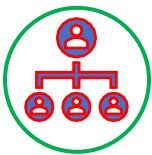




WEEKLY UPDATE

SEPTEMBER 14, 2020



From The Directors

Dear Child Start Team:

We are excited to welcome you all back to work!

Child Start would like to give the warmest welcome back and wish that you and your family are well and healthy amid the pandemic and wildfires in our area.

To reopen our doors, we have created a plan that will help us do so while preserving your health and safety and by carefully reviewing federal, state, and local reopening guidelines and considerations.

At Child Start, it is our priority to keep our employees and their families healthy, especially during the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business, staff, and families. Some notable workplace changes include the following:

- Modified office procedures when physically working in the Administrative office —we've created a zoning schedule in Admin to ensure suitability for social distancing protocols and are requiring face coverings while in the building.
- Updated employee protocols—we've implemented various employee health and safety protocols that focus on social distancing, health screening and general hygiene reminders to keep our employees safe and healthy when returning to their site and when visiting the Administrative office.
- Set disinfecting stations— disposable face coverings, hand sanitizer and disinfecting wipes are available, focusing on sanitizing and disinfecting high-touch surfaces.

Child Start is excited to welcome you back to work and to continue making the difference with our children and families and in the communities we serve.

We are confident that by working together, we can establish a safe, new normal that works for our employees, and our families.

Stay CONNECTED WEEKLY UPDATE



Education Department

Hello Everyone,

The Education Department has been focusing their resources to provide guidance and updates to support the remote learning experience for our children and families. At the same time we have implemented the training resources hub on our website for easy access and review. Please take the time to check the resources and know that we will be updating these on a weekly basis.

To review them please go to our website: <https://www.childstartinc.org> , click on the resources tab and choose staff/network access in the menu, this will take you to the network access page, click on Procedures, choose Education Resources and then choose 2020-2021 Resources or click on the following link [Education Resources 2020-2021](#).

Learning Genie Family Engagement Resources can also be found on our website [Staff\Resources\Procedure\Education Resources\Learning Genie\Family Engagement](#) or by following this link : [Learning Genie Family Engagement](#).

“Taking Care of Yourself” resource, please follow the link:

[Taking-Care-of-Yourself.pdf](#)

Reminder **Weekly Education Calls-Monday September 14th 2020**

Duration Staff: 9:30am -10:30 am.

PD-PY, FD-FY-HS, and State Preschool Staff: 11:00 am-12:00 noon.

FD/FY-EHS Staff: 1:00 pm -2:00 pm.

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ERSEA Department

Hello Child Start Family! Our team is excited to get started in working together to serve children and families in our communities. Please take a look below to get to know a little more about our team and the support we can provide.

Department Information

Napa/American Canyon/Vacaville

Enrollment Coordinator:

Rebekah Christie (Zelda)

Email: rchristie@childstartinc.org

Cell: 707-333-7492

In-Office Days: Monday & Tuesday

Coordinates all eligibility, recruitment, selection, enrollment and attendance processes for Early Head Start, Home Base, Head Start and State preschool for Napa and Vacaville. Oversees the CCP program for all cities.

Fairfield/Suisun/ Vallejo

Enrollment Coordinator:

Alma Jiménez

Email: ajimenez@childstartinc.org

Cell: 707-333-7534

In-Office Days: Wednesday &
Thursday

Coordinates all eligibility, recruitment, selection, enrollment and attendance processes for Early Head Start, Home Base, Head Start, Summer Pre-K Academy and State preschool for Fairfield/Suisun and Vallejo. Oversees the outreach program.

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Family Services

Here is the Family Services Team overview

Department Information

Family Service Coordinator:

Evelin Zelaya

Email: ezelaya@childstartinc.org

Cell: 707-235-0912

In-Office Days: Tuesday & Wednesday

Coordinates family engagement including policy council, school readiness events, parent meetings, parent café and socializations. Oversees coordination of community partnerships and resources to families.

Family Services Specialist:

Zeba Manzoor

Email: zmanzoor@childstartinc.org

Cell: 707-333-7108

In-Office Days: Monday & Thursday

Oversees implementation and planning of the Triple P parenting program for Napa and Solano. Leads the Family Assessment, Family Partnerships, Family Care Planning and MDT processes.

Family Services/ERSEA Manager:

Andrea Calderon

Email: andrea@childstartinc.org

Cell: 707-731-4766

In-Office Days: Varies as needed & Friday

Manages enrollment, recruitment, selection, attendance, & family services for all program options.

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Human Resources Department

September 11, 2020

Hello,

As detailed in the reopening memo dated 9/4/2020, Child Start has made plans to reopen classrooms on October 19th. In preparation to the reopening, Child Start will be conducting training starting October 5th.

This letter is to advise you that **you are expected** to be at a designated Child Start facility as of the morning of October 5th. The designated facility will be announced shortly.

If you are not able to commit to returning to work as outlined, please communicate with HR by close of business on Monday September 21st.

Alonso Duarte, PhD

HR Manager

aduarte@childstartinc.org

(707) 252-8931 ext. 2018

Kelly Clarke

HR/Executive Assistant

kclarke@childstartinc.org

[\(707\) 252-8931 ext. 2012](tel:(707)252-8931)

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Information Technology Department

How to submit a HelpDesk Request.

The I. T. Department would like to remind everyone to ensure utilizing the helpdesk request process when experiencing any computer issues and requesting technical support by following the steps below:

1. Send an email to helpdesk@childstartinc.org with a brief description of the issue or problem you are experiencing.
2. If you are unable to utilize email, please call 707-252-8931 x 4357 (HELP) and leave a brief message of the issue, your name, and a number you can be reach.

Following this process will ensure prompt attention to attempt to resolve the issues you are experiencing in the most effective way.

Outlook password expiration alerts.

MS Outlook prompts the user to change password periodically within 7 days of expiration. Changing the password when alerted saves time and loss of productivity and minimized the helpdesks request for password resets.

Password Do's and Don'ts Tips

Here are a few tips for creating strong passwords. Take a moment to review these, and consider strengthening some of your passwords if they fall short. -Create unique passwords that use a combination of words, numbers, symbols, and both upper- and lower-case letters.

-Do not use your network username as your password.

-Don't use easily guessed passwords, such as "password" or "user."

-Do not choose passwords based upon details that may not be as confidential as you'd expect, such as your birth date, your Social Security or phone number, or names of family members.

Read more here: <https://krebsonsecurity.com/password-dos-and-donts/>

Stay CONNECTED WEEKLY UPDATE



Facilities and Distribution

Facilities Update:

The consumables list has been updated to include the new PPE equipment. Please use the new form to place any orders. To avoid any confusion on the consumables order, the facilities department is requiring all sites and or individuals who submit an order, to highlight in yellow each item ordered. This allows us to have greater visibility, and will ensure nothing is missed.

Currently we are not doing any mail carrier runs until more sites are open. If you have mail that cannot be scanned and sent via email, please contact distribution to arrange a pick up at 707- 426-0252 or email at facilities@childstartinc.org.

The facilities Department has created a video on how to disinfect your playground.

Below is the link for your viewing pleasure. As always thank you all for your continued support of our department.

[How to disinfect your playground](#)



Website: <https://www.childstartinc.org/weekly-updates>



Email: lpineda@childstartinc.org