

# WELCOME BACK

## Schedule For the 2024-2025 Program Year

### Friday, August 9, 2024 - Center Managers RETURN

8:00am Obtain Keys - Dawn Smith, Director of Operations  
9:00am-12:00pm Meeting in CO Board room  
Personnel Policies, ½ sheets for health and folders with health forms for home visits; Notify to schedule all Team meetings within 2 weeks of staff returning; PM at centers

### Monday, August 12, 2024 - Direct Service/10 Month Staff RETURN

#### Teachers, Associate Teachers, Classroom Aides, Family Workers and Regional Nurses

Staff are to report to their assigned center for Classroom and Office Space Set Up

#### Two (2) ZOOM Meetings scheduled for returning staff including Center Managers:

- 8:30-9:30am Zoom for Orientation Update
  - Overview
  - Review 1520
  - Documentation contacts in Enrollment Notes
  - Enrollment Sessions - Family Worker Role
- 1:00-2:00pm Zoom
  - Enrollment - Enrollment/Fills (Family Workers and Center Managers)
  - Pre-enrollment Forms, Status Changers, Trackers
  - Health

### Tuesday, August 13, 2024

Orientation with families begin

**Regional Nurses only** 8:00am-12:00pm report to Beekman Street for health equipment/Meeting; PM return to centers

### Wednesday, August 14, 2024

Orientation with families continue

### Thursday, August 15, 2024

Orientation with families continues

### Friday, August 16, 2024

Orientation with families continues

# WELCOME BACK

## Schedule For the 2024-2025 Program Year

Monday, August 19, 2024 - **NUTRITION STAFF RETURN: Cooks, Nutrition Aides**

**ALL STAFF PRE-SERVICE MEETING** - 8:00am-4:00pm

**ALL STAFF (FT/PT/Substitute) REPORT TO Mohegan Pennsylvania - 1280 Highway 315, Wilkes-Barre**

**Full-Day program starts PROMPTLY at 8:45am**

*Continental Breakfast will be served - staff are asked to please limit selection to 2 items and drink*

*Lunch will be on your own*

<b>8:00-8:30am</b>	<b>Registration and Sign-In; ROOM - SALON EF</b>
<b>8:45am</b>	Welcome - Lynn Evans Biga/Executive Director & Beth White/Asst Exec Director
<b>9:00-10:00am</b>	Program Culture, Recommitment - Lynn Evans Biga, Beth White, Kelly Chamberlain/Dir of ECE, Brittany Shoemaker/Dir of EHS; LCHS Board Members - Stacey Kile, Lori Cooper, Jennifer Cebrik
<b>10:00-11:00am</b>	Child Abuse - Children & Youth: A Better Understanding; Reporting Procedure
<b>11:00-11:15am</b>	Standards of Conduct - Beth White
<b>11:15-11:30 am</b>	Active Supervision - Kelly Chamberlain
<b>11:30am-1:00pm</b>	<b>LUNCH Break-On your own</b>
<b>1:00-4:00pm</b>	Conscious Discipline, The Power of Unity and School Family - Nicole Mercer

Tuesday, August 20, 2024

**DIRECT SERVICES STAFF PRE-SERVICE MEETING (Head Start Preschool Services only)** - 8:00am-4:00pm

**Center Managers, Teachers, Associate Teacher, Classroom Aides**

**Family Engagement Staff - Family Workers, Regional Nurses, Health Assistant**

**REPORT TO Mohegan Pennsylvania - 1280 Highway 315, Wilkes-Barre**

**Full-Day program starts PROMPTLY at 8:30am**

*Continental Breakfast will be served - staff are asked to please limit selection to 2 items and drink*

*Lunch will be on your own*

<b>8:00am-8:15am</b>	<b>Registration and Sign-In</b>
<b>8:30-11:30am</b>	<b>ROOM - SALON AC: NEWLY HIRED STAFF hired after August 22, 2023</b> <i>(staff will have received an email notification of this status)</i> Nicole Mercer - Conscious Discipline
<b>8:30-11:30am</b>	<b>ROOM - SALON EF: All Other Staff</b> <ul style="list-style-type: none"><li>○ Family Engagement: Conscious Discipline Parent Education Plan, Father Engagement, A Return to Volunteering and Parent Involvement at Centers</li><li>○ ERSEA: Modified Attendance Plan</li><li>○ Health: Head injury</li><li>○ CACFP Overview</li><li>○ Data and PIR</li></ul>
<b>11:30am-1:00pm</b>	<b>LUNCH Break-On your own</b>

# WELCOME BACK

## Schedule For the 2024-2025 Program Year

**1:00-4:00pm** - SEE DETAILS BELOW FOR SPECIFIC STAFFING GROUPS:

**Bus Drivers/Bus Aides - Transportation Training; ROOM - Susquehannock Hemlock**  
**1:00-3:30pm**

**Cooks, Nutrition Aides - Nutrition Training; ROOM - Mountain Laurel Board Room**  
**1:00-3:30pm**

**Education Staff: Teachers, Associate Teachers, Classroom Aides; ROOM - Salon EF**

**1:00-2:00pm** Mental Health Consultation Overview with Lori Losen

**2:00-4:00pm** LCHS Education Updates for 2024-2025

- 2024-2025 ECE Overview
- Disabilities and Early Intervention Updates
- e-DECA
- LCHS Classroom Quality Assessment
- CLASS

**Family Workers, Recruiters, Regional Nurses and Health Assistant; ROOM - Salon AC**

**1:00-2:00pm** ChildPlus Overview & Training

- Filtering Events
- How Missing/Expiring Events correlate with ToDoLists
- To Do List
- Fall Home Visit, Health Portfolios
- Volunteers - Requirements

**Family Workers and Recruiters; ROOM - Salon AC**

**2:00-4:00pm** Family Engagement

- Review of Family Services Child Plus Documentation/Changes
- Family Engagement Opportunities form-introduction and ongoing
- Timeline, Google Calendar
- Community partners for Parent Committee and individual goals/referrals

ERSEA

- Review of applications
- First day class list
- Status Changers and Trackers
- Wait List responsibilities

**Regional Nurses; ROOM - Anthracite Meeting Room**

**2:00-4:00pm** Screening Protocols

- Untestables with documentation
- Hearing Fail procedure
- Screen EARLY; BMI Letters; BP- Look at PE also

ECLKC Webinar recording - "Emerging Eye Health Issues in Young Children"

# WELCOME BACK

## Schedule For the 2024-2025 Program Year

### Wednesday, August 21, 2024

Orientation with families continues

### Thursday, August 22, 2024

Orientation with families continues

### Friday, August 23, 2024

Orientation with families continues

Enrollment Sessions & Pre-Service Team Meetings

**Direct Service Staff - Head Start Staff Only *Hired After 8/23/2023 (Email sent out to staff)***

- 8:30am - Report to Central Office Board Room at Beekman Street
- Training Topics will be Training from Morning of 8/20

### Monday, August 26, 2024

Enrollment Sessions & Pre-Service Team Meetings

### Tuesday, August 27, 2024

Enrollment Sessions & Pre-Service Team Meetings

### Wednesday, August 28, 2024

Enrollment Sessions & Pre-Service Team Meetings conclude

Prepare for the first day of school!

### Thursday, August 29, 2024

**FIRST DAY OF SCHOOL FOR CHILDREN; School Year Begins**

First Day class lists with the first day of school lists must be scanned and emailed submitted to ERSEA via email [lorriew@hsweb.org](mailto:lorriew@hsweb.org) and cc to [julias@hsweb.org](mailto:julias@hsweb.org)