



# Head Start Weekly Bulletin

**News and Info for Head Start**

**Week of November 30, 2009**

1. **A REMINDER:** ALL of us who work at Head Start are mandated reporters of child abuse and neglect. This includes incidents where a staff member is involved. If staff witnesses another staff abusing or neglecting a child, s/he must follow the regular reporting procedures as well as notifying the supervisor. If you have any questions please call me. Gail Boyle
2. If any site has safety cones for the playground and you are not using them please let me know. Many thanks Dolores 971-563-8023
3. Any staff taking classes from CCR&R need to register for the class **first**, then send the green sheet to supervisor, supervisor send to Lori Balch for approval. Also when attending a CCR&R class, you must send a copy of your certificate to Lori. Failure to do so will result in you paying for the class yourself.
4. Congratulations to Cinthia Frame, Program Assistant in Enrollment. Cinthia had her baby girl on Dec. 4th. The baby's name is Kaila Frame she weighed 7lbs. 11oz. And was 19 1/2" long. Both baby and mom are doing great.
5. It is a sad fact of life that domestic violence exists in our world and in our communities. In November there were 13 domestic violence incidents in the greater Portland area resulting in multiple deaths for the women and children involved. Any type of domestic violence puts the children at a very high risk for injury. These incidents seem to be escalating. There was another one yesterday in Vancouver. Please be very vigilant with our children and report when necessary. If you would like more information let me know. Gail Boyle
6. **Attention Teachers:** If a parent or outside agency requests copies of a child's records please refer to the Program Assistant assigned to your area. She will arrange to make the copies of the file and distribute to parent or agency. Many thanks Dolores McNee

## TRAININGS

DATE	DESCRIPTION	ADDRESS	TIME	EHS OR HS	COMMENTS
12/11	Question & Answer Meeting for new teachers	Beaverton office Vose Room	2:00-4:00pm	All new teachers	Bring your questions about Procedures and forms
12/18	DECA I/T Administration	Beaverton Office Vose Room	9:00-11:00AM	NEW EHS Teachers	Learn how to administer the DECA I/T
1/22	Module III Developing a Behavior Support Plan	Beaverton Office Vose Room	1:00 - 4:00pm	NEW teachers, and teachers who want a refresher.	Lori Balch, MaryBeth Bush, and Maddie Collias