



WEEKLY UPDATE | March - 07 - 2022



## Family Engagement and School Readiness: Promoting Empathy, Understanding Trauma



When Head Start and Early Head Start programs focus on adult wellness, staff are better able to create a trauma-informed organization. Implementing strategies such as mindfulness, training on the impact of trauma, and mental health consultation can help programs create a safe and nurturing environment for children. In this two-part webinar training, learn what trauma is, the signs and symptoms of trauma in young children, and strategies to promote resilience

in children and the adults who care for them. This training will equip teachers with the tools to manage their reactions and program leaders with approaches to build organizational capacity to serve children and families impacted by traumatic events. These webinars are part of the Office of Head Start's Safe Foundations, Healthy Futures Campaign.

Learn More by clicking the link below:

<https://eclkc.ohs.acf.hhs.gov/video/promoting-empathy-understanding-trauma-part-1>

# Stay CONNECTED WEEKLY UPDATE



## "Tell Me Something Good"



I'd like to give a shout out to Ms. SUSAN MILLER for all the stellar work she has done to keep us safe through the pandemic. I'd also like to acknowledge her for going through a CACFP review AND a mock review at the same time and knocking them both out of the park! I am honored and privileged to know and learn from Ms. Susan Miller. Thank you, Susan, you are the best!

Submitted by Andrea Calderon, Family Services Manager



# Stay CONNECTED WEEKLY UPDATE

## Head Start, Let's Do This Together!

The Sleeve Up for Head Start campaign encourages members of the Head Start community to learn about the **COVID-19 vaccine**, identify and address vaccine hesitancy with empathy and cultural understanding.

Get Back  
to Family!



Napa County COVID TESTING locations click on the link: [Countyofnapa.org Testing-Locations](https://Countyofnapa.org/Testing-Locations)

Solano County COVID TESTING locations click on the link: [Solanocounty.com/coronavirus community testing](https://Solanocounty.com/coronavirus%20community%20testing)

Click here to find [vaccine locations](#).



# Stay CONNECTED WEEKLY UPDATE



## Your Health





# Stay CONNECTED WEEKLY UPDATE



## Human Resources Department



**Claremont EAP Virtual Seminars** are one-hour, facilitated discussions delivered on your organization's video conferencing platform. Our sessions engage your employees and managers around 35 different topics such as: mindfulness, stress management, communication skills, and work/life balance.

Learn More click here → <https://www.claremonteap.com/managers-and-hr/virtual-seminars/>



Website: [www.childstartinc.org](http://www.childstartinc.org)



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# Stay CONNECTED WEEKLY UPDATE



## Human Resources Department

### 401K Information

#### Make or view your beneficiary election online

*It's important to name beneficiaries for your workplace savings plan. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments today to [name your beneficiaries](#) to ensure that your benefits will be distributed according to your wishes.*

*To navigate to your beneficiary designations online:*

1. Log on to [Fidelity NetBenefits](#).
2. Click the Profile link.
3. Select Beneficiaries\* and follow the online instructions.

***Once you have completed your beneficiary designations, you will be able to view them on NetBenefits®. Please be sure to review your choices regularly and update them after certain life events, such as a marriage, divorce, birth of a child, or a death in the family.***

#### Missed Deferral

*I want to inform you that 401K contributions were inadvertently not taken from the retention incentive that you received on January 7th this year. Fortunately, you have the rest of the year to increase your contribution to account for what was missed on that check.*

*The issue has been corrected and 401K will be deducted from all future incentives.*



## How to Make Contribution Changes

What you can do:

- View and/or change your contribution percentage
- View and/or change the split between your pre-tax and Roth contribution percentage

Log in at [www.NetBenefits.com](http://www.NetBenefits.com). You can set up a login if you do not have one by clicking on "Register Now" at the top of the page and follow the prompts.

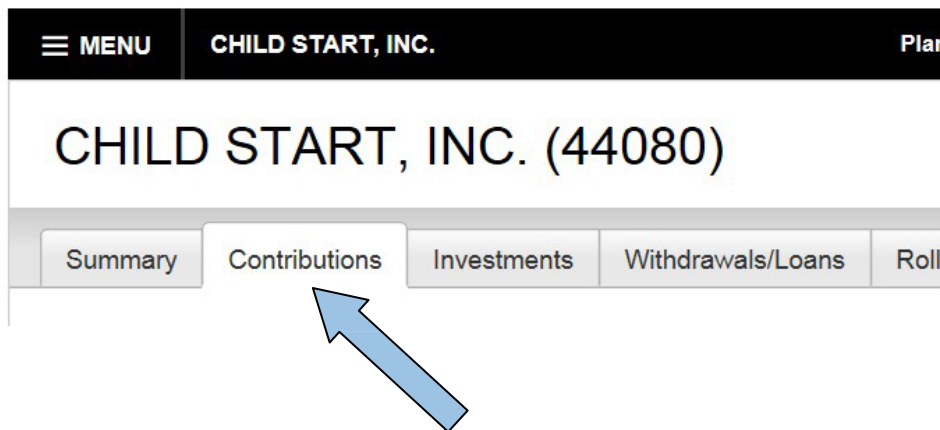
**Step 1:** Once logged in, click on the drop-down arrow to the right of Quick Links and choose "Contribution Amount".

The screenshot displays the Fidelity NetBenefits Employee Benefits portal. At the top, the Fidelity NetBenefits logo is on the left, "Employee Benefits" is in the center, and "Powered by Fidelity Investments" is on the right. Below the header is a navigation bar with "MENU", "CHILD START, INC.", "Planning", "Library", "Profile", a search bar, and "Log Out". A yellow banner below the navigation bar reads: "Add Beneficiaries to Your Workplace Savings Plan: An important part of your plan for the future may be missing." Below the banner is a section titled "Tax form questions? Meet your virtual assistant" with a "Get Assistance" button. The main content area is titled "YOUR PORTFOLIO" and shows a balance of "\$" as of 01/30/2020. To the right of the portfolio section are buttons for "Display Preferences" and "Portfolio Investments". At the bottom of the portfolio section, there is a "Quick Links" dropdown menu. A blue arrow points to the "Quick Links" dropdown. Below the screenshot, a detailed view of the "Quick Links" dropdown menu is shown, listing the following options: Summary, Transaction History, Statements, Contribution Amount, Investment Performance and Research, Change Investments, Loans or Withdrawals, Rollovers, Bank/Tax Information, and Plan Information and Documents. A blue arrow points to the "Contribution Amount" option in the dropdown menu.

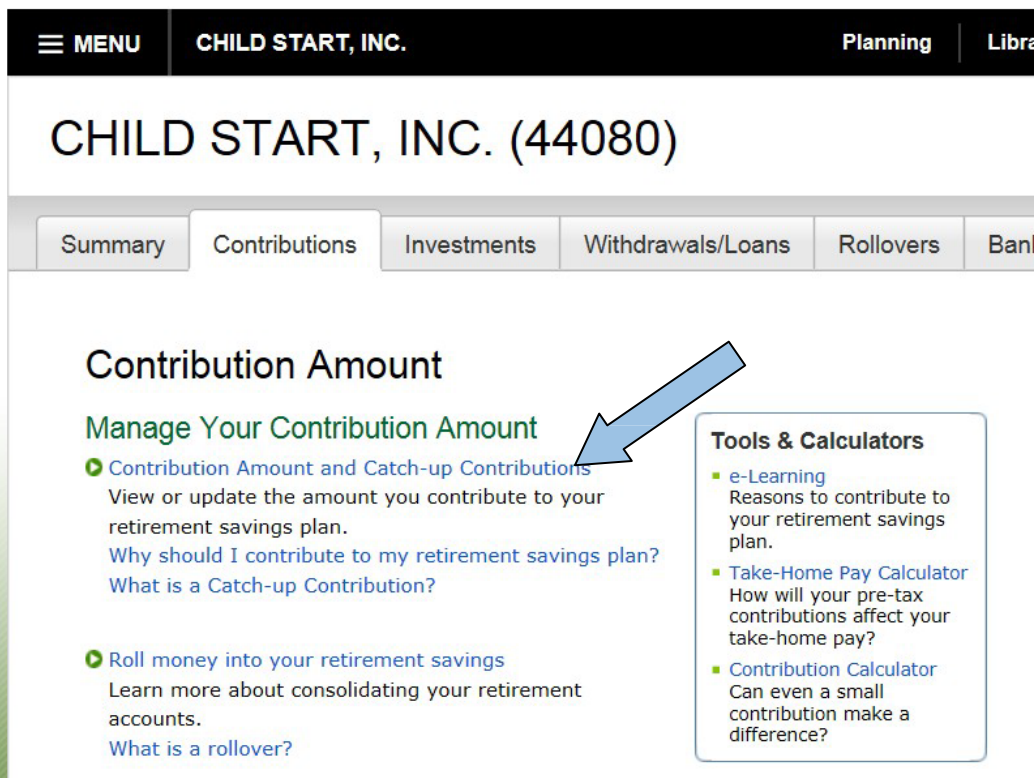
If you are already logged in, click on the "Contributions" tab.



## Employee Benefits



**Step 2: Select contribution amount and catch-up contribution**





### Step 3: Choose your desired transaction and follow the prompts.

There are two choices available to you:

- Easy Contributions
- Change Contributions

<h4>EasyContributions</h4> <p>Get it done in less than a minute by selecting a package. You can always make changes later.</p> <p><a href="#">Begin EasyContributions</a></p>	<h4>Change Contributions</h4> <p>Use this longer process to choose your own contribution amounts.</p> <p><a href="#">Begin Change Contributions</a></p>
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The **Easy contributions** option allows you to quickly select an investment package with a predetermined deferral percent.

#### Select a package

The options included in the package will replace any corresponding pre-tax elections you may have previously set up. You can always make changes later.

% Percent \$ Dollars

<div>8%</div> <div>SELECT &gt;</div> <div>CONTRIBUTED PER PAYCHECK, PRE-TAX</div>	<div>10%</div> <div>SELECT &gt;</div> <div>CONTRIBUTED PER PAYCHECK, PRE-TAX</div>	<div>12%</div> <div>SELECT &gt;</div> <div>CONTRIBUTED PER PAYCHECK, PRE-TAX</div>
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[Explain these packages](#) | [Employer contribution](#) | [Other contribution options](#) | [Exit](#)

If you choose this option, and change your mind, simply select Exit at the bottom of the page to return to the previous page. It will ask you to confirm prior to exiting the Easy Contributions options.

If you continue, simply click on the package you desire and confirm your selection.

The **Change contribution** option allows you to enter a percent amount you want to defer each pay period. You will be able to choose the type of investment:

- Employee Deferral (traditional 401K pre-tax contribution)
- ROTH Deferral (post-tax contribution)

**Note:** The difference between the Roth and traditional 401K is that contributions to a Traditional 401K are made before taxes and contributions to a Roth 401K are after taxes. Contributions to the Roth 401K will not reduce your tax bill right now. However, once you have turned age 59 ½ and have had the account for at least 5 years, you can take the money out without penalty and free of tax.

**In the contribution amount per pay period page, you will have the option to**

- Change your contribution percentage
- Split between pre-tax and after-tax Roth contributions

Remember that while the system will offer you the option to enter a dollar amount, **do not to use it.** All deferrals need to be entered as a percentage in the top half of each deferral type.

EMPLOYEE DEFERRAL	
Current Election	3 %
Desired Election	<input type="text" value="3"/> %
(0% to 100% in increments of 1%)	
OR	
Current Election	\$0
Desired Election	\$ <input type="text" value="0"/>
(\$0 to \$15,000 in increments of \$1)	
ROTH DEFERRAL	
Current Election	0 %
Desired Election	<input type="text" value="0"/> %
(0% to 100% in increments of 1%)	
OR	
Current Election	\$0
Desired Election	\$ <input type="text" value="0"/>
(\$0 to \$15,000 in increments of \$1)	

**Do NOT use  
this option, we  
are changing  
to percent only**

**Do NOT use  
this option, we  
are changing  
to percent only**

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

Change Contribution Amount

**Select “change contribution amount” to continue.**

## Step 4: Review your contribution elections and "Submit"

### Review and Submit Contribution Amount

Your changes appear below. To complete your transaction, click Submit. To change your contribution amount, click Previous.

#### Your Contribution Amount per Pay Period

Contributions	Current	Desired
EMPLOYEE DEFERRAL	3%	3%
ROTH DEFERRAL	No election	No election

When you click Submit, a confirmation page will be displayed, which you may print and save for your records.

[< Previous](#)
[Submit](#)

## You will receive a confirmation number

- Verify that your email address is correct and update if necessary

### Contribution Amount Confirmation

On January 30, 2020 4:45 PM your Contribution Amount elections were updated. Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

Please [print](#) and [save](#) this confirmation for your records before leaving this page.

**Your confirmation number is 200301635W811.**

**Please make sure your e-mail address is valid.**

After this transaction has been processed, we will send an e-mail notification to [aduarte@childstartinc.org](mailto:aduarte@childstartinc.org), including a link to details of your latest transaction(s).

[Update my e-mail address](#)

#### Your Contribution Amount per Pay Period

Contributions	Desired
EMPLOYEE DEFERRAL	3%
ROTH DEFERRAL	No election

# Stay CONNECTED WEEKLY UPDATE



## SPREAD THE WORD!

**JOIN  
OUR TEAM**

**SPREAD THE  
WORD ABOUT  
HEAD START**

**Child Start**  
incorporated  
CHILD AND FAMILY SERVICES

[WWW.CHILDSTARTINC.ORG](http://WWW.CHILDSTARTINC.ORG)



Website: [www.childstartinc.org](http://www.childstartinc.org)



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# This Week Question, TEST YOUR KNOWLEDGE



How many children does Head Start serve in California?



Submit your answers by sending an email to:  
lpineda@childstartinc.org by March 10, 2022.

## Last week's trivia answer:

Do you know how many Head Start Centers are in California alone?

If your answer is **1835 centers**, you are **CORRECT!**

Source: <https://nhsa.org/resource/2022-state-fact-sheets/>

**"If you can't explain it to a six years old, you don't understand it yourself."**

**- Albert Einstein-**



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