

ELNYC HootMail

Follow Up on the CIP Forum

As you know, the insurance coverage provided through the New York City Central Insurance Program (CIP) will no longer be available beginning November 1, 2013. Contractors must obtain their own Commercial General Liability, Workers' Compensation and Disability, and Fidelity Bond (crime) coverage – sites cannot provide services to children without this insurance coverage.

Upon obtaining insurance, but no later than November 8, 2013, providers are required to submit a proof of insurance to the attention of Jean Sheil at jean.sheil@acs.nyc.gov.

For more detailed instructions and information please see the attached documents.



FEATURED NOTICES IN THIS WEEK'S ISSUE

- ◆ Follow up on the CIP Forum
- ◆ Bureau of Child Care Resources
- ◆ NY Training Schedule
- ◆ Facilities Corner
- ◆ Article of the Week
- ◆ NEW! Reminders

All agencies, including Family Child Care Networks, should have received their EarlyLearn NYC branded marketing materials. If you have any questions, please direct them to Millie Choy at millie.choy@dfa.state.ny.us or 212.393.5111.

ACS recently completed a postcard mailing to families in NYCHA

developments and families receiving an ACS voucher through their HRA Job Center. We are anticipating an increase in interest for EarlyLearn programs from these families. If families are not eligible for the model served at your center, please refer them to another EarlyLearn program as appropriate. A full program directory is available online

http://www.nyc.gov/html/acs/html/child_care/for_parents.shtml at the ACS website.

Thank you to the programs who have already completed the Recruitment & Marketing Survey. If you have not yet completed this survey

<https://www.surveymonkey.com/s/L75C6PF>

please do so by Friday, August 30.

Your feedback is vital for helping ACS determine the effectiveness of the marketing campaign and materials. As a reminder, please ensure that your intake questionnaires are inquiring how families are learning of your program, particularly if it was through the EarlyLearn campaign materials. We will be conducting another survey in early fall and will be comparing the results from this summer's survey.

RESOURCES FOR PROGRAMS

[NYS E-Rate Workshop Training Schedule](#)

**New York State Education Department's 2013 E-Rate
Workshop Schedule for School and Library Applicants***

<u>Date</u>	<u>Location</u>	<u>Time</u>	<u>Registration/Directions</u>
Oct. 29 (Tues.)	Southern Tier Libraries 9424 Scott Road Painted Post, NY	8:30 - 4:00	TBD
Nov. 6 (Wed.)	Lower Hudson Lower Hudson RIC 50 Executive Boulevard Elmsford, NY	8:30 - 12:00 Noon	Susan Krog 914-592-4203 skroe@lhric.org
Dec. 4 (Wed.)	Long Island Western Suffolk BOCES 31 Lee Avenue, Large Conference Room Wheatley Heights, NY	8:30 - 12:00 Noon	Alicia King 516-801-7805 aking@e-ratecentral.com
Nov. 13 (Wed.)	Northeastern NYS Albany Room 900 Watervliet-Shaker Road Albany, NY (Also be available by videoconference in Canton, Malone, and Plattsburgh)	8:30 - 12:00 Noon	Ruth Low 518-862-5336 ruth.low@neric.org
Nov. 14 (Thur.)	Central NYS Madison-Oneida BOCES Costello Conference Center 300 Freedom Drive Oneida, NY (Also available by videoconference in Watertown)	8:30 - 12:00 Noon	315-361-2700 helpdesk@moric.org
Dec. 17 (Tues.) Tentative	Agudath Israel Conference Brookdale Senior Citizens Center 817 Avenue H (at E. 9 th St.) Brooklyn, NY	3:00 - 5:00 p.m.	Deborah Zachai 212-797-7386 dzachai@agudathisrael.org
TBD	Western NYS Erie 1 BOCES 355 Harlem Road, Room A-3 West Seneca, NY	8:30 - 12:00 Noon	Susan Melancon 716-821-7455 smelancon@elb.org

* New York-based service providers are welcome to attend any session.

NEW! FACILITY CORNER

Fire Extinguishers

Last week's tip focused on keeping doors closed for fire safety. Now you need to know about fire extinguishers, especially where they are, how to use them and when to use them.

There should be a fire extinguisher in every kitchen (Type K for fires in cooking appliances). It should be hung close to the door as far from the stove as possible. Type K extinguishers are silver colored.

All extinguishers need to be a minimum of 4 inches off the floor. If 40 lbs. or less, the top of it cannot be higher than 5 ft. above the floor; if greater than 40 lbs. it should be no higher than 3.5 ft.

There must also be fire extinguishers (Type ABC for ordinary combustibles, flammable liquids, and electrical equipment) on each floor, a minimum of one for every 2500 square feet (more are suggested).

The location of fire extinguishers should be marked with a sign that says "Fire Extinguisher". Type ABC are red.

How to Use a Fire Extinguisher:

Even though fire extinguishers come in different shapes and sizes, they all operate in a similar manner. The acronym P-A-S-S is an easy way to learn and remember the four-step process.

P-A-S-S = Pull, Aim, Squeeze, and Sweep

1. Pull: Pull the safety pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
2. Aim: Aim the nozzle (hose) toward the base of the fire.
3. Squeeze: Squeeze the handle to discharge the material, while standing approximately 8 feet away from the fire.
4. Sweep: Sweep the nozzle (hose) back and forth at the base of the fire.

Every staff member should be trained in how to use a fire extinguisher, though every fire situation is different; the extinguisher may or may not be the best decision (see When section below). Your Safety Director or a Facilities Project Manager can teach your staff how to use an extinguisher.

When to Use the Extinguisher:

As part of your monthly fire drills you and the staff should "plan" on how to handle various types of fires in your facility.

First rule is to activate the pull station so that everyone in the facility and the fire department are alerted and take action. Get the children and staff out, closing doors behind you, especially if it's the room where the fire is, to slow the spread of the fire.

Before attempting to fight any fire with an extinguisher, ask yourself the following questions:

1. Can I escape quickly and safely from the area if I attempt to extinguish the fire? Yes or No?
2. Do I have the right type of extinguisher? Yes or No?
3. Is the extinguisher large enough for the fire? Yes or No?
4. Is the area free from other dangers such as hazardous materials and falling debris? Yes or No?

If you answer NO to any question, **do not** try to put out the fire. Instead, leave the building immediately after getting all the children out safely.

If you have further questions or would like to suggest issue to be addressed in the Facility Corner, contact the ACS EarlyLearn Facilities Help Desk 212-453-0945 or

email earlylearnfacilities@acs.nyc.gov

ARTICLE OF THE WEEK

Guns Violence: An American Epidemic

Link: <http://www.nydailynews.com/news/national/guns-120-kids-newtown-article-1.1391208>

Source: NY Daily News

Summary: There has been far too many cases where children had been fatally shot by their peers during playtime due to the lack of gun safety within households. This article from Daily News guides us along the past incidents where children were the victims of gun shots. At least 40 children had been the victims of gun violence ever since the Sand Hooks Elementary Massacre.

To learn more about gun safety and how to protect your children, visit Children's Defense Fund <http://www.childrensdefense.org/>

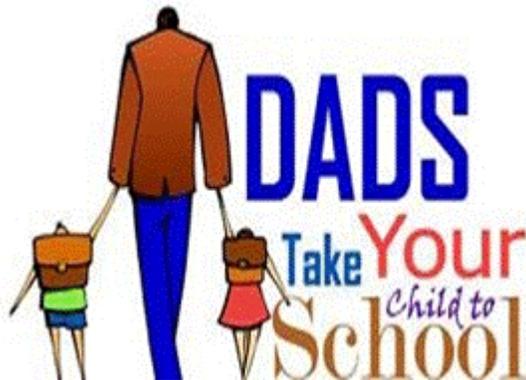
Save The Date/ Reminders

Send in Your Comments on the HootMail!

If you had issues in the past accessing HootMail or would like to see more specific topics dealt with, this is your chance to send in your opinions, comments, and issues you've had with HootMail. In efforts to make HootMail more accessible and a better resource, we would like to know your thoughts on the HootMail. Participate in this confidential survey to voice your concerns, praises, and suggestions.

To participate in the survey, visit: <https://www.surveymonkey.com/s/V5K9DDK>

DADS TAKE YOUR CHILD TO SCHOOL



Dad's Take your Child to School (DTYCTS) is an event that promotes father involvement by encouraging fathers, stepfathers, foster fathers, grandfathers, uncles, brothers, godfathers, and other significant male caregivers to take their children to their school or Head Start program. Visit the [DTYCTS website](#) to learn more about organizing your own DTYCTS event.

Date: Tuesday, September 17th 2013

NYSHSA Scholarship

The New York State Head Start Association is giving out three \$500 awards each to a current staff member, a current parent and a "graduate" of a Head Start Program. To receive the scholarship that will be distributed on May 2014, you must submit an application by November 15, 2013. Attached you will find more information on how to apply and the application itself.

For questions, comments, or submissions, contact John Borrero at

john.borrero@acs.nyc.gov