**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** October 1, 2018

**The Great Shake Out—10-18-18 10:18 AM**

* This year’s Great Shake Out earthquake drill is coming soon! Please start preparing! Fliers are attached

**Case Notes Reminder**

* Please remind FSWs to document in case notes regarding their communications/efforts related to applications that are in process. This includes the progress of the state application

**Purchasing**

* If there are non-perishable items that you generally purchase at Savemart, Smart & Final and Cost Less that you prefer to purchase at Amazon, please place an Amazon order. We can later reduce your Standing Purchase Orders
* Sylvan Kitchen is willing to sell us food for children who have meal accommodations for religious reasons if you would like to make arrangements instead of running to Savemart. I will get you a food list once I receive it.

**Supervision Incident**

* There have been questions about what occurred during the recent supervision incident that occurred at a delegate agency.
* Here is what I know:
* On Friday morning, the preschool classroom was fairly rambunctious, so staff elected to take children outside.
* As the associate teacher and two substitutes were transitioning the preschool classroom outdoors, they spotted a parent across the field, coming late with her child.
* The associate teacher and six children returned to the classroom to sign the child in.
* After the parent signed the child in, the associate teacher transitioned six children to the playground to join the rest of the class, accidentally leaving one behind in the classroom.
* One of our health staff arrived to the site about 10 minutes later and alerted the staff to the unsupervised child.
* Our staff is working with the team around supervision systems, accountability, and retraining staff/substitutes.
* My initial takeaway is the importance of keeping the sign-in sheet with the class at all times and maintaining extra vigilance during transitions (they are the most risky times). What take-always did you have?

**Sylvan Kitchen Notes**

* Attached are the notes from our meeting with Sylvan Kitchen last Monday. Thank you Natalie and Shawnda for joining me!
* It was a very productive and positive meeting. Sylvan was excited to get our feedback. You should see some positive changes in place in October. We will request your feedback again early November and share it with Sylvan
* Additionally you will find an attachment with the allowable milk substitutions

**Inkind Rate**

* Please share the email we received from Kelly on 9-27-18 regarding our updated inkind rate with your staff who assist with inkind

**ZenDesk – OFFICIALLY STARTS TODAY**

* The ZenDesk Rollout officially starts today. Please use ZenDesk to create tickets for the Admin. Team, PIM, Fiscal, Room/Vehicle Reservations.