



Head Start Weekly Bulletin

News and Info for Head Start

Week of January 18, 2010

1. Trainings are listed on page 2 of this bulletin.
2. **TRANSITION REMINDER:** The transition process has begun for children with special needs going on to kindergarten. The ECSE program has shared information regarding the children with the school districts. The school districts will be contacting teachers to come and observe the children to determine their eligibility for school age. Please welcome the facilitators to your classroom in the coming months and whenever possible attend the transition meetings with the school districts. Thank you for all your support in facilitating this transition process. Dolores
3. There seems to be great confusion regarding the self-assessment classroom visits. Cherlyn Page (enrollment) is scheduling the visits. The schedule should be on the common drive in the self-assessment folder. The PAS were sent all the necessary forms for **each** classroom for the visit. These should have reached the classrooms last week. If you have not received them, please contact your PAS. After the visit, the visitor may leave the forms with the teacher or interoffice them to me directly. I am collecting **ALL** forms. If the visitor leaves them in the classroom, please send them to me through interoffice mail ASAP. Some parents at Policy Council say they have not received the parent satisfaction surveys yet. Those were sent directly to the classroom by me and parents should have received them last week at the latest. If you have not received your surveys, please contact me immediately so I can send another set. These surveys are **VERY** important. We would like 100% back, if at all possible. When you receive surveys back from families, please send them to me at the main office. Our deadline is 1/29 - next Friday. All forms should be in to me by then, or at least on their way. If you have any questions about the forms and the visits, please contact me. Thank you for working together with staff and families to get this information in as soon as possible. Elaine
4. Our parents are kicking off the Dollar Per Child Campaign now and we have received procedures from the fiscal office on how to handle the money that they turn into the classrooms. The Dollar per Child envelopes can be sent to Cindy Johncola's attention at Fiscal. Sending the money in a sealed envelope with the name of the classroom/teacher, labeled Dollar Per Child and written total sealed inside. We will count the money we receive. We will then send a copy of the receipt to the classroom/teacher that we received it from. Please be sure to clearly mark on the inter-office envelope and also the separate envelope which contains the money, the name of the school and sender. The teacher/classroom for each location will have their receipts to keep track of the money their classroom has donated. We will have a total of money donated to the Dollar per Child Campaign entered in our system at Fiscal for verification at a later date. If you have any questions please don't hesitate to call. Cindy Johncola – 503-726-0847
5. Transportation still needs folks to ride some bus routes for the self-assessment. If you have parents or others that can do this, please call Elaine to get scheduled in.



TRAININGS

| DATE | DESCRIPTION | ADDRESS | TIME | EHS OR HS | COMMENTS |
|------|--|---|---------------|--|--|
| 1/22 | Module III Developing a Behavior Support Plan | Beaverton Office Vose Room | 1:00 - 4:00pm | NEW HS teachers, and teachers who want a refresher. | Lori Balch, MaryBeth Bush, and Maddie Collias |
| 1/29 | 1st Aid/CPR | Village Baptist 330 SW Murray Beaverton | 8:00-12:00 | Any Staff HS/EHS who need new/renew training | Be Prompt – Late comers will not be allowed entry |
| 1/29 | Teachers teaching teachers | Village Baptist 330 SW Murray Beaverton | 12:30-4:00pm | HS Teachers and FSTeachers | |