**To: ­** SCOE GO Management Team

**From:** Jewelee Hotchkiss

**Date:** August 28, 2017

**Notice of Action Filing at Full Day sites**

* At full day sites, please file your NOAs in a designated binder
* Extended day sites keep files on site so NOAs will go in the state file located behind each Child & Family File

**Child & Family Files**

* Please go through and self-monitor your files, when Chris is arriving for side by side monitoring, often no monitoring has occurred. Some common errors are: There are calculation errors on applications that are from previous years, There is no Child Information Sheet completed. Please make effort to ensure that these items are addressed ASAP

**Whitespace—Global Leadership Follow Up activity**

* I hope you found the first session valuable. After four sessions we will brainstorm reductive changes we’d like to make within SCOE GO. If you are interested in registering yourself and maybe your team, you can do so at the following link <http://whitespacetrial.com/registration-form/>

**Application Reminders**

* If corrections or changes (such as program model) are made to the application after obtaining parent signature, update the paper copy of the application with pen. Update the application within COPA to match. Do not reprint.
* Make sure that for each application, you obtain more than one phone number. This will be key in reaching out to families for enrollment. Do not put the same number in twice.

**New Staff Reminders**

* Don’t forget!! For all new staff, you need to complete a new employee orientation packet, which can be picked up at the Celeste office (ask Admin). Be sure that they complete a Professional Development Plan
* All new staff must also complete child supervision training <https://sites.google.com/site/activesupervision/>

**TPOT Redflags**

* Complete for each preschool class within 45 days of opening. Send completed forms to Chris for data entry
* For classes scoring 4 or more red flags, T/A is provided and the TPOT is repeated 60 days later

**Health Exclusions**

* Staci Huber has provided us with a powerpoint regarding the health exclusion policy. It can be accessed at the following link under “Health Exclusions” <https://www.findchildcarestanislaus.org/healthychildren>

**Sign in Sheets (State Attendance)**

* Child Sign in/out sheets must be submitted to PIM (Christine) on Tuesdays following each week in order for state attendance to be entered. Some tools to help are located on <https://www.findchildcarestanislaus.org/goattendance>. Please see “State Weekly Submission Attendance Checklist & Process under “Recording Attendance” and “Attendance Reminder Half Sheet” under “Attendance and Absence Instructions”

**Smart Board Project**

* Barbara Marrujo will be working on a project to provide teachers with smart board programs and training. She will be in contact with you!

**Supply Orders**

* No supply orders will be placed until 9/1/17 due to the ending of our fiscal year. I apologize for the delay.

**Mandated Reporter/Blood Borne Pathogens**

* If you have any staff who didn’t complete this training at preservice, they are overdue. Please email their names to [SCOECFS-DeArmondAdminWorkRequests@stancoe.org](mailto:SCOECFS-DeArmondAdminWorkRequests@stancoe.org) by Friday, September 1st

**Absence Management Training (Make Up)**

* Provided in the Training Room, Wednesday, 8-30-17 at 9:00 AM. If you have staff who have not yet attended, please send them. For any remaining staff who have not completed the training, please email names to [SCOECFS-DeArmondAdminWorkRequests@stancoe.org](mailto:SCOECFS-DeArmondAdminWorkRequests@stancoe.org) by Friday, September 1st

**Defensive Driving Training Schedule**

* Please see the 17-18 Schedule. This is mandatory for all staff/substitutes who transport families

Presenting leadership as a list of carefully defined qualities (like strategic, analytical, and performance-oriented) no longer holds. Instead, true leadership stems from individuality that is honestly and sometimes imperfectly expressed… Leaders should strive for authenticity over perfection.**-Sheryl Sandberg**