



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

From: Jenny Childerson

Subject: Weekly Memo Update

Date: Week of 4.1.16

New Quality Improvement Staff:

I want to thank you all for being so accommodating when the new QI staff visited the centers this week! Again, John Galatorie and Jenn Brennan are the Head Start Quality Improvement Techs.

I also wanted to take a moment to clarify that the intent of the Quality Improvement Department is to complete program monitoring to ensure our program is not only in compliance with all regulations, including Performance Standards and MO Licensing Standards, but also that we begin to identify areas to improve upon in terms of quality.

John and Jenn will begin sites visits next week (week of 4.4.16) and each site will be visited once during the months of April and May.

When QI is at the centers, our goal is to be as least disruptive as possible. All the work conducted at the centers will be observation based, and eventually the QI techs will conduct file review. The QI techs will not report out to center staff the outcome of the visits; all reports about the visits will be filtered through HS management staff.

Student Certificates:

We have received numerous requests for completion certificates for our students this year. I wanted to let you know that they have been printed and we will be dispersing them out to you all asap.

Incident Report Form:

I need to clarify that the new JFCAC Incident Report Form on the HUB applies to Head Start as well. You may discontinue use of the previous child injury/incident form you are accustomed to. As you are using this new form if you notice that there are additional items that should be included on the form or taken into consideration, please let your supervisor know and we will make adjustments as needed.

HALO Curriculum:

Kelly sent out an email indicating that we are no longer offering the HALO curriculum to our students. These curriculums were purchased by the local health department and they have requested that we return the materials since we will no longer be using them. We are asking that each of you take a look around your center and gather together any HALO curriculum materials that you have and pass them along to your assigned Education Coordinator.



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Work Orders:

Please note that regardless of the size of the task at hand, a work order is required for all maintained needs at our centers. We are trying to make sure that we are capturing good data on all of the repairs taking place throughout the centers; monitoring this through work orders is the best way to do accomplish this. Skip frequently receives phone calls regarding issues at our sites, this is ok, but if you call Skip and arrange for something to be addressed at your site, please still complete a work order for tracking purposes.

Shout Out!

This week's Shout Out goes to GRAY SUMMIT! Our Gray Summit Center received the 2016 Best of Gray Summit Award for Child Care. Thank you to each of you for the hard work and dedication you pour into these children and families day in and day out. Your efforts are not only visible to us as an agency, but to the community at large around you. Well done, I hope you all feel proud of your accomplishment!

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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