



HOOTMAIL

A NEWSLETTER FOR THE NYC EARLYLEARN COMMUNITY

AUGUST 26, 2015

FIRST THINGS FIRST

Changes to Child Care Regulations

All programs were to have received important new guidelines related to the revised Article 47 requirements from the Bureau of Child Care at the Department of Health and Mental Hygiene. To ensure all EarlyLearn programs have these materials, we have attached a **Summary of Changes to Child Care Regulations** as well as the following guidelines and forms:

- Guidelines for the Trip Coordinator Role and Responsibilities
- Nutrition and Physical Activity Regulations in Child Care Centers
- Nutrition and Physical Activity Best Practices for Child Care Centers
- Nutrition Guidelines for Parents
- Daily Attendance Record form
- Authorized Escorts List form
- Daily Transportation Log form and sample

The letter, fact sheet and guidelines are also available in Spanish, Chinese, and Russian online at nyc.gov/health/childcare by clicking on "[Information for Providers](#)," and the nutrition guidelines for parents are also available in Korean, Bengali, and Haitian-Creole. You may find the full text of the updated [Article 47](#) attached.

Important Clarifications

Pass Key ID System

The revised paragraph 47.41 says: "Secure all entrances with pass key identification or another way of limiting access to authorized people." A security system is considered "another way", and therefore, a passkey ID is not a requirement in itself but acceptable if you don't have a security system.

INSIDE THIS ISSUE

First Things First.....	1
Eligibility and Enrollment.....	2
Upcoming Trainings.....	3
Family and Community Engagement..	3-5
Governance.....	5
Upcoming Trainings	6
Resources for EarlyLearn.....	6-7

IMPORTANT DATES

9/22 Dad Take Your Child To School Day



FIRST THINGS FIRST, CONTINUED

Panic Bars

ACS Facilities will install panic bars for every EarlyLearn center (or as needed). Each site should email (not fax) a work order to earlylearn.facilities@acs.nyc.gov with the subject line: **PANIC BARS NEEDED @ site name, address, borough, zip**. The work order should be filled out with email address, phone number, and number of panic bars needed.

Thank you for your attention to these changes, and for your service to the children and families of New York City.

Eligibility and Enrollment Updates

New/Updated Eligibility Documents

We have recently updated several of our key eligibility and enrollment documents. Please see below for details on these new forms/documents, used by our Child Care Only and Dual programs. The forms are also attached.

If you have any questions, please contact your respective Resource Area Director or Deputy Director.

1. History Sheet – the History Sheet, formerly known as the W-25, is now the ECE-014. The form can now be filled out electronically, saved, and printed.
2. Application Check List – the EarlyLearn Child Care Application Checklist has been updated. It's new title is the ECE-013.
3. RA Contact Sheet – the Resource Area Contact Information Sheet has been updated.
4. Child Care Application – the Application for Child Care Subsidy CS-925, and the instructions CS-925A, have both been updated and are now to be known as the ECE-012 and ECE-013, respectively. The application can now be filled out electronically, saved, and printed. The major changes on the newly titled ECE-012 are:
 - Re-formatted from a standard letter paper size (8.5 x 11 inches) to a standard legal paper size (8.5 x 14 inches). The form should now be printed on legal size paper.
 - Section 1 (Applicant) requests information about temporary housing and homelessness, using the McKinney-Vento definition.
 - Section 2 (Family Members) requests Special Needs Information for each child in the household. ECE-013 provides additional information on the special needs process.
 - Section 2 (Family Members) requests US citizenship/legal resident status for all children in the household.
 - Section 3 (Employment) requires applicants to provide their regular work schedule, if applicable.
 - Section 8 (Office Only) includes an authorization schedule of days and hours of care. (For ACS Staff use only)
5. Referral to Employer for Employee Income Information – The CS 1069 is now also known as the ECE-015. The form can now be filled out electronically, saved, and printed. The major change is that an Authorization and Consent to Release Information section has been added at the top and must be filled out by the applicant prior to the form being completed by the employer.

Effective immediately: programs should provide the revised subsidy application form and instructions ECE-012 and ECE-013 (CS-925 and CS-925A), as well as the revised Referral to Employer for Employee Income Information form (CS-1069 also known as ECE-015) to parents/caretakers who wish to apply for child care. All applications using the former CS-925 or CS-1069 forms will be accepted until September 30, 2015.

Effective September 30th, only applications using the new CS-925 (ECE-012) and CS-1069 (ECE-015) will be accepted.

FAMILY AND COMMUNITY ENGAGEMENT

Upcoming Community Events

As you know, *all EarlyLearn* programs are expected to strive for full enrollment. In an effort to assist with enrollment, we have compiled a list of great outreach and recruitment opportunities at which you can engage families to enroll in your programs! **All flyers are attached.**

Community Education & Resource Fair

Friday August 28th , 11am-3pm
310 East Kingsbridge Road, Bronx NY 10458
ACS will be providing a table and marketing materials.
Contact Adrian Paling at adrian.paling@acs.nyc.gov for more information and to register.

Mount Hope Housing Annual Back to School Block Party

Saturday August 29th, 12pm- 6pm
179th Street between Walton Ave and Burnside
Bronx, NY 10453
ACS will be providing a table and marketing materials.
Contact Adrian Paling at adrian.paling@acs.nyc.gov for more information and to register.



Literacy & Health Fair

Saturday August 29th, 11am- 3pm
502 Morris Ave (Corner of East 145th Street), Bronx, NY 10451
If you are interested in participating in this event, please contact Monica Major directly at 718-590-3515.

Ujima Working Together: Community Health and Education Fair & Back to School Backpack Giveaway

Saturday August 29th, 11am-3pm
484 Knickerbocker Ave (corner of Menahan St), Brooklyn NY 112347
If you are interested in participating in this event, please contact Anita Hanes directly at 347-495-3113.

ACS Back to School Event

Friday September 4th, 12pm - 2pm
2554 Linden Blvd, Brooklyn, NY 11208
ACS will be providing a table and marketing materials. Contact Adrian Paling at adrian.paling@acs.nyc.gov for more information and to register.

Community School District 4 Welcome Back To School Festival

Saturday, September 19th, 10am - 1pm
160 East 120th Street New York, NY 10035
ACS will be providing a table and marketing materials. Contact Adrian Paling at adrian.paling@acs.nyc.gov for more information and to register. Flyer has yet to be distributed.

Fourth Annual Brooklyn Children's Resource Fair

Saturday, September 26th, 11am to 3pm,
Central Library 10 Grand Army Plaza, Brooklyn NY 11238
ACS will be providing a table and marketing materials. Contact Adrian Paling at adrian.paling@acs.nyc.gov for more information and to register.

If you would like to promote any upcoming community event, or if you need EarlyLearn Brochures and marketing materials, please email Adrian Paling at adrian.paling@acs.nyc.gov.

FAMILY AND COMMUNITY ENGAGEMENT, CONTINUED

ACS Community Partnership Initiative

The Administration for Children Services Community Partnership Initiative (CPI) comprises of coalitions in 9 communities throughout NYC that includes Children’s Services, child welfare agencies, Head Start and Child Care provider agencies and other stakeholders that explore innovative, community-based strategies that can positively impact child welfare outcomes for New York City’s children.

Each coalition is designed to improve the well-being of children and families in the child welfare system and reduce the use of foster care services in their community. EarlyLearn centers provide vital support to families and can be seen as the frontline in providing preventive services for the children that we serve. The coalitions are forums where members share resources, ideas, information, and referrals.

The coalition participants engage in joint planning, service coordination, training and advocacy in the four tasks of the CPI:

- Promote innovative approaches to a coordinated service delivery system that will bridge the gap between Head Start, Child Care and community-based preventive services.
- Participate in family team conferences to contribute to decision-making about the needs, services, and safety plans appropriate to particular families’ circumstances.
- Support existing foster and adoptive parents and recruit new ones in communities where they are needed.
- Facilitate visits between parents, children and siblings in foster care.

The CPI is a great resource to strengthen your programs relationship to different community stakeholders in the neighborhood. Your participation as a coalition partner would increase your presence in the community and help you build partnerships with agencies that can help support the children and families in your program. Please reach out to the CPP Coordinators listed below for more information and to find out how to get involved.

CPP	DATE & TIME	CPP COORDINATOR	PHONE
Bushwick	3rd Tues. MONTHLY 10:30AM – 12:30PM	Raul Rubio Bushwickcpi@gmail.com	917-250-9126
East New York	1st Tues. MONTHLY 10:00AM – 12:00PM	Eva Gordon Gordone@lfchild.org	718-345-6300 347-528-7253
Mott Haven	2nd Thurs. MONTHLY 12:00 PM – 1:30PM	Sweeney Anderson Andersonsw@jccany.org	718-742-8521 646-483-2698
Highbridge	1st Wed. MONTHLY 10:00AM – 11:30AM	Donald Somerville Dsomerville@childrensvillage.org	718-293.4352
Soundview	3rd Tues. MONTHLY 2:00 PM – 4:00 PM	Dishon Ahing DAhing@LeakeAndWatts.org	718-794-8492 914-230-7312
Jamaica	3rd Wed. MONTHLY 9:30AM – 12:00PM	Craig Collins Ccollins@mediatenyc.org	718-523-6868 Ext. 242
Lower East Side	3rd Wed. MONTHLY 3:00PM – 5:00PM	Flora Huang Lescpi@gmail.com	212-387-0557 646/294-1725
Staten Island Stapleton	2nd Thur. MONTHLY 10:00AM – 12:00PM	Patricia Walton Patriciaw@roots-wings.org	718-447-7740 Ext. 4288

FAMILY AND COMMUNITY ENGAGEMENT, CONTINUED

Responsible Fatherhood Coalition

Dads Take Your Child to School is an initiative taking place across New York City and New York State that encourages fathers and father-figures to take their children to school and make a commitment to be involved in their children's education. It is a one-day event that can catalyze father involvement for the rest of the school year which is held this year on September 22nd.

The Division of Early Care and Education encourages all *EarlyLearn* programs to use this opportunity to get to know the fathers of their students, and to encourage them to be involved with their children's education. We will be hosting an Information Session about the Dads Take Your Child to School Day initiative to cover how to have a successful day!

Friday, August 28, 2015 from 9:00 AM to 12:00 PM

ACS/ Central Office
150 Williams Street
BRONX ROOM - 19TH FL
New York, NY 10038

ONLINE REGISTRATION REQUIRED

Maximum of (2) staff per awardee



Please click on the following link for more information and to register for the event:

<http://www.eventbrite.com/e/responsible-fatherhood-coalition-dtycts-tickets-18044709211>

GOVERNANCE

2015 Parent Elections Forms Are Due

As a reminder to all Head Start and Dually Eligible programs, a copy of the **current** DAPC By-laws, the **F-1** Delegate Agency DAPC Planning Form, **F-2** Governance Attestation, and **F-2-A** Governance Structure Worksheet are due to ACS **between August 28 and September 11, 2015**. Please refer to the 2015-2016 Parent Election timeline.

For any questions regarding Parent Governance, **please** contact the Parent Governance Team:

Miranda Harrison
Email: Miranda.Harrison@acs.nyc.gov
Phone: 212.393.5157

Eleanor Quallo
Email: Eleanor.Quallo@acs.nyc.gov
Phone: 212.393.5129

UPCOMING TRAININGS

Classroom Assessment Scoring System (CLASS)

Want to Learn More About the CLASS and How to Improve Your Instructional Support? Teachstone will be offering two special trainings on CLASS:

Introduction to the Pre-K CLASS® Tool

Learn about the CLASS tool and effective classroom interactions. Explore the interactions that increase learning—and the ways they're organized by the CLASS tool. Great for everyone interested in understanding why interactions matter and how the CLASS tool helps us understand them.

Tuesday, September 29, 2015, 8:30am—5:00pm

Bellevue Hospital Center 462 First Ave., Room CD-700 New York, New York 10016

Fee: \$175.00

Instructional Support Strategies

This intensive, 1-day training provides a springboard for helping teachers improve the effectiveness of their interactions with children. To get the most out of your training experience, it is recommended that you have prior in-depth CLASS content knowledge.

Wednesday, September 30, 2015, 8:30am - 5:00pm

Bellevue Hospital Center 462 First Ave. Room CD-700 New York, New York 10016

Fee: \$175.00

Please click on the following link for more information and to register: <http://www.cvent.com/events/>

RESOURCES FOR EARLY LEARN

Know for Sure— Is Your Child in the Right Car Seat Campaign

The National Highway Traffic Safety Administration and the National Ad Council would like to invite your program to join state and local efforts to improve the safety of New York State's (NYS) children in observance of National Child Passenger Safety Week (September 13-19, 2015) and Seat Check Saturday (September 19, 2015).

Motor vehicle crashes are a leading cause of death for children 1 through 12 years old. Many parents and caregivers assume they know how to choose and use the correct child restraints for their children, but these restraints are frequently used incorrectly. The "[Know for Sure – Is Your Child in the Right Car Seat?](#)" campaign was developed to make sure all parents and caregivers properly secure their children in the best car restraint for their age and size and use these devices properly.

There are a number of activities you can do in your community to disseminate this life-saving information during National Child Passenger Safety Week (and throughout the year) which include:

- Display posters in strategic locations typically accessed by parents and caregivers.
- Post or disseminate a flyer of [fitting stations and car seat events](#) for your area.
- Show the "[Under 13? Backseat and buckle up!](#)" video PSA in patient or client waiting rooms.
- Disseminate "[4 Steps 4 Kids](#)" and "[Under 13? Backseat and buckle up!](#)" tip cards to parents and caregivers.
- Post a link on your website to the NYS Governor's Traffic Safety Committee's website (www.safeny.ny.gov/seat-cal.htm) which includes a county listing of car seat inspection stations and check-up events.

To request free supplies of the "Know for Sure" posters, "Under 13? Backseat and buckle up!" tip cards, and backseat bingo game cards, complete and email or fax the attached [Order Form](#) to injury@health.ny.gov or (518) 474-3067. For questions or for additional information, contact the Bureau of Occupational Health & Injury Prevention at injury@health.ny.gov or Mary Montimurro (Governor's Traffic Safety Committee) at Mary.Montimurro@dmv.ny.gov

RESOURCES FOR EARLY LEARN, CONTINUED

Diller-Quaile Tuition-Free Teacher Training Program in Early Childhood Music

Founded in 1920, Diller-Quaile School of Music's mission is to develop the innate musicality in each individual, inspiring participation for a lifetime. The School's distinctiveness lies in the philosophical premise that there is music in all of us. For the fall 2015 semester, Diller-Quaile is offering a free college level program for interested *EarlyLearn* teachers.



Early Childhood Music Level I (EC 101/501) prepares teachers to lead early childhood music experiences in day care centers, Head Start programs or other early childhood educational settings. Through course readings, discussions, and active participation in group music making experiences, course participants gain an understanding of the musical development of children from infancy through age six, while developing their own innate musicality. Over the course of the semester, teachers will increase their knowledge, skills, and abilities to implement, lead, and assess developmentally appropriate, engaging, and meaningful music experiences in their early childhood program. Additionally, course participants learn to play beginning recorder pieces and are introduced to music notation. Previous music training is not necessary. **Early Childhood Music Level I (EC 101/501) will meet weekly on Wednesdays, September 16, 2015 - January 20, 2016, from 12:45-2:45 p.m.**

Diller-Quaile's teacher training courses have been evaluated and recommended for **undergraduate and graduate credit** by the University of the State of New York, New York State Board of Regents National College Credit Recommendation Service. Participants who successfully complete course requirements may be able to transfer two recommended credits to fulfill degree requirements at colleges and universities.

If you plan to register teachers for the fall semester, please complete and return the provided application form by Friday, September 4. Enrollment is offered on a first-come, first-served basis. If you have questions, please visit www.diller-quaile.org or call 212-369-1484, ext. 22 or ext. 45.

NYSAEYC Core Body of Knowledge Trainings

The New York State Association for the Education of Young Children (NYSAEYC) has announced upcoming dates for the New York State Core Body of Knowledge Training Series for Trainers. The series is broken in to 2-Part, 2-day sessions and must be taken consecutively. This series examines the beliefs, content and organization of the Core Body of Knowledge (CBK) developed by New York Works for Children (NYWFC) and how it relates to professional development.

Part 1 & 2: Participants will explore how the CBK is to be used as the foundation for professional preparation and development of New York's early childhood workforce and how it fits into the broader scope of training protocols. The CBK can also provide a framework for supervisors and trainers to evaluate performance of individual staff and supports the planning of professional development to ensure that it is intentional and relevant to the strengths, interests and needs of each teacher.

Part 3 & 4: In Part 3 & 4, participants will identify areas of expertise to develop trainings, work dynamically within a small group to implement all the aspects of the training development process, and have an opportunity to engage in peer review of the trainings that were developed and presented.

Part 5 & 6: Building on parts 1-4, part 5 will involve unpacking and debriefing the choices, methods, priorities, and modifications that were used by the facilitator in the presentations of parts 1-4. Part 6 will provide participants the opportunity to engage in facilitator supported self-reflection and review of participants' own previously developed and presented professional development session.

Please see the attached document for a full description of the trainings, eligibility requirements, fees, and schedule. You can visit the NYSAEYC Website for additional information: <http://nysaeyc.org/training-for-trainers/>