

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU



Volume XIII, Number 1

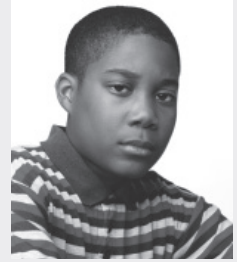
January 2006

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,
- Providing training hours leading to the Commonwealth Child Care Credential and the Child Development Associate (CDA), 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:

Dr. Connie Jo Smith, CCR&R Director	Sherri Meyer, Parent & Community Coordinator
Jill Norris, CCR&R Coordinator	Dr. Amy S. Hood, Training Specialist
Heather Alms, Provider Assistant & Office Coordinator	Yolanda Bell, Intern, Child Studies Bachelor's Degree
Michelle Duke, Intern, Child Studies Bachelor's Degree	

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
1906 College Heights Blvd. #11098, Bowling Green, Kentucky 42101-1098
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).

Making Sure Your Policies & Procedures Are Current

Jill Norris, CCR&R Coordinator

January marks the start of a new year. A time to reflect on the past year's accomplishments and look forward to the goals for the new year. It is also a great time to review program policies, think about what worked well and what needs to be changed, and to make any needed updates to those policies and procedures.

When thinking about these updates, it is important to first have a clear understanding of the difference between a policy and a procedure. According to the Merriam Webster Dictionary, a **policy** is "a definite course or method of action ... to guide and determine present and future decisions," while a **procedure** is "a particular way of accomplishing something or of acting." When thinking about policies and procedures for your program, it is important to make sure that all aspects of daily operations are covered. Additionally, it can be helpful to gather a small group of employees, representative of all job categories within your program, to help review and make recommendations about policy and procedure changes.



finances. When thinking about these types of issues, it is especially important to detail in policies and procedures the individuals responsible for carrying out these tasks. If you are the director and there is no one within your program who is trained or authorized to carry out these functions in your absence, how will your program continue to operate should something happen to you?

- **Space and equipment policies** tend to address issues such as purchasing of equipment and supplies, maintenance and repair, equipment inventory, extermination, and housekeeping.

- **Personnel and staff policies** will likely be the largest section of your policies and procedures. This area covers things such as hiring of staff, job descriptions, leave time, benefits, orientation and training, staff meetings, evaluations, professional conduct, confidentiality and ethics.

Below are some standard headings for policies with specific items that might fall into each. If there is something on the list that you had not thought of or do not currently have a policy for, now would be a great time for additions.

- **Administration and management policies** usually cover such things as record keeping, notifying parents of changes in staffing, staff management, and classroom observation and evaluation. It is also important to include any forms that are used regularly in regard to these policies.
- Actions such as the handling of receipts, expenditures, official financial statements, analyzing and preparing budgets, approving budgets and fundraising, generally fall under the category of **fiscal accountability** or

- When thinking about **enrollment policies**, the following areas are usually covered by policy and procedure: telephone inquiries for information or application, registration, maintenance of a waiting list, visiting the program, financial agreement with parents, picking up the child, parent's handbook, orienting the new child to the program, dealing with separation anxiety, and transporting of children. For many of these issues, it may be helpful to have written scripts for staff to use. A written script provides staff with support while carrying out these important tasks and insures everyone is communicating the same information to parents.
- It is also important to have written **policies and procedures regarding relating to parents**. These could include such things as communicating with

parents, parent orientation and education, parent/teacher conferences, visiting and volunteering in the classroom, misunderstandings, parent involvement, providing ongoing information to parents, handling complaints, home visits, newsletters, and evaluations by parents. By having written guidelines for handling these issues, staff will deal more effectively with these situations and will not have to come up with their own solutions for many activities.

- **Health policies** are another important part of program policies and procedures and may include such things as maintaining a first aid kit and the provision of first aid, calling an ambulance, notifying parents of an accident, health records, daily health check, communicable diseases and infections, medication administration, and recognizing and reporting abuse and neglect. Many times it is helpful to provide staff with *decision trees* that pose questions to staff; depending on the answer, staff are then guided to the next step for addressing the issue.
- **Children's programming policies** may include such things as classroom management, curriculum and lesson planning, daily schedule, field trips, diapering and toileting, nap time, and child assessments.
- Policies addressing food service, special diets, menu planning, serving of meals, and food handling safety usually fall under the heading of **food management and nutrition policies**.
- **Safety policies** cover topics such as legal responsibility and liability, insurance, safety rules, clothing safety evaluation, emergency plans and drills, and automobile, toy and equipment safety.

Once policies and procedures are in place and routinely updated it is critical to make sure staff receive training and can access them should they need additional information. It is also a good idea to have an attorney review policies and make recommendations. By taking these steps, your program will be much more likely to operate in a smooth manner, staff will be more consistent in their approach to everyday tasks, and it will become clear to parents that your program operates with a clear philosophy. If you need more information, feel free to browse the CCR&R library for resources.

January Book of the Month Alphabet Soup

Do you ever want to go home on a cold winter day and make soup and then snuggle up on the couch with a book or the television? A good winter and alphabet activity for your classroom is making alphabet soup. Below are some activities you can use in your classroom or send home for parents to try with their children!

1. During circle time, read *Alphabet Soup* by Katherine Anne Banks.
2. Draw a picture of a bowl on a piece of paper for each child (or a big one on a piece of poster board for the whole class). Cut out letters or give the children foam letters or alphabet stickers to put in their bowl to make their own bowl of alphabet soup.
3. Look in recipe books for homemade soup and let the children help you make it. They can help you measure, mix and stir the soup to prepare it before cooking. Then the soup can be a tasty lunch or snack!

The Child Care Resource & Referral Lending Library is open Monday through Friday from 8:00-4:30 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 Jaggars 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.





*CCR&R PROFESSIONAL
DEVELOPMENT TRAINING*

FEBRUARY 2006

REGISTRATION PORTFOLIO

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

FEBRUARY 2006 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 February 2006, as well as information on the 2006 **CCR&R ADVANCED TOPICS SEMINARS IN EARLY LANGUAGE AND LITERACY** (see pages 10-11). 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

GUIDANCE: WHAT IS IT AND WHAT DO I DO?

6:00 - 8:00 P.M., TUESDAY, FEBRUARY 7, 2006

CENTERTORIUM, JONES-JAGGERS HALL, UNIVERSITY BOULEVARD, BOWLING GREEN, KY

This session will look at what guidance is and how we as teacher can guide children's behavior in appropriate ways. *Presenter:* Sherri Meyer, Parent and Community Coordinator. *Target Audience:* General. *CDA Subject Area:* 3. *Core Content:* Child Growth and Development. *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

Registration Fee is \$15 per participant.

Return form with payment by January 31, 2006.

No registrations accepted after January 31, 2006.

NON-BRADD AREA PARTICIPANT

Registration Fee is \$25 per participant.

Return form with payment by January 31, 2006.

No registrations accepted after January 31, 2006.

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): _____

No registrations accepted after January 31, 2006. 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

LEADERSHIP LESSONS

1:00 - 3:00 P.M., THURSDAY, FEBRUARY 16, 2006

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

Join your colleagues in learning about leadership characteristics and find out about your own leadership style. Come ready to share your leadership success stories and get ideas for becoming an even more effective leader. *Presenter:* Dr. Connie Jo Smith, CCR&R Director. *Target Audience:* Administrators, Owners/Directors. *CDA Subject Area:* 5 *Core Content:* Program Management and Evaluation. *Training Level:* 4.

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 February 9, 2006.

No registrations accepted after February 9, 2006.

NON-BRADD AREA PARTICIPANT

Registration Fee is \$25 per participant.

Return form with payment by February 9, 2006.

No registrations accepted after February 9, 2006.

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): _____

No registrations accepted after February 9, 2006. 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.*

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

SATURDAY, FEBRUARY 18, 2006

WKU GLASGOW CAMPUS, 500 HILLTOPPER WAY, GLASGOW, KENTUCKY

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

- NOURISHING BRAIN DEVELOPMENT.** Join us for this interactive session as we look at the developing brain and learn how to nourish healthy development. *Presenter:* Dr. Amy S. Hood, CCR&R Training Specialist. *Target Audience:* General. *CDA Subject Area:* 1. *Core Content:* Health, Safety and Nutrition. *Training Level:* 1.
- ORIENTATION TRAINING FOR EARLY CARE AND EDUCATION PROFESSIONALS: HEALTH, SAFETY AND SANITATION AND RECOGNIZING CHILD ABUSE.** This is the first session of a mandatory six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter:* Jill Norris, CCR&R Coordinator, and Yolanda Bell, CCR&R Intern. *Target Audience:* General. *CDA Subject Area:* 1. *Core Content:* Health, Safety and Nutrition. *Training Level:* 1.

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

- UNDERSTANDING COGNITIVE DEVELOPMENT IN YOUNG CHILDREN.** This session will define cognitive development and the ways we as early care and education professionals can support training. *Presenter:* Dr. Amy S. Hood, CCR&R Training Specialist and Yolanda Bell, CCR&R Intern. *Target Audience:* General. *CDA Subject Area:* 1. *Core Content:* Child Growth & Development. *Training Level:* 1.

AFTERNOON SESSION: 1:00-4:00 P.M.

- ORIENTATION TRAINING FOR EARLY CARE AND EDUCATION PROFESSIONALS: RECOMMENDED PRACTICES.** This is the second session of a mandatory six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter:* Jill Norris, CCR&R Coordinator. *Target Audience:* General. *CDA Subject Area:* 1. *Core Content:* Learning Environments and Curriculum. *Training Level:* 1

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 full Sessions of training).

Return form with payment by February 10, 2006.

No registrations accepted after February 10, 2006

NON-BRADD AREA PARTICIPANT

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

Return form with payment by February 10, 2006.

No registrations accepted after February 10, 2006

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 February 10, 2006. 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.

CCR&R Advanced Topics Seminar in Early Language and Literacy

“Learning to read and write is critical to a child’s success in school and later in life. One of the best predictors of whether a child will function completely in school and to go on to contribute actively in our increasingly literate society is the level, which the child progresses in reading and writing. Although reading and writing continues to develop throughout the life span, the early childhood years—from birth through age eight—are the most important period for literacy development.” From *Learning to Read and Write*, NAEYC 2000

To address the critical topics of early language and literacy, the CCR&R at WKU has scheduled a series of Advanced Topic Seminars. Each session will be presented by Janet Buckley, well-known CCR&R consultant and early literacy expert. Participants may choose to enroll in the Full Seminar and earn 4.5 CEUs OR enroll in individual seminars for training clock hours. Please choose one of the following enrollment options:

FULL ADVANCED TOPICS SEMINAR. Participants agree to attend all five classes (6 hours each, 30 hours total) and complete 15 hours of field work associated with the seminar. Successful participants will receive 4.5 CEUs (for 45 contact hours) **applicable toward the requirements for CDA renewal.** *To participate in the full Advanced Topics Seminar, you must enroll no later than January 23, 2006.* Participants who fail to fully complete seminar requirements will receive training clock hours for each class completed in lieu of CEUs. **Cost: \$390 per participant.**

INDIVIDUAL SESSIONS. Participants may attend the training portion of any or all of the five classes. CEUs are not available for individual sessions, but participants will receive 5 clock hours of training for each class, up to 25 clock hours total. Participants must enroll no later than the deadline date listed under individual class descriptions below. **Cost: \$90 per class.**

If registering for individual sessions, please check the session(s) below that you will be attending, and return the registration form with payment no later than the deadline date listed in each session description.



FEBRUARY 4, 2006 9:00 A.M. - 4:00 P.M. (FULL SEMINAR) 9:00 A.M. - 3:00 P.M. (TRAINING ONLY)
THE CHILD DEVELOPMENT CONNECTION: LITERACY DEVELOPMENT IN YOUNG CHILDREN
In learning to read and write, the role of children’s language skills and word knowledge cannot be overestimated. To comprehend what they read and what is read to them, children must continually draw on relevant background knowledge. This session will explore how language development and cognitive development relate to the development of early literacy. Techniques and teaching strategies for strengthening language and cognitive development activities in the learning environment will be presented. (Core Content Area: Child Growth and Development. CDA Subject Area: 8. Training Level: 4). *Return Form with payment by January 23, 2006.*



FEBRUARY 25, 2006 9:00 A.M. - 4:00 P.M. (FULL SEMINAR) 9:00 A.M. - 3:00 P.M. (TRAINING ONLY)
READ IT AGAIN, TEACHER!: READING ALOUD AND MOTIVATING READING
Reading aloud to children is considered so very important in early childhood programs because it promotes curiosity, broadens children’s knowledge about the world, develops vocabulary, builds listening comprehension, motivates independent reading, and inspires writing. Participants will, through examples and practice, explore techniques for expanding the reading aloud experience for young children. (Core Content Area: Family and Community Partnerships. CDA Subject Area: 4. Training Level: 4) *Return Form with payment by February 15, 2006.*

MARCH 11, 2006 9:00 A.M. - 4:00 P.M. (FULL SEMINAR) 9:00 A.M. - 3:00 P.M. (TRAINING ONLY)
IT'S ABOUT SOUND AND LISTENING: PHONOLOGICAL AWARENESS IN YOUNG CHILDREN.
 Learning to read requires that children have considerable awareness of the sound structure of spoken language. Teachers of young children must give careful attention to children's development of phonological awareness. When teachers plan activities and interact with children so as to draw attention to the sounds of language and the phonemes in spoken words, children's awareness develops. This session will focus on activities and teaching strategies that will promote phonological awareness in young children. (Core Content Area: Learning Environments and Curriculum. CDA Subject Area: 2. Training Level: 4) *Return Form with payment by March 1, 2006.*



APRIL 1, 2006 9:00 A.M. - 4:00 P.M. (FULL SEMINAR) 9:00 A.M. - 3:00 P.M. (TRAINING ONLY)
BUT I WANT TO WRITE IT MYSELF!: EXPANDING CHILDREN'S LETTER KNOWLEDGE & WRITTEN EXPRESSION SKILLS
 Among the pre-reading skills that are traditionally evaluated, the one that appears to be the strongest predictor of later reading success is letter identification. Understanding that what one thinks can be spoken and what is spoken can be written down is the essence of written expression. Children follow predictable stages in learning to write from scribbling to forming letters. This session will concentrate on looking at the stages of writing children pass through, developing appropriate activities that promote children's writing, setting up a "writing center" in the classroom and practicing techniques that enhance opportunities for young children's written expression. (Core Content Area: Program Management and Evaluation. CDA Subject Area: 5. Training Level: 4) *Return Form with payment by March 22, 2006.*



APRIL 29, 2006 9:00 A.M. - 4:00 P.M. (FULL SEMINAR) 9:00 A.M. - 3:00 P.M. (TRAINING ONLY)
WHAT DO THEY REALLY KNOW? ASSESSING PROGRESS IN EARLY LITERACY SKILLS
 Effective assessment makes it possible for teachers to monitor and document children's progress over time and ensures that instruction is responsive and appropriately matched to what children can and cannot do. This session will overview ways to assess children's progress in the area of early literacy. Techniques will include: observation, collection of children's work, instructional conversations, and informal reading inventories. (Core Content Area: Child Assessment. CDA Subject Area: 7. Training Level: 4) *Return Form with payment by April 19, 2006.*



Doors will open and participant check-in will begin at 8:30 a.m. on the morning of the training.
 You may copy and share this form as necessary. Print clearly and submit one form per person.

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): _____

COMPLETE AND RETURN BOTH PAGES OF THIS FORM! To register for the Full Advanced Topics Seminar, please return completed registration form with payment of \$390 *no later than January 23, 2006*. To register for individual sessions please return completed registration form with payment of \$90 per session *by the deadline date listed in each session description*. Return forms to:

Child Care Resource & Referral at WKU
 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*.

Help Us Keep Your Information Current

To help us better serve your program and potential clients when we provide information in referrals to parents, we are asking that you notify us whenever your program experiences changes. When changes occur, the form below can be completed and mailed or faxed to our office, or you may call or e-mail us with changes if you prefer. The more up-to-date our database, the more accurate our referrals will be. Thank you for your assistance!



Program Name: _____

Director Name: _____

Phone Number: _____ Date: _____

DAYS CARE PROVIDED							
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Start Time</i>							
<i>End Time</i>							

RATES				
<i>AGE GROUP/AGE RANGE</i>	<i>DAILY PART-TIME</i>	<i>DAILY FULL-TIME</i>	<i>WEEKLY PART-TIME</i>	<i>WEEKLY FULL-TIME</i>
<i>Birth to 12 Months</i>				
<i>12 to 24 Months</i>				
<i>2 to 3 Years</i>				
<i>3 to 4 Years</i>				
<i>4 to 5 Years</i>				
<i>5 to 6 Years</i>				
<i>6 Years or Older</i>				

CAPACITY / VACANCY INFORMATION			
<i>AGE GROUP/AGE RANGE</i>	<i>LICENSED CAPACITY</i>	<i>FULL-TIME VACANCIES</i>	<i>PART-TIME VACANCIES</i>
<i>Birth to 12 Months</i>			
<i>12 to 24 Months</i>			
<i>2 to 3 Years</i>			
<i>3 to 4 Years</i>			
<i>4 to 5 Years</i>			
<i>5 to 6 Years</i>			
<i>6 Years or Older</i>			

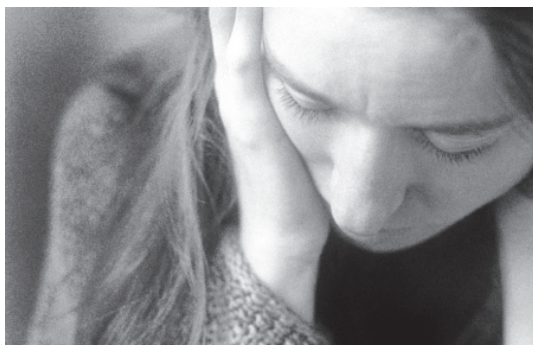
Complete and return form to:

Child Care Resource & Referral, T/TAS/WKU
 1906 College Heights Blvd. #11098
 Bowling Green, Kentucky 42101-1098
 Phone: 270-745-2216 Toll Free: 800-621-5908
 Fax: 270-745-7089 E-Mail: crr.expert@wku.edu

Sick & Tired: Ready Prescriptions for the Tired & Weary

Dr. Connie Jo Smith, CCR&R Director

Do you feel overworked? Are you tired? Is your stress level high? Join the ranks of the U.S. workforce! The Families and Work Institute (<http://www.familiesandwork.org/index.html>) published *Overwork in America: When the Way We Work Becomes Too Much*, which reports that one in three American employees are chronically overworked. The study also shows that 54% of American employees reported feeling overwhelmed by work during the last month. If you would like to see how you compare to other Americans, you can take a quiz provided by the Families and Work Institute. Go to the web page address above and scroll down to *Overwork in America: When the Way We Work Becomes Too Much* and click on the "Take the Quiz" section.



participating in other professional development may help.

In addition to personal strategies, administrators should be looking at ways to address the overwork and high stress feelings on the job site. To reduce work stress you may need to increase staff skills through a number of

techniques such as modeling, coaching, training, and education. Increasing support of staff is also important. Do the staff feel supported? Are they greeted cheerfully each morning by the administration? Are they provided a secure place for their purse or other personal belongings while they work? Are they given feedback – both positive and constructive from their supervisor? Do they have materials they need to offer high quality experiences for children? Do they receive fair pay and benefits? Can someone show them how to do the things they need help to learn? Do they have clear communication about when they are supposed to work and what they are supposed to do? Do they feel important and valued?

The Families and Work Institute study and others reflect that multitasking on the job, being interrupted frequently at work, working during vacation and non-work hours, and not using all of the vacation days allotted all contribute to the feeling of overwork.

Being overworked has become such a national concern that the National Institute for Occupational Safety and Health (NIOSH) has produced a video that describes stress indicators and gives suggestions for stress reduction. The 17 minute video can be downloaded from Internet free at the following address: <http://www.cdc.gov/niosh/docs/video/>

How do you think feeling overworked affects you? Of course, each of us has different coping skills and may react differently. Being overworked may lead to making more mistakes, feeling angry or resentful, developing health problems, and experiencing clinical depression. The literature tells us that it is important to take care of one's self through personal strategies such as good nutrition, exercise, adequate sleep and rest, leisure and recreation activities, and accessing needed resources. It is also important to obtain the skills and knowledge required to do the job. Trying to do a job that one is not adequately trained to do can escalate stress; attending training or school, reading, or

There are many ways to help staff feel supported and some of them do not require large sums of money. If you would like to learn more about how to make your early care and education program a great place to work, check out the book named *A Great Place to Work: Improving Conditions for Staff in Young Children's Programs* by Paula Jorde-Bloom. It is available for purchase from National Association for the Education of Young Children (www.naeyc.org or 800-424-2460). The CCR&R at WKU also has a copy in the resource library that you can check out free. It is an older resource, but still very useful to those interested in improving their work environment.

Materials about stress and burnout are plentiful. So, if this topic is a need or of interest, be sure to look around. Books stores have entire sections on the topic and the Internet has many free resources. (Use a search engine like www.google.com and put in "stress management" or "staff burnout." You'll get more info than you'll ever have time to read. Happy stress management!



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

Congratulations to Local Child Care Providers Earning STARS!

Lee's Family Day Care Home in Butler County, a certified family home, has been awarded a 3-STAR Star in the STARS for KIDS NOW Quality Rating System. Congratulations to Lisa Lee, Owner/Director.

Cool Springs Church Preschool, a Type I center in Butler County, has recently earned a 1-STAR Rating in the STARS for KIDS NOW Quality Rating System. Good job!

Discovery Center, a Type I center in Edmonson County, has also recently earned a 1-STAR rating in the STARS for KIDS NOW Quality Rating System. Another great job!

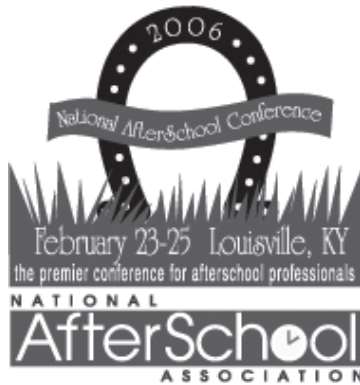
If you would like to learn more about how your program or center can benefit from a STARS for KIDS NOW Rating, contact the CCR&R at WKU by calling 270-745-2216 or 800-621-5908.

Training Cancellations

Winter is fast approaching and travel during ice and snow can be a frightening experience. In the event of inclement weather, it may be necessary for the CCR&R to cancel scheduled training. In that event, training cancellation notices will be posted on our phone system.

To find out if training has been cancelled, please call 800-621-5908 (or 270-745-2216, if you are local to Bowling Green). In the event of cancellation, registration payments for the cancelled session will be refunded or applied to a later session. As always, whether or not training is cancelled, we encourage you to use your best judgement when traveling in wintry weather!





National After School Conference

February 23-25, 2006

Kentucky International Conference Center
Louisville, Kentucky

The National After School Association Annual Conference is rapidly approaching and this year's event is being held in Louisville! Workshops, Forums, Program Site Visits - a wide array of topics and styles of session awaits all participants.

In addition to over 150 Best Practice Workshops, there will be Forums (mini-conferences) for Experienced Leaders as well as School and District Leaders. There will be a forum focused on Professional Development Systems - a very important topic in almost every state. The Middle School Forum will provide structured learning, open networking, and a variety of highly targeted workshops for those working with middle school youth.

Once again NAA is collaborating with significant youth serving organizations, including 4H, YMCA, Junior Achievement, Girls Inc., Boys and Girls Clubs as well as the Girl Scouts and the Red Cross.

This is indeed the premiere conference for the afterschool professional community. Not only will participants represent the most diverse audience, but they will be able to select from programming that offers the most complete coverage of afterschool issues and topics to be found anywhere.

The Conference Keynote will be delivered by Stedman Graham, New York Times best-selling author, educator, and businessman. Those attending the Middle School Forum's General Session will be hearing from Linda Perlstein, author of the popular book of insight into the lives of middle-schoolers, "Not Much, Just Chillin."

Registration Fees vary depending on the date of registration and on Association membership. For additional details on the conference, registration, and accommodations, please visit the website of the National After School Association at:

<http://www.naaweb.org/>

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January 2006