



WEEKLY UPDATE | November 23 – 2020



FROM THE DIRECTORS

COVID-19 UPDATE

On Tuesday, November 17, 2020, both Napa and Solano Counties were placed back in the purple tier. What this means is that cases of COVID-19 are rising and there are more restrictions again. You can follow this link to see the state tiers and the restrictions [COVID-19 State tiers](#) According to an article in the LA Times newspaper, the purple tier means, "... California officials require that the following types of indoor settings be closed to the public: restaurant dining rooms; wineries; gyms; saunas and steam rooms; dance and yoga studios; swimming pools; movie theaters; museums; zoos; aquariums; family entertainment centers like bowling alleys and escape rooms; indoor playgrounds like bounce centers, ball pits and laser tag facilities; offices in nonessential businesses; card rooms; and satellite wagering sites".

What does this mean for Child Start?

Effective immediately, the Admin Office will be closed except for essential duties, such as payroll and paying bills. All Admin staff will work remotely unless their work requires them to be in the office to complete a task.

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FROM THE DIRECTORS

COVID-19 Update

Centers that are open will remain open. Childcare has been deemed an essential service and we know that without our services, parents can't work, and children won't get the stimulation and socialization they need for healthy development. This is especially true for children and families living in poverty, which account for the majority of our families.

Practices while the Admin office is closed:

Reimbursement Requests: Supervisors who don't have access to a printer can send an email approval – Once the supervisor gets a signed request from their staff, a supervisor who is unable to print out a copy for their signature can forward the form to fiscal with an email that says they are approving the request for the amount with the date. For instance, "I am forwarding the reimbursement request of (staff name). I am approving the request for (\$x amount) on (date)". This option should only be used if the supervisor cannot print, sign then fax or scan the request.

Continue to watch this space for other practices or procedures that need to be updated related to the office closure. *Please also be aware that Admin staff are still working, and you should use cell phones, emails and even office phones to get your needs met.* Office phones have voice mail and staff are able to check those messages, even when working remotely.

These are the most unusual times! Thank you for your continued flexibility and commitment to our kids and their families. Please be safe over the Thanksgiving Holiday and do what you can to reduce the risk of spreading the virus.

Debbie Peralez

Executive Director



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Human Resources Department **IMPORTANT PAYCOM ALERT**



- 1- Timecards need to be reviewed and corrected at the end of the day on Monday November 23, 2020. Payroll will be processed on Tuesday November 24, 2020.**
- 2- If you are enrolled in benefits with Colonial Life Supplemental Insurance coverage or would like information, please visit their website <https://www.coloniallife.com/> or contact their representative brittany.lloyd@coloniallifesales.com. On or before November 30, 2020.**
- 3- Benefits open enrollment starts today November 18, 2020 and will run through December 10, 2020.**

Please log into Paycom and enroll in benefits or confirm what you have. You have until December 10, 2020 to make your selections as we must transmit the information to the carriers on December 11, 2020.

If you need assistance please see the PAYCOM "Show Me How" instructions on next page.

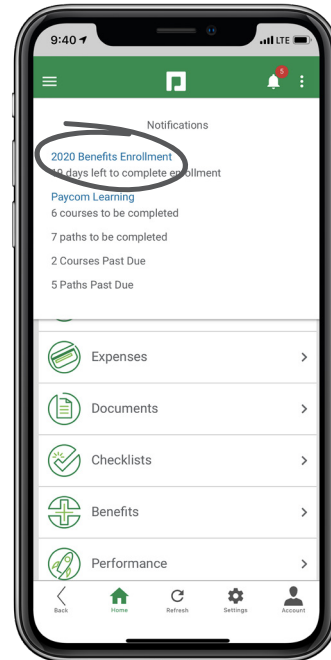


SHOW ME HOW

to Enroll in Benefits Benefits

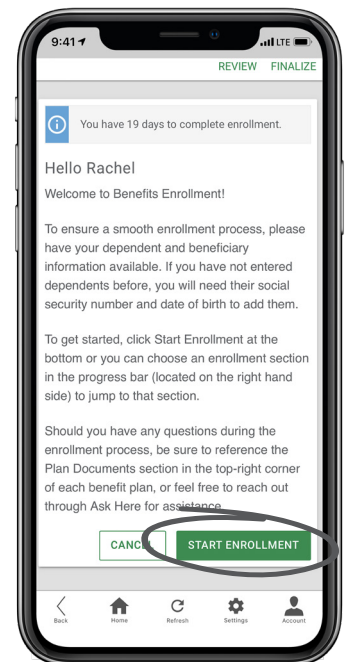
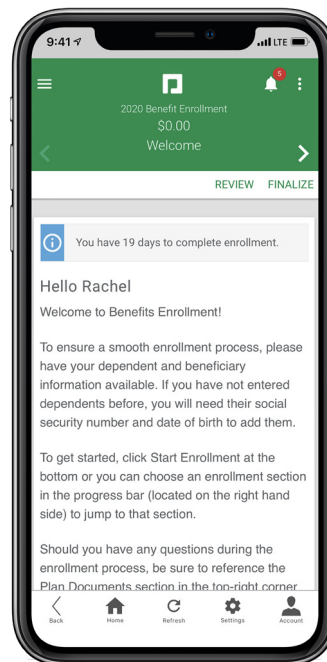
STEP 1

Log into the Paycom app.
From the Notification Center
or from the Benefits section,
click the current year's Benefits
Enrollment.



STEP 2

Review initial instructions and
click "Start Enrollment." Then,
enter your personal information
and any dependents or
beneficiaries.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

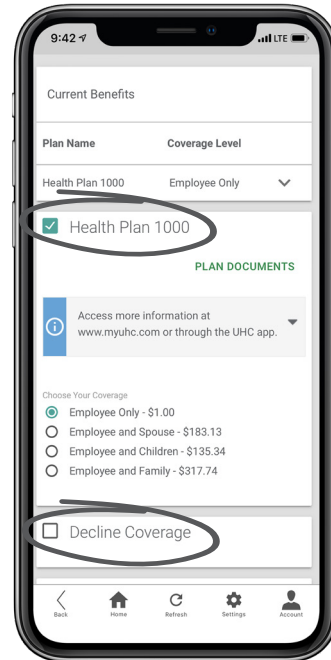
to Enroll in Benefits

Benefits



STEP 3

After reading each benefit plan, choose your coverage, then elect either to enroll or decline.



STEP 4

To complete enrollment, click "Finalize," then "Sign and Submit."

HELPFUL TIPS



- Have your dependent/beneficiary information ready, such as Social Security numbers, before beginning the enrollment process.
- As you go through the enrollment process, your selections will display and add up on the benefits summary tracker to the right.

EMPLOYEES

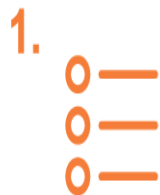
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Stay CONNECTED WEEKLY UPDATE

Working from home tip: strategies for success

If you're finding it hard to get motivated – or easy to get distracted – while working from home, try these helpful strategies for success.



Set a three-item to-do list and stick to it – this keeps you focused on the things that matter, not sweating the small stuff



Manage priorities and don't get overwhelmed – not everything can be 'most urgent'



Block off dedicated time in your calendar – this allows you to work uninterrupted and improve task focus



Recognize achievements and celebrate milestones – a sense of accomplishment is a great motivator



Establish routines to balance work, chores and children – everything in life is important, but needs to be balanced



This Week Trivia Question



▶ Who emphasized the idea of an integrated curriculum that would develop the whole child?



▶ Submit your answers by sending an email to:

lpineda@childstartinc.org By Thursday November 30, 2020.

Last week's trivia Question answer:

Who is considered to be the father of kindergarten and wrote the book "education of man"?

Friedrich Fröbel

Friedrich Wilhelm August Fröbel or Froebel was a German pedagogue, a student of Johann Heinrich Pestalozzi, who laid the foundation for modern education based on the recognition that children have unique needs and capabilities. He created the concept of the kindergarten and coined the word, which soon entered the English language as well. He also developed the educational toys known as Froebel gifts.

(Source Wikipedia).

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

- Albert Einstein -



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