

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU



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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
Jill Norris, CCR&R Coordinator

Sherri Meyer, Parent & Community Coordinator
Dr. Amy Hood Hooten, Training Specialist
Heather Alms, Provider Assistant & Office Coordinator

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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.)

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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.wku.edu/ccrr-wku/
Hours of Operation: 8:00 a.m. - 4:30 p.m., Monday through Friday

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).

Funded in part by the Kentucky Cabinet for Health & Family Services through the University of Kentucky Research Foundation.

Observations of Children

Sherri Meyer, CCR&R Parent and Community Coordinator

You work, play, and interact with children every day, but do you really observe them? Probably not, but you should! Observing children during their regular play and routines can tell you a lot as their parent or caregiver.

Observations of children will tell us how well they are getting along with others, will tell us how well they communicate their needs and feelings, and will tell us when their needs have changed and when we, then, need to make changes to our schedule or activities. We are able to find out children's interests and are then able to make changes to our learning centers and activities to better meet their needs. We are able to determine the level of development at which they are working and that enables us to add materials to the learning environment for children to practice the skills they need. Observing takes practice and guidance in order to do it correctly.

Families want to know about their child's day in your program and making observations during the day can provide you with the insights to be able to share this information with them. Feedback to families can occur during conversations or in the form of a written note. This type of feedback to families needs to be **factual, specific, and objective**.

Factual information is based on what is seen and heard – not what you believe. Specific information is very brief. Objective information does not include your opinion. For some people, this can be difficult since they do not think they have given their opinion. For example, a note home that says, "Sally seemed very happy today"

does not tell us very much. It is not factual or specific or objective.

A better way to describe what we see may be "Sally came to the classroom today and hung up her coat, smiled at me and said, 'I can't wait to go play with my friends today.'" This note is focused on the child Sally, it is a brief episode in the day, and it is not based on someone's opinion. If Sally's family was worried about how Sally was interacting with her peers, we have some documentation to show that she is interested in playing with them.



There are no areas of the curriculum where you cannot observe children. What is important to remember is that the person doing the observation needs to understand the level of development for the specific ages of children in the group, as well as recommended practices.

Language development, literacy skills, math skills, fine and gross motor skills, creative arts skills, science skills, social and emotional development skills, self-help skills, and how children approach their individual learning can all be observed and documented by trained and skilled caregivers. It really is not hard; it just takes some time and practice.

If you are interested in learning about observing and documenting children's growth and development, watch the CCR&R training calendar for training that may be offered. You can also call the CCR&R and request a visit; we will be happy to provide some assistance. Or you can visit these websites: <http://ecrp.uiuc.edu/v7n2/forman.html> or visit www.naeyc.org.

What Do You Think About Open-Ended Questions?

Dr. Connie Jo Smith, CCR&R Director

What Are Open-Ended Questions? Open-ended questions are those that do not have one correct response and that require more than a one word answer. Questions that encourage children (and adults) to think through what is being asked and to use language to provide a full answer, including their thoughts and feelings, are open-ended ones. Open-ended questions are ones that require children to use their brains, to problem solve, make decisions, and use language.

Here are a few examples of open-ended questions:

- Tell me about your painting.
- Tell me about your family.
- How did you build this?
- How do you think you could reach that truck that rolled really far under the shelf?
- How does that make you feel?
- What would you like to do next?
- What did you do on the playground?
- Why do you think that will work?
- What supplies will you need?
- What do you think would happen if you dropped this ball into the water?
- What do you think will happen at the end of this story?

Here are some examples of closed (not open-ended) questions:

- What color is that?
- What number is this?
- What shape is that?
- What is your name?
- What is your address?
- How old are you?
- How many is this?
- Where is your jacket?
- Are you finished with lunch?
- Do you like peas?

Why Ask Open-Ended Questions? Using open-ended questions encourages cognitive (intellectual) development. It helps children learn higher level skills, such as problem solving. Open-ended questions help



children practice their language skills, develop a stronger vocabulary, and engage in communication skills that promotes social development.

Open-ended questions also encourage children to express their opinions and allow them to tell you about things that are important to them. Helping children talk about what they feel and what matters to them is a way you can be supportive of them in their social and emotional development. Open-ended questions can help you evaluate children and their learning. If you listen you will find out what they know, what they do not know, what they want to know, and much more. So, what are you waiting for? Ask away!

Online Resources

How to Ask Open-Ended Questions

<http://www.wikihow.com/Ask-Open-Ended-Questions>

Training Wheels for Early Childhood Education

<http://www.trainingwheels4ece.com/talk/open.html>

Performance Learning Systems

http://www.plsweb.com/resources/newsletters/enews_archives/41/2005/02/09/

Open Ended Questions in Reading

<http://www.ericdigests.org/1993/open.htm>

Connecting Youth in A Brighter Future

<http://www.youthlearn.org/learning/teaching/questions.asp>



CCR&R Professional Development Training

**February 2008
Registration Portfolio**

CCR&R PROFESSIONAL DEVELOPMENT TRAINING FEBRUARY 2008 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 2008. 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. You may also register on-line for all CCR&R training at www.wku.edu/ccrr-wku. For additional details on scheduled events, please contact the CCR&R at (270) 745-2216 or (800) 621-5908.

The CCR&R reserves the right to cancel an event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, the liability of the CCR&R is limited to the refund of registration fees only.

Attending Weekday Training? We Provide the Parking Pass!

Weekday parking on the WKU campus can be difficult. That's why the CCR&R provides free temporary WKU Visitor's Parking Passes for those pre-registering to attend CCR&R training on a weekday (Monday-Friday). Stickers can be picked up at Registration and should be placed on the driver's side dashboard of your car. Passes are valid only for the dates indicated on the pass.

With a Visitor's Pass, you may park in all Non-Premium lots, including non-premium Faculty/Staff, Housing, Student, and Commuter Lots. You cannot park in Premium (i.e., gated) Lots, Handicapped Parking Slots, or Loading Zone slots, or in fire lanes or other parking-prohibited areas. (As always, parking on campus is not regulated after 5:00 and on weekends, so passes are not required for attending evening training or training on Saturdays.)

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.

CCR&R Professional Development Training

Saturday, February 16, 2008

Mass Media & Technology Hall, Normal Drive, WKU, Bowling Green, Kentucky

Morning Session: 9:00 a.m.-Noon

- INFANT/TODDLER CLASSROOMS: WHAT DO WE NEED AND WHY DO WE NEED IT?** Join us as we examine the critical components of an infant/toddler classroom. We will be discussing developmentally appropriate practices and materials necessary for quality environments. *Presenter: Dr. Amy Hooten, CCR&R Training Specialist. Target Audience: Infant/Toddler. CDA Subject Area: 1. Core Content: Learning Environments & Curriculum. Training Level: 2.*
- RESPONDING TO STRESS.** Are you stressed? Are your children stressed. This session will help you recognize the sources of stress, understand the responses to stress, and develop healthy ways for you and your children to deal with stress. *Presenter: Jill Norris, CCR&R Coordinator. Target Audience: General. CDA Subject Area: 6. Core Content: Professional Development/Professionalism. Training Level: 2.*

Afternoon Session: 1:00-3:00 p.m.

- INFANT/TODDLER DAILY ROUTINES.** This session will focus on the importance of daily routines in an infant/toddler classroom and how you as early care and education professionals serve a vital role in their development. *Presenter: Dr. Amy S. Hood Hooten, CCR&R Training Specialist. Target Audience: Infant/Toddler. CDA Subject Area: 1. Core Content: Learning Environments & Curriculum. Training Level: 2.*
- WHAT TEAM ARE YOU ON?** Providing safe learning environments for children requires a team approach. This session will help participants think about and experience working as a team to enhance their teamwork skills. *Presenter: Jill Norris, CCR&R Coordinator. Target Audience: General. CDA Subject Area: 5. Core Content: Program Management & Evaluation. Training Level: 1.*

Doors will open and participant check-in will begin at 8:30 a.m.

Copy and share this form as necessary; print clearly and submit one form per person.

Registration Fees are \$20 per participant for the 3-hour Morning Session and \$15 per participant for the 2-hour Afternoon Session. (\$35 for a full day of training)

Register on-line at www.wku.edu/ccrr-wku OR return form with payment by February 8, 2008.

No registrations accepted after February 8, 2008. There will be no on-site registrations!

To receive CEU Credits, please check here ___ and include an additional \$15 fee.

Name: _____ Position: _____

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

Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Phone Number : _____ E-Mail Address for Confirmation (if available): _____

ECE-TRIS ID Info: Birth Date: ___/___/___ (Day/Mo/Yr) Last 4 Digits of SSN: _____

Check Enclosed Purchase Order # _____ Enclosed

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

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

No registrations accepted after February 8, 2008. Please register on-line at www.wku.edu/ccrr-wku OR 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
ORIENTATION TRAINING FOR EARLY CARE & EDUCATION PROFESSIONALS
Thursday, February 21, 2008
Room 104, Jones-Jaggers Hall, University Boulevard, WKU, Bowling Green, Ky

Morning Session: 9:00 a.m. - Noon

- RECOMMENDED PRACTICES.** This is the first half of the mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Sherri Meyer, CCR&R Parent & Community Coordinator. Target Audience: New Employees. CDA Subject Area: 1, 3, 8. Core Content: Learning Environments & Curriculum, Child Growth & Development. Training Level: 1.*

Afternoon Session: 1:00-4:00 p.m.

- BASIC HEALTH, SAFETY, AND SANITATION AND RECOGNIZING AND REPORTING CHILD ABUSE.** This is the second half in a mandatory session of 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: New Employees. CDA Subject Area: 1. Core Content: Health, Safety & Nutrition. Training Level: 1. **This session also functions as the Registered Providers Orientation.***

Doors will open and participant check-in will begin at 8:30 a.m.
 Copy and share this form as necessary; print clearly and submit one form per person.

Registration Fee is \$40 per participant.

Register on-line at www.wku.edu/ccrr-wku OR return form with payment by February 14, 2008.
No registrations accepted after February 14, 2008. There will be no on-site registrations!

To receive CEU Credits, please check here ___ and include an additional \$15 fee.

Name: _____ Position: _____
 Age Group(s) Served: _____ Program Name: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip Code: _____
 Phone Number: _____ E-Mail Address for Confirmation (if available): _____
ECE-TRIS ID Info: Birth Date: ___ / ___ / ___ (Day/Mo/Yr) Last 4 Digits of SSN: _____
 Check Enclosed Purchase Order # _____ Enclosed
 Please bill my Credit Card (Visa, Mastercard, Discover): _____
 Card Expiration Date: ___ / ___ Signature: _____

No registrations accepted after February 14, 2008. Please register on-line at www.wku.edu/ccrr-wku OR return completed registration form with payment to:

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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.

Understanding Training Requirements

Sherri Meyer, CCR&R Parent & Community Coordinator

Ever find yourself with your certification or licensing renewal around the corner and your staff or yourself still in need of training to fulfill the requirement set forth by regulations? Ever wonder what that requirement is? Well, we have some answers for you!

Certified Family Child Care providers who serve up to six children are required to obtain a minimum of six clock hours of “cabinet approved child development” training each year. When first beginning as a Certified Family Child Care provider, “within three months of completion of the initial application for certification” you must “demonstrate completion of training as required by KRS 199.8982(1)(a)(6) in the following areas: (a) Basic health, safety, and sanitation, (b) recognizing and reporting child abuse; and (c) Developmentally appropriate child care practice. [Section 2(6).]”

This is the *Orientation Training for Early Care and Education Professionals* that can be accessed through the Child Care Resource & Referral. Certified Family Child Care providers must also be current in Infant and Child CPR and Infant and Child First Aid.

A **Type II Family Child Care Home**, serving 12 or fewer children or a **Type I Child Care program** must earn a minimum of 12 clock hours of training a year. All staff with “supervisory authority” must have the six hours of orientation training within the first three months of employment and an additional six hours of child development training within the first year.

According to regulations, “at least one person on duty and present with the children shall be currently certified by a training agency with standards and training materials acceptable to, and on file with, the Cabinet for Health Services in Infant and Child cardiopulmonary resuscitation and Infant and child first aid.” This training is in addition to the minimum twelve clock hours of training required each year.

To calculate when staff must have their designated number of training clock hours completed, keep a record

of each staff person’s hire date. The training is calculated from each person’s hire date, and that date will be different for all staff. Remember also to provide a variety of training opportunities to each staff person. When staff members have a choice in what they attend, they learn more readily, gain more information, and give more back to your program and the children and families we all serve.

Registration forms for all training offered through the WKU Child Care Resource & Referral are distributed monthly in *The Child Care Professional* newsletter and may also be found on-line at www.wku.edu/ccrr-wku. If you have questions regarding registration information contact Heather Alms at 270-745-2216 or 800-621-5908 or by e-mail at ccrr.expert@wku.edu.

From all of us at the Child Care Resource & Referral, we look forward to seeing you soon!

Training Cancellations

With Winter upon us, travel during ice and snow can be a frightening experience. The CCR&R may be forced to cancel scheduled training due to inclement weather, especially during periods of ice and snow. In that event, training cancellations notices will be posted on our phone system.

To learn if training is cancelled, please call 800-621-5908 or 270-745-2216. 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 our clients to use their own best judgment when traveling in wintry weather!



It's Our Birthday!

This issue of *THE CHILD CARE PROFESSIONAL* marks the first issue of our **15th year of publication!** It's been quite a journey from those early days, and we're very proud of how a two page newsletter has grown into a monthly journal packed with informative articles for caregivers, parents, and child care professionals.

You can track the evolution of *THE CHILD CARE PROFESSIONAL* and review and download past articles by visiting our on-line archive of past issues. We started the archive in November of 2000, and almost every issue of the journal since then is available in a PDF format. You can access the archives by going to our website at www.wku.edu/ccrr-wku/. Once there, click on the tab for Providers, then just click the Archives link, and select the issue you would like to review.

We hope you will join us as we celebrate this milestone in our service to the programs, centers, caregivers, and families of the BRADD area. And we look forward with great anticipation to celebrating additional birthdays with you!

Want to Be Published?

If you are an administrator, coordinator, teacher, or caregiver, we encourage you to submit 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.

Thank You, Daniel Moncayo!

Daniel Moncayo, a Child Studies Major at Western Kentucky University, volunteered with the CCR&R office during the Fall semester for a class he was taking. During that time, Daniel assisted with community events, publication development, seeking monetary support for the office, and community outreach.

Daniel has now completed his course requirements, but continues to serve as a volunteer at the CCR&R. Daniel, we appreciate your commitment to the CCR&R and your hard work!!

Thanks!!

The CCR&R at WKU wishes to express our sincere thanks to

US★WAREHOUSING

for their generous donation.

Connect For Kids Corner

CFK welcomed 12 new members in the month of November, bringing our total membership to 235. To date, our members have posted 1,790 topics and 15,732 posts! We're currently averaging 30 posts a day. Congratulations to Maddie's Mom for reaching 150 posts and becoming a senior member! Here is a sample of current topics on the board:

- Brain Train - Interesting facts about brain development.
- Brain Games - Ideas for simple everyday activities that help enhance the developing brain.
- Toy Recalls and Information About Toy Safety

This picture of Alexa was submitted by Dana.



Our Breastfeeding Support Group is still around. When we first started it, many of us were new to breastfeeding. Now, several of our babies are toddlers which makes the Support Group an excellent place to ask questions and get support!

The CFK Book Club has just begun reading Ken Follett's *Pillars of The Earth*. If you are interested in participating in the Book Club, please stop by CFK and join in the discussion!

We're still looking for photos for inclusion in **THE CHILD CARE PROFESSIONAL**. Please visit <http://www.wku.edu/ccrr-wku/Forum/phpBB2/viewtopic.php?t=750> for instructions on how you can submit your favorite photo. Be sure to include your name and the name of the subject.

Recipe of the Month: Magic Cookie Bar

Submitted by Ms. Jacque

One of the small packs of graham crackers in a box
One-half bag of coconut
One-half bag of chocolate chips

One stick of butter or margarine
One-half bag of chopped nuts
One can sweetened condensed milk

Spray a 9 by 13 inch baking pan with non-stick spray. Heat oven to 325 degrees. Put stick of butter or margarine in pan in oven and melt. Crush graham crackers and put in melted butter (I do this right in the pan). Mash flat. Sprinkle the coconut, chopped nuts and chocolate chips over the graham crackers. Drizzle sweetened condensed milk over top of all. Bake for until golden brown, about 30 minutes. Let cool, then cut up and enjoy!

Interested in Joining *Connect for Kids*?

Visit us at www.wku.edu/cfk. You must have a valid e-mail address to register. Know a mom, dad, grandparent, aunt, uncle, student, or professional who might benefit from CFK? Please share the news! Membership is unlimited and open to all. Anyone can join no matter where you live! If you care about children... **Connect for Kids!**

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