

# *THE CHILD CARE PROFESSIONAL*

*The Newsletter of the Child Care Resource & Referral at WKU*



Volume XII, Number 10

October 2005

# What Do I Do? I Have A Biter in My Classroom!

*Taylor Tucker, CCR&R Trainer*

When I am providing technical assistance in toddler rooms, I hear that question from many toddler teachers. When children bite, it is very disturbing to the parents and to the caregivers. It can also hurt the child who has been bitten. But, there is usually a reason a child bites. It is up to the caregiver to watch the child and see what has happened just before the child has bitten.

Sometimes the child is a frustrated biter. This child lacks the skills to cope with situations. He/she may need attention from an adult and knows that biting will get the adult's attention. He may be frustrated because another child has a toy he wants and he does not have the language skills to ask for it. Toddlers do not have the skills to wait for their turn for the toy so they may bite to get the child to give her the toy she wants.

Other children may feel threatened. These children will bite in self-defense. If one child tries to take a toy away from another, the child with the toy may feel threatened and bite the child trying to get the toy. Sometimes the threatened biter may just feel overwhelmed by a situation and bite the nearest child to him. Some children bite simply because they lack the social skills to approach or interact with other children.

Some children are exploring cause and effect. These children bite to see what will happen. Sometimes when they bite, the adult gives them a reaction. Sometimes the child they bite gives them a reaction. They just want to see what happens when they bite. Toddlers also are at

the age where they have a strong need for independence. By biting they get a strong response and this gives them the feeling they are in control.

Now that you know some of the reasons children bite, you need to know how to handle some of these situations. First the most important thing you can do is observe the children. Most children bite for a reason. If you watch that child you can usually identify why he is biting. Once you figure out why he is biting you can plan strategies to help stop the biting.

If you have a child who is biting because he is frustrated, you need to plan strategies to keep him out of frustrating situations. Usually children who feel threatened feel this way because another child takes his possessions. You need to have duplicate toys in your classroom so if two children want the same toy, you can provide each child with the same toy. Children this age do not understand waiting their turn and are not ready to share. So don't expect them to do this. If you have duplicate toys, children won't have to wait for or share toys.

If you have children who are biting to see what happens, provide them lots of other opportunities to explore cause and effect. There are many toys that help young children learn about cause and effect. Any toy that lights up or makes a sound when the child pushes a button or hits the toy helps teach them about cause and effect. If a child is biting because they have a strong need for independence, give them choices throughout the day so they feel like they are in control of what they are doing. It will also help if you give them lots of positive attention when they are not biting and this will help them understand they don't have to bite to get attention.

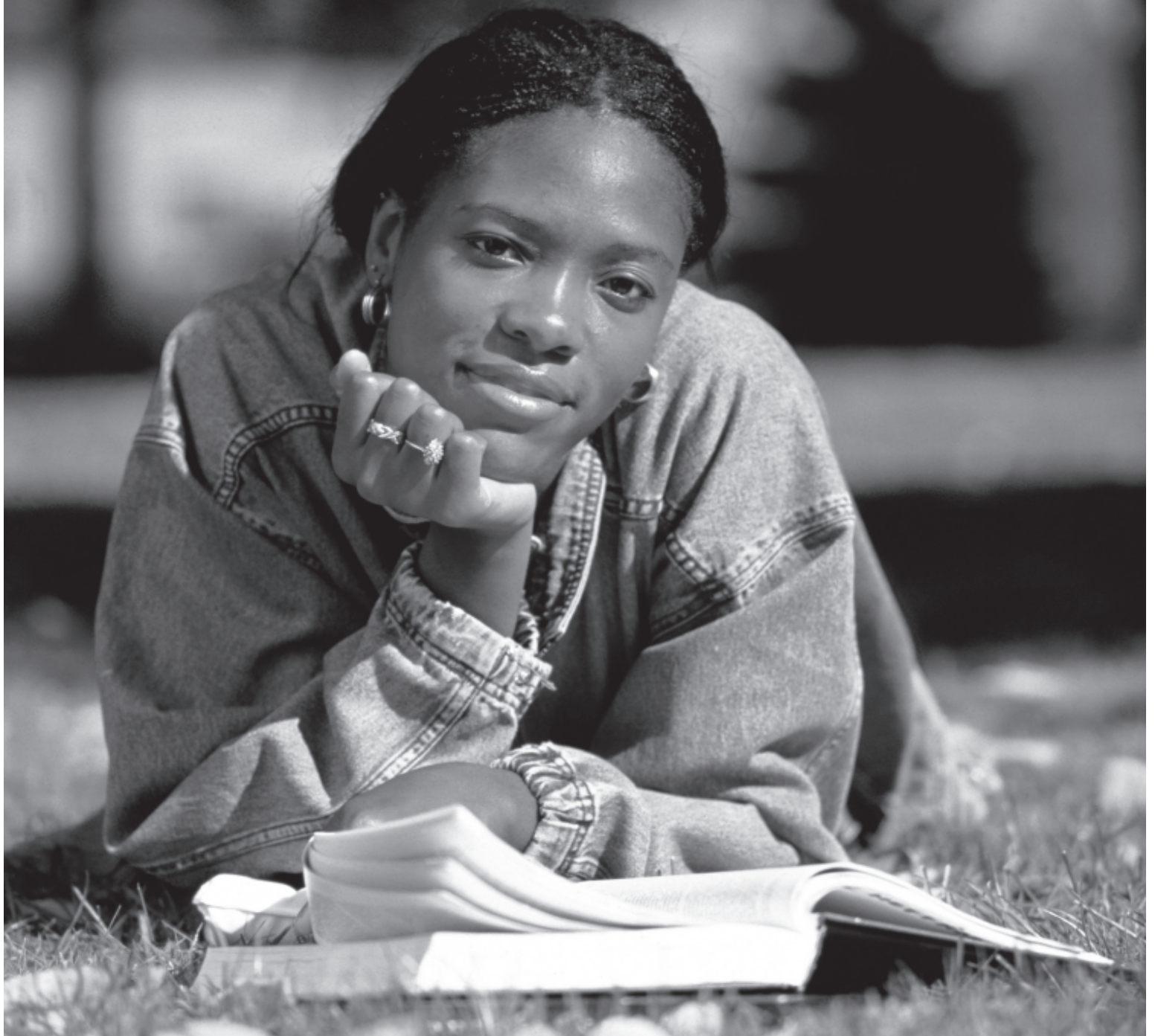
There are many reasons children bite. But remember biting is a developmental stage and children will work through this like any other stage they go through. It is important for the caregiver to be observant and come up with strategies to help the child stop biting.



# CCR&R PROFESSIONAL DEVELOPMENT TRAINING

NOVEMBER 2005

REGISTRATION PORTFOLIO



# CCR&R PROFESSIONAL DEVELOPMENT TRAINING

## NOVEMBER 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 months of November 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.

# Child Care Resource & Referral Professional Development Training

## TARGETING KIDS: HOW THE MEDIA INFLUENCES BEHAVIOR

6:00 - 8:00 P.M., NOVEMBER 10, 2005

CENTERTORIUM, JONES-JAGGERS HALL, UNIVERSITY BLVD., WKU, BOWLING GREEN, KY

Join us for an interactive presentation that is designed to identify the various ways that the media target children and how persuasive their messages can be. We will examine current and past research and link these findings to current examples in the media. **Presenters:** Jamie Flaim, April Houseman, Natonya Blackmun, Jason Stella, Anirban Mukhopadhyay. **Facilitator:** Amy S. Hood. **Target Audience:** General. **CDA Subject Area:** 5. **Core Content:** Professional Development/Professionalism. **Traning 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**

Registration Fee is \$15 per participant.

**Return form with payment by November 3, 2005.**

*No registrations accepted after November 3, 2005!*

**NON-BRADD AREA PARTICIPANT**

Registration Fee is \$25 per participant.

**Return form with payment by November 3, 2005.**

*No registrations accepted after November 3, 2005!*

*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: \_\_\_\_\_

**No registrations accepted after November 3, 2005.** Please return completed registration form with payment to:

**Child Care Resource & Referral, Western Kentucky University  
1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098**

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 Telephone Conference Call

## ARE YOU PREPARED FOR EMERGENCIES?

6:00 - 7:00 P.M., NOVEMBER 17, 2005

Join us on this special telephone training as we discuss emergency awareness and evaluate the preparedness of your classroom and child care program. **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** General. **CDA Subject Area:** 5. **Core Content:** Program Management/Evaluation. **Training Level:** 2.

The Child Care Resource & Referral at WKU is pleased to announce this SPECIAL TELEPHONE CONFERENCE CALL which allows you to participate in training by telephone from any location - from your home, office, or another location. **No travel time, no per diem expenses, no hassle, and low cost!** The cost is only \$6 per participant (\$10 for Non-BRADD Area participant) plus the cost of your telephone call.

After you register and shortly before the telephone event, you will be mailed the session handouts, directions for calling in, and the central phone number you should call to participate. After the call, the CCR&R phone service provider will provide the names of those participating in the call and the length of their participation. Certificates for two hours of training will be mailed to all registered participants whose phone lines remained active for the full length of the telephone conference call.

Please copy and share this form as necessary. Please print clearly and submit one form with payment per person.

**BRADD AREA PARTICIPANT**

Registration Fee is \$6 per participant.

**Return form with payment by November 10, 2005.**

*No registrations accepted after November 10, 2005!*

**NON-BRADD AREA PARTICIPANT**

Registration Fee is \$10 per participant.

**Return form with payment by November 10, 2005.**

*No registrations accepted after November 10, 2005!*

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: \_\_\_\_\_

**No registrations accepted after November 10, 2005.** Please return registration form with payment to:

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CANCELLATION: 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 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. **Presenter:** Sherri Meyer, CCR&R Coordinator. **Training hours are NOT awarded for this training.**

- |   |                 |   |
|---|-----------------|---|
| <input type="checkbox"/> <b>November 15, 2005</b> | 9:00-11:00 a.m. | Register no later than November 8, 2005 |
| <input type="checkbox"/> <b>January 24, 2006</b>  | 1:30-3:30 p.m.  | Register no later than January 17, 2006 |
| <input type="checkbox"/> <b>March 14, 2006</b>    | 9:00-11:00 a.m. | Register no later than March 7, 2006    |
| <input type="checkbox"/> <b>May 9, 2006</b>       | 9:00-11:00 a.m. | Register no later than May 2, 2006      |

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 no later than the date listed above for the session you have chosen.*

#### **NON-BRADD AREA PARTICIPANT**

Registration Fee is \$30 per participant.

*Return form with payment no later than the date listed above for the session you have chosen.*

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: \_\_\_\_\_

**No registrations accepted after the deadlines dates stated above.** Please return completed registration form with payment to:

**Child Care Resource & Referral, Western Kentucky University  
1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098**

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

## Take a Close Look, If you Dare! Program Evaluation

1:00 - 3:00 P.M., NOVEMBER 15, 2005

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

Join us for this session where we will identify the reasons program evaluation is critical to offering high quality services and review a variety of program evaluation tools. Come ready to review materials, share experiences, and identify potential goals. **Presenter:** Dr. Connie Jo Smith, CCR&R Director. **Target Audience:** Administrators, Owners/Directors, Lead Teacher, Site Supervisors, Center Managers. **CDA Subject Area:** 5. **Core Content:** Program Management and Evaluation. **Training Level:** 4.

Doors will open and participant check-in will begin at 12:30 p.m. on the afternoon of the training. You may copy and share this form as necessary. Print clearly and submit one form per person.

**BRADD AREA PARTICIPANT**

Registration Fee is \$15 per participant.

**Return form with payment by November 8, 2005.**

*No registrations accepted after November 8, 2005!*

**NON-BRADD AREA PARTICIPANT**

Registration Fee is \$25 per participant.

**Return form with payment by November 8, 2005.**

*No registrations accepted after November 8, 2005!*

***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: \_\_\_\_\_

**No registrations accepted after November 8, 2005.** Please return completed registration form with payment to:

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1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098**

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, NOVEMBER 19, 2005

MASS MEDIA & TECHNOLOGY HALL, WKU, NORMAL STREET, BOWLING GREEN, KY

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

- SETTING UP YOUR ENVIRONMENT.** This hands-on session will allow participants to experience setting up a classroom with materials needed for preschool aged children. Participants will also experience selecting materials for the classroom. Join us as we plan the arrangement and selection of materials. **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** Preschool. **CDA Subject Area:** 1. **Core Content:** Learning Environments & Curriculum. **Training Level:** 3.
- TEAM BUILDING ACTIVITIES FOR SCHOOL-AGERS.** This session will explore using team building activities with school-agers. We will discuss using team building activities to support learning across several developmental domains. This is an active session where you may get dirty, so please dress accordingly. **Presenters:** Jill Norris, CCR&R Early Childhood Health Coordinator. **Target Audience:** School Age. **CDA Subject Area:** 1. **Core Content:** Learning Environments and Curriculum. **Training Level:** 2.

## AFTERNOON SESSION: 1:00-3:00 P.M.

- HOT TOPICS AFFECTING YOUNG CHILDREN AND FAMILIES.** Join us for this interactive session as WKU students present the most recent research and trends on topics that affect young children and families. The presentation will include information on learning environments, physical activity, nutrition, signs that a child has been exposed to substance abuse, and other hot topics. **Guest Speakers:** Claire Maynard, Karyn Mock, Josh Rager, Erin Simmons, Emily Sutton, Fallon Sweatt, Kirsten Vasiloff, and April White. **Facilitator:** Jill Norris, CCR&R Early Childhood Health Coordinator. **Target Audience:** Preschool. **CDA Subject Area:** 1. **Core Content:** Health, Safety, and Nutrition. **Training 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

Registration Fee is \$15 per Session (\$30 for two Sessions)

**Return form with payment by November 11, 2005.**

*No registrations accepted after November 11, 2005!*

### NON-BRADD AREA PARTICIPANT

Registration Fee is \$25 per Session (\$50 for two Sessions).

**Return form with payment by November 11, 2005.**

*No registrations accepted after November 11, 2005!*

**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

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

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## October 2005 Book Of The Month: **Avoiding Burnout**

*Heather Alms, CCR&R Office Coordinator*

Merriam-Webster's Medical Dictionary defines burnout as "exhaustion of physical or emotional strength usually as a result of prolonged stress or frustration." Who feels stressed out and frustrated? We all do sometimes! We all can feel overwhelmed by our professional and our personal lives. At times, it can become hard to have a positive attitude and our energy seems to dissipate. This is called burnout. It is contagious and can lead to anxiousness, dissatisfaction, emotional and physical exhaustion, disillusionment, depression, and self-doubt and blame. Burnout causes physical ailments, high turnover rates and a decrease in the quality of care.

**Avoiding Burnout: Strategies for Managing Time, Space, and People in Early Childhood Education** is a workbook by Paula Jorde-Bloom for anyone working in the early education field. It will help you understand burnout, what causes it, and what you can do to prevent it from happening in your center. The workbook portion has been designed for use by teachers and students. Administrators can use the activities for discussion and change. Jorde-Bloom writes: "Simplifying procedures, eliminating organizational deficiencies, and increasing personal effectiveness will produce higher morale, lower absenteeism, and a better all-around performance. The children you serve will be the ultimate beneficiaries."

The Child Care Resource and 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 117. 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.

### **Want to Be Published? Want to 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](mailto:connie.smith@wku.edu), or mail them on disk to: Child Care Resource & Referral at WKU, 1 Big Red Way, 117 Jones-Jagers Hall, Bowling Green, Kentucky 42101.

# What Do A Recipe for Fried Chicken and A Work Procedure Have in Common?

*Dr. Connie Jo Smith, CCR&R Director*

Let's say you are going to fry up a chicken for Sunday dinner. What information would you need first? Well, I am no cook but I would guess that you would want to know how many people are coming to dinner, right? You probably need to know if they are dainty little eaters or "Hungry Man" eaters, so you know how much to purchase.

You also need to know what you will serve with the fried chicken - mashed potatoes and green beans sound good to me. If you are like me, you would want to know where chicken is on sale, what coupons you have somewhere in that kitchen junk drawer, and how much cash you can find from going through the car and looking on dresser tops at home. So, once you have the information needed and resources to shop, you are on your way.

Now, you and your "on sale" chicken are at home. Do you know what to do? I would have to look in a cookbook to get the recipe, but many of you may not need to do that step. I would have to follow the recipe closely, to the best of my ability, because I do not know enough about fried chicken to "wing it." (Sorry, bad pun!) For those natural cooks out there that don't need cookbooks, it would go something like this: wash chicken, pat dry; combine flour and salt and pepper in bowl, toss chicken in flour, salt, and pepper mixture until coated; and other so on.



Then we move to deciding how much oil or shortening to place in the skillet, what temperature the oil should be to fry the chicken, and how long it will take to cook through. This is enough information to lead even me to believe that I can do this! But you may want to let me practice before you show up at my house next Sunday.

Now, let's compare frying chicken to a work related procedure. You want even your newest employees to feel confident and to think, "Hey, I can do that!" And, you want them to do most things the way you want them to do it. So why not provide them with a recipe?

A procedure is simply the directions for doing a task like a recipe provides directions for frying chicken. Most procedures include steps (recipe), the person responsible for each step (Who is coming to dinner? Who is cooking? And, hey! Who is going to wash those dishes?), the resources used for the steps (coupons, sale brochures, found cash, bowl, flour, etc.), and what procedures are related to this one (What's the recipe for the mashed potatoes and green beans you serve with the fried chicken?).

To make it easier to refer to, many work places have a standard form that they use for all of their procedures. Be sure to include the date the procedure was established and a place for the Director to sign that the procedure is in effect. There are many different topics that merit a procedure and here are a few: fire drills, tornado drills, reporting child abuse, sick child entry, staff requesting leave days, obtaining a substitute, class going on a field trip, attending training, lesson plans for the classroom, purchasing materials, parent payments, late child pick up, and so on.

P.S. Here's a web page that has a wide range of fried chicken recipes. I had no idea there were so many kinds!  
[http://southernfood.about.com/cs/chickenrecipes/a/fried\\_chicken.htm](http://southernfood.about.com/cs/chickenrecipes/a/fried_chicken.htm)

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*October 2005*