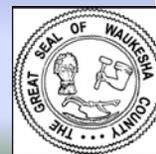


Waukesha County Child Care Newsletter

January 2010

Thank You For Caring!



Arts & Crafts Corner



Professional Development, Networking & Training Corner:

Toothpick Snowflake Ornament:

www.crafts.kaboose.com



Materials-

8 Toothpicks or Q-Tips, White Pom-Poms, Glue and Ribbon.

Instructions-

Paint 8 toothpicks white and let dry or use q-tips. Glue a white pom-pom on to each end of toothpick. Take another pom-pom and use that as the center of the snowflake. Glue the 8 toothpicks with the pom-poms into the center of this pom-pom in a radial (wheel-like) pattern. Glue a piece of ribbon underneath one pom-pom to use as a hanger for ornament. Place the snowflake on a Christmas tree or display in a window.

Snow Globes:

www.crafts.kaboose.com



Materials-

Baby Food Jars, Florist Clay, Small Figurines, Plastic Greenery (optional), White/Silver Glitter, Hot Glue or Aquarium Sealing Glue and Ribbon/Felt.

Instructions-

Attach a figurine and other optional items to baby food jar lid using florist clay. If you want to see how it will look place jar over lid. Fill the jar with cold water within 1/2 inch of the top. Sprinkle 1/2 teaspoon glitter. Hot glue the lid to the jar. Apply a layer of hot glue around the lid rim to seal tight. Add ribbon or felt over the hot glue if you wish. Let the jar dry overnight with the lid side up.

Styrofoam Snowman:

www.crafts.kaboose.com



Materials-

3 Styrofoam Balls (2 inches, 2 1/2 inches and 3 inches), Toothpicks, Black Pom-Poms, Orange Chenille, Ribbon/Felt and Tacky Glue.

Instructions-

Take a knife and level off the bottom of the 3 inch Styrofoam ball. This will allow the snowman to stand up flat. Use the toothpicks to attach the 3 Styrofoam balls together. Cut a piece of orange chenille and insert it into the small Styrofoam ball as a nose. Glue on pom-poms for the eyes and buttons. Glue on ribbon or felt as a scarf. Stick 2 toothpicks in the middle of the Styrofoam ball as arms.

Nutritious Nibbles: Winter Snacks



Polar Ice Cap: Fill a glass 1/2 way full with blue Kool-Aid.

Add Ginger Ale until the glass is 3/4 full then add a scoop of vanilla ice cream. Use a straw to drink.

Pancake Snowman: Place 3 pancakes of different sizes on the child's plate and sprinkle with powdered sugar for a snowy effect. Let the children decorate the snowman with raisins, chocolate chips or fruit.

Banana Blizzard: Blend 1 cup of milk and 2-3 bananas in a blender. Add 10 scoops of vanilla frozen yogurt and blend together.

Snow Muffins: Follow the directions and prepare 1 box of muffin mix. Prepare white frosting and have white chocolate chips or sprinkles. Allow the children to frost and decorate each muffin.

No Melt Snowballs: Follow the Rice Krispy Treat recipe and form into balls. Roll in red or green sprinkles to add a holiday touch.

www.the-registry.org

4C (Community Coordinated Child Care):

1805 Martin Luther King Blvd., Milwaukee, WI

Call 4C at (414) 562-2650 to register

Cost- \$12.00

Time- 6:30 p.m. to 8:00 p.m.

- January 13, 2010
Understanding Early Language & Literacy Development, A Care to Read Overview
- January 20, 2010-
Where Conversation Leads
- January 27, 2010-
Making My Mark, The Writing Connection

Wisconsin Early Childhood Association Super Saturday:

Milwaukee Public Library, Centennial Hall

Call Judy Mays at (414) 278-9322 to register

Cost- \$65.00

Time- 9:00 a.m. - 3:00 p.m.

- January 23, 2010
Fired Up or Burned Out? Taking Care of Yourself So You Can Care for Others.

Dixon Elementary School:

2400 Pilgrim Square Drive Brookfield, WI

Call Cathy Weis at (262) 781-5280 to register

Cost- FREE

- January 26, 2010
Motor & Language Development in Young Children: Birth-5

Waukesha County Technical College:

Pewaukee, WI

Contact Mary Snieg at (262) 691-5259 for more information

Cost- \$9.07

Time- 6:30 p.m.

- January 28, 2010
Finding Meaning in Infants & Toddlers Challenging Behaviors

Community Coordinated Child Care:

St. Luke's Church, 300 Carroll Street, Waukesha, WI

To Register: Call Community Coordinated Child Care at (414)562-2650

Time- 9:00 a.m. - 3:00 p.m.

- January 30, 2010 & February 6, 2010
Fundamentals of Family Child Care

What's Inside This Issue:

- Day Care Certifier: New Rules and Regulations
- Business Beat Corner: Contracts and Policies
- Spotlight on a Provider
- Hot Topic: Wisconsin Shares Child Care Subsidy Reimbursement
- Recall Items

DAY CARE CERTIFIER CORNER: New Rules & Regulations

As some of you are aware, Governor Doyle signed a new law that will change the caregiver background checks for all regulated day care providers and day camp facilities. The 2009 Wisconsin Act 76 Caregiver Background Check Modifications Law was signed by Governor Doyle on 11/13/09. As a result of this new law, the Department will increase the frequency of conducting criminal background checks on all certified day care providers. The new modifications to this criminal background check will begin on 2/1/10, which means all certified day care providers will have to submit a BIDS background check every 3 months. This change not only affects the frequency of the background checks but also the type of criminal convictions that will permanently bar or require a rehabilitation review for all regulated providers.

Under the new law, certain criminal convictions will now carry a permanent bar that will no longer allow a day care provider to continue to hold a State License or County Certification. This law will apply to all day care providers, household residents and day care staff. If the Department has allowed a home to be certified in the past, the Department is now required to revoke that certification based upon certain criminal convictions. Please refer to the separate State mailing entitled, "*Updated Caregiver Background Checks Crime Table*" to review the list of updated changes. As of 2/1/09 the certification staff will begin conducting a criminal background check on providers every 3 months (4 times per year). A background check will also be conducted on each of the household residents, over age 10, as well as any day care staff that work within the home. A criminal background check costs the Department \$10.00 per person. In the past the Department has always covered this cost, however this may change in the near future since the cost of the background checks will greatly increase come 2/1/10. I am aware State Licensed providers have always been required to pay for their background checks so County Certified providers have been lucky to avoid this caregiver cost thus far. The certification staff will keep you updated as additional information becomes available to us via the State. In the mean time, feel free to contact us with any questions or concerns. We appreciate your understanding and patience while we navigate through this new procedural change.

Thank you,

Jennifer Mantei

BUSINESS BEAT CORNER: Contracts and Policies

www.redleafpress.org

What is a contract? Business contracts can be either written or verbal, however a written contract is easier to enforce. Contracts are legal, binding agreements between two parties involved in an exchange of services. Each party makes promises and agrees to follow through. For example, a parent agrees to pay a certain dollar amount for the care of their child and the provider agrees to be available the hours care is needed. If a party does not follow through the other party may seek payment for damages. For example, if the child care provider does not get paid for services rendered they can seek payment from the parent.

According to Tom Copeland in his book *Family Child Care Contracts and Policies* there are four key items that should be included on a contract. They are:

1. Names of the child and parent/guardian (also include: addresses, phone numbers and possibly email addresses)
2. Payment information (may also want to include days and hours of care this payment covers)
3. Termination Procedure
4. Signature of both parent/guardian and child care provider (also the date of the signatures)

Chapter DCF 202 Child Care Certification Rules now require every certified provider to have a contract with each of their families. (Rule: DCF 202.08 (12) (c))

What is a policy? A policy tells a person how a certain procedure is done or carried out. For example, a child care provider's policies deal with issues

like activities, schedules, meals etc. Although policies are not required under Chapter DCF 202, they are nice business tool for child care providers. They are also very informative for parents because they spell out how the child care provider runs his/her business. You may want to consider putting together a few basic policies for your clients:

1. **Admission Policy:** This policy tells clients between what ages you enroll children in your child care. It also tells clients the days and hours you are open to provide child care services. In this policy you also want to let client know what paperwork and forms need to be filled out before their child is enrolled in your child care program. You can also put a statement in here that you do not discriminate based on race, color, sex, disability, religion or national origin.
2. **Termination Policy:** This policy tells clients how care may be terminated. It tells them what type of notice is needed and if payment is required. It also states that provider may also choose to terminate care.
3. **Fee Policy:** Here the child care provider wants to spell out all the fees associated with child care services. What are the rates for care? Are there late fees? Fees associated with bounced checks? Are there fees for registration, transportation, supplies, meals, or activities? When can the rates be raised?

Some other policies or statements you may want to put together for your child care clients include:

1. **Health:** This policy states when you will take children and when you won't. For example, will you take children who may be teething but you don't want children with high fevers. It also states if your child has a communicable disease a doctor's note is needed before they can return to your child care program. If the child requires medication the parent must complete an Authorization to Administer Medication Form. If a child gets injured in your care you can use soap, water and ice to treat. If it requires medical attention what emergency room the child will be taken to.
2. **Emergency:** What do you do in case of fire? What do you do in case of tornado or severe weather? What do you do if you suspect child abuse or neglect? What do you do if a client comes to pick up their child and are impaired?
3. **Nutrition:** Tells clients that you serve nutritious meals about 3 hours apart. Whether or not you are on the food program. How you deal with infant formula and baby food. You also need clients to make you aware of any special diets or allergies their child might have.
4. **Curriculum or Activities:** Tells clients about your daily schedule and what children learn or do while in your child care program.

You may also want to include some information for clients if you have any pets, or do any type of transportation. Tell clients what types of pets, location of and what access their child has to them. Tell clients where you transport to and from and that you follow Wisconsin Seatbelt Laws and have a copy of your driver's license on file at the center and how you keep track of the children that you transport.

Using contracts and policies with your child care program clients will help to make you look more professional and show them that you are running a business. They may also help keep down the child care provider and client conflicts because everything is spelled out in the child care's contracts and policies.

Website Resources for finding sample Contracts and Policies:

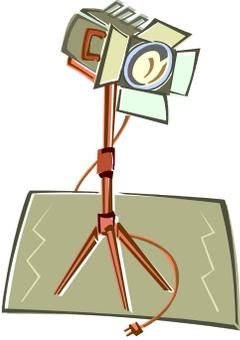
www.daycouncil.org
www.childcarelink.com
www.daycarematch.com

Information for this article was taken from the following source: *Family Child Care Contracts and Policies How to Be Businesslike in a Caring Profession* by Tom Copeland published by Redleaf Press.

We would love to hear from you...

Please let us know if you have specific questions or concerns. We would like to start a provider question of the month, so please call or send an e-mail with your questions each month to Jennifer Mantei at jmantei@waukeshacounty.gov or (262) 548-7250 or Karen Narlow at knarlow@waukeshacounty.gov or (262) 970-4795.

SPOTLIGHT ON A PROVIDER Margaret Omick



Margaret (Maggie) Omick is a provisionally certified child care provider in Oconomowoc. Maggie started her child care in 2008. Maggie and her husband have a 3 year old daughter and are expecting their second child on February 1, 2010. February will be a busy month for Maggie because in addition to the new baby they are moving. In her spare time Maggie enjoys knitting and cooking. Maggie said she wants to keep her child care small and right now is only caring for one child. This one has been with Maggie since she started in 2008. After her first daughter was born, Maggie, a social worker, knew she wanted to stay home with her. She and her husband talked about child care and decided

the only way Maggie would know if she liked it or not was to try it. Maggie opened her family child care and she says it is going great. Maggie's advice to other early childhood professionals is to be patient and have a good schedule with the children during the day.

Susie's Rate: \$116.25
 Subsidy Payment \$33.75
 Parent Co-Pay \$60.00
 Equals= \$22.50 (Sally is also responsible for paying Susie this additional amount).

Certified child care providers are paid on an attendance basis. This means the provider is paid for the time the child attends up to the maximum time stated in the authorization. It is very important that the provider has a printed copy of the Child Care Authorization as it is the only valid agreement that the provider will be paid. The authorization contains the dates for which care is paid, the maximum hours authorized for care, and the payment amount. If a provider does not have this Child Care Authorization there is no guarantee they will be paid by the W-2 Child Care Subsidy program.

Providers are paid once a correctly completed Child Care Attendance Report is submitted. These can be submitted manually or on-line. Payments are made either by check or Electronic Fund(s) Transfer to the provider. Payments are usually issued within 15 working days after the Attendance Report is received. Payments are only made if there is a Child Care Authorization and an Attendance Report has been completed. Attendance Report forms cover a two week period and the provider records the actual hours of care provided each day during the period and weekly totals on the report form. Having a digital clock next to the sign in and out area will make for easy recording of exact arrival and departure times. Providers should use the Daily Attendance Record-Certified Child Care and have parents sign the form weekly to verify the child's attendance at the provider's program. Providers must retain these attendance records for at least 3 years after the child's last day of attendance and be available if needed for Wisconsin Shares Auditors or Monitors to review.

Any additional questions of concerns should be directed to the Department of Workforce Development Center: Jenny Homp (262-695-7962) or Stephanie Cera (262-695-7925).

HOT TOPICS:

Wisconsin Shares Child Care Subsidy Reimbursement

This article is in response to requests the certification staff received via the provider surveys, which were sent out this past summer. We appreciate all the responses we received; it appears some day care providers were interested in learning more about this topic. Article source, Wisconsin Shares website: www.dcf.wisconsin.gov

Parents may qualify for reimbursement from Wisconsin Shares (W-2) Child Care Subsidy Program if they meet the eligibility guidelines. The parents must be involved in a qualifying activity such as unsubsidized work or participating in W-2 job search, training, orientation activities or employment program. The parent's gross monthly income must be equal to or less than the amount listed for the family size to meet the income eligibility requirement. If they are approved for child care assistance their child must be under 13 years of age or 19 years of age, if special needs apply, and be enrolled in a regulated child care setting.

Waukesha County Maximum reimbursement rates:

Child Age:	0-2 years	2-3 years	4-5 years	6+ years
Regularly Certified	\$4.07/hr	\$3.75/hr	\$3.54/hr	\$3.32/hr

Provisionally Certified	\$2.71/hr	\$2.50/hr	\$2.36/hr	\$2.21/hr
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Note: These may not be the rates you receive for the families you enroll, as the actual reimbursement rates are determined case by case during the application process. The parent's share of the cost is determined on a sliding scale. Factors taken into account are the family's income, size, number of children in care and type of child care chosen. The co-payment can be as low as 2% of the family's gross income but should not exceed 12% of the gross income if the parent chooses a provider whose prices are below maximum reimbursement rates. For most providers the W-2 Child Care Subsidy and the parent co-payment equal the provider's fee. If the parent chooses a provider whose private-pay rates are above the county's maximum then the parent is responsible for the difference between the provider price and the subsidy amount. It is up to the provider to collect this amount as the local agencies and state are not required to take any action when co-payments are not paid. The provider should state in the contract and policies how co-payments are handled by their child care business.

Example:

Susie Jones is a certified child care provider who charges \$4.25/hr for child care. Sally Smith enrolls her 3 year old in Susie's child care program. Sally is authorized for 25 hours/week. The County reimbursement rate is \$3.75/hour and Sally's co-pay has been calculated to be \$60.00.

So, the lowest weekly rate is \$93.75 (\$3.75 x 25)

(minus) - 60.00 (Sally's co-pay)

(equals) = \$33.75 (\$1.35/hr by \$33.75/25)

The subsidy reimbursement per week will be \$33.75 (\$1.35/hr for 25 hours)

However, Susie charges \$4.25 per hour:

\$4.25/hr x 25 = \$116.25

RECALLS:

Children's Plush Books Recalled by Simon & Schuster Due to Choking Hazard

WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission, in cooperation with the firm named below, today announced a voluntary recall of the following consumer product. Consumers should stop using recalled products immediately unless otherwise instructed.

Name of Product: Monday the Bullfrog Plush Books

Units: About 142,000

Manufacturer: Simon & Schuster Inc., of New York, N.Y.

Hazard: The plastic eye on the frog can detach, which may pose a choking hazard to young children.

Incidents/Injuries: Simon & Schuster has received reports of three plastic eyes that detached after use and one unit that was packaged with a detached eye. No injuries have been reported.

Description: *Monday the Bullfrog* is a plush puppet bullfrog with a board book attached to the frog's mouth. It was sold in clear plastic packaging, and the book is marked with ISBN numbers 10: 1416912312 and 13: 9781416912316 printed inside the mouth of the bullfrog.

Sold at: Bookstores and retailers nationwide and online from January 2006 through November 2009 for about \$18.

Manufactured in: China

Remedy: Consumers should immediately place the product out of a child's reach and contact Simon & Schuster for a free replacement product.

Consumer Contact: For more information, call Simon & Schuster at (800) 732-9531 between 8:30 a.m. and 5 p.m. ET Monday through Friday or visit the company's Web site at <http://kids.simonandschuster.com>

Media Contact: Paul Crichton, at (212) 698-2809 or email paul.crichton@simonandschuster.com



RECALLS:

Ten Tips to Keep Your Holiday Home Fire & Injury Free: Fires Lead the List of Hazards Related to Holiday Decorating

WASHINGTON, D.C.- As the holiday season approaches, the U.S. Consumer Product Safety Commission (CPSC) is urging consumers to make safety a factor in holiday decorating. Whether it is careful candle placement or checking the warning label on the holiday lights, simple safety steps can go a long way in preventing fires and injuries this year.

Annually, during the two months surrounding the holiday season, more than 14,000 people are treated in hospital emergency rooms due to injuries related to holiday decorating. In addition, Christmas trees are involved in hundreds of fires resulting in an average of 15 deaths and \$13 million dollars in property damage annually. Candle-related fires lead the list of hazards averaging more than 12,000 a year, resulting in 150 deaths and \$393 million in property damage.

"Holiday decorating-related fires and injuries most often involve defective holiday lights, unattended candles and dried-out Christmas trees," said CPSC Chairman Inez Tenenbaum. "We are providing this list of 10 simple safety steps to help keep your holiday home safe."

Use the following ten safety tips when decorating this year:

Trees and Decorations

1. When purchasing an artificial tree, DO look for the label "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree is more resistant to catching fire.
2. When purchasing a live tree, DO check for freshness. A fresh tree is green, needles are hard to pull from branches and do not break when bent between your fingers. The bottom of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.
3. When setting up a tree at home, DO place it away from heat sources such as fireplaces, vents, and radiators. Because heated rooms dry out live trees rapidly, be sure to monitor water levels and keep the stand filled with water. Place the tree out of the way of traffic, and do not block doorways.
4. In homes with small children, DO take special care to avoid sharp, weighted or breakable decorations, keep trimmings with small removable parts out of the reach of children who could swallow or inhale small pieces, and avoid trimmings that resemble candy or food that may tempt a child to eat them.

Lights

1. Indoors or outside, DO use only lights that have been tested for safety by a nationally-recognized testing laboratory, such as UL or ETL/ITSNA.
2. Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Throw out damaged sets. DON'T use electric lights on a metallic tree.
3. If using an extension cord, DO make sure it is rated for the intended use.
4. When using lights outdoors, DO check labels to be sure the lights have been certified for outdoor use and only plug them into a ground-fault circuit interrupter (GFCI) protected receptacle or a portable GFCI.

Candles

1. Keep burning candles within sight. DO extinguish all candles before you go to bed, leave the room or leave the house.
2. DO keep lighted candles away from items that can catch fire and burn easily, such as trees, other evergreens, decorations, curtains and furniture.

Risk of Strangulation Prompts Recall to Repair Roman Shades; Sold Exclusively by Restoration Hardware Baby & Child

The following product safety recall was voluntarily conducted by the firm in cooperation with the CPSC. Consumers should stop using the product immediately unless otherwise instructed.

Name of Product: Roman Shades with Black-out Lining

Units: About 4,600 units

Importer: Airtex Design Group Inc., of Minneapolis, Minn.

Retailer: Restoration Hardware Baby & Child, of Corte Madera, Calif.

Hazard: Strangulation can occur when a child places his/her neck between the exposed inner cord and the fabric on the backside of the blind or when a child pulls the cord out and wraps it around his/her neck.

Incidents/Injuries: None reported.

Description: This recall involves all Roman shades with black-out lining sold by Restoration Hardware Baby & Child. These shades measure 23, 32, 36 and 48-inches wide by 64-inches long. There is a label sewn on the left lower corner on the back of the shade that states "baby & child Restoration Hardware" and "Made in China." For additional description information of the recalled products go to www.rhbabyandchild.com

Sold at: Restoration Hardware Baby & Child stores and catalog nationwide and on the Web site from June 2008 through August 2009 for a between about \$110 and \$250.

Manufactured in: China

Remedy: Consumers should immediately stop using these Roman shades and contact Restoration Hardware Baby & Child to receive a free repair kit. All known purchasers have been contacted by the firm. The free repair kit will be available within six weeks.

Consumer Contact: For additional information, contact Restoration Hardware Baby & Child at (800) 318-5029 between 8 a.m. and 5 p.m. PT Monday through Friday or visit the firms' Web site at www.rhbabyandchild.com (pdf)

Note: Examine all shades and blinds in your home. Make sure there are no accessible cords on the front, side, or back of the product. CPSC recommends the use of cordless window coverings in all homes where children live or visit.



Important Phone Numbers:

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Very Special Thanks to
Maureen Erb for designing
and producing our newsletter.