



# THE WEEKLY MEMO

2019-2020, Issue #40 - May 31, 2020- Editors: Ashley Clayton, Nancy Helms

## Mission Statement

Southern Oregon Head Start prepares all children and their families for success in school and throughout life.

## INSIDE

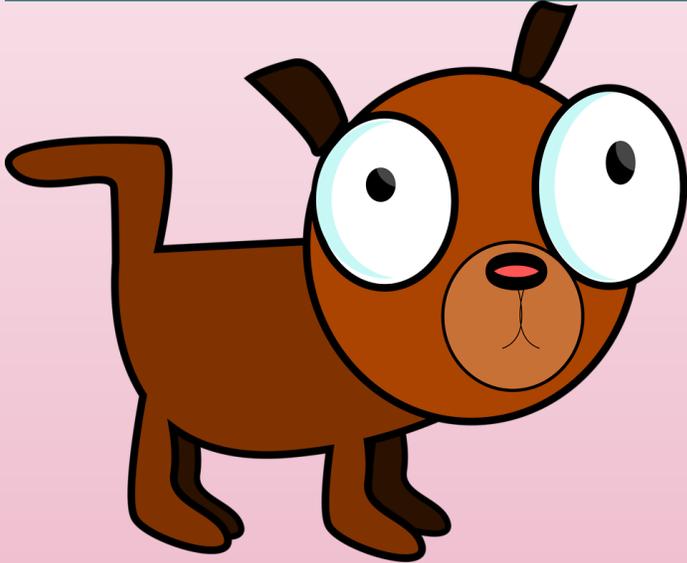
(2) May Birthdays and Anniversaries!

(4) Coffee Filter Art; COVID-19 Humor

(3) Change to SOHS Retirement Plan

(5) Parenting in a Pandemic

## Meetings and Trainings



How are your pets doing during quarantine? Click on this link for a funny Youtube video: <https://www.youtube.com/watch?v=PNf1LofwJYQ>



Above: Sarah Forga, our Health and Nutrition Director, shared these photos of her baby girl, Nora, who is already 2 months old!

## Weekly Memo Submissions

Please send your PDFs, jpegs, and text to Nancy Helms or Ashley Clayton by Wednesdays @ 12 pm.

## **BIRTHDAYS**

Jamie Ackerman  
Maria Alarcon  
Walaa Al Zein  
Eunices Ayala Velasco  
Susan Bash  
Lynda Beamish-White  
Traci Briggs  
Debora Cole  
Mikayla Crosswhite  
Hannah Fowler  
Amber Gattis  
Susan Gibson  
Amy Grimm-Lima  
Jesi Gutierrez  
Lisa Harding  
Jessie Hendley  
Katrina Hurlbut  
Cecilia Hurt  
Kimberly Jenshus  
Tabitha Kohler  
Rene Lorenz  
Karen Lowrey  
Kailyn McCaw  
Christina Mee  
Alyssa Moriarty  
Josefina M. Samano  
Denise Pederson  
Cathy Peterson  
Kelly Pintarelli  
Monique Rodgers  
Bryan Rotter  
Alfred Salazar  
Raquel Sanchez  
Kristal Sherman  
Terra Ucar  
Cade Wadsworth  
Courtney Weiler  
Margarita Wilks  
Christine Wonsyld

## **ANNIVERSARIES**

Ruthann Bailey	19 years
Glen Briggs	2 years
Traci Briggs	2 years
Natasha Dauphin	3 years
Jessie Hendley	1 year
Katrina Hurlbut	2 years
Amy Nolan	21 years
Chea Pappas	2 years
Tami Schirado	2 years
Melodee Sewell	3 years
Lindsey Smaw	4 years
Andrea Steelman	1 year
Kylee Strickland	2 years

# May Birthdays and Anniversaries!



# ***Important Announcement for our Retirement Plan!***

Outlined below are two key changes to our retirement plan. These amendments go into effect on July 1, 2020. A 30-day notice and the plan amendments have been emailed to all staff.

## **Withdrawals:**

Our retirement plan did not previously allow withdrawals. As of July 1st you will be able to make two types of withdrawal. These must be made from vested funds, and may be subject to a 10% tax on early distributions.

Hardship withdrawals must meet qualifying needs, like medical or housing expenses.

There is no seniority requirement.

In-service distributions are available if you have worked here for at least 5 years. Funds can be transferred to other qualified retirement accounts or an IRA. Up to \$5,000 can be withdrawn to defray the costs of having or adopting a child.

## **Automatic Enrollment:**

Currently, our plan has an automatic enrollment feature of 2% that does not change. As of July 1st the automatic employee contribution will increase as follows:

Initially set at 2% of your compensation in the first plan year of automatic enrollment, increasing to 3% during the second plan year, and finally to 5% during the third plan year. It will not increase beyond 5% unless you change this voluntarily.

As always, you may opt out of automatic enrollment or make adjustments to your contributions by visiting the Mutual of America website at [www.mutualofamerica.com](http://www.mutualofamerica.com).

**If you have any questions, please call or email Heather Grove in Human Resources.**

# Coffee Filter Art



1. Cover your coffee filter with marker dots. Make LOTS and LOTS of dots. The more the better! Or color filter with different colors.



2. Then, use a dropper to drip water onto the coffee filter and watch the colors spread! So much fun. Encourage kids to just do a few drops at a time. If you do too much water, it will just rinse the color right out of the filter!

3. Spread filters out on paper towels to dry.



4. To cut the snowflakes, fold your coffee filter in half. Then fold it in thirds.



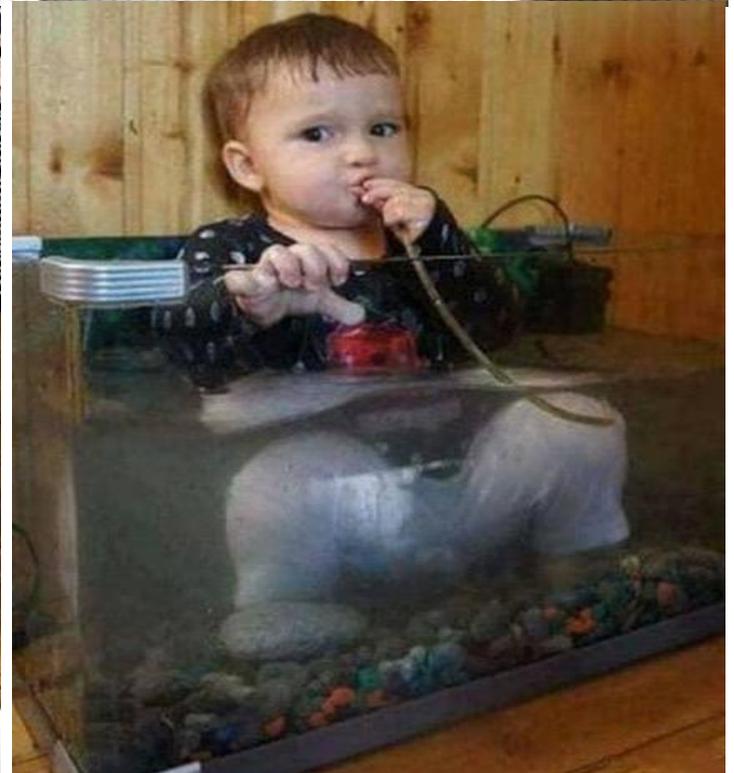
5. Cut out designs, including half hearts (if desired).



6. Once done, you can paste on a piece of construction paper, or hang from the window.



How's your quarantine going?



## Parenting in a Pandemic: Tips to Keep the Calm at Home

Fear, uncertainty, and being holed up at home to slow the spread of COVID-19 can make it tough for families to keep a sense of calm. But it's important to help children feel safe, keep healthy routines, manage their behavior and build resilience.



Here are some tips from the American Academy (AAP) to help your family through the outbreak.

**Address children's fears.** Children rely on their parents for safety, both physical and emotional. Reassure your children that you are there for them and that your family will get through this together.

**Answer questions about the pandemic simply & honestly.** Talk with children about any frightening news they hear. It is OK to say people are getting sick, but say following rules like hand washing and staying home will help your family stay healthy.

- **Recognize your child's feelings.** Calmly say, for example, "I can see that you are upset because you can't have your friends over." Guiding questions can help older children and teens work through issues. ("I know it is disappointing not to be able to hang with your friends right now. How do you think you can stay in touch with them?")

- **Keep in touch with loved ones.** Children may also worry about a grandparent who is living alone or a relative or friend with an increased risk of getting COVID-19. Video chats can help ease their anxiety.

- **Model how to manage feelings.** Talk through how you are managing your own feelings. ("I am worried about Grandma since I can't go visit her. The best I can do is to check in with her more often by phone. I will put a reminder on my phone to call her in the morning and the afternoon until this outbreak ends.")

- **Tell your child before you leave the house for work or essential errands.** In a calm and reassuring voice, tell them where you are going, how long you will be gone, when you will return, and that you are taking steps to stay safe.

- **Look forward.** Tell them that scientists are working hard to figure out how to help people who get ill, and that things will get better.

- **Offer extra hugs and say "I love you" more often.**

**Keep Healthy Routines.** During the pandemic, it is more important than ever to maintain bedtime and other routines. They create a sense of order to the day that offers reassurance in a very uncertain time. All children, including teens, benefit from routines that are predictable yet flexible enough to meet individual needs.

- **Structure the day.** With the usual routines thrown off, establish new daily schedules. Break up schoolwork when possible. Older children and teens can help with schedules, but they should follow a general order, such as:

- wake-up routines, getting dressed, breakfast and some active play in the morning, followed by quiet play and snack to transition into schoolwork.

- lunch, chores, exercise, some online social time with friends, and then homework in the afternoon.

- family time & reading before bed.



## A word about bedtimes

Children often have more trouble with bedtime during any stressful period. Try to keep normal nighttime routines such as Book, Brush, Bed for younger children. Put a family picture by their bed for “extra love” until morning. Bedtimes can shift some for older children and teens, but it is a good idea to keep it in a reasonable range so the sleep-wake cycle isn't thrown off. Too little sleep makes it more challenging to learn and to deal with emotions. Remember to turn off cell phones and other mobile devices an hour before bedtime.

## Use positive discipline

Everyone is more anxious and worried during the pandemic. Younger children may not have the words to describe their feelings. They're more likely to act out their stress, anxiety or fear through their behavior (which can, in turn, upset parents, particularly if they are already stressed). Older children and teens may be extra irritable as they miss out on time with friends and special events being cancelled.

Some ways you can help your children manage their emotions and behavior:

- Redirect bad behavior.** Sometimes children misbehave because they are bored or don't know any better. Find something else for them to do.

- Creative play.** Suggest your children draw pictures of ways your family is staying safe. Make a collage and hang it up to remind everyone. Or, build an indoor fort or castle to keep the germs at bay, bringing in favorite stuffed animals or toys.

- Direct your attention.** Attention--to reinforce good behaviors and discourage others--is a powerful tool. Notice good behavior and point it out, praising success and good tries. Explaining clear expectations, particularly with older children, can help with this.

- Use rewards & privileges** to reinforce good behaviors (completing school assignments, chores, getting along with siblings, etc.) that wouldn't normally be given during less stressful times.

- Know when not to respond.** As long as your child isn't doing something dangerous and gets attention for good behavior, ignoring bad behavior can be an effective way of stopping it.

- Use time-outs.** This discipline tool works best by warning children they will get a time-out if they don't stop. Remind them what they did wrong in as few words—and with as little emotion—as possible. Then, remove them from the situation for a pre-set length of time (1 minute per year of age is a good guide).

## Special Time In

- Even with everyone home together 24/7, set aside some special time with each child. You choose the time, and let your child choose the activity. Just 10 or 20 minutes of your undivided attention, even if only once every few days, will mean a lot to your child. Keep cell phones off or on silent so you don't get distracted.

- Avoid physical punishment.** Spanking, hitting, and other forms of physical or “corporal” punishment risks injury and isn't effective. Physical punishment can increase aggression in children over time, fails to teach them to behave or practice self-control, and can even interfere with normal brain development. Corporal punishment may take away a child's sense of safety and security at home, which are especially needed now.

**The AAP reminds parents and caregivers never to shake or jerk a child, which could cause permanent injuries and disabilities and even result in death. Tips for calming a fussy baby and advice for caregivers who have reached a breaking point can be found here. If you have a friend, relative, or neighbor with the new baby at home, think of ways you can reach out to provide support during the isolation period.**

- Take care of yourself.** Caregivers also should be sure to take care of themselves physically: eat healthy, exercise and get enough sleep. Find ways to decompress and take breaks. If more than one parent is home, take turns watching the children if possible. Remember to take a breath!

From the American Academy of Pediatrics