



To: All Head Start Staff, Policy Council Members, and Collaboration Sites

From: Stephanie Kerth

Subject: Weekly Memo Update

Date: Week of 12.21.15

Jenny Childerson Return Date:

- Jenny Childerson, our Head Start Director, is due to return to the program on Monday, 12.28.15. Please be sure to welcome her upon her return!!

Policy and Procedure Make-Up Meeting:

- As previously stated, all the evening Policy and Procedure Meetings were mandatory to all staff. A make-up day has been scheduled for those P&P meetings that were missed.

The Policy and Procedure make-up meeting is scheduled for Friday, 01.15.16. If you were absent from any P&P meetings, please see your supervisor regarding additional details pertaining to your specific time slot(s). For those staff in the centers, the Education Coordinators have this information.

In-Service:

- Reminder, the Annual Head Start In-Service meeting will be on Monday 01.04.16 at Jefferson College. Details about the day have been sent out via email to all staff. If you have any questions about the day, please contact your supervisor.

Building Resilience Project:

- On Monday 01.25.16 and Tuesday 01.26.16, Dr. Singh and his team will be visiting JFCAC. Please refer to information that was sent via email regarding additional details about the visit.

Grant Update:

- At the last Policy and Procedure meetings, it was mentioned that the Re-Compete Grant application was changed, and that we had to make modifications to our application. Please know, the needed changes were made and the grant was submitted on time, as required. That's a big sigh of relief!!!



Jefferson Franklin Community Action Corporation
P.O. Box 920
Hillsboro, MO 63050
636-789-2686

New Program Specialist:

- As many of you know, we have a Program Specialist that we work with from our Regional VII office. Recently, we have been assigned a new Program Specialist. Previously, our Program Specialist was Melissa Chindamo and our newly assigned Program Specialist is Mustafaa El-Scari. We are hopeful that Mustafaa will make a visit to our program in the upcoming months!

Christmas and New Year's Holiday:

- As a reminder, JFCAC will be closed for the Christmas Holiday on Thursday 12.24.15 as well as on Friday 12.25.15. Additionally, JFCAC will be closed for the New Year Holiday on Friday 01.01.16. Happy Holidays to those who celebrate!!!

Shout Out!!

- Shout out to Allyson Urbanski, a Teacher at Fenton!!

It was noted that Allyson handled a phone call with a prospective client for Head Start in a very professional and compassionate manner. The parent was hesitant about the services that Head Start provides, but due to the manner in which Allyson shared the information about the program, the parent made an appointment with Megan Smith to begin the application process and gave her preference for the Fenton Head Start location. Thanks, Allyson!!

Thank you for taking the time to read and review this week's memo update. Please feel free to contact your immediate supervisor, any management staff, or myself with any questions and/or concerns.

Stephanie Kerth