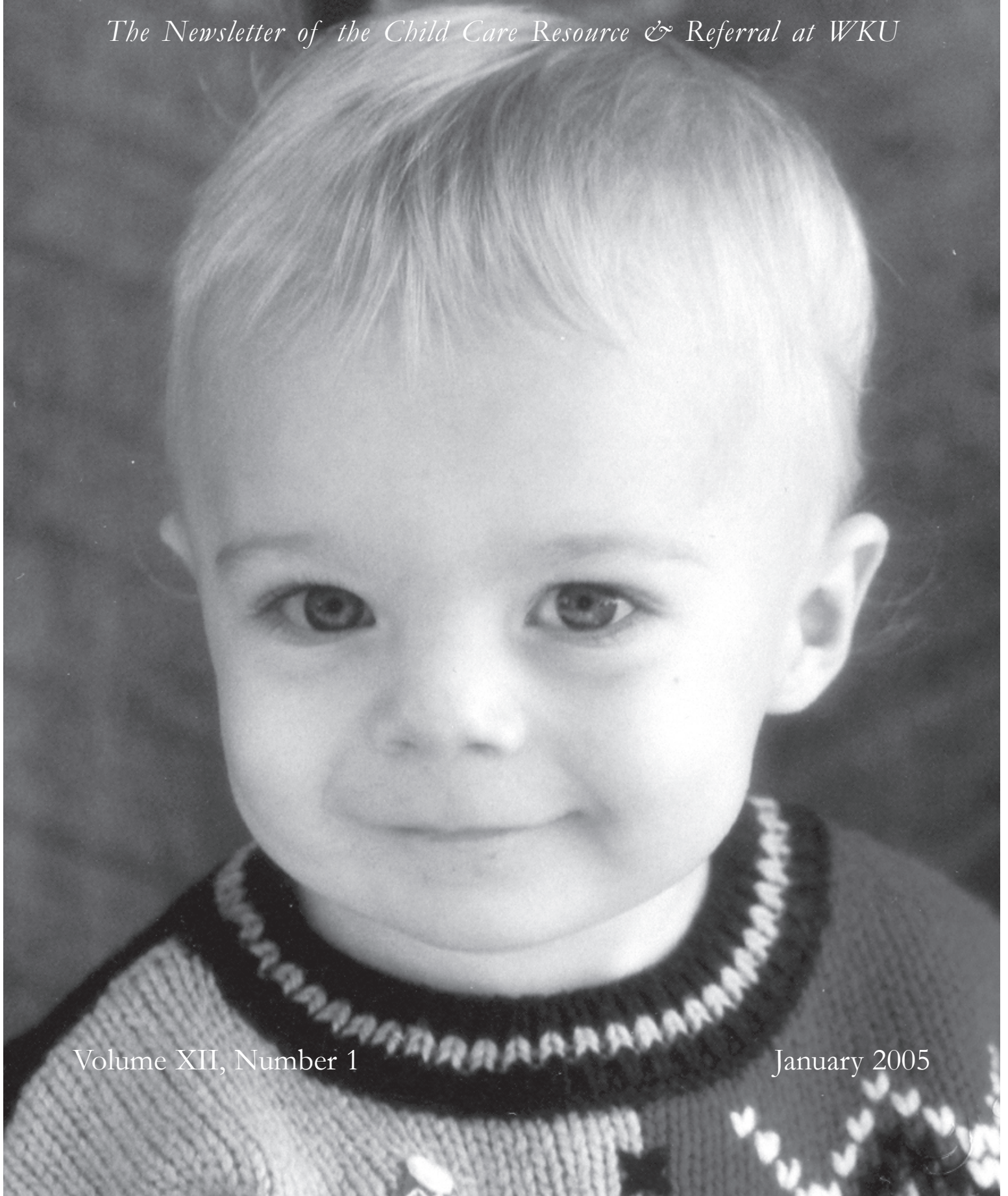


THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU



Volume XII, Number 1

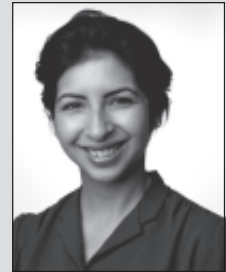
January 2005

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU

THE CHILD CARE PROFESSIONAL is published monthly by Training & Technical Assistance Services and the Child Care Resource & Referral (CCR&R) at Western Kentucky University. The CCR&R at WKU serves the Barren River Area Development District of Kentucky which includes Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalf, Monroe, Simpson, and Warren Counties. Primary services offered by the CCR&R include:

- Distributing consumer education materials to families seeking child care,
- Providing child care referrals to parents;
- Offering training to early childhood providers and parents;
- Helping potential child care providers establish programs,
- Supporting facilities working toward STARS;
- Assisting providers in obtaining scholarships for the Commonwealth Child Care Credential, Child Development Associate, or college classes; and
- Advocating for affordable, accessible, high quality services for children and families.



The professionals and staff of the CCR&R at WKU are ready to provide assistance in a number of areas. Our staff includes:

Connie Jo Smith, CCR&R Specialist	Sherrri Meyer, CCR&R Coordinator
Jill Norris, Early Childhood Health Coordinator	Taylor Tucker, Infant-Toddler Specialist/Quality Coordinator
Amy Hood, Professional Development Specialist	Heather Alms, CCR&R Office Coordinator
Cynthia Sprouse, Professional Development Assistant	Sara Redmon, Office Assistant
Lindsay Spence, CCR&R Intern	

SHARE THE KNOWLEDGE. Articles and stories from this newsletter may be photocopied or reprinted without written permission from the CCR&R at WKU. Reprints should, however, credit the magazine as follows: "Reprinted from **THE CHILD CARE PROFESSIONAL**, (date of issue), with permission from the Child Care Resource & Referral at WKU."

KEEP IN TOUCH. If you are not currently receiving the newsletter at your own center or agency, please contact our office by mail, phone or e-mail and we will add your name to our mailing list. If you, your agency or center are moving, please let us know your new address; we'll update our mailing list, and you won't miss an issue of **THE CHILD CARE PROFESSIONAL**. (If you no longer wish to receive this newsletter, please contact our office by phone or e-mail and we will remove you from our mailing list.)

CHILD CARE RESOURCE & REFERRAL AT WESTERN KENTUCKY UNIVERSITY

1 BIG RED WAY, 117 JONES-JAGGERS HALL, BOWLING GREEN, KENTUCKY 42101-3576

Phone Us at (270) 745-2216 or (800) 621-5908 - Fax Us at (270) 745-7089 - E-Mail Us at crr.expert@wku.edu

Or Visit Our Website at www.ttas.org

SUBSCRIPTION INFORMATION. Any program or person interested in receiving our newsletter may subscribe for \$36 per year. The monthly newsletter provides a variety of articles, news, and information for early care and education programs, including child care, family day care, preschool, and Head Start. Caregivers, teachers, administrators, and parents can all benefit from the newsletter. Single complimentary annual subscriptions of **THE CHILD CARE PROFESSIONAL** are provided to licensed child care centers, certified home providers, and special friends in the Barren River Area Development District (BRADD) of Kentucky. Additional subscriptions may also be purchased by these readers for the same rate of \$36 per year. All *registered* providers in the BRADD qualify for the discounted rate of \$26 per year for each additional subscription.

The newsletter is available in both printed and electronic versions. Print copies of **THE CHILD CARE PROFESSIONAL** are mailed at the end of each month; electronic copies are e-mailed directly to subscribers in a Portable Document File (PDF) which can be printed or viewed on your computer using Adobe Acrobat Reader (free software downloadable from www.adobe.com). Readers may select the format they prefer when subscribing. To receive an subscription form or to learn more, please contact our office by phone (800-621-5908 or 270-745-2216), by fax (270-745-7089), or by e-mail (heather.alms@wku.edu).

Basic Health Reminders For The Wintertime

By Jill Norris, Early Childhood Health Coordinator

Wintertime illness can be a problem for many childcare settings. However, remembering and ensuring that the basics of health maintenance are followed can significantly reduce illnesses in your program this winter. A few items are included in this article to jog the memory and encourage those basic elements of health maintenance.

Performing daily health checks will decrease the number of children in your program who are sick. As children arrive at your program, observe them for symptoms of illness. If they show signs of illness, determine if they need immediate medical attention,



if your policies indicate that they should be excluded from the group or sent home, or if they simply need to be monitored and other measures to reduce the spread of illness can be stepped up.¹

Handwashing can significantly reduce the spread of illness. Wash your hands and have children in your program wash their hands in all of the following situations:

- Upon arrival to your program and when changing classrooms.
- Before and after eating, handling food, feeding a child, giving medication, and playing in water used by more than one person.

- After diapering, using the toilet, wiping a nose or mouth, handling any body fluids, sneezing or coughing, handling animals, cleaning or handling garbage, handling uncooked food, playing outdoors, playing in sandboxes or with play dough, and handling money.²

Children and staff members shall wash their hands using the following method:³

- a) Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- b) Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature.
- c) Moisten hands with water and apply liquid soap to hands.
- d) Rub hands together vigorously until a soapy lather appears, and continue for at least 10 seconds. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and back of hands.
- e) Rinse hands under running water, no less than 60 degrees F and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
- f) Dry hands with the clean, disposable paper or single use cloth towel.
- g) If taps do not shut off automatically, turn taps off with a disposable paper or single use cloth towel.
- h) Throw the disposable paper towel into a lined trash container; or place single-use cloth towels in the laundry hamper; or hang individually labeled cloth towels to dry. Use hand lotion to prevent chapping of hands, if desired.

Remember to clean and then sanitize areas such as: countertops, tabletops, doors, doors knobs, and cabinet handles, food preparation and service surfaces, toys that may become contaminated with body fluids, telephones, sinks, soap dispensers, toilets and changing tables. When sanitizing, it is best to use a bleach solution mixed freshly each day. Bleach solution applied to any surface should be allowed to air dry if

possible or allowed to remain on the surface for a minimum of 2 minutes. When mixing bleach solution, use the following ratios and be sure to label the bottle with the ratio of bleach to water:

- ¼ cup of bleach to 1 gallon of water or
- 1 tablespoon of bleach to 1 quart of water or
- 1½ teaspoons of bleach to 1 pint of water.⁴

Remembering these basic practices to stop the spread of disease can significantly reduce illness in your program this winter. Reducing illness leads to decreased absences for staff, children, and their families. Taking time to make sure these practices are consistently implemented in your program is a valuable human and monetary investment that will help ensure the total well being of your program.

References

¹ Orientation for Early Care & Education Professionals

² Orientation for Early Care & Education Professionals

³ Standard 3.021, Handwashing Procedure, *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*: Second Edition, <http://nrc.uchsc.edu/CFOC/index.html>.

⁴ Healthy Start in Childcare Handout

Welcome Lindsay Spence!

The CCR&R wishes to welcome Lindsay Spence, who will be working with the CCR&R staff as an intern over the Spring 2005 semester. Originally from Nashville, Tennessee, Lindsay is a senior in the Family and Consumer Sciences Department at WKU, majoring in Child Studies and minoring in Family Services.

Lindsay not only has been studying about children, she has also worked part-time in child care for nine years. While working as an intern, Lindsay will be visiting providers with our staff, conducting observations, and participating in some of the training events. Please join us as we welcome her to our team!

Extra Money for Your Child Care Program

Want to start the year off with \$200? You can earn \$200 or more for your center by becoming involved in the STARS for KIDS NOW Quality Rating System. It is a very simple process. You can get involved by becoming a Level One STAR Rated center and get a one time incentive payment of \$200.

What do you need to do to become a Level 1 STAR center? First you must attend the Overview to STARS for KIDS NOW Quality Rating System. This training is offered free of charge every other month by your Child Care Resource and Referral. You then must meet all the requirements of Level 1 in the STARS for KIDS NOW Child Care Quality Rating System. You can do this by completing these five simple steps.

1. Post your ratio in every classroom.
2. Post your daily schedule as well as a plan of program activities in each classroom.
3. Your center must have at least one documented parent involvement activity.
4. Your staff must have an introduction to the Kentucky Early Childhood Development Scholarship, Kentucky Child Care Licensing Regulations, The Environment Rating Scale, and the Quality Rating System.
5. And last, you must implement individual staff development plans for all your staff.

There are many centers that are already meeting the standards for the Level 1 or Level 2 STARS for KIDS NOW Quality Rating System. We want to let your parents know what a good job you are doing. One way of doing this is by becoming a STAR center. The good news is there is FREE technical assistance to help child care centers with this process.

If you want more information please feel free to call Taylor Tucker, your Quality Coordinator, at 270-745-2216 or 1-800-621-5908. Taylor is available to come to your center and help you fully prepare for this process.

To Play or Not to Play

Miranda Hurt, Western Kentucky University Student

Ask any childcare professional the importance of play and you will get a unanimous answer; Vital. So why do so many people think play is petty? According to the Smart Start Parents' Guide, children learn more than you would think when they play.

Circle time generally takes place in the morning and gives children an opportunity to organize their thoughts and talk about their experiences. This is a wonderful way to help establish a routine. And as we all know, routines are imperative for young children to feel secure.

Creative play could consist of dance or music appreciation. This type of play promotes language development, fine motor skills, coordination and self-esteem. It also stimulates a child's imagination and is a great source of physical fitness. As children play drums or other percussion, this provides a great opportunity to find the rhythm in word patterns. Fast and slow, loud and soft, and one at a time or all together can be distinguished when using music. Next we look at outdoor play. Sure, it is a great time for children to burn off excess energy, but there are greater advantages, usually overlooked. A child's gross-motor skills are refined when they are running, climbing, jumping or hopping. This also allows an opportunity to explore and manipulate different environments.

The last is my favorite, cleanup time. This allows preschoolers to learn about sorting, classifying, matching and organizing. It also allows them valuable lessons about taking care of things and neatness. Children can see how important it is to take care their belongings and studies have shown that children feel cluttered when toys are not in place and piled on shelves.

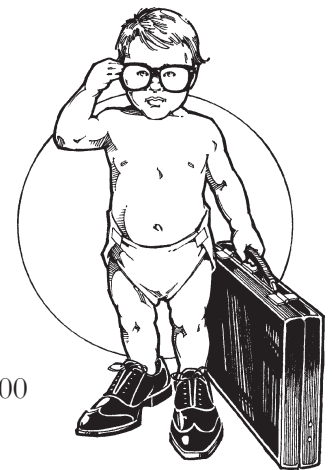
So to answer the rhetorical question in the title; I think the answer would definitely be "Play."

January 2005 Book Of The Month: Family Child Care Record- Keeping Guide

Heather Alms, CCR&R Office Coordinator

Happy New Year and Happy Tax Time! It's here...that dreaded time of year to start thinking about taxes. January's book of the month, *The Family Child Care Record-Keeping Guide* by Tom Copeland, J.D., can help take the stress out of tax time with ways to keep accurate records of the expenses and income that apply to your child care business. The Record-Keeping Guide will help you:

- Understand and Apply Record Keeping
- Track Your Income
- Claim Your Food Program Reimbursements and Food Expenses
- Figure Your Time-Space Percentage
- Identify More Than 1,000 Allowable Deductions
- And More!



In addition to *The Family Child Care Record-Keeping Guide*, the CCR&R has free copies of *The Small Business Resource Guide 2004* (IRS Publication 583), *Starting a Business and Record Keeping* (IRS Publication 587), *Business Use of Your Home* (Including use by day care providers), and *IRS Form 1040-ES*.

The Child Care Resource & Referral Lending Library is open Monday through Friday from 8:00 a.m. until 4:30 p.m. Please contact us at 270-745-2216 or 800-621-5908 to schedule a time to visit. We are located on the WKU campus, Jones Jagers Hall, Room 151. Call us if you need directions!

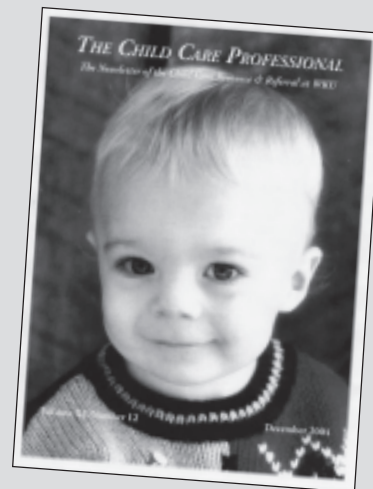
If you cannot schedule a time to visit the library, materials may also be checked out by telephone. We will be happy to ship materials to your home or center. To learn more about the library's services, contact Heather Alms, Office Coordinator for further information.

Volume XII: Reflections On A New Year

Dennis Angle, Editor & Designer of THE CHILD CARE PROFESSIONAL

This issue of **THE CHILD CARE PROFESSIONAL** marks the beginning of the 12th year of publication for the newsletter of the Child Care Resource & Referral at WKU. Many of you have been readers from the very start; others of you are just now becoming readers. Some of you were students or teachers when you first read our publication, and now you are the directors and owners of child care centers.

A lot has changed since those early days of **THE CHILD CARE PROFESSIONAL** in 1993. Issues were much smaller than today's issues - about four pages. But then the staff that produced them was smaller, too. In those early days, Carol Huff was the CCR&R Coordinator, Newsletter Editor, Training Coordinator, Secretary, and "Bottle Washer." Then, as now, Connie Jo Smith was the "Chief Cook" and CCR&R Specialist. As for me, I was a sometime design consultant, proofreader, and CCR&R cheerleader.



Today, the newsletter is the product of many hands and many experts, but one thing has remained consistent over the past 11 years - the CCR&R's dedication to bringing the best information and most current training news possible to area child care providers. I'm proud to say that I play a small part in that tradition and, on behalf of the entire readership, I think it is fitting to recognize the CCR&R Staff who work so hard month after month to make **THE CHILD CARE PROFESSIONAL** a success.

Great job, Connie Jo!
Wonderful work, Jill!

Excellent work, Sherri!
Congratulations, Amy!

Way to go, Taylor!
Fantastic job, Heather!

Also, on behalf of all of us at the CCR&R, I'd like to extend our warm thanks to the many professionals, readers, students, and friends who have taken the time to contribute to **THE CHILD CARE PROFESSIONAL** during just the past year. You are helping us make this YOUR newsletter!

Linda Bohannon
Kim Copeland
Sherrita Tyree
Jill Bella
Lori Wallin
Karen Mitchell
Lucas Davis
Bob Mason

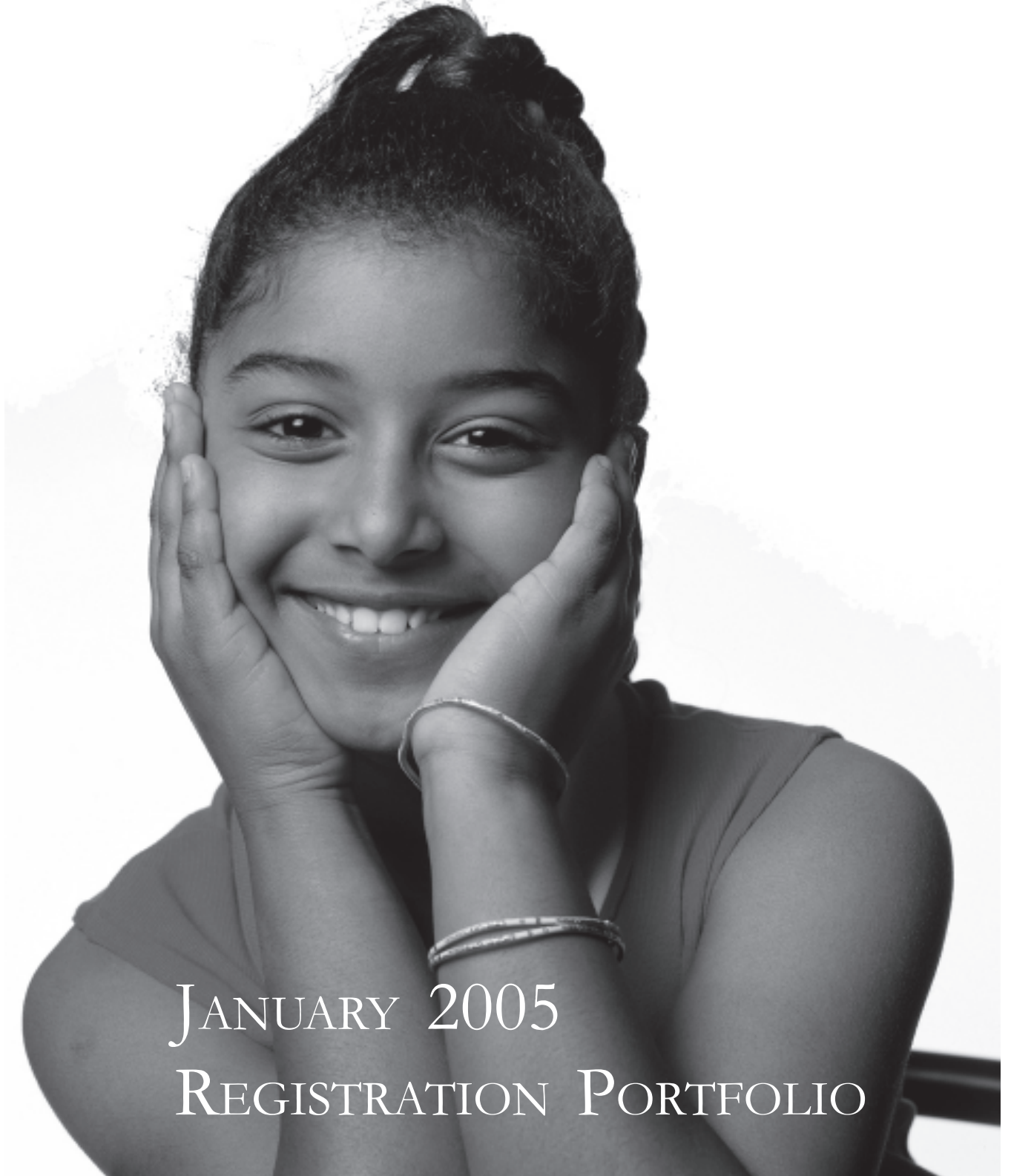
Miranda Hurt
Sheila Luntz
Robert Hankins
Teri Talan
Amanda Robertson
Kristie Judd
Larry Derryberry
Pat McCann

Theresa Shutt
Ashley Campbell
J'Lane Culley
Beth Schaeffer
Debbie McCandless
Melissa King
Elizabeth Brown
Harry Bickel

We are truly lucky to have such a great team and such a great team of supporters. Let us tip our hats in acknowledgement to the past 11 years and to all who played a part in this most rewarding enterprise.

And let us look forward with anticipation to a New Year and to new opportunities to serve!

CCR&R PROFESSIONAL DEVELOPMENT TRAINING



JANUARY 2005
REGISTRATION PORTFOLIO

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

JANUARY 2005 REGISTRATION PORTFOLIO

The Child Care Resource & Referral at WKU is the leading provider of quality, affordable training in the 10 counties of the Barren River Area Development District. The professional staff and consultants of the CCR&R provide Professional Development Training each month on a variety of topics, suitable for both new and veteran child care and family child care staff and administrators. Events are conveniently scheduled in the evening or on Saturdays and participants qualify for Child Care Training Credits.

This special removable section of **THE CCR&R PROFESSIONAL** contains registration forms for upcoming training events for the month of January 2005. Simply detach the portfolio pages from the rest of the newsletter and copy the registration form or forms you need. Then pass the **REGISTRATION PORTFOLIO** on to your co-workers or colleagues so that they may copy the forms to register for the training in which they are interested.

Please complete and return your registration form(s) with payment by the date specified on each form. For additional details on scheduled events, please contact the CCR&R at (270) 745-2216 or (800) 621-5908.

Have You Lost Your Training Certificate?

If you've lost the certificate for any professional development training you received from the CCR&R, we will be happy to re-issue the certificate. Duplicate certificates are \$5 each and can be ordered by contacting Heather Alms at 270-745-2216 or 800-621-5908.

Registration Form
Child Care Resource & Referral Professional Development Training

TELEVISION AND THE CHOICES WE MAKE

6:00-8:00 P.M., TUESDAY, FEBRUARY 8, 2005

ALLEN COUNTY EXTENSION OFFICE, ALLEN COUNTY COURTHOUSE

201 WEST MAIN STREET, 3RD FLOOR, SCOTTSVILLE, KENTUCKY

Do you enjoy watching television? Come join us for an enlightening session on evaluating television viewing and you'll see television in a new light. **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** General. **CDA Subject Area:** 2. **Core Content:** Learning Environments & Curriculum. **Training Level:** 2.

Doors will open and participant check-in will begin at 5:30 p.m. on the night of the training. You may copy and share this form as necessary. Print clearly and submit one form per person.

BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$10 per participant.

Return form with payment by January 21, 2005.

After January 21, 2005 registration is \$15 per participant.

NON-BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$20 per participant.

Return form with payment by January 21, 2005.

After January 21, 2005 registration is \$25 per participant.

There will be no on-site registrations! ___ Check here to receive CEU Credits and include an additional \$10 fee.

Name: _____ Position: _____

Age Group(s) Served: _____ Program Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Phone Number: _____

E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____

Check Enclosed Purchase Order # _____ Enclosed

Please bill my Credit Card (Visa, Mastercard, Discover): _____

Card Expiration Date: ___ / ___ / ___ Signature: _____

Please return completed registration form with payment **NO LATER** than January 21, 2005 to:

Child Care Resource & Referral
 117 Jones Jagers Hall, WKU, 1 Big Red Way, Bowling Green, KY 42101

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____

CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

Child Care Resource & Referral Professional Development Training

INTRODUCTION TO RESOURCES IN KENTUCKY

ROOM 104, JONES-JAGGERS HALL, UNIVERSITY BOULEVARD, WKU, BOWLING GREEN, KY

For training to count toward the required training hours for child care providers, the state of Kentucky requires that trainers have a *Kentucky Trainer's Credential*. To earn the *Kentucky Trainer's Credential*, a training professional must meet certain requirements and participate in two required training sessions. If you are an Early Care and Education professional who is working on or interested in obtaining a *Kentucky Trainer's Credential*, you will want to first participate in **Introduction to Resources in Kentucky**. This is one of two sessions required to submit an application for a *Kentucky Trainer's Credential*. Training is limited to 25 participants per session, so please select the session you wish to attend and return your registration information by the dates listed below. **Training hours are NOT awarded for this training.**

- | | | |
|---|-----------------|--|
| <input type="checkbox"/> February 10, 2005 | 6:00-8:00 p.m. | <i>Register No Later Than January 21, 2005</i> |
| <input type="checkbox"/> May 5, 2005 | 9:00-11:00 a.m. | <i>Register No Later Than April 22, 2005</i> |

Doors will open and participant check-in will begin 30 minutes prior to the beginning of the training.
Copy and share this form as necessary; print clearly and submit one form per person.

There will be no on-site registrations!

BRADD AREA PARTICIPANT

Registration Fee is \$20 per participant.

Return form with payment by date listed for the session you have chosen from the list above.

NON-BRADD AREA PARTICIPANT

Registration Fee is \$30 per participant.

Return form with payment by date listed for the session you have chosen from the list above.

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Phone Number: _____
E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____
 Check Enclosed Purchase Order # _____ Enclosed
 Please bill my Credit Card (Visa, Mastercard, Discover): _____
Card Expiration Date: ____ / ____ Signature: _____

Please return completed registration form with payment by dates listed above to:

Child Care Resource & Referral
117 Jones Jagers Hall, WKU, 1 Big Red Way, Bowling Green, KY 42101

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____
CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

Registration Form
Child Care Resource & Referral Professional Development Training

BORING STAFF MEETINGS! WHO NEEDS THEM!

1:30-4:30 P.M., TUESDAY, FEBRUARY 15, 2005

ROOM 104, JONES-JAGGERS HALL, UNIVERSITY BOULEVARD, WKU, BOWLING GREEN, KY
 Come join this interactive workshop designed for Administrators. Explore ways to make the staff meetings you lead more fun and beneficial. Hands on activities will be included. Participants will review training materials, select an activity, and lead the group in short demonstrations. **Presenter:** Dr. Connie Jo Smith, CCR&R Specialist. **Target Audience:** Administrators, Owners/Directors, Site Supervisors, Lead Teachers. **CDA Subject Area:** 5. **Core Content:** Program Management & Evaluation. **Training Level:** 3.

Doors will open and participant check-in will begin at 5:30 p.m. on the night of the training. You may copy and share this form as necessary. Print clearly and submit one form per person.

BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$10 per participant.

Return form with payment by January 21, 2005.

After January 21, 2005 registration is \$15 per participant.

NON-BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$20 per participant.

Return form with payment by January 21, 2005.

After January 21, 2005 registration is \$25 per participant.

There will be no on-site registrations! ___ Check here to receive CEU Credits and include an additional \$10 fee.

Name: _____ Position: _____
 Age Group(s) Served: _____ Program Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 County: _____ Phone Number: _____
 E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____
 Check Enclosed Purchase Order # _____ Enclosed
 Please bill my Credit Card (Visa, Mastercard, Discover): _____
 Card Expiration Date: ___ / ___ / ___ Signature: _____

Please return completed registration form with payment NO LATER than January 21, 2005 to:

Child Care Resource & Referral
 117 Jones Jaggars Hall, WKU, 1 Big Red Way, Bowling Green, KY 42101

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____
 CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

SATURDAY, FEBRUARY 19, 2005

WKU GLASGOW CAMPUS, 500 HILLTOPPER WAY, GLASGOW, KENTUCKY

MORNING SESSION: 9:00 A.M.-NOON

- DISASTER PREPAREDNESS.** Are you prepared for a disaster in your family child care home? Come and join us as we discuss the various disasters that could occur at any time and make your plans to be prepared. **Presenters:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** Home Providers. **CDA Subject Area:** 1. **Core Content:** Learning Environments & Curriculum. **Training Level:** 2.
- NOT JUST ANOTHER PRETTY PICTURE.** Using pictures and words in your learning environment is not only an organization tool but it lays the foundation for reading for preschoolers. From labeling shelves, equipment, and materials to creating picture schedules to creating sequence cards and props for books and songs, learn how you can "grow learners." IF YOU HAVE EARLY CHILDHOOD CATALOGS THAT YOU DON'T MIND CUTTING UP, PLEASE BRING THEM! **Presenter:** Beth Schaeffer, CCR&R Consultant. **Target Audience:** Preschool. **CDA Subject Area:** 1. **Core Content:** Learning Environments & Curriculum. **Training Level:** 2.

AFTERNOON SESSION: 1:30-4:30 P.M.

- LEARNING ABOUT ACCREDITATION BY THE NATIONAL ASSOCIATION OF FAMILY CHILD CARE HOMES (NAFCC).** Have you been wondering what accreditation for Family Child Care Homes involved? Do you have questions about the process? Is it similar to STARS requirements? If you have these or other questions about Family Child Care accreditation, this is the session for you! **Presenter:** Jill Norris, CCR&R Early Childhood Health Coordinator. **Target Audience:** Home Providers. **CDA Subject Area:** 6. **Core Content:** Professional Development/Professionalism. **Training Level:** 2.
- LANGUAGE AND THE LEARNING ENVIRONMENT.** Learning environments in centers not only assist with classroom organization and management, they are key to language development. Learn how to make the most of the learning environment and how your interactions in these centers can facilitate language growth. **Presenter:** Beth Schaeffer, CCR&R Consultant. **Target Audience:** Preschool. **CDA Subject Area:** 12. **Core Content:** Learning Environments & Curriculum. **Level:** 2.

Participant check-in begins at 8:30 a.m. Submit one form per person; copy as necessary. SELECT ONE CATEGORY.

BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$10 per each Half-Day Session (\$20 for a full day of training).

Return form with payment by January 21, 2005.

After January 21, 2005, registration is \$15 per half-day session (\$30 for a full day of training).

NON-BRADD AREA PARTICIPANT

Early Bird Registration Fee is \$20 per each Half-Day Session (\$40 for a full day of training).

Return form with payment by January 21, 2005.

After January 21, 2005, registration is \$25 per half-day session (\$50 for a full day of training).

There will be no on-site registrations! Check here to receive **CEU Credits** and include an additional \$10 fee.

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Phone Number : _____
E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____
 Check Enclosed Purchase Order # _____ Enclosed
 Please bill my Credit Card (Visa, Mastercard, Discover): _____
Card Expiration Date: ____ / ____ Signature: _____

Please return completed registration form with payment NO LATER than January 21, 2005 to:
Child Care Resource & Referral, WKU, 117 Jones Jagers Hall, 1 Big Red Way, Bowling Green, KY 42101

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____
CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received **in writing five working days prior** to the event.

Upcoming Trainings By Target Audience

Looking for training specific to a particular target audience or service model? Here's a ready reference of upcoming training dates broken down by audience to help you plan your training.

Administrators

Feb. 15, 2005 Management Issues
Apr. 7, 2005 Management Issues

General Audiences

Feb. 8, 2005 Television and Music
Mar. 8, 2005 Guidance
Mar. 19, 2005 General Child Care Issues
Apr. 14, 2005 What's Cooking?
May 12, 2005 Playground Safety
May 21, 2005 General Child Care Issues
Jun. 2, 2005 Professionalism
Jun. 7, 2005 Professional Interactions & Ethics
Jul. 16, 2004 General Child Care Issues

Home Care Providers

Feb. 19, 2005 In-Home Child Care Issues

Infant-Toddler Issues

Jun. 18, 2005 Infant-Toddler Issues

Orientation Training for Early Care & Education

Professionals

Jan. 15, 2005 Orientation for ECE Professionals
Mar. 19, 2005 Orientation for ECE Professionals
May 21, 2005 Orientation for ECE Professionals

Potential Child Care Providers

Jan. 20, 2005 Start Up Training
Apr. 21, 2005 Start Up Training



Preschool Audiences

Feb. 19, 2005 Preschool Care Issues
Apr. 16, 2005 Preschool Care Issues
Jun. 18, 2005 Preschool Care Issues

Registered Providers

Jan. 15, 2005 Registered Provider Orientation
Mar. 19, 2005 Registered Provider Orientation
May 21, 2005 Registered Provider Orientation

School-Age

Apr. 16, 2005 School Age Issues

STARS for KIDS NOW

Jan. 11, 2005 STARS Overview Session
Mar. 3, 2005 STARS Overview Session
May 3, 2005 STARS Overview Session

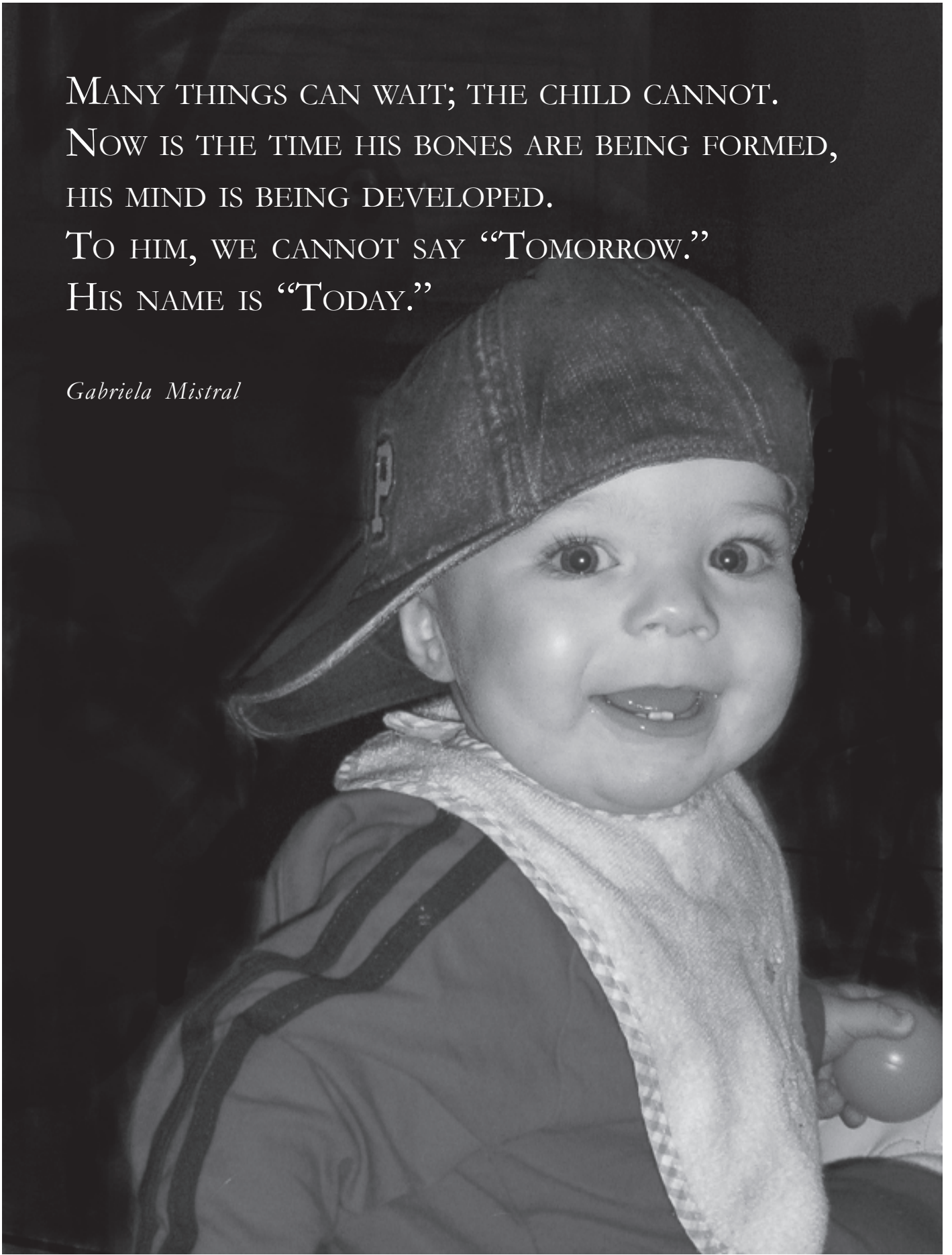
CCR&R Training Cancellation Policy

Snowy weather can be a great source of fun, but traveling in snow and ice can be a frightening and possibly dangerous experience. Because of winter weather, the CCR&R may find it advisable from time to time to cancel scheduled training events. In the event that training is cancelled, the CCR&R will post cancellation notices on our phone system. Before traveling to training in snowy or icy weather, please call 800-621-5908 to find out if your training has been cancelled. Your training payments for the cancelled session will be refunded or transferred to a later session.



MANY THINGS CAN WAIT; THE CHILD CANNOT.
NOW IS THE TIME HIS BONES ARE BEING FORMED,
HIS MIND IS BEING DEVELOPED.
TO HIM, WE CANNOT SAY "TOMORROW."
HIS NAME IS "TODAY."

Gabriela Mistral



Myths About the STARS for KIDS NOW Rating System

There are many myths about things you must do and things you cannot do if you participate in the STARS for KIDS NOW Quality Rating System. Here are some of the myths.

- 1. I HAVE TO CHANGE MY STAFF CHILD RATIO.** Actually, you do not have to change your staff child ratio until you get to a Level 3. At Level 1 and Level 2, the staff child ratio is the same as licensing.
- 2. I HAVE TO HAVE A COUCH IN MY CENTER.** You do not have to have a couch in your childcare center to participate in STARS for KIDS NOW Quality Rating System. There is one item on the Environment Rating Scale that talks about provisions for relaxation and comfort. There are many ways to meet this item other than with a couch. For example at the lower end of the scale, just having a carpeted area meets this requirement. But you don't have to have carpet; you can meet it in other ways too.
- 3. IT WILL COST ME TOO MUCH MONEY.** At level one it doesn't cost the child care center anything. You can become a Level 1 center by doing a little extra work. At Level 1 your center will receive \$200 for just participating. Also there is free technical assistance available to any center that is interested in the STARS for KIDS NOW Quality Rating System.
- 4. I HAVE TO GO BACK TO SCHOOL.** As your level of STARS increases, so do the training requirements for your employees. At Level 1 there is no extra training required, and at Level 2, staff are required to have an extra 3 clock hours of training for a total of 15 clock hours for the year. If you have employees that are interested in continuing their education, there are scholarships available for anyone working 20 hours or more in a licensed child care facility or certified family childcare home. For more information on the Scholarships, you can contact Amy Hood at 1-800-621-5908 or by email at amy.hood@wku.edu .
- 5. I HAVE TO PROVIDE INSURANCE FOR MY STAFF.** You do not have to provide insurance for your staff until you reach a Level 4. At Level 4, health insurance must be available and the program pays no less than 50% of the single plan for full-time employees.

If you have any questions, or have heard some of these "myths" and want to know if they are true or not call Taylor Tucker at 1-800-621-5908

Don't Let Your Commonwealth Child Care Credential Expire!

With the beginning of a new year, it is time to think about the renewal of your Commonwealth Child Care Credential. If you earned your credential through the CCR&R at WKU, your credential will expire in June 2005, so don't wait! In order to keep your credential current, there are two things you must do:

- (1) You must have attended 15 hours of training in early childhood since June 2004; and
- (2) You must contact Amy Hood at the CCR&R to complete the necessary paperwork.

If you are unsure of the number of hours of training you have received, don't worry! Amy Hood can help you determine that. You can call Amy at 800-621-5908 or 270-745-2216 or you can email her at Amy.Hood@wku.edu.

Building Self-Esteem in Young Children

By Sherri Meyer, CCR&R Coordinatior

As parents and teachers, we have a major responsibility to care for young children. We must provide food and shelter but we must also provide a great deal more. One such “must” is a good self-esteem. Children must feel good about themselves in order to be productive, learning children. As adults, we also have to feel good about ourselves in order to be productive, working, contributing adults. It is our job to accept children where they are and who they are becoming by supporting them emotionally. This article will list and briefly explain a few ideas to help build a healthy self-esteem in children.

From a very early age children need to know that they are *secure* in their environment. They need to know that someone is there to take care of them when they cry, when they are hurt or hungry. A sense of security is linked to a *sense of trust*. When children are able to trust adults to do as they say, children are able to also trust themselves. We must treat children with trust and believe them when they speak to us. If we promise something to a child, we must keep our word as an example of trust that is being built with children.

Children need the *sense of belonging* and to know that they are loved and accepted by others. This begins with their family and being a member of that family. As children get older, the sense of belonging extends to their friends at school or child care, to the team they are a member of, and to their community or neighborhood.

A *sense of competence and pride* is very important if children are to feel and have the competence to achieve goals and meet the many challenges in their lives. Children need to be successful in their play and relationships with other people. As parents and

teachers we must set the appropriate expectations for young children so that they are able to achieve competence and pride in their abilities. Assisting children in finding their unique talents and interests will also help as children are discovering who they really are.

Children are always wanting to show adults what they are capable of and to do more and more things independently. Allowing children the opportunity to develop a *sense of responsibility* is very important.

Toddlers are learning to take off clothes and shoes and preschoolers are learning how to pick out clothes and get dressed. These can stress parents but the opportunity to practice and show adults what children can do is very important to the development of the child.

Parents these days seem to fall into the trap of solving problems for children and not allowing children the opportunity to solve problems themselves. Children often need guidance in solving a problem.

Making choices and decisions sounds scary to some parents but parents have the responsibility to provide the practice for their child. This may be choosing between two items of clothing for the day, choosing between an apple or an orange, or choosing which pair of shoes to wear. Sound simple? Well, it is, but it is also very important. Children who are capable of making choices as children will be able to make choices as teenagers and adults to a much better extent than those who were not provided the practice as young children.

Self-esteem is being built or destroyed every day. Make it your mission in working with young children to build self-esteem not destroy it. For more information on building self-esteem in children, visit the American Academy of Pediatrics website at www.aap.org.



Making A Commitment To Professionalism

Theresa Shutt, KIDS NOW Scholar and Director of Creative Corner in Logan County, Kentucky

In today's changing society, it is vital that individuals caring for children be professional. *Professionals working with children and their families make decisions* based on knowledge of early childhood education and family life and demonstrate a *commitment towards quality care for young children.* (CDA candidate book, page 66.) A true early childhood professional will constantly be looking for new and innovative ideas that would enhance their overall development.

Numerous resources are available today to help caregivers proceed with goals and educational opportunities. For example, each county in Kentucky has access to a Child Care Resource & Referral office that is designed to help assist local providers, parents, caregivers and other agencies in quality child care issues. Training, educational experiences, and direct contact with teachers help guide them on their path to competency. This is just one of the many services offered from this agency.

A child care provider should be knowledgeable about developmentally appropriate practice for children. Knowing about the five areas of child development - physical, cognitive, language, emotional and social skills - are a must to maintain a solid program in which the children can learn. Constantly evaluating your program and the individuals that work in it with you will give a continual line of growth and improvement. Also, professionals should work hard to possess and maintain a

strong bond when working with families and community. Care-givers should strive to build a network of other professionals to help them in gathering information. This maintains a positive relationship with others in the field and enhances their knowledge base.

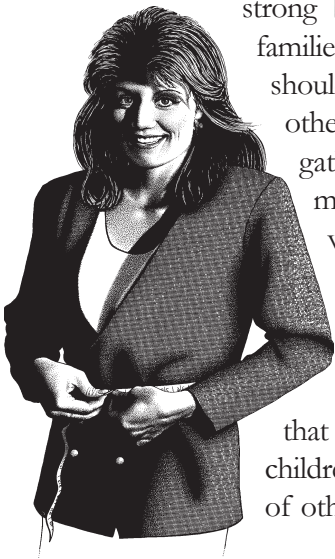
Being a professional in early childhood also means that you are committed to the children. Keeping the confidentiality of others around you is vital compo-

nent of professionalism. Adhering to your programs' policies and procedures in a responsible manner shows dependability. Monitoring the children you serve and watching for developmental milestones and or perhaps special needs that arise should be ongoing. Having information and resources available for parents in case the need arises for other agency interventions are an important tool to have.

Professionals should continually evaluate themselves to identify their own needs for growth. Joining organizations on a national and state level will help keep caregivers up to date of current events. Participating in community "public" forums and watching the news to see what's happening in government concerning child care issues is another way to be active in the field of child care. Remembering to advocate for children and providers are always important whenever the occasion arises.

Recognizing signs of fatigue, burnout, low moral and lack of work satisfaction is important as a professional. Being able to address these issues at your own pace and putting steps in place to regenerate one's self to move forward takes a lot of self-control and discipline. Knowing that the caregiver is stressed and having a hard time performing their duties, the question has to be asked, "Are the children receiving quality care?" A caregiver who is acting professionally will immediately want to improve the care of the children they serve and will ensure that the children feel as little as possible during this transitional time.

Overall, being committed to professionalism is an ongoing task. It is something that can't happen overnight and could take years to develop. Professionalism should change as the individual changes in different directions and paths of early childhood. However, society is now recognizing that people who care for children are striving hard to further their educations and programs to make a commitment for quality. Parents are aware of this changing perception and are gaining more knowledge by the constant changing world we live in.



Make the Most of Your Training Opportunities!

Dr. Amy S. Hood, CCR&R Professional Development Specialist

As early care and education professionals, it is our responsibility to continue our professional development in an effort to keep up with the most recent information on children and their development. One way that we can do this is by attending training sessions on a local, regional, state or national basis. Whatever type of training session one chooses to attend there are some rules of conduct that we must each abide by, some of which are listed below:

AS A RESPONSIBLE PROFESSIONAL, CHOOSE YOUR TRAINING WISELY! Make sure that you pay attention to the target audience, session descriptions, and training levels as you sign up for any training. Most training sessions are advertised with this information listed in some way.

Please don't go to training "just to get your hours" but rather make it worth your while! Find something you are interested in, something that you want to know more about, and make sure it is for the age group that you work with. Often times, people complain because they work with infants and toddlers and the session they went to was only about school age children - be sure to check the suggested or target audience or description before you go!

BE ATTENTIVE AND COURTEOUS. While in attendance in a training session, individuals should be attentive to the speaker and courteous to other participants. Individuals should not participate in individual side conversations during the training session. Many times, presenters may give a break or implement an activity that will encourage conversations but if it is not during one of these times, participants should not be engaged in conversation.

TAKE NOTES AND ASK QUESTIONS. During the training sessions, take notes as to the importance and relevance of the topic, therefore you should be prepared with a writing utensil and something to write on. Ask yourself, "When I go back to work, how can I use this information?" or "How can this benefit my classroom?" You may also be asked to evaluate the session and these notes you made will help you do a better job at that.



ARRIVE ON-TIME AND DON'T LEAVE EARLY. Conducting yourself in a professional manner may also mean arriving early or on-time for training sessions. Entering late or leaving early is not only rude to presenters but also very distracting for other participants and presenters. It is also important to remember that if given a break during a training session that a prompt return is important so that you don't miss any part of the information being given or distract everyone as you enter late.

SILENCE CELL PHONES AND BEEPERS. Another distraction during training sessions is if/when cell phones or beepers ring. Upon entering the training, please turn off or silence your cell phone or beeper. If there is an emergency that you must take care of, please do so outside of the training session. Text messaging during the session is also very rude and distracting, therefore cell phones should be placed in your personal belonging and not left out on the desks or tables.

DRESS COMFORTABLY. Often times training rooms can be too cool or too hot. Please remember this and plan ahead, dressing in layers or bringing an extra sweater is recommended so that you are prepared for various temperatures.

The rules listed above are one way that training participants can make the most of their professional development opportunities. However, there are other ways that directors can help ensure that their staff members are getting the most out of the training. A few of these ways include, but are not limited to the following:

ALLOW STAFF MEMBERS TO CHOOSE THEIR OWN TRAINING SESSIONS (except the state mandated training sessions). When individuals have input into the decisions there is a “buy-in” that occurs, people will be more interested and willing to participate.

USE YOUR PROFESSIONAL DEVELOPMENT PLANS. By having individual professional development plans in place, choosing training can be easier and done more wisely. During on-going monitoring and observations of staff, directors or supervisors are aware of the individual needs and interests of staff. If these are included in the staff development plans, then choosing training can be easier.

PLAN AHEAD! Be aware of the upcoming opportunities in your area and work with your staff to plan ahead and not wait until the last minute to get the training hours required.

ASK THE PARTICIPANTS TO SHARE WHAT THEY LEARNED in training with their co-workers. When staff are expected to bring information back to a group, they may take in more information than if there are no follow up expectations.

Follow these simple suggestions each time you attend training and they will soon become second nature. Then you can be assured that you are doing what you can to make the most of training for yourself and for your staff.



Want to Be Published or Announce An Event?

If you are an administrator, coordinator, teacher, or caregiver, we encourage you to articles to be considered for publication in **THE CHILD CARE PROFESSIONAL**. You can share your experiences in early care and education, tell us about activities that work well with children, share ways you communicate and involve families, or discuss ideas for working with colleagues or community partners. Do you have a scholar story to tell about going back to school? Have a story about working on STARS for your facility? Want to tell us about your experiences starting your child care program? We welcome your submissions.



All non-profit agencies are also welcome to submit announcements for consideration of publication in the CCR&R newsletter. Describe your services, let us know about an upcoming event, or describe a specialized service your agency provides. We do not guarantee acceptance or the exact date of publication, but we want you - as our partners in early childhood - to freely contribute to YOUR newsletter. We will make every effort to include your articles and announcements in **THE CHILD CARE PROFESSIONAL** on a timely basis. *All articles, submissions, and announcements should be limited to 400 words or less, and must be typed and sent electronically. (Sorry, submissions cannot be returned.)* You may e-mail your submissions to connie.smith@wku.edu, or mail them on disk to:

Child Care Resource & Referral at WKU
1 Big Red Way
117 Jones-Jaggers Hall
Bowling Green, Kentucky 42101

Child Care Resource & Referral
Western Kentucky University
1 Big Red Way, 117 Jones-Jagers Hall
Bowling Green, KY 42101-3576

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU

January 2005