



WEEKLY UPDATE | March 01, 2021



From the Directors

Dear Child Start staff,

On Friday, March 5th, 2021 we will hold our first virtual all staff meeting. We're going to keep it simple as we are not virtual meeting experts, at least not for large groups!

To help us prepare, we know that there may be some questions you have as you think about the rest of this program year and how we prepare for the new program year. We'd like to ask for you to submit questions for us to be able to respond to during the session. For those of you who have participated in any of these large Zoom meetings, it is impossible to see everyone on the screen at one time so hard to call on people who have questions. We were hoping that asking for your questions ahead of time might help. Please send those questions back to me and we will gather them to determine similarity and develop responses that we can provide at the meeting.

Our agenda will include things like updating you on our Goals and Objectives, report on this year's Self-assessment, report on coaching and the teaching pyramid, how we're working to achieve a data-informed culture and of course, we'll have raffle prizes too!

Below is the Zoom login information for the meeting. I have also sent this as a calendar invite to you all. If you have any questions about accessing the Zoom meeting, I encourage you to check with your supervisor and if they can't help, contact Jason in IT for assistance. The meeting will be from 9 to 11:30. I can't wait to see you all there!

Join Zoom Meeting click on join all staff meeting below

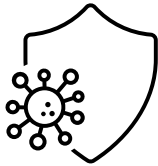
[Join All Staff Event Meeting](#)

Meeting ID: 994 5903 5847

Passcode: 413380



Stay CONNECTED WEEKLY UPDATE



Getting Vaccinated UPDATE



Vaccinations for education and childcare

Hi everyone,

I have great news. St Helena Hospital Foundation will be able to vaccinate staff from both education next Monday and Tuesday. I know this is rather fast, but we have over 1000 Pfizer vaccine doses coming in on Thursday. Hopefully all of the staff from schools and childcare have signed up on the County vaccine interest form. Staff will be pulling names from the vaccine interest form that are categorized in education and childcare to send them links to sign up for a clinic appointment, along with instructions on what to bring to verify eligibility.

If you have staff that have not been signed up on the County's vaccine interest form who will need an appointment, please have them email vaccine@countyofnapa.org first or call 707 253 4540 (there may be long wait times).

This is new information regarding the availability for COVID vaccines in Napa County. The instructions below can be tricky so please pay special attention to the details below. Use your work email to connect you to Child Start as staff are now eligible under the Education and Childcare category.

If you get an appointment for Monday or Tuesday, please contact your supervisor.

Sign up on My Turn: <https://myturn.ca.gov/> .



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FACILITIES AND DISTRIBUTION



The Facilities Department has come up with a solution for the hand rash issues due to cleaning. We had added the following **YELLOW** gloves to the consumables order form. Please order a pair of reusable **YELLOW** cleaning gloves for each staff member.

These gloves are to replace using our regular disposable vinyl gloves.

Using these **YELLOW** gloves will ensure that your hands are protected.

Please don't use the **PURPLE** gloves for cleaning as they are strictly for the **kitchen**.

Do not cross contaminate the gloves.

We will be able to significantly reduce our environmental impact by using this reusable versus disposable gloves.

EMERGENCY FSO5 PROCESS

The facilities department is ready to roll out, the **emergency FSO5 process**.

Please review this process in its entirety. Following this process will allow you to receive a **one-time** emergency food box, and or diapers & wipes depending on the request for our families.

If you have any questions about this process, please reach out to your immediate supervisor. They will be able to assist you.





Emergency Needs Procedure

1.1 INTRODUCTION

This procedure has been prepared to support the emergency needs FS05 process. This procedure addresses the necessary actions needed when requesting emergency food/ diapering needs.

1.2 RESPONSIBILITY

Program Staff

- ***Family Services Staff Team is defined as Home Visitors, Center Directors, CCP Staff and Family Advocates. (FSS)***

Pre-Approval- Family Services Staff (FSS) connect with the family and do a needs assessment. Once the assessment is complete and all other resources have been utilized. The FSS will generate the FS05. Once the FS05 is completed the FSS will connect with their supervisor to inform them that a request was made, and to get signature approval for submission.

The FSS then sends the FS05 and any supporting documents to the appropriate Manager (ERSEA and or Health & Nutrition) for processing no later than Wednesday of that week.

Post-Approval- The FSS will contact the family to set up pick up of all requested items. Pick up of items must be scheduled for Monday between 2:00 pm-3:45 pm at the designated sites. The FSS will email the CD of each designated site to inform them that a care package will be arriving on Monday for each identified family.

Pick up day-The FSS staff will connect with the CD of the assigned site to confirm that the family has picked up the package. If the Family has not made the pickup, the FSS staff will be responsible for making the delivery to the family's residence within 24 hours.

- ***ERSEA Manager-*** receives the FS05 request for emergency food. The FS05 is reviewed for accuracy approved. the ERSEA Manager will email the request to the Facilities Manager and FSS with the approval no later than Thursday afternoon.



Emergency Needs Procedure

- ***Health & Nutrition Manager***- receives the FS05 requests for diapering needs. Once the FS05 is reviewed for accuracy and approved, the Health & Nutrition Manager will email the request to the Facilities Manager and FSS with the approval no later than Thursday afternoon.
- ***Facility Manager***-receives the FS05 from the ERSEA, and or the Health & Nutrition Manager. The FM will generate a request report and send to DS on or before Friday by 10:00 am.
- ***Distribution Staff***- will put together the care packages on Friday. The DS will shop for perishable items on Monday morning. Once items have been purchased, the DS will complete the care packages. All items will be delivered to the designated site on Mondays before 2:00pm.

1.3

DESIGNATED SITES-

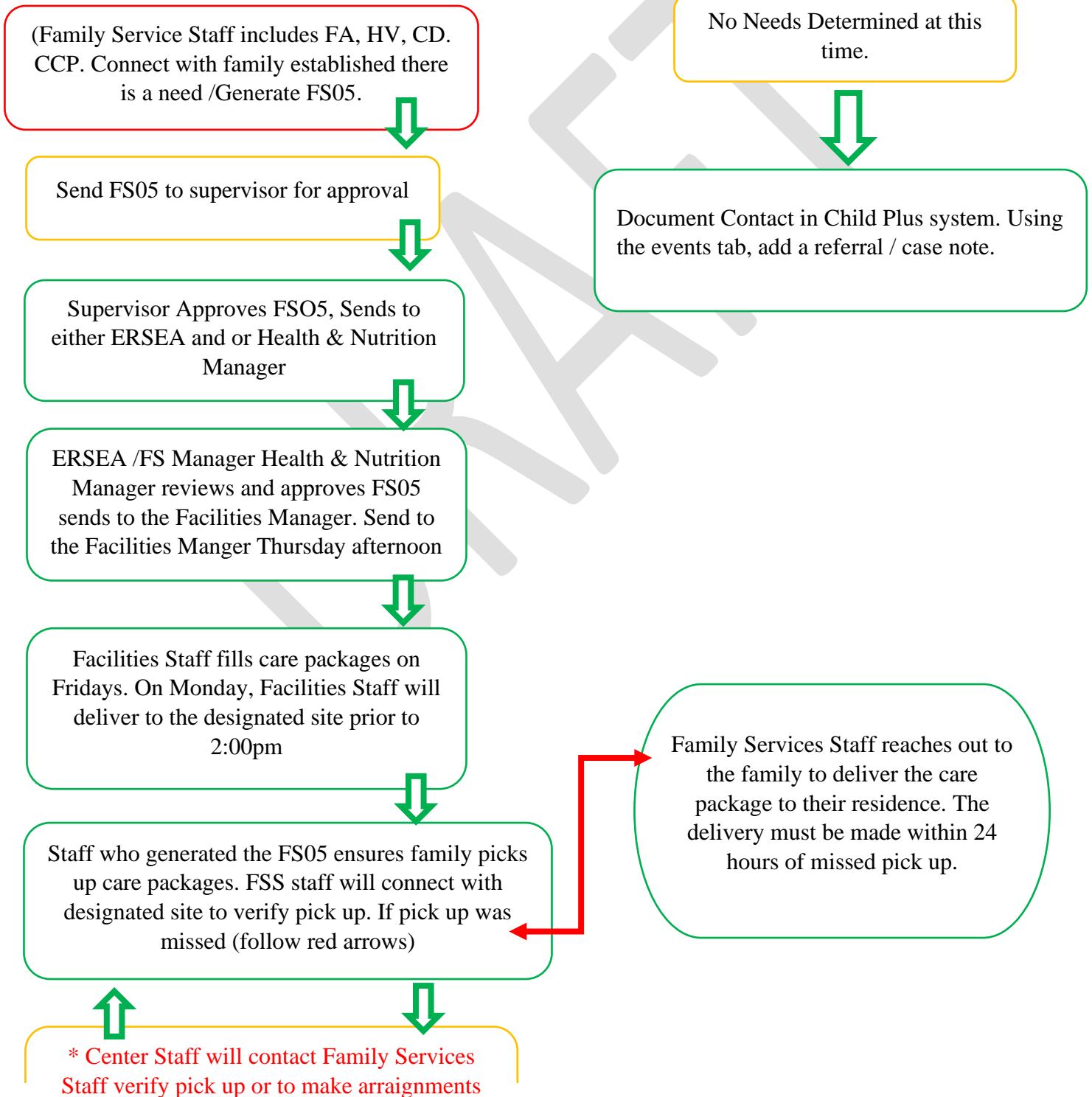
- **MENLO**- This designated site is for families who are in remote services, and center-based services in the Napa area.
- **VINEYARD CROSSING**- This designated site is for families who are in remote services, and center-based services in the American Canyon area.
- **VIRGINIA**- This designated site is for families who are in remote services, and center-based services in the Vallejo area.
- **KIDDER**- This designated site is for families who are in remote services, and center-based services in the Fairfield area.
- **MARIPOSA CENTER**- This designated site is for families who are in remote services, and center-based services in the Vacaville area.



Emergency Needs Procedure

1.4 Visual Chart-

Family Service Staff calls families to discuss needs.



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Website: www.childstartinc.org



Contact: Luis Pineda
707-333-1874



Email: lpineda@childstartinc.org

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ERSEA Department

ATTENTION NAPA AND SOLANO HEAD START ALUMNI

Child Start is so excited to open the Head Start Scholarship Award for 2021. Through this scholarship we support former Head Start students transitioning to a higher education to supplement any unmet financial need while planning to attend college or vocational school.

We invite you to encourage any former Head Start programs students in Napa and Solano Counties that meets eligibility to apply for the 2021 Head Start scholarship award.

To apply complete the application requirements and submit it via email to Evelin Zelaya, Family Services Coordinator at ezelaya@childstartinc.org on or before Friday April 30, 2021 by 5 PM.



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Family Services Department



Head Start Scholarship

Are you a graduating High School Senior from Napa or Solano County and planning to attend college or vocational school in 2021?

If you were once a Head Start Student, you are eligible to apply for a scholarship in the amount of \$500.00

For more information

Please contact:

Evelin Zelaya

Family Services Coordinator

(707) 235-0912

ezelaya@childstartinc.org

Deadline to apply is April 30, 2021 at 5:00 PM



Website: www.childstartinc.org



Contact: Luis Pineda
707-333-1874



Email: lpineda@childstartinc.org

This Week's Trivia Question



▶ What's ORBIS PICTUS?



▶ Submit your answers by sending an email to:

lpineda@childstartinc.org By Thursday March 4, 2021.

Last week's trivia Question answer:

What was the name of the Doctor who educated students from the slums and the ghettos? She was also the first female Doctor in Italy?

If your answer was Maria Montessori You are right!!

Maria Tecla Artemisia Montessori was an Italian physician and educator best known for the philosophy of education that began her classes at an all-boys technical school, with hopes of becoming an engineer. [Wikipedia](#)

"One test of the correctness of educational procedure is the happiness of the child.."

- Maria Montessori -



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