



Arts & Crafts Corner



Stain Glass Tissue Paper Leaf:

Materials Needed- Black construction paper, tissue paper in fall colors (red/orange/ yellow/ brown), contact paper and a leaf pattern.

- Trace the leaf pattern on to construction paper and cut it out. Cut out the center of the leaf leaving a half inch border to act as a frame for stained glass tissue leaf. (Will need two leaf frames)
- Take the contact paper and have it cut into the size where, if folded in half, it could be trimmed down to fit inside the leaf frame. Unpeel half of the contact paper. Tear the tissue paper into small squares and place it on the sticky surface. Overlap until all the space is filled. Then unpeel the other half of contact paper and fold it over the tissue paper squares, smoothing out any air bubbles as you go.
- Trim laminated tissue paper so it fits inside the leaf frame. Glue laminated tissue paper so it is sandwiched between the two leaf frames.

Poke a hole in the tip of the leaf to add string, yarn, ribbon etc. to make hanger.

Pumpkin Window Hanger:

Materials needed- Orange and green craft foam, brown chenille sticks, brown or black markers, orange glitter glue, suction cup hanger, scissors, paintbrush, hot glue gun, white craft glue, pumpkin and pumpkin leaf pattern.



- Trace the pumpkin pattern on orange craft foam and cut out.
 - Trace pumpkin leaf pattern on green craft foam and cut out. Glue onto orange pumpkin pattern with white craft glue.
 - Use markers to draw lines on pumpkins
 - Cut four inches off chenille stick. Fold it in half to create a loop.
 - Hot glue loop on back of pumpkin leaving about 1 inch showing at top of pumpkin
 - Paint pumpkin with orange glitter glue
- Attach to a suction cup and display it in a window

Tin Can Black Cat:

Materials needed- Black acrylic paint, empty vegetable can or baby food jar, paintbrush, felt material (black/goldenrod/pink/gray/glittery black), white craft glue, scissors, hot glue gun, acrylic sealer spray (or you can use construction paper and wrap the outside of the can).



- Be sure that vegetable can is clean and dry. If there are any sharp edges at the opening, have an adult smooth those with a little sandpaper first.
- Paint outside of can black and set aside to dry.
- From goldenrod felt, cut out two almond shapes for eyes using

[pattern.](#)

- From black felt, cut two slits and two eyelids for eyes using [pat-](#)
[tern.](#)
- From pink felt, cut out a nose using [pattern.](#)
- From gray felt, cut six 4" long thin rectangular strips for whiskers.
- From black glitter felt cut out two triangles for ears using [pattern.](#)
- From remaining black glitter felt, cut enough to line inside of the can.
- From plain black felt, cut a strip the length of the felt about 2.5" wide.
- When paint on can has dried, spray with acrylic sealer spray and set aside to dry for 10 minutes.
- Using white craft glue, line the inside of the can with the black glitter felt.
- Using white craft glue, attach eyes, slits, lids, and nose to the front of the can.
- Glue the first 2/3 of the whiskers to the can next to the nose, three on each side. Leave the last third of each whisker unglued so that they stick out from the side of the can.
- Glue triangle ears to the inside front of the can.

Take your black strip of felt and using the hot glue gun, roll it into a tail and secure with glue. Starting at the back of the can, come around to the front and secure in place with hot glue.

Please visit the following website to view the above craft projects along with other fall craft ideas: www.crafts.kaboose.com



Have an Awesome Autumn!



What's Inside This Issue:

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Nutritious Nibbles: Autumn Snacks



Mini Apple Pie:

Ready made pie crust, circle biscuit or cookie cutter, 1 can apple pie filling, spoons and a small bowl of water

Have each child cut out two circles of pie crust. On one of the pie crust circles, place a small spoonful of apple pie filling. Dab water on the outside of the crust. Place the second circle crust over filling and crimp the crusts together using your fingers. Poke a few holes in the top of the crust for steam to escape. Bake at 350 degrees for 10 to 15 minutes or until golden brown.

Apple Salad:

6 medium apples, ½ cup raisins, ½ teaspoon cinnamon, ½ cup chopped nuts and ¼ cup white grape juice.

Have the children help pick out apples while you peel and chop the apples into small bite-sized pieces. Mix the above ingredients together and serve for a healthy snack.

Roasted Pumpkin Seeds:

1 medium or large pumpkin, depending on how many seeds you want to serve.

Have the children help you scoop out the seeds from inside the pumpkin. Rise the seeds under warm water and dry off. Mix the seeds with vegetable oil and salt to taste. Spread the seeds out on a large cookie sheet and bake at 375 degrees until golden brown (about 10-15 minutes). Allow the seeds cool off before serving.

Pumpkin seeds are a healthy snack for everyone as they contain minerals such as zinc, iron and magnesium. The seeds also contain protein, fiber and heart-healthy fatty acids.

www.FamilyFun.com

BUSINESS BEAT CORNER

Recordkeeping:

You as a child care provider are a sole proprietor of a small business and you need to keep track of your income and expenses in order to be successful. You also need to keep certain records according to Chapter 202 Day Care Certification rules. In addition, your clients are going to want an account of money paid to you for your child care services. If you do not keep up with your record keeping it can become overwhelming.

The first key to successful recordkeeping is finding a recordkeeping system that works for you. Everyone will be different. Some providers may use file folders and binders, others may use file drawers or boxes and file folders, and still others may use computer programs like Microsoft Excel or QuickBooks. Local office supply stores are a great resource for finding record keeping systems. If you are able, set aside some space in your home as a designated office for your child care business. This may help with record keeping because then everything can be organized and stored in one space. Plan to set aside a designated time during the week to work on your record keeping for your business. This time could be early morning, late at night, on the weekend or even during naptime.

According to Tom Copeland, there are several rules of record keeping for child care:

1. Keep track of your business income. You might consider setting up a business checking, savings account or both to better track your business income and expenses. When keeping track of income for child care services make sure you have the name of the child, date of each payment, amount paid and check number as well as the time period covered by the payment.
2. You need to save all your receipts. The receipt should contain the name of the store, the date of purchase, the amount paid for each item and the business portion of each item as well as a description of the item and method of payment. If any of this information is missing on the receipt, write it on.
3. Organize your receipts each month. If you can, you can do it on a weekly basis to help to keep it from becoming overwhelming.
4. Track the hours you work in your home. You will need these hours to complete the Time Space Percentage formula used on

the IRS Form— Business Use of Your Home. Hours include time watching the children, even early drop offs and late pick ups, preparation and clean up time, preparing and planning meals and activities, shopping for items for the child care, interviewing prospective clients, continuing education hours or provider associations meetings. A good way to track this is to get a calendar and every time you work on your business write it on the calendar. Track these hours for three months to come up with an average number.

5. Conduct regular reviews of your records. This helps you get a sense of your income and expenses.
6. Save your records for at least **three** years. This is case of IRS audit. With a specific recordkeeping system in place, you will learn to get your recordkeeping done at a faster pace.

*Information for this article was taken from the following source:

Family Child Care Recordkeeping-Sixth Edition by Tom Copeland published by Redleaf Press: www.redleafpress.org

-Karen Narlow

SPOTLIGHT ON A PROVIDER



Marie Leitenberger is a regularly certified provider in Dousman. She has been at her present day care location for three years. She currently has children enrolled ranging in age from one to four years. Marie's interest in child care stemmed from her mother owning a certified and licensed child care. Marie helped out her mother with her child care when she was laid off from her job. When her first child was born, Marie wanted to stay home so she began her own child care career. Marie has three children aged 14, 12 and 8. Marie is a collector of figurines but also likes to go camping with her family. The family has a pop-up camper and likes to go camping around the state. Marie said she and her family also love Disney and try to go to Disney World every year. She went to Disney on her honeymoon and has loved it every since. Marie says she loves children and loves to play, especially with the babies. Her advice to other child care providers is to love and care for the children and to provide them with a safe and home like environment. We would like to thank Marie for all the love and care she gives to the children and families in her care.

Professional Development, Networking & Training Corner:

Save These Dates:

These three events are good opportunities to gain continuing education hours.

- Provider Recognition Event - Thursday, **10/8/09**
5:00-8:00 p.m. Child & Family Center of Excellence, Waukesha
- Certified Day Care Provider Gathering- Thursday, **11/12/09**
6:30-8:00 p.m. DHHS Building, Waukesha
- Wisconsin Early Childhood Association Conference- **10/22/09-10/24/09**
Kalahari Resort & Conference Center, Wisconsin Dells
Theme: Social Emotional Foundations for Learning and Teaching: Ready to Learn at Any Age. For additional information please visit the following website: www.wisconsinearlychildhood.org

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.

RULES & REGULATION CORNER

1. What type of paperwork does a certifier need to review prior to and during a site visit?

It is recommended that providers return the completed recertification packet to the day care staff prior to the scheduled site visit so the certifier can review and determine if anything is missing or incomplete.

The necessary recertification paperwork needed for review **prior** to a site visit is as follows:

Provisionally Certified: Training certificates (Shaken Baby Syndrome & Sudden Infant Death Syndrome), application for in-home certified care, child enrollment form, safety standards & checklist form, background checks (for everyone 10 years and older living within the home), a negative TB skin test result from Public Health Department or a doctor's office, private well water test results and up to date rabies vaccination forms for pets living within the home.

Regularly Certified: Training certificates (Child Care Module 1 or A, Fundamentals of Family Child Care and Infant/Child CPR), application for in-home certified care, child care enrollment form, safety standards & checklist form, background checks (for everyone 10 years or older living within the home), negative TB skin test results from Public Health Department or your doctor's office, private well water test results and up to date rabies vaccination forms for pets living within the home.

The necessary paperwork the certifier needs accessible and ready for review **during** a site visit is as follows:

A signed copy of the day care provider's business contract/policy, Child Care Enrollment (CFS-62), Intake for Children Under 2 Years (CFS-61), Child Health Report (for children under 5 years old, CFS-60), Day Care Immunization Record (DPH 4192), Travel and Activity Authorization, Authorization to Administer Medication (CSF-0059) and an Accident Report (CFS-55). Each child attending care should have these forms filled out and on record. I will also need to review your daily attendance records (DCF-F-62-E) in order to get an idea of how you maintain and keep your attendance records.

2. I have been a certified child care provider for several years and am having trouble coming up with new names for the requested three references when I get recertified. Can I reuse names?

Try to think outside the box, who do you talk to throughout the week? These people could be a potential reference for your day care business. Create a running list of people you come into contact with that way will have several names to pull from prior to recertification time. Friends, neighbors, landlords, church members, teachers/instructors, co-workers, current or former day care parents and other provider peers make great character references. It is recommend that you come up with 2-3 new names prior to recertification, however, it is okay to repeat a name if it has been several years since you have used a name. Hopefully this person is still involved in your life and is willing to provide a character reference for you and your day care business.

HOT TOPIC - "How to Get Involved, Professional Networking"

Early childhood is a field that changes. It is important to stay up date with information in your field especially when it relates to changes in regulations or issues that will affect your child care business. Networking is one way to stay on top of issues that affect your profession. Joining professional associations or organizations will help connect you with other professionals in your field. In Waukesha County, there are several local child care associations that offer you the chance to network with your peers.

- **Brookfield Family Child Care Association**
This group meets once a month with dates/times varying based upon program content and available speakers.
- **First Choice Family Child Care Association (Muskego-Norway)**
This group meets the second Tuesday of the month at 6:45 p.m. and meetings rotate at member's homes.
- **Waukesha County Family Child Care Association**
This group meets the third Tuesday from September to May at 7:00 p.m. at the Waukesha County Administration Building (1320 Pewaukee Road).

In addition to offering the chance to network with other providers, these meetings also count as **continuing education hours**. As a certified child care provider, you need 5 hours of continuing education every year. These meetings offer you the chance to gain knowledge that will help you as you care for children and run your child care business. They also offer the chance to meet and talk with other providers to share experiences or advice when it comes to caring for children or running a business. Get involved with one of these child care associations and see where it takes you along your early childhood professional career path. For more information on any of the associations listed above contact Karen Narlow at 970-4795/knarlow@waukeshacounty.gov or Jennifer Mantei at 548-7250/jmantei@waukeshacounty.gov.

COMMUNITY RESOURCES CORNER

Waukesha County Department of Health & Human Services:

500 Riverview Ave
Waukesha, WI 53188
262-548-7212

www.waukeshacounty.gov

Public Health Department:

615 Moreland Blvd
Waukesha, WI 53188
262-896-8430

www.waukeshacounty.gov

Birth to Three, LSS:

500 Riverview Ave
Waukesha WI, 53188
262-896-6880

www.waukeshacounty.gov

Mental Health Center:

1501 Airport Road,
Waukesha, WI 53188
262-548-7666

www.waukeshacounty.gov

Waukesha County Extension:

615 W. Moreland Blvd,
Waukesha 53188
262-548-7770

www.uwex.edu

Waukesha County Federated Library System:

831 N. Grand Ave Suite 220
Waukesha, WI 53186
262-896-8080

www.wcfls.lib.wi.us

Workforce Development Center:

892 Main Street
Pewaukee, WI 53072
262-695-7800

www.wfdc.org

Parents Place:

1570 E. Moreland Blvd
Waukesha, WI 53186
262-549-5575

www.ppacine.org

Women's Center:

505 N. East Ave.
Waukesha, WI 53186
262-547-4600

www.twcwaukesha.org

Head Start/Early Head Start:

The Center for Learning Excellence
N4 W22000 Bluemound Road
Waukesha, WI 53186

262-548-8080

www.chidandfamilycenters.com



RECALLS:

Clarks® Children's Shoes Recalled by C & J Clark America 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: Children's Shoes

Units: About 2,000

Distributor: C & J Clark America Inc., d/b/a the Clarks Companies N.A., of Newton, Mass.

Hazard: Molded rubber pieces on the sole of the recalled shoes can detach, posing a choking hazard to infants and young children.

Incidents/Injuries: No incidents have been reported in the United States. In the United Kingdom there have been six reports of the rubber pieces detaching, including two reports of children mouthing the rubber piece. No injuries have been reported.

Description: This recall involves Clarks® children's shoes sold under the "crawlers" and "hazy daze" style names. The crawlers were sold in infant sizes 2 to 3 1/2; and the hazy daze in sizes 4 to 6 1/2. "Clarks" is printed on the sole underneath the heel and the words "Clarks First Shoes" is printed on a multi-colored label inside the shoe's heel area. The following names and model numbers are included in this recall.

Sold at: Clarks® retail stores nationwide from February 2009 through July 2009 for between \$35 and \$40.

Manufactured in: Vietnam

Remedy: Consumers should immediately take the shoes away from children and return them to the nearest Clarks® store for a full refund.

Consumer Contact: For additional information, contact C & J Clark America at (800) 425-2757 between 8 a.m. and 5 p.m. ET Monday through Friday, or visit the firm's Web site at www.clarkskidsusa.com



Cloth Books Recalled by Sterling Publishing Co. Inc. Due to Strangulation 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: eebee's "Have a Ball" Adventures Cloth Books

Units: About 15,000

Importer: Sterling Publishing Co. Inc, of New York, New York

Hazard: A string attaching a ball to the book can become entangled in the basketball hoop element, posing a strangulation hazard to young children.

Incidents/Injuries: None reported.

Description: This recall involves the eebee's "Have a Ball" Adventure cloth book. This interactive activity book has a small cloth ball attached to a string which children use to complete activities in the book. The books are intended for children ages 9 to 36 months. ISBN 13:978-1-4027-5771-6 is located on a white tag attached to the book. Other eebee's Adventures cloth books are not included in this recall.

Sold at: Book and toy stores nationwide and Internet retailers from June 2008 through June 2009 for about \$15.

Manufactured in: China

Remedy: Consumers should immediately take the book away from children, and return the product to the place of purchase for a refund.

Consumer Contact: For more information, contact Sterling Publishing Co. Inc. at (800) 367-9692 between 8:30 a.m. and 4:30 p.m. ET Monday through Friday. Consumers can also email the firm at custservice@sterlingpublishing.com



The Tipping Point: CPSC Urges Parents to Inspect and Secure TVs, Furniture, and Appliances to Prevent Tip-Over Deaths and Injuries

WASHINGTON, D.C. - For young children, the home is a playground, and while many parents childproof to ensure that their home is a safe place, some may not be aware that unsecured TVs, furniture and appliances are hidden hazards lurking in every room. Today, the U.S. Consumer Product Safety Commission (CPSC) is urging parents once again to take simple, low-cost steps to prevent deaths and injuries associated with furniture, TV, and appliance tip-overs. CPSC staff estimates that in 2006, 16,300 children 5 years old and younger were treated in emergency rooms because of injuries associated with TV, furniture, and appliance tip-overs, and between 2000 and 2006, CPSC staff received [reports](#) (pdf) of 134 tip-over related deaths. Additionally, CPSC staff is aware of at least 30 media reports of tip-over deaths since January 2007 involving this same age group. "Many parents are unaware of the deadly danger of this hidden hazard. I urge parents to include securing TVs, furniture, and appliances in their childproofing efforts," said CPSC Chairman Inez Tenenbaum. "Taking a few moments now can prevent a tip-over tragedy later." "You may think your home is safe, but everyday things like a television can hurt your child. I was right there and it happened," said Sylvia Santiago, of West Haven, Connecticut who lost her two-year old daughter in 2008.

Typically, injuries and deaths occur when children climb onto, fall against, or pull themselves up on television stands, shelves, bookcases, dressers, desks, chests, and appliances. In some cases, televisions placed on top of furniture tip over and cause a child to suffer traumatic and sometimes fatal injuries. "The most devastating injuries that we see resulting from furniture tipping on children are injuries to the brain and when a child is trapped under a heavy piece of furniture and suffocates," said Gary Smith, MD, DrPH, Director of the Center for Injury Research and Policy at Nationwide Children's Hospital in Columbus, Ohio.

Recent revisions to the voluntary safety standards for clothes storage units provide for the inclusion of warning labels and additional hardware to secure the furniture to the floor or wall. To help prevent tip-over hazards, CPSC offers the following safety tips:

Furniture should be stable on its own. For added security, anchor chests or dressers, TV stands, bookcases and entertainment units to the floor or attach them to a wall.

- Place TVs on a sturdy, low-rise base. Avoid flimsy shelves.
- Push the TV as far back as possible.
- Place electrical cords out of a child's reach, and teach kids not to play with them.
- Keep remote controls and other attractive items off the TV stand so kids won't be tempted to grab for them and risk knocking the TV over.
- Make sure free-standing ranges and stoves are installed with anti-tip brackets.

Important Phone Numbers:

Child Day Care Certification Staff

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262-548-7250

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262-970-4795

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262-896-6832

Very Special Thanks to
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