



To: All Head Start Staff, Policy Council Members, and Collaboration Sites  
 From: Jenny Childerson  
 Subject: Weekly Memo Update  
 Date: Week of 2.12.16

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**Conscious Discipline Training**

It appears that many of you are excited about the Conscious Discipline training we will be offering! ***We are requiring all staff to attend all components of this training, so please read the following carefully.***

I expect that some of this may be confusing. If you have questions about the training or the schedule please reach out to your supervisor and we will get you the answers you need.

This training will be offered as a four-part training series and will consist of the following:

1. **Session One:** No one can make you angry – Exploring how we are all in this together
2. **Session Two:** Assertiveness vs. Passivity: How presenting information and offering choice builds self-esteem
3. **Session Three:** Seeing the best in others – Working with the child in the present moment
4. **Session Four:** What are consequences and how to use them effectively

Each Session will be offered individually at two separate times and all four sessions will also be offered together in one training session on two separate dates. We have measures in place to ensure that the training schedule allows for everyone to be trained during the work day. It will be up to each of you to register yourself for the option you prefer. ***To register for your preferred session schedule please call the 3<sup>rd</sup> street office and register with Jenny Mead or Robin. Each training session will be limited to 60 participants.*** The schedule and registration options are as follows:

Session 1	Session 2	Session 3	Session 4
February 22 9-11 am	March 7 9-11 am	March 21 9-11 am	March 28 9-11 am
February 22 6-8pm	March 7 6-8pm	March 21 6-8pm	March 28 6-8pm

**Session 1-4 Offered Together:** March 4<sup>th</sup> 1-4 pm & March 18<sup>th</sup> 1-4pm

All training sessions will be located at:  
 Sugar Creek Golf Course Club House 5224 Country Club Dr, High Ridge, MO 63049



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



**Classroom Staff with Class on Fridays:** We will be closing the centers early on **Friday March 18<sup>th</sup>** in order for you to attend the full training from 1-4pm. You all have been pre-registered for this session. You are welcome to attend the evening option offered instead. Please call the 3<sup>rd</sup> street office to either confirm your registration for the full training on the 18<sup>th</sup> or transfer your registration to the evening sessions.

**Classroom Staff without Class on Fridays:** You will have the option to register for either the March 4<sup>th</sup> session, the March 18<sup>th</sup> session, or the evening sessions. Please note that priority on the March 18<sup>th</sup> session will be given to staff that typically have class on Fridays.

**Family Advocates, Family Educators, HS Management, and HS Admin Staff:** You will have the option to register for any of the training options listed. Please clear your selection with your supervisor prior to registering for your preferred option.

This training is open to members of the community, especially teachers in the districts we work closely with. You will all be receiving brochures on the training, and we hope that you will help us spread the word and invite others to join us!

### **New Staff at 3<sup>rd</sup> Street**

Over the next few weeks you will notice some changes in the staff at the 3<sup>rd</sup> street office. Robin Bradford has accepted a position in Administration as the INSERT. Although we will miss Robin, we are thrilled to announce that Jenny Mead has accepted the position of Head Start Program Secretary and Tracy Williams has accepted the position of Head Start Receptionist. I am confident that you will all enjoy working with Jenny and Tracy. These three ladies will be fully transitioning into their new roles over the course of the next few weeks, so you can expect to hear some new voices when you call over this way.

### **Special Services and Behavioral Health**

Over the past two weeks we have been interviewing candidates for our vacant Special Services positions. I have been very pleased with our potential candidates and hope to have these positions filled soon. You will all be updated when this department is fully operational. As always, if you have any immediate needs in your classroom, please do not hesitate to reach out.



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## **Shout Out!!**

Over the past few weeks we have had some staffing gaps at Hematite and Union that have needed some special attention. Quite a few of you have stepped up and have gone above and beyond to be flexible and help out. Your willingness jump in and go beyond what is normally asked of you to work in our other centers has been appreciated more than you know and your hard work has been noticed. Thank you!!

Did you know you can nominate a staff member, a classroom, or a center for a Shout Out? If you have observed any of your colleagues going above and beyond in their service to our families, please take a moment and email me to share what is happening in your center! Your management team is very aware that the JFCAC Head Start staff continually serve with excellence, but we want to be sure we are sharing our victories and accomplishments with everyone in the program. Speak up, we want to hear from you!

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

Jenny Childerson



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