



Head Start Weekly Bulletin

News and Info for Head Start

Week of April 12, 2010

1. Trainings are listed on page 2 of this bulletin.
2. Restraining Orders: If you receive a copy of a Restraining Order, please fax me a copy as soon as possible to 503 643 1548, and then send me an e-mail to let me know. Make sure that the office at the school where your center is located also has a copy. Thanks. Gail Boyle
3. Passports to Languages: We recently took steps to limit the services we contract with this provider due to many complaints received. Most of the complaints were about on-site translations i.e no-shows, late-shows, unprofessional behavior etc. Until further notice, please limit your requests to translation of documents, translations via phone and American Sign Language services. Gail Boyle
4. Thanks to all of your efforts the Policy Council meeting on March 16 was a success. Our Region X Program Officer, Claudia, enjoyed it so much she stayed for the whole meeting instead of leaving at 7:30 as planned. Adding to the success was the quality of the Parent Center reports which included information on the types of presentations organized at the meetings for the parents' benefit as well as information on parents' opinions, concerns and discussions. Good work. I was also very pleased to hear parents say they receive thank you notes from FSTs for attending meetings, volunteering and other types of parent involvement. They really appreciated that gesture. All of this added up to presenting a picture of a quality program to Claudia. Congratulations. Gail Boyle
5. Our thanks to Mary Davila who has been our staff representative at the Oregon Head Start Association these past years. She has served our program well going so far as to serve on the executive committee of the Association and as our Oregon staff representative to Region X. But, her term is up and we need to elect a replacement. The duties include attending three overnight conferences with our parent representatives. This person is expected to attend workshops, trainings and presentations., and to share information with fellow staffers. If you are interested, you must have your supervisor's approval. E-mail me for more information and to let me know of your interest. We need someone in place by mid October. Gail Boyle
6. This is a reminder for all HS Teacher's in the Pre-K program. The DECA is due this month. Mary Beth and I will be doing a study on the results from Fall and Spring. Please complete a DECA **on each child in your class that is transitioning to kindergarten**. Use the same form you used in the Fall. If you used a check mark last time use an X this time. Record your new scores in the boxes on page 3. Complete scoring for each column and transfer the total raw scores to the Individual Profile Page. At the top of the profile page identify what mark you used in the Fall and which mark you used this time. (ie. if you used a circle mark in November then use an X in April). Please send copies of the profile pages to the Beaverton Office. These are due by April 25. Thank you so much for helping us. Dolores McNee
7. Please read the attached document on page 3. It contains important information regarding the MSDS binders in the classrooms. This document was put together by the Fiscal department and was reviewed by the Safety Committee. All Head Start staff need to be aware of items that are brought into the classrooms which require an MSDS. If you have specific questions regarding the MSDS binders, please contact Heather Leaming or John Russell in the Fiscal department. Thanks Shauna

TRAININGS

DATE	DESCRIPTION	ADDRESS	TIME	EHS OR HS	COMMENTS
Weds. April 28th.	Transition conference/file closure training.	Beaverton office 12350 SW 5th. St.	AM session: 8:30-10:00	HS – New teachers or needing refresher	Contact Lori Balch to register
Weds. April 28th.	Transition conference/file closure training.	Beaverton office 12350 SW 5th. St.	PM session: 2:30-4:00	HS – New teachers or needing refresher	Contact Lori Balch to register
Wed. April 28th	Closing Entries and Goals	Community Action Main Bldg Hillsboro RM #2	AM session: 8:30-10:00	All FST's	Contact Gail Boyle to register
Weds. April 28th.	Closing Entries and Goals	Community Action Main Bldg Hillsboro RM #2	PM session: 2:30-4:00	All FST's	Contact Gail Boyle to register

Note: The two trainings on April 28th are being offered twice. You only need to attend one session. Please contact trainer to register for the most convenient time for you to attend. Thanks

The 2009/2010 M.S.D.S. Inventory

M.S.D.S. Meets the 21st Century

The purpose of the review of the current Agency-wide M.S.D.S. Manual is clear. The manual was reviewed by O.S.H.A. and has been found to contain out-of-date, obsolete and inaccurate information. Details such as product numbers, incorrect emergency contact numbers and incorrect indexing of products were discovered as well. The present M.S.D.S. Inventory will correct these issues and give the staff an accurate tool by which they can better serve their clients and employees in the event of an emergency.

Informing the Facilities of Items not Presently Listed in the M.S.D.S. Manual

In attempting to better a situation and/or eliminate the waiting time for an order to be processed through normal channels, some staff members have purchased or brought products and/or materials of their own to their work place without a M.S.D.S. Informing facilities of the presence of these and all other substances and/or products during the audit will insure all items that are permitted on the sites are properly documented in the new M.S.D.S. Manual.

Once the site M.S.D.S. Manual has been completed it will be required that any product, **(permitted for use on the site)** have an accompanying M.S.D.S. and be procured by supervisors and approved by the Facilities Department.

If there is any confusion about whether or not a material needs an M.S.D.S. please consider the following in regards to clients and staff:

- Will they need to go to the hospital if they drink it?
- Will they need to go to the hospital if they get it in their eye?
- Will they need to go to the hospital if they eat it?
- Will they need to go to the hospital if they inhale it?

Answering "yes" to any of these questions, or if there is any doubt created by these or other questions of a similar nature, means the item may require an M.S.D.S. Contacting your supervisor and a facilities representative **after reading the ingredients and warning labels** to clarify the issue will be required prior to the purchase of the item and its introduction to the site. The Agency is not licensed to diagnose medical conditions or prescribe medications; **therefore 9-1-1 shall be contacted in all circumstances regarding staff or client welfare.**