

October Staff Newsletter - Updated Links



☐ **Staff Linktree**

As a reminder, our Staff Linktree is your go-to resource for the most up-to-date information you need!

Visit [the Linktree for PCH Staff Here](#) for staff calendars, upcoming dates, reminders, training information, newsletters, handbooks, forms, and other important resources.

Most of what you need can be found right there! Make it a habit to check the Staff Linktree regularly so you don't miss important updates, deadlines, or reminders. ☐

☐ **ANNUAL LICENSING INSPECTION**

DCF will be here sometime in October for our annual inspection. It must be completed by October 29.

Be Ready:

- Know your children's names & count at all times.
- Keep classrooms/playgrounds safe and clean.
- Check doors, locks, paint, chemicals, medications, labels & expiration dates.
- Fire drill can happen during nap.
- Attendance should be marked in your attendance books.

Please report anything that needs to be fixed or replaced now.
Be prepared. Know your kids. Know your numbers.

Classroom Pumpkin Patch Visits

Classes are welcome to visit the pumpkin patch **as long as DCF is not on site for inspection.** Each classroom may choose **one**:

- ☐ **One small pumpkin per child**, or
- ☐ **One large pumpkin** for classroom carving or sensory activities

At the end of the season, any pumpkins that are beginning to soften will be available for classrooms to use.



Reminders:

- Bring your **attendance book and emergency information** whenever taking children outside.
 - If the patch is busy with public visitors, especially later in the day, please wait and visit another time.
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☐ FALL AT PCH

Fall is here, and we have several opportunities for our staff to get involved and help make these events special for our children, families, and community!

☐ Pumpkin Patch Volunteer Sign-Up

Our Pumpkin Patch is one of our biggest events of the year, and **we need your help to make it a success!**

A little friendly competition...

Every staff member who signs up for AND completes at least one Pumpkin Patch shift will be entered into a drawing for a \$100 gift card!

PLUS: The classroom with the **most staff sign-ups** will win a special team prize!

The more staff who participate, the better the chance your classroom has to win.

Pumpkin Patch Shifts

- 9:00 a.m.–7:00 p.m.
- 2-hour shifts
- Sign up for shifts **after your scheduled work hours or on weekends**
- Please do not sign up during your regular classroom hours

Pumpkins arrive October 3rd, so we will also need help unloading the truck!

Sign up here:

[Pumpkin Patch Sign-Up](#)

Proceeds from the Pumpkin Patch support **church ministries and our preschool**, so your volunteer hours directly help our PCH community.

☐ Other Fall Opportunities

Fall Festival & Craft Fair

October 25 | 9:00 a.m.–2:00 p.m.

Come enjoy crafts, treats, games, and family fun! If you are interested in helping with the festival, please see **Kelly, Arika, or MJ in the office.**

Trunk-or-Treat

October 29 | 5:45–7:45 p.m.

Join us during our regular Wednesday night services for candy, music, games, food, and fun for our PCH families.

Staff can help by **decorating a trunk, passing out candy, or assisting with activities.**

Interested in helping?

[Trunk-or-Treat Sign-Up](#)

Thank you for helping make PCH a place where our children, families, and staff can make great memories together. We appreciate every hour you give! ☐

Playground Use & Supervision Reminder

Please be mindful of playground schedules and allow each class their full outdoor time. Wait until the playground is clear before entering unless directed by administration. If you're running behind, a quick Slack message to the next class is appreciated.

Twos & Toddlers: Only one class on the playground at a time for safety.



During outdoor time, teachers should actively supervise and engage with children. Bring options like bubbles, chalk, or books for children who prefer quieter activities.

Thank you for helping keep outdoor time safe, smooth, and fun!



□ **Holiday Time-Off**

Time-off requests for Thanksgiving and Christmas weeks are considerably full. If you need either of these days off, please speak with Kelly or Arika before submitting your request so we can review staffing and coverage.



Electronics Inventory

Starting in November, Ms. Sam will be doing an inventory of all electronics. This will include:

- Checking the condition of each device
- Recording serial numbers
- Updating Passwords (Yes, these should be done from time to time)

If you've noticed anything specific with your device—like errors, not charging well, updates not working, or being unsure if it even needs an update—please send me a quick Slack message. This is the perfect time to get those things checked.

Devices

While I know everyone is in need of laptops, laptops are an expensive purchase. I have several that I want to go through this month to see which ones are still working properly and what inventory we currently have that is still usable. iPads that are no longer updating, and are not running well, we will go through them and see about purchases as needed.

iPads: Please make sure your classroom iPads are updated to the latest available iOS update. Some iPads may not be able to update all the way, and I will take a closer look at those when I check everything this month. If you have files or other items saved on an iPad that can no longer update, I will get with you about what needs to be deleted.

Please check your classrooms for:

- Laptop chargers and power cords
- iPad chargers and cables
- Extra charging blocks/adapters
- Any other technology accessories that may not currently be in use

Please test what you can to make sure it is working. We may have equipment that is perfectly usable but has simply been sitting unused. On the other hand, if you find something that no longer works, please set it aside so we can determine what needs to be discarded.

Also, **please start going through and deleting old photos** from your iPads. If you have pictures from last school year—or especially from the year before—that you no longer need, now is a good time to purge them. This will help free up storage space and can also help with the overall performance of your iPad. Thank you for helping me get a better handle on what technology we already have before we start purchasing more!

- iPads should not use Touch ID to unlock
- Emergency contacts in settings should not be changed. If a phone number is associated as the back up for the device, please leave it be.
- I will also be checking admin desktops and laptops.

I'll be tackling one or two devices at a time throughout the week. If you have somehow changed passwords for devices, please let me know through a message in Slack. Most of you should still be using the same passwords - and I'll leave them in your notes app on your iPads just like last time.

ASQ Reminders

ASQs are typically given to staff because the Early Learning Coalition has requested them for a child.

- Please aim to complete ASQs within one week, or no later than two weeks.
- Occasionally, the ELC may request that an ASQ be completed within just a few days—if that happens, we'll let you know.



ASQs are designed to be self-directed and can usually be completed simply by knowing the child. If you're unsure of a few answers, you may leave up to three questions blank. You can also ask your classroom partner or your Team Lead for help.

Thank you for working together to keep us compliant with state contracts—your attention to these details is truly appreciated!

**Staff should have either 12.5 hours or 5 hours
of training DONE by the first of December**