



Head Start Bulletin

November 1, 2010

In partnership with the community, Community Action assists low-income people to achieve self-determination.

1. **Federal Review Question From the Disabilities and Mental Health Coordinator**
How are you supported in the work you do with children who have special needs in your classroom?
 - Sample response: We have an Early Childhood Education Specialist and a Speech Pathologist assigned to our class. They both visit the classroom according to the services listed on the child's IFSP. We communicate using a blue binder where we record comments and progress on the child's individual goal. Teachers attend IFSP meetings with the parent and specialist. There may also be a Physical Therapist or Occupational Therapist present if needed. Dolores McNee, the Disabilities and Mental Health Coordinator, is available to provide additional support and monitors all the children on IFSP's.
2. **Federal Review Questions From the Head Start Education Coordinator**
What sensory and motor experiences do the children engage in during the day?
 - Fine motor: play dough; cutting; playing with Legos; puzzles; blocks; water; cornmeal; singing with fingerplays.
 - Gross Motor : kicking; throwing; catching; riding bikes; obstacle courses; balance beam, etc.How do you know if your practices for individualizing support children's continued progress?
 - Through written observations, parent input during home visits and other contact, and Checkpoints in Teaching Strategies.
3. **Federal Review Questions From the Early Head Start Education Coordinator**
How do you maintain secure and consistent relationships with infants and toddlers and their families?
 - By having a limited number of consistent teachers over an extended period of time.
 - Through timely, predictable, and unrushed routines, transitions, and play activities.
 - Through individual attention to each child during arrival, meals, nap times, diapering, and departure.
4. **Message from Mary Beth Bush:** Dear staff and friends, I really don't leave jobs so abruptly, and I feel badly that I had to leave without saying good-bye. I think of you and your little kiddos constantly. I feel privileged to have worked with all of you. You are a group of very bright, talented and compassionate teachers, support staff and administrators. I love how you all are so invested in the children. I know that some of you rode out some pretty rough times, but you made it. Thanks for letting me be a small part of your program - I think Washington County Head Start should be very proud of the staff it has. Soon, I will be listed for a heart transplant. We'll live with my son and his family which is about 7 minutes from the hospital. I'll let you know what transpires. In the meantime, keep saying positive and friendly things to kids and take care of yourselves. Warmly, Mary Beth Bush
5. **Email:** Please remember when you want to email all of Head Start staff, address the email to **Head Start**. If you want to email everyone in the Community Action Organization, then address the email to **All Staff**. Thank you.
6. **Light Tables and Water:** Teachers - Please remember that water and electricity do not mix. Please do not use or allow children to use liquids around the light boxes, even in eyedroppers. This is a safety issue for you and the children. Thanks for your diligence.
7. **Enrollment Information:** With the 45/90 day deadline and review date approaching, the Enrollment Program Assistants want to send a few VERY IMPORTANT reminders:
 - 1) Make sure any official documentation, such as screenings and attendance records, includes the child's name as entered in Child Plus. Do not use nicknames on official documentation.
 - 2) 2) White copies of Family Information Sheets need to be turned in to your Program Assistant no later than 11/8/10 for any child who started on or around the first day of school. Family Information Sheets for new children must be turned in ASAP after their start date. We must have family demographic information on file for each child. If the child is newly enrolled and the family has completed a new application which includes this information, then teachers do not need to complete a new Family Information Form. Teachers must complete a Family Information Form for returning children. This should be done during the Enrollment Home Visit. Please ask your Program Assistant if you are unsure.
 - 3) Use a new screening form for any rescreens. Do not use Post-It notes or white-out on screening paperwork.

(continued)

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4) **Child Plus tips:**

- If a child has an active IFSP, document this in the Health Events screen in ChildPlus. In the ESI and Initial Speech and Language Screening fields, change the status to **Complete**. In the Description field, enter **Child IFSP** and the results should state **EI complete**.
- Do not delete screening information from previous years from Child Plus.
- For returning children who already have Dental Exam, ESI, Dental/Med Provider/Insurance and Physical Exam information in ChildPlus, do not change the exam dates. If an exam was done last year, do not replace that date with this year's date. Expiration dates should be a minimum of one year from the exam date.
- The Child Plus Manual contains current and accurate information. You can access it at **hs_data\Programs\Child Plus**. Cherlyn Page is also available for trainings and assistance by phone, email, or in person. THANK YOU so much for all your hard work. The work you do on a daily basis is challenging and with the review and deadlines coming up. Thanks again!

8. **Head Start Annual Reports:** The 2009-10 Head Start Annual Report is now available on the Common drive. It is also on SharePoint, our organization intranet. If you need printed copies for an event such as an orientation or an open house, contact Kathleen LaFlamme or Elaine Burrell and let them know how many copies you need and when you need them.

You can access SharePoint at <https://intranet.caowash.org/default.aspx>



Head Start

Scheduled Trainings

November 2010

DATE	DESCRIPTION	ADDRESS	TIME	EHS or HS	TRAINER	
11/5/10	Community Action ALL STAFF	Village Baptist 330 SW Murray Beaverton	8:00-4:30	All EHS & HS Mandatory Attendance	Staff Sharing	
11/10/10	Teaching Strategies Webinar Phone & Computer hook up to training	Carnation Bldg- am & pm Beaverton Office-pm only	8:30-10:30 2:30-4:30	HS & EHS Teachers only	Teaching Strategies (Lori Balch)	
11/10/10	Nutrition Assessment & Immunizations	Beaverton Office 12350 SW 5th Beaverton	8:30-10:30	EHS Teachers/ FST's	Shauna Sauer	
11/10/10	Maintaining Professional Boundaries in Working with Families— Develop a clear understanding of the limits and responsibilities of your role in working with families and techniques for cre- ating and maintaining professional boundaries. Discover the importance of healthy bounda- ries, consequences of having loose/poor boundaries, and why it can be difficult to establish and maintain professional boundaries.	Village Baptist 330 SW Murray Beaverton Columbia Room A (New Bldg)	8:30-10:30 or 2:30-4:30pm	All HS FST's (Note: EHS staff will receive this training in Feb)	Gail Boyle Connie Bowen	-Laptop -In-Focus
11/12/10	Overview Trainings: 8:30AM Health/Nutrition 10:00 Disabilities/Mental Health 11:15 Education EHS & HS 1:15 Family Services 3:00 CACFP/Civil Rights	Beaverton Office 12350 SW 5th Beaverton	8:30-4:00	HS & EHS NEW staff Teachers/ FST/Teachers	All Content Area Coordinators	
11/17/10	PBIS Module 3 Description: Learn how to develop a Positive Behavioral Interventions & Supports Plan. This will include prevention strategies, gathering information, identifying goals, developing a hypotheses, and implementing and monitoring outcomes of the plan.	Beaverton Office 12350 SW 5th Beaverton	8:30-11:30 or 1:30-4:30pm	HS Teachers/ FST's as Referred by PAS	Christy Sweany	-In-Focus
11/24/10	Child Abuse and Neglect Train- ing	To Be Announced	8:30-10:30 1:30-3:30	New HS & EHS Staff	Connie Bowen	