**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** August 20, 2018

**Developmental screening reminder—full year, center based**

* Please reference my 8/14/18 email and ensure that screenings were completed after 7/1/18 and prior to 45 days of enrollment

**Professional Development Plan**

* Please have all instructional staff complete an updated Professional Development Plan. Keep the original in a site binder and send Jewelee a copy by 8/31/18.
* Instructional staff needs to develop at least one goal. Goals should tie into School Readiness Plans for the classroom including data such as CLASS, DRDP, ERS, and Curriculum. Please ensure goals are stated in complete sentences. Please see the attached draft procedure for more guidance.

**WIC participation**

* WIC participation has declined in our county. Most of our families are eligible so please be sure FSWs/HBEs provide a referral to families who are not currently participating. Families do not need to be US citizens to enroll in WIC.
* Families can apply by calling (209) 558-7337. Tell them not to walk into a WIC location. Families can also apply online.
* English online application: <http://hsahealth.org/PublicHealth/mainpages/wic/wic-pre-online-appl.shtm>
* Spanish online application: <http://hsahealth.org/PublicHealth/mainpages/wic/wic-pre-online-sp-appl.shtm>

**Healthy Children and Environments Study**

* Debra Moser is working with UCSF and UC Berkeley on a project to assess children’s exposure and is looking for volunteers. Please read over information that is attached and let me know if your site is interested
* Sites and families receive gift card incentives for participating

**Preservice Reminder**

* Professional Development Day and Preservice will be all day on August 23rd and 24th. Attendance is mandatory for all staff
* Lunch will not be provided but staff is encouraged to organize team potlucks. Picnic area will be provided.

**Clarification for the Family Partnership Agreement**

* Family Partnership Agreements will be completed in the paper format in Spanish. For English FPA’s it will be optional to complete paper format or to complete directly into COPA. For paper completion please use (Mandatory, Interim 4/18, and FE1 Page 3) USABLE format can be found on the SCOE web-site.
* After completing the paper Family Partnership Agreement staff must enter into COPA (F04-Family Goals) the following information:
  + Goal Date
* Goal Category
* Family Engagement Framework
* Goal Description – Specific goal
* Completion Date (if applicable) once Goal is completed.

**Suspected Child Abuse Form**

* If you are not using it already, the latest version of the 8572 form is attached. Please dispose all previous copies.

**Security Site Assessment Visits**

* Araceli Sanchez from the Business Office will conduct Security Site Assessments this week. Your site should have received a calendar invite for these dates.
* The security site assessment looks at security of your site in the case of an unwanted intruder, natural disaster and shelter in place or active shooter.

**Benefits Open Enrollment**

* Health Benefits Open Enrollment for 2019 is now open. Benefits Specialists will be onsite at Celeste on 8/21 from 8:30am-4pm. Please contact Crystal Hernandez: A-K @ [chernandez@stancoe.org](mailto:chernandez@stancoe.org)  or Nicole Pace: L-Z @ [NPace@stancoe.org](mailto:NPace@stancoe.org)  for an appointment.
* American Fidelity Open Enrollment Dates are scheduled in October at various locations, including GO sites.