

NOVEMBER NEWSLETTER



DIRECTOR'S CORNER

We are two months into the school year already. Screenings should all be completed and time should slow down a little for you all. It's time to focus on our program and school readiness goals for our children and families. Please remember for the month of November the agency is closed on the 11 th , 27 th , and 28 th for holidays. We also do not have children on the Wednesday before Thanksgiving, but this is a workday for all employees. Take the time to catch up, clean, or prepare for children for the next week. Remember to keep encouraging parents to attend our Conscious Discipline Parenting classes as we need all families to participate for it to be effective.



SCREENINGS/ REFERRALS

All of you have been busy with conferences, checkpoint finalization and screenings! Please remember to also take care of your physical and mental health to continue to stay regulated for our children and families. As we enter into November, ASQ3 screenings and articulation screenings should be completed and entered into ChildPlus for your students. The results of these screenings are being used in conferences to inform parents of how you create goals for their child based on where their child is developmentally. Make sure you are looking closely at the monitor and cut off area to see children that may need an LEA referral or an ICP. Parents are to be involved in this referral process and all referrals should be made by the end of October. If you need assistance in this process, please reach out to Stevi. She will gladly help!

LEARNING GENIE CHILDPLUS/TRANSPORTATION

If you have any Learning Genie or ChildPlus training needs, please email alinard@harcatus.org. April would be happy to set up a time to meet with you.

If you have any facility or bus issues, please make sure you are entering that information in ChildPlus online.



And, if you have any transportation questions or needs, please reach out to sbarker@harcatus.org.



DENTAL INFO

Dental exams are due on 11/15/2025 for Duration students and on 11/30/2025 for Double Session students. Please let Debbie know if any children have been seen by Canton Pediatric Dental or Dr. Dixon's office that we do not have a completed dental exam form. Debbie will request form completion from these two providers. Children seen by other dental providers may be faxed for by the Center's Family advocate. All children that do not have a current dental exam should have an appointment date scheduled in Child Plus at this time. Please assist parents in getting a dental appointment for their child and schedule the event in Child Plus. Be sure to identify the dental practice when scheduling the dental event. Please let parents know that Head Start can help with transportation if needed.



NOVEMBER NEWSLETTER



OCCRRA ACCOUNTS

OCCRRA ACCOUNT:

EVERYONE NEEDS TO HAVE ACCESS TO THEIR OCCRRA ACCOUNTS AT ANY GIVEN TIME. YOU WILL NEED TO ACCESS THIS WEBSITE WHEN YOU ARE NOT AT YOUR CENTER. IT IS VERY IMPORTANT THAT YOU HAVE ACCESS TO THE ACCOUNT AND THAT YOU KNOW YOUR OPINNUMBER. MANY STAFF HAVE CHANGES TO THEIR "ROLES" AND/OR MOVED TO DIFFERENT LOCATIONS. PLEASE LOG INTO YOUR OCCRRA ACCOUNT AND MAKE SURE YOUR CENTER AND ASSIGNED "ROLE" ARE CORRECT.

NOTE:

TEACHERS NEED TWO "ROLES" – ADMINISTRATOR AND LEAD TEACHER

TEACHER ASSISTANTS – TEACHER ASSISTANT "ROLE"

IF THE TA IS ALSO A BUS DRIVER, THEY TOO NEED TO ADD "DRIVER"

FAMILY ADVOCATES – EXTRA-CURRICULAR USED IN RATIO ADD

"DRIVER" IF APPLICABLE

FOOD SERVICE – COOK "ROLE"

GOALS

Second Home Visits are underway! It's time to complete the Second Family Engagement Outcomes and work with families to set new goals. Don't forget to follow up on all goals and referrals!



WEBSITES / APPS

CHARLOTTE IS RECEIVING MANY QUESTIONS FROM STAFF WITH QUESTIONS ABOUT WHO TO CALL WHEN HAVING ISSUES WITH WEBSITES/ APPS. BELOW IS A LIST OF PROGRAMS

WE USE AND WHO IS THE KEEPER OF THE KEYS:

YOUR HARCATUS EMAIL ACCOUNT AND OCCRRA ACCOUNT – CHARLOTTE HINES

CHILD PLUS AND LEARNING GENIE – APRIL LINARD

PRO SOLUTIONS – AMANDA JEFFERY

TEAMKEEPER – BROOKE YAGER

TEACHING STRATEGIES AND GOLD – STEVI LAUGHLIN

FMLA/GENERAL LEAVE/EMPLOYEE INCIDENTS-BROOKE YAGER

