**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** September 24, 2018

**Mandated Reporter Training**

* SCOE has received approval from licensing for an alternative Mandated Reporter Training. This enabled us to offer training at preservice. A copy of the approval form will be placed in the laserfishe file that contains staff licensing files. Please access as needed

**Child Information Sheet Reminder**

* Please ensure that forms indicating health/mental health concerns for children we’re enrolling make it to the nurse (health) or Chris (mental health)
* Ensure to indicate the date given to the nurse/Chris on the last line:
* Date given to health/disability or appropriate staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Supervision**

* Please ensure that staff is vigilant about supervision, during your monthly unannounced supervision monitoring and every day. Continue to ensure that children are all signed in, that child count boards are accurate and that staff knows how many children are in their care.
* Shirley from the Office of Head Start is coming out in November to attempt to clear our agency’s health and safety finding.

**Facility Medication Check In Sheet**

* Draft form is finalized and attached. The implementation date is 11/1/18.
* Health staff will be training site staff.

**Fingerprint Day**

* As you may remember, SCOE is working to re-fingerprint staff over a five year period. Staff who is on the schedule to be fingerprinted this program year will be receiving a letter from HR (also on attachment). They will receive a time window of time to report to the Santa Cruz Room on October 5th

**GO Training Plan**

* Training Plan has been updated and is attached.

**Fire Drill Form**

* I updated our fire drill log form to include the carbon monoxide testing requirements. Please transition over to this new form

**Social Emotional Pyramid Strategies Level One**

* Full day sites and a few extended day sites have received observation that Lydia completed. Please meet with each classroom team to review the observation and make a plan to implement one item that is not currently being implemented. Please send me your plans by October 5th. Please let me know if you need a copy of your Level One document.

**DRDP Resources**

* It has been quite a while since we printed DRDP resources for staff. Please respond if you would like the mini measure printed. Make sure to comment your site name, preschool or IT and how many you need.
* <https://www.desiredresults.us/sites/default/files/docs/resources/observation/MiniMeasures_IT_2015_B%26Wv18.pdf>
* <https://www.desiredresults.us/sites/default/files/MiniMeasure_PS_2015_v25B%26W.pdf>

**Carpet Replacements**

* Iris has figured out a way to replace carpets at a fraction of the price in the catalogues though Big Foot Carpets
* Quotes are in the process of being generated. If Roman has not been to your site to measure and you wish to replace carpets, please reach out to Iris
* Carpet replacement will come out of your yearly child supplies budget

**GO Order Form**

* Our Diaper Order form has been revised to include baby food and formula. This will be emailed out shortly
* We will no longer be buying first aid supplies from McGill/HMS. We will be ordering from Amazon

**Learning Genie Training**

* Please let us know which of your staff need a Learning Genie Training

**Licensing Update**

* Licensing is adding 100 analysts and will be moving to more comprehensive monitoring, much like the initial licensing visit. It is anticipated that visits will increase to 3-6 hours in length