

WEEKLY UPDATE | October - 4 - 2021



"Tell Me Something Good"

"Caring For My Work Family"

At Suisun Head Start each of our team members are working in different ways to take care of ourselves. Something I wanted to do was to make sure I started healthy eating at work and bring home made healthy lunches. So, I decided to prepare "Rainbow" lunches made of fresh colourful fruits and vegetables to share with my co-workers once a month on Thursdays this way they don't have to worry about their lunch at least once a month and is a better way to take care of myself and my work family.



Submitted by Alisa Robinson, Family Advocate Suisun Head Start

TELL ME SOMETHING GOOD!!

Was there something meaningful, work related, and impactful that someone did for you, or you did for someone? Did you or your team do something that made you especially proud? If so, please share it with us! Send your praise notes to Luis Pineda, so that we can all hear about it in the weekly update! Submit your content on Monday or Tuesday of each week for the following Monday edition.

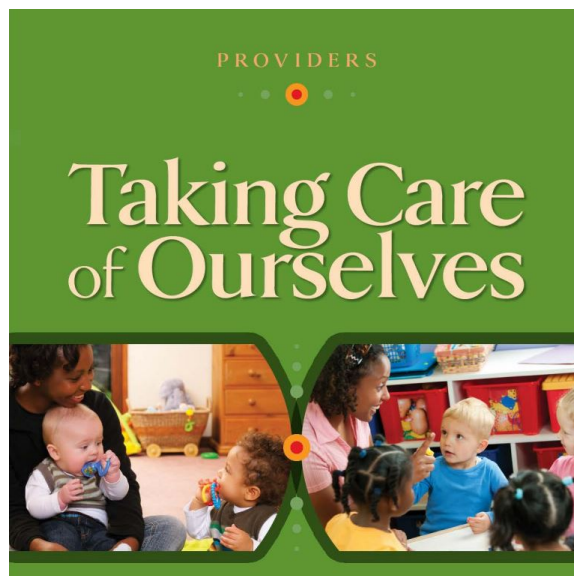


Child Start
incorporated

CHILD AND FAMILY SERVICES

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Covid-19 & the Head Start Community Taking Care of Ourselves: Stress and Relaxation



The time families spend with young children provides many wonderful opportunities to strengthen home Stress is natural and may seem inevitable. However, it can take a toll on your health and effectiveness as an early childhood educator or parent. It impacts the quality of care that you can give. When you are too stressed, it is difficult to offer the praise, nurturance, and structure your children need.

Please click the link below and use the resources to help reduce your stress:

[Providers: Taking Care of Ourselves \(hhs.gov\)](https://www.hhs.gov/taking-care-of-ourselves)



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Information Technology Department

Move to **Microsoft Teams**  (**SharePoint**) and **Microsoft OneDrive** 

We are close to completing our Microsoft 365 migration project; **the migration of the O: drive to Microsoft Teams/SharePoint and the migration of the P: drive to OneDrive** being the last two components of the project.

The files and folders that are currently on *the O: drive will be moved to Microsoft Teams* (under Files). Your personal files and folders on your *P: drive will be moved to Microsoft OneDrive*. Once the files and the folders have been moved, access to the O: drive and to your P: drive **will no longer be available**.

- Files and folders in Microsoft Teams (Files) **will be available on Tuesday, October 12th**.
 - Access to the O: drive **will be disabled on Friday, October 8th**
- Files and folders in Microsoft OneDrive (your personal files and folders) **will be available on Wednesday, October 20th**.
 - Access to the P: drive **will be disabled on Monday, October 18th**.

We will provide video tutorials in the coming days that will show and explain in detail the new method of accessing files and folders that used to be on the O: drive (Microsoft Teams) and the P: drive (OneDrive).

Please go to your P: drive and delete files and folders that you no longer need as it will cut down the quantity and total size of the files/folders that are going to be moved to Microsoft OneDrive.

Continue next page



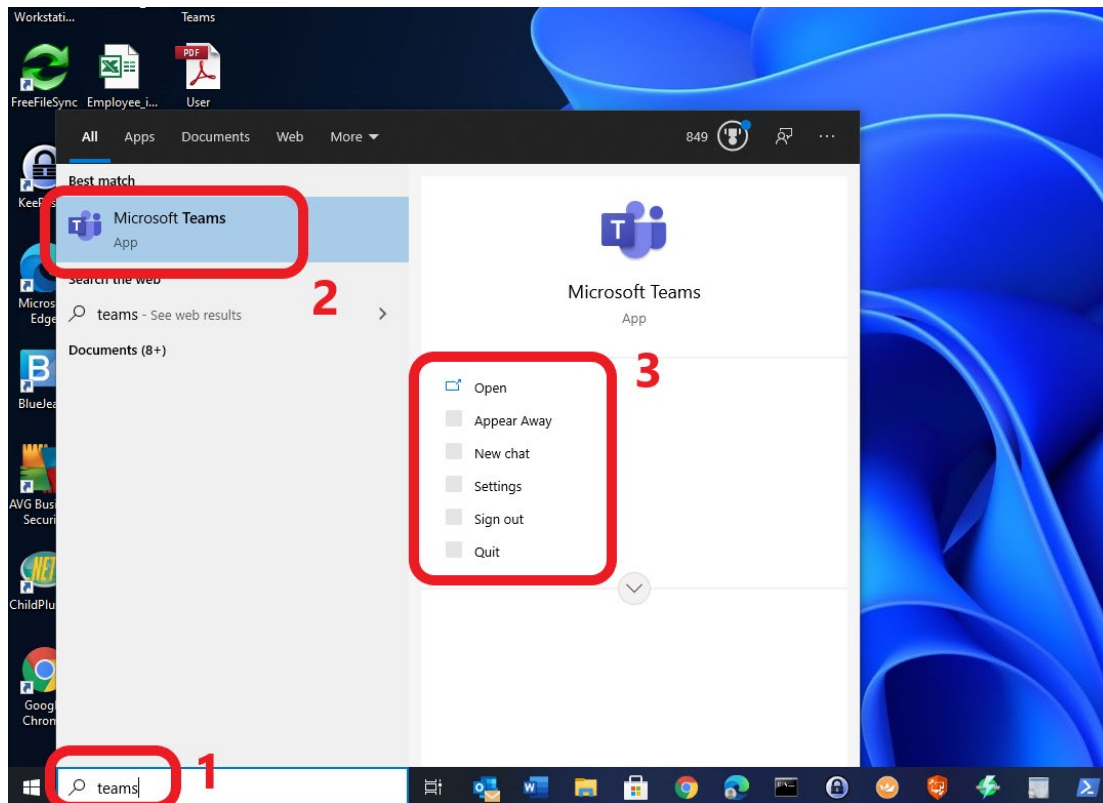
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Information Technology Department

Please make sure that you have Microsoft Teams and Microsoft OneDrive installed on your computer.

- How to check if Microsoft Teams is installed *on your computer*:
 1. Type “**teams**” in the Search box (1)
 2. If Microsoft Teams is installed, you should see (2) “**Microsoft Teams App** in the Best match search result and the different options on the right-hand side (3) (*Open, Appear Away, New chat, etc.*)
 3. If the search result doesn’t look anything like the image below, please contact IT.

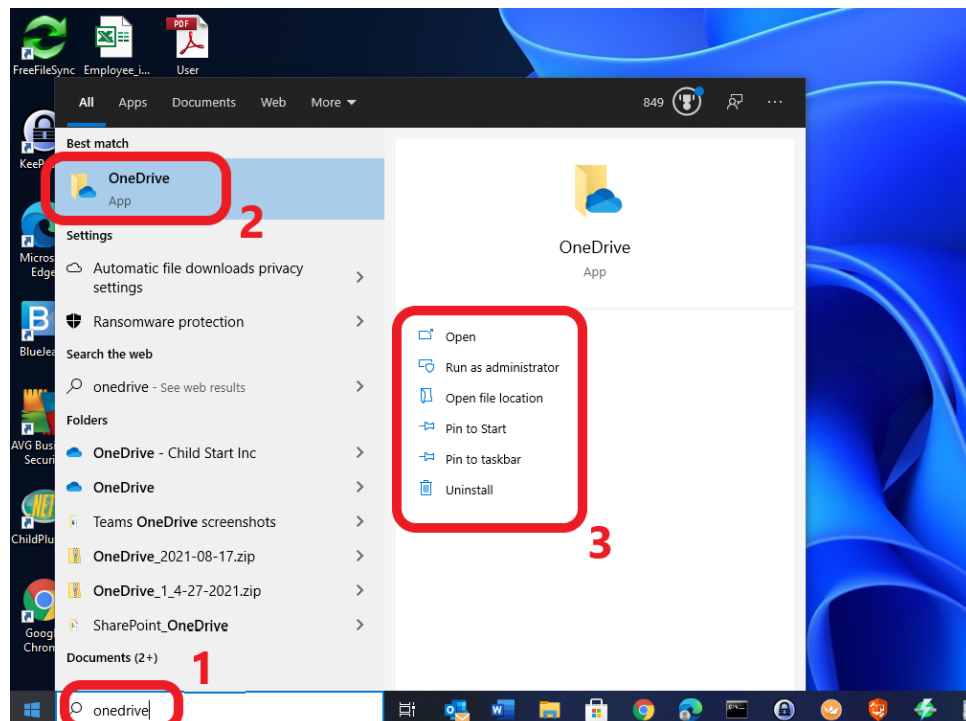


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Information Technology Department

- How to check if Microsoft OneDrive is installed *on your computer*:
 1. Type “**onedrive**” in the Search box (1)
 2. If Microsoft Teams is installed, you should see (2) “**OneDrive App** in the Best match search result and the different options on the right-hand side (3) (*Open, Run as administrator, Open file location, etc.*)
 3. If the search result doesn’t look anything like the image below, please contact IT.



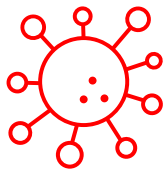
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Human Resources Department

IMPORTANT

COVID-19 vaccination update



Dear Staff,

On September 9, 2021, President Biden announced his Path Out of the Pandemic plan, which includes mandatory COVID-19 vaccination for all Head Start program staff.

The President's plan will help more programs and early childhood centers safely remain open and provide comfort to the many parents and guardians that rely on them every day to keep their children safe.

Although President Biden's plan calls for this effort to be completed nationwide by January 2022, after much consideration and with approval from the Board of Directors, Child Start has determined that we will require staff to be fully vaccinated by **November 30, 2021**.

[Please continue reading the complete policy update on next page](#)



Website: www.childstartinc.org



Contact: Luis Pineda
707-333-1874



Email: lpineda@childstartinc.org



September 27, 2021

Dear Staff,

On September 9, 2021, President Biden announced his Path Out of the Pandemic plan, which includes mandatory COVID-19 vaccination for all Head Start program staff. The President's plan will help more programs and early childhood centers safely remain open and provide comfort to the many parents and guardians that rely on them every day to keep their children safe.

Although President Biden's plan calls for this effort to be completed nationwide by January 2022, after much consideration and with approval from the Board of Directors, Child Start has determined that we will require staff to be fully vaccinated by November 30, 2021.

- The COVID-19 vaccines are recommended by the U.S. Food and Drug Administration (FDA) and the U.S. Centers for Diseases Control and Prevention (CDC).
- The vaccines have been proven to be very effective at preventing severe disease, hospitalization, and death from the COVID-19 virus and its current variants, including the Delta variant.
- The vaccines are free and currently approved for children ages 12 and older (currently Head Start children are not yet eligible for the vaccine).

Please take a moment to read and understand the new policy (attached).

VACCINE RESOURCES

You can visit the following web site to find a vaccine near you: visit <https://www.vaccines.gov/>

Or you can visit these websites, specific to each county. Information includes calendared vaccine events, locations, instructions and contact information if you have questions.

Napa County: <https://www.countyofnapa.org/3096/COVID-19-Vaccines>

Solano County: https://solanocounty.com/depts/ph/coronavirus_links/covid_19_vaccines.asp

If you have questions or need additional resource information, please contact us.

Sincerely,

Child Start, Inc. Human Resources Team

COVID-19 Vaccination Program

Consistent with its duty to provide and maintain a safe workplace, Child Start has adopted a Mandatory Covid-19 Vaccination Policy for Employees. This policy is intended to safeguard the health and well-being of employees and their families, the children and families served, visitors, and others who spend time on our sites, from the infections conditions associated with Covid-19. The policy complies with all state and local laws, and remains in effect pending final rule determination from the Office of Head Start's plan for mandatory vaccination of all Head Start staff.

This policy requires all Child Start employees, including new hires, as a condition of employment to provide proof of having received the COVID-19 vaccine, subject to limited exceptions and exemptions, by November 30, 2021.

Definitions

COVID-19 Vaccination Program: A vaccination program intended to reduce the incidence of SARS-CoV-2 infection and resultant COVID-19 disease among Child Start employees and the community it serves.

Exception: An exception to the COVID-19 vaccine mandate based on a person's sincerely held religious belief, practice, or observance, which includes any traditionally recognized religion as well as beliefs, observances, or practices, which an individual sincerely holds and which occupy in their life a place of importance parallel to that of traditionally recognized religions. Requests for Exceptions must be submitted to Human Resources. A person who is granted an Exception may be required to adhere to compensating or mitigating controls including additional Non-Pharmaceutical Interventions for the health and safety of the Child Start community.

Medical Exemption: An exception from receiving the COVID-19 vaccine due to medical contraindications or precautions recognized by the U.S. Food & Drug Administration or Centers for Disease Control and Prevention; or disability. Requests for Medical Exemptions must be submitted to Human Resources.

Policy

This policy supplements, and does not replace, existing policies requiring Child Start employees to observe Non-Pharmaceutical Interventions including appropriate use of either personal protective equipment (where required) or face coverings, social and physical distancing, frequent handwashing and cleaning, and regular surveillance testing.

- A. COVID-19 Vaccination Program. All employees of Child Start must participate in the COVID-19 Vaccination Program by receiving information about the vaccine; and, no later than November 30, 2021, either (i) providing proof of vaccination; or (ii) receiving an approved Exception or Medical Exemption and submitting a Declination Form, as further described below.
- B. Proof is the documentation of completed vaccination series of Pfizer or Moderna or one dose of the Johnson & Johnson vaccination.
- C. Human Resources shall track the information related to employees' COVID-19 immunization or exemption in the applicable confidential health record and in will be safeguarded in accordance with the HIPAA Privacy Rule and Security Rule.

Failure to comply will be deemed as the employee's inability to perform her/his duties.



TO: All Staff

FROM: Debbie Peralez, Executive Director

A handwritten signature in blue ink, appearing to read "Debbie Peralez", is written over the printed name.

DATE: September 28, 2021

SUBJECT: Mandated Vaccination Incentive

As you are aware, Child Start has implemented a mandated vaccination policy (see attached). To promote a speedy and high level of compliance, Child Start is offering a \$250.00 incentive payment to those who get fully vaccinated (the two required doses of Pfizer or Moderna or the 1 dose of Johnson & Johnson). Upon receipt of your completed Vaccination documentation, staff in the HR department will provide the fiscal department with a request to issue your incentive payment of \$250.00. This incentive check will also be issued to those that have previously been vaccinated as long as they have turned in their completed Vaccination documentation.

This incentive payment is a one-time offer and bears no connection to any other Child Start Procedures and/or Policies, Health or 401k plans.

Please contact HR if you have any questions.

Get vaccinated - provide proof of vaccination - and get your incentive payment. Payment should be received on a separate check within three weeks of receipt of proof of vaccination.

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ERSEA Department

October is Head Start Awareness Month!

First created in 1982 by President Ronald Reagan, Head Start Awareness Month is an opportunity to share at the local, state, and national levels the power of Head Start.

As President Reagan said in his proclamation, Head Start “has earned recognition and support for its success in early childhood education and development.” Continuing this awareness and creating new champions for Head Start’s mission is not only critical, but also fun. This October, join in building knowledge of and support for Head Start’s whole-child and whole-community approach to supporting families on their path to success.

Follow the link below and read the **Proclamation 4990** by *Ronald Reagan*:

-----> [Proclamation 4990](#) <-----



Source: wikisource.org



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ERSEA Department

Do you know someone with children 3-4 years old?

LET THEM KNOW WE ARE ACCEPTING APPLICATIONS



“WE ARE ACCEPTING APPLICATIONS”



**PRESCHOOL SERVICES
APPLY TODAY!**

www.childstartinc.org



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Family Services Department



CONGRATULATIONS! Triple P Practicioners.

Thanks to all the Family Advocates, CCP staff, and Home Visitors for completing the level 2 Triple P seminars goal for the month of September.

Our goal was to schedule and complete 27 level 2 seminars. As of September 30th, 2021 we completed 22 out of the 27 and 5 had to be rescheduled for the month of October.

GREAT JOB!!

Zeba Manzoor.



This Week Trivia Question



▶ What project began as a result of the civil rights struggle and was designed to fight the war on poverty?



▶ Submit your answers by sending an email to:
lpineda@childstartinc.org By Thursday October 07, 2021.

Last week's trivia answer:

What is the meaning of Anecdotal records?

If your answer is:

C. Notes kept by the teacher concerning children's play. **YOU ARE 100 % CORRECT!!**

“The purpose of education is to replace an empty mind with an open one.”

- *Malcolm Forbes* -



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