaches and Consultants

Measuring children’s height and weight is one way to track their growth and development. Getting measured can be exciting for children as they can see how their bodies change over time! The 2023-24 program year brings some changes to the PSESD measurement procedure, which are outlined here:

Measurements should still be recorded twice per year – once in the fall, within 45 days after the first day of attendance and again in the spring, or about six months after the initial screening. All measurements will continue to be shared with families and recorded in ELMS or ChildPlus. However, they will no longer include BMI. BMI, or body mass index, is measured as a person’s weight in kilograms divided by the square of their height in meters (kg/m²) and is reported as a percentile in children based on their age. Interpreting BMI-for-age results properly requires multiple data points and an understanding of the child’s growth history. Family Support will not be expected to interpret growth results for families but should collaborate and communicate with parents about health and development concerns throughout the year. When reviewing growth results, notice if there are any unusual patterns such as no growth, weight loss, or accelerated weight gain. In any of these instances, or if staff or families have health or growth concerns, parents and caregivers should be encouraged to speak with their child’s health care provider. Eligible families should also be referred to the WIC (Women, Infant, Children) Supplemental Nutrition Program which provides nutrition screenings and education along with a healthy monthly food spending benefit and regular visits with a dietitian. If staff or families have additional questions or concerns, they may contact PSESD.
Health, Nutrition, and Safety Consultants for more information. Screening and spring growth results forms will continue to be shared with families; however, PSESD will no longer print and mail growth charts.

In summary:

- Sites should continue to measure children twice each program year.
- Results will be shared with families and recorded into ELMS or ChildPlus.
- BMI-for-age percentiles will no longer be calculated or shared.
- Growth charts will no longer be mailed to staff or shared with families.
- Families with growth and health concerns should be referred to their child’s health care provider. Document referrals and follow-up.
- Encourage eligible families to enroll in the WIC program for ongoing nutrition screenings, education, and support.
- Check out Nutrition and Growth Concerns for more tips on how to navigate conversations about growth concerns.
- FSS can submit a Nutrition Consultant Request Form if a family would like to discuss growth or feeding concerns with a PSESD dietitian.

CPR First Aid Training

Bethany Larsen | Program Manager, Safety

This program year we will be partnering with Merit Emergency once again. Please reach out to Soraknit Ieng for scheduling training at your site. We will be hosting three CPR First Aid trainings at the PSESD Renton office during the program year and will announce dates when determined.
Resources

For Staff and Families

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

- Immunization Resources for Childcare and Preschools:
  - Department of Health (DOH) flyer for immunization requirements
  - Parent Letter on DOH website
- Head Start News via Early Childhood Learning and Knowledge Center (ECLKC): Subscribe for email updates!
- Washington State Association of Head Start and ECEAP (WSA) News

Staff Strategies

EarlyLearningWA Quick Links

- Website Support (FAQs)
- Early Learning Program Manual (ELPM)
- Website Feedback Form

ELMS and GOLD Resources (ECEAP Only)

- ELMS Administrator's Manual
- ELMS Eligibility and Enrollment Manual

- Find a Classroom and Find a Classroom Update Form
- Staff Professional Learning, ERSEA Committee, HSAC, etc.
- ELMS Support
- Teaching Strategies GOLD® Support

Center/Site & Classroom Activities

We would love to know about the awesome work at your center/site and in your classrooms!

If you’d like to be featured in the next Connector issue, email Venissia Buyco. Please ensure the following before submitting:

- Photographed children must have initialed and signed parent consent on the Emergency Treatment and Consent Form (“Photo/video to build partnerships with community agencies”). You do not need to submit proof of consent, but make sure it is on file.
  - If any child in a photograph does not have consent, please conceal their face(s) using shapes or smiley face emojis. Or use a different photo 😊
- Center/site and classroom celebrations must not be associated with religious and commercial holidays or birthdays, in accordance with the Early Learning Equity, Inclusion, and Classroom Celebration Policy.

Questions? Contact Venissia Buyco.