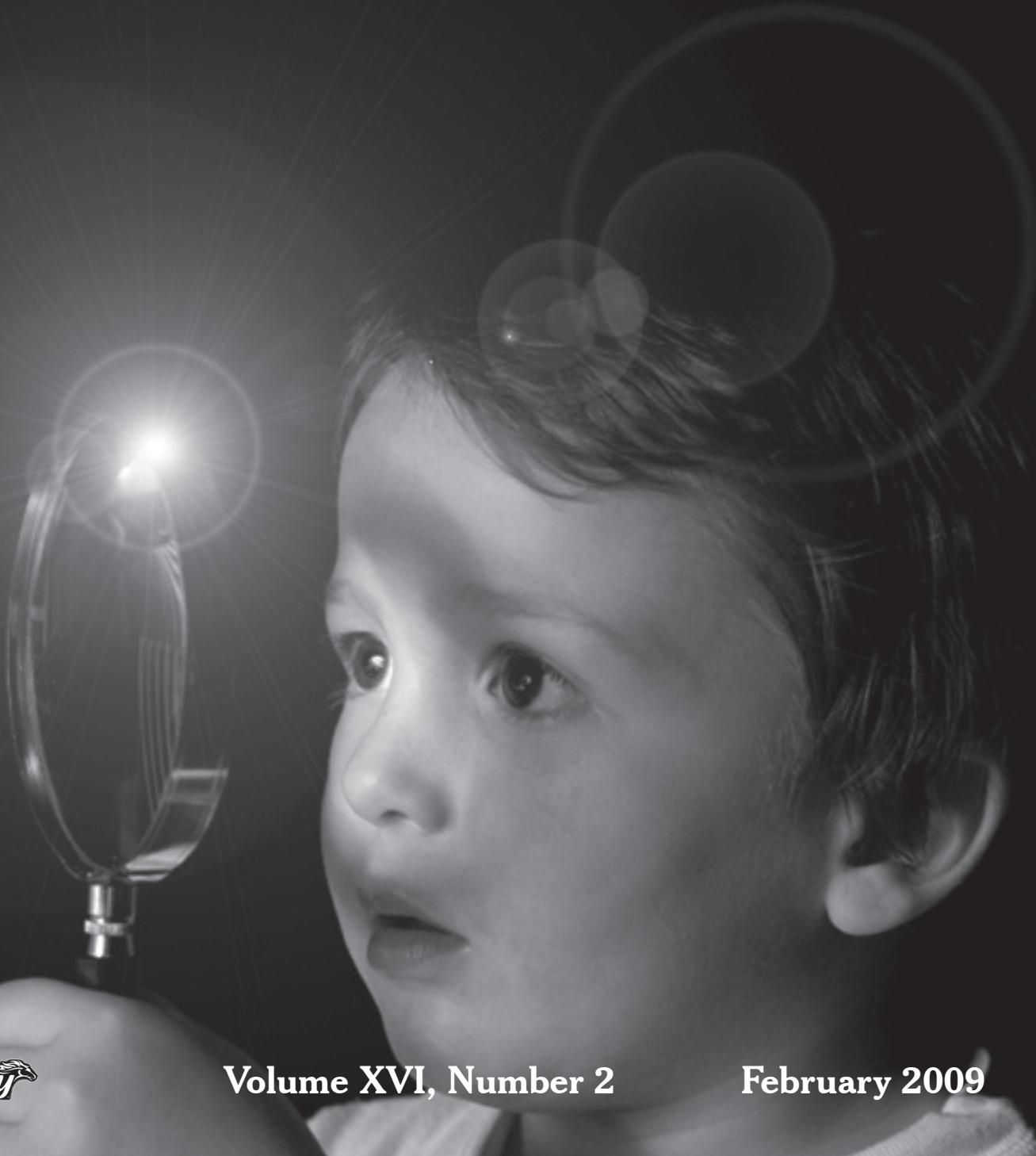


THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU



Volume XVI, Number 2

February 2009

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
Jill Norris, CCR&R Coordinator
Heather Alms, CCR&R Provider Assistant & Office Coordinator

Sherri Meyer, CR&R Early Childhood Coordinator
Dr. Amy S Hooten, CCR&R Training Specialist

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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.)

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.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.

2008 Kentucky Licensing Regulations: Playgrounds



Dr. Amy Hooten, CCR&R Training Specialist

Kentucky has implemented new regulations, effective July 1, 2008. It was expected that programs be in full compliance of these new regulations no later than October 1, 2008. With the revised regulations, some changes in regulation and interpretive guidelines were made in the area of Playgrounds.

What do the regulations say about Playgrounds for Certified Family Child Care Providers?

The regulations regarding playgrounds for Certified providers are found in 922 KAR 2:100, Section 10, numbers 14 – 19. These regulations state the following:

- The outdoor play area is to be free from unavoidable danger or risk
- Each child must be under direct supervision of the provider
- Stationary play equipment in the outdoors must be securely anchored, developmentally and appropriate for the age group using it, and safe.

What do the regulations say about Playgrounds for Licensed Providers (Type I and Type II)?

Regulations for Type I and Type II licensed providers are found in 922 KAR 2:120 Health and Safety, section 4, numbers 18-26. These regulations state the following:

- The outdoor play area is to be fenced to keep children safe, unless the program is located on the premises of a public or state-accredited school and is used for after school child care. The fence must be constructed of safe materials, in good condition,



- and be stable.
- The outdoor play area must have 60 square feet per child (this is separate from the indoor requirement of 35 square feet per child)
- The outdoor play area must be free from litter, glass, rubbish, and flammable materials.
- The outdoor play area must be safe from hazards, well-drained, well-maintained, and in good repair.
- The outdoor play area must be visible to staff at all times.
- The playground must include a protective surface under equipment that is used for climbing, swinging, and sliding and must have appropriate fall zones.
- Climbing equipment and other large pieces of equipment must be securely anchored.
- Crawl spaces must be short and wide enough to allow an adult access as well as a child.
- Sandboxes must be kept cleaned, must be designed to allow drainage, checked for vermin and other debris before use, and must be covered when not used.
- Licensed providers may not use portable wading pools, should not have natural bodies of water within the play area, and may not use unfiltered, non-disinfected containers.

What exactly does this mean for all providers?

All providers, certified and licensed, need to be well-versed in the requirements for playgrounds. There is a resource referenced within the Interpretive Guidelines that will be used when programs are being monitored. This resource, *Public Playground Safety Handbook*, published by the Consumer Product Safety Commission (CPSC), is available to you free of charge by the CPSC. You can access this resource by visiting their website at www.cpsc.gov. Go to the “Press Room” and look at their publication lists. You will find an index where you can choose “Playground Safety” and at the bottom of the page, you will find the document under technical documents and handbooks. You can also contact CPSC by phone at 800-638-2772 to request the publication.

It is also crucial that all providers ensure that they have appropriate surfacing under their play equipment and that the fall zones be accurate and well-maintained. Any piece of equipment designed for a child to climb, such as a climber, slide, swing, balance beam, etc.

requires a protective surfacing under and around it so that if the child falls, the surface can help break the fall in an effort to prevent major injuries from occurring.

Equipment like swings, climbers, and slides have very specific fall zone requirements that must be adhered to in order to prevent injury from occurring on playgrounds. The *Public Playground Safety Handbook* referenced above outlines the approved kinds of surfacing materials, along with the specific measurements and information for fall zones.

Is there anything else I need to know about the revised regulations and playgrounds?

The revised regulations tell licensed providers that if they do not have an outdoor play area, then they must

have access to an area indoors that can be used for play. This indoor area must be at least 60 square feet per child, be well-ventilated and heated, and include equipment that can be used for gross motor play. Just as you include protective surfacing outdoors, you must include a protective surface for equipment used for climbing. This type of surface would include a protective mat at least two inches (2”) thick.

Are there other outdoor issues that I need to know about?

The revised regulations address the use of swimming pools and trampolines, specifically 922 KAR 2:100, numbers 17-19 for Certified Providers and 922 KAR 2:120, number 25 for Licensed providers. Information regarding the type of pool, height of walls, etc. is all found in the regulations, while additional requirements are also provided in the Interpretive Guidelines for all providers regarding the use of pools in early care and education.

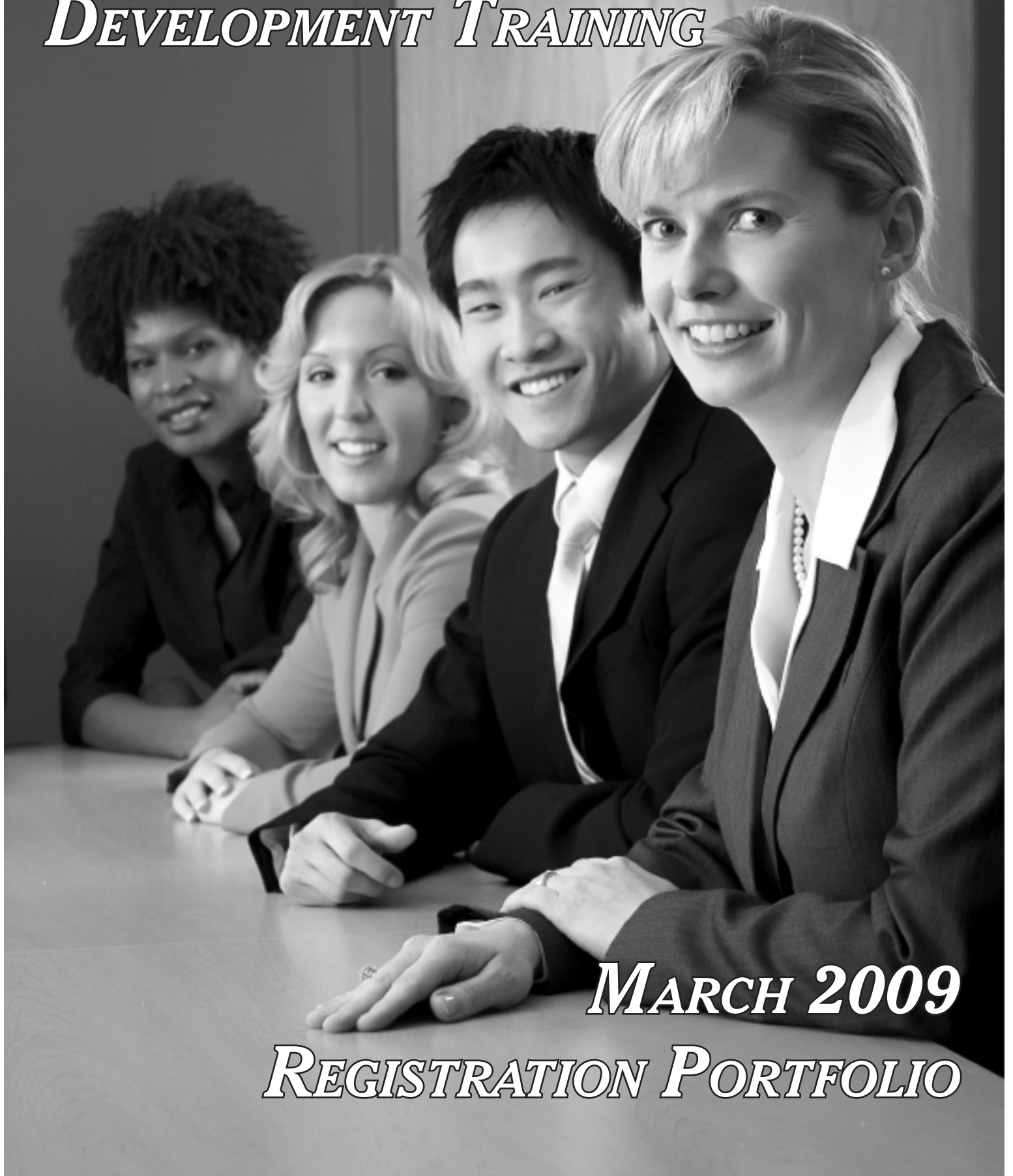
The regulations for Certified providers specifically state that trampolines are not to be used by children in care, while the Interpretive Guidelines provide additional information.

Who can help us understand how to meet these new regulations?

Staff members from of the Child Care Resource & Referral have been trained in playground safety and are available to visit your program free of charge to offer assistance and information. This technical assistance is not only available in the area of playground safety, but CCR&R staff are also available to provide additional assistance with understanding all of the new regulations as well as developmentally appropriate practices within the field of early care and education. Feel free to contact the CCR&R at ccrr.expert@wku.edu or by phone at 1-800-621-5908.



*CCR&R PROFESSIONAL
DEVELOPMENT TRAINING*



MARCH 2009

REGISTRATION PORTFOLIO

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

MARCH 2009 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 March 2009. 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.)

Although the CCR&R will have parking permits available for you at registration, you may still pick up on your own if you wish. Visitor parking permits are available at the WKU Transportation Office located at 578 Campbell Lane or at the Kentucky Museum on Kentucky Street.

CCR&R Professional Development Training

INTRODUCTION TO RESOURCES IN KENTUCKY

9:30-11:30 p.m., Tuesday, March 10, 2009

Room 104, Jones-Jaggers Hall, University Boulevard, WKU, Bowling Green, Ky

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

Doors will open and participant check-in will begin 1:00 p.m.

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

Registration Fee is \$30 per participant.

Register on-line at www.wku.edu/ccrr-wku OR return form with payment by March 2, 2009.

Registrations will be accepted after March 2, 2009 only if space is available, and an additional \$5 processing fee will be added to the Registration Fee. There will be no on-site registrations!

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: _____

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

Saturday, March 21, 2009

WKU Glasgow Campus, 500 Hilltopper Way, Glasgow, Kentucky

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

- RECHARGE!** ReCharge is a program developed for grades 3-6 to be used in after-school settings. Energy-In (the calories we consumer, Energy-Out (the calories we burn), teamwork, and goal-setting are all concepts taught through various activities that engage students in active play. During the training, participants will learn how to implement the program in their facility. *Presenter: Miranda Hunt, Professional Family & Development Supervisor, PACS-NOW. Target Audience: School-Age. CDA Subject Area: 1. Core Content: Health, Safety & Nutrition. Training Level: 2.*
- PROFESSIONAL DEVELOPMENT PLANS: WHAT ARE THEY AND HOW DO WE DO THEM.** This session is designed to assist providers with understanding the Professional Development plans that are required by the state child care regulations. Participants will examine a sample plan and practice writing a plan. (This is a repeat of the session offered in September 2008.) *Presenter: Dr. Amy Hooten, CCR&R Training Specialist. Target Audience: General. CDA Subject Area: 6. Core Content: Professional Development, Professionalism. Training Level: 2.*

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

- PLANNING YOUR DAY: THE WHAT, WHY AND HOW OF APPROPRIATE DAILY SCHEDULES.** Participants in this session will examine the components of appropriate daily schedules and will look at the child care licensing requirements for daily schedule for all age groups. *Presenter: Dr. Amy S. Hood Hooten, CCR&R Training Specialist. Target Audience: General. CDA Subject Area: 5. Core Content: Learning Environments & Curriculum. Training Level: 3.*
- GAMES SCHOOL-AGERS PLAY.** This sessin will explore the benefits of playing games with school-agers ad games that can be played in school age programs. *Presenter: Jill Norris, CCR&R Coordinantor. Target Audience: School Age. CDA Subject Area: 1. Core Content: Learning Environments & Curriculum. Training Level: 2.*

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 March 9, 2009.

Registrations will be accepted after March 9, 2009 only if space is available, and an additional \$5 processing fee will be added to the Registration Fee. 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: _____

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
Saturday, March 21, 2009
WKU Glasgow Campus, 500 Hilltopper Way, Glasgow, Kentucky

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

- BASIC HEALTH, SAFETY, AND SANITATION AND RECOGNIZING AND REPORTING CHILD ABUSE.** This is the first 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.***

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

- RECOMMENDED PRACTICES.** This is the second 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. Core Content: Learning Environments & Curriculum. 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 Fee is \$40 per participant.

Register on-line at www.wku.edu/ccrr-wku OR return form with payment by March 9, 2009.

Registrations will be accepted after March 9, 2009 only if space is available, and an additional \$5 processing fee will be added to the Registration Fee. 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: _____

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.

Child Care Resource & Referral Telephone Conference

The Child Care Resource & Referral at WKU is pleased to announce a SPECIAL TELEPHONE CONFERENCE 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! 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 one hour of training will be mailed to all registered participants whose phone lines remain active for the full length of the telephone conference call.

CULTURE AS PART OF THE DAILY ACTIVITY 6:00 - 7 :00 p.m., Tuesday, March 24, 2009

This session will look at the new requirement for addressing culture in the program of activities and explore ways of addressing culture in daily activities. *Presenter: Jill Norris, CCR&R Coordinator. Target Audience: General. CDA Subject Area: 1. Core Content: Learning Environments & Curriculum. Training Level: 2.*

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

Registration Fee is \$10 Per Participant Per session

Register on-line at www.wku.edu/ccrr-wku OR return form with payment by March 14, 2009.

Registrations will be accepted after March 14, 2009 only if space is available, and an additional \$5 processing fee will be added to the Registration 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: _____

Please register on-line at www.wku.edu/ccrr-wku OR return registration form with payment to:

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

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.

Lost Training Certificate?

If you are a frequent participant in CCR&R training, you know how hard it can be to keep up with all of your training certificates. If you've lost the certificate from any CCR&R professional development training that you attended, the CCR&R will be glad to re-issue the training certificate. Duplicate training certificates are \$5 each and can be ordered by contacting Heather Alms. You can call Heather at 270-745-2216 or 800-621-5908 or e-mail your request or questions to her at heather.alms@wku.edu.

Training Cancellations

Whenever weather or road conditions are questionable, please call 800-621-5908 or 270-745-2216 before traveling to CCR&R training. If the CCR&R cancels scheduled training due to inclement weather and cancellation, notices will be posted on the CCR&R phone system. In the event of cancellation, registration pre-payments will be refunded or applied to a later session. As always, whether training is cancelled or not, we encourage you to use your own best judgment when traveling in wintry weather!

Coming Next Month...

In the month of April, the CCR&R at WKU will be presenting sessions designed for *Infant/Toddler Teachers*. We'll also be scheduling a telephone training to provide information on *Best Practices*.

On Thursday, April 23rd, the CCR&R will present the *Orientation Training for Early Care & Education Professionals*. This is the six-hour training that all child care employees must attend during the first 90 days of their employment.



Want to Be Published? Or Announce An Event?

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.



Celebrate Child Care Provider Appreciation Day: Enter for a Chance to Win!

Child Care Provider Appreciation Day is just around the corner! Since 1996, ***Child Care Provider Appreciation Day*** (PAD) has been celebrated on the Friday before Mother's Day as a way to recognize child care providers. For the coming year, May 8, 2009 has been designated as the day to celebrate Child Care Providers.

As part of this year's celebration, the Child Care Resource & Referral (CCR&R) at WKU is conducting a monthly contest for licensed and certified child care providers in the Barren River Area Development District. By entering this contest, you have the opportunity to both test your knowledge and earn a chance to win a prize!

The February through May editions of ***THE CHILD CARE PROFESSIONAL*** will contain a child care question. To enter the contest, you will need to submit a correct answer to the question, along with some demographic information, to the CCR&R at WKU. All entries with the correct answer will be entered into a random drawing to select the winner. The winner will be notified by telephone and their name will be announced in the following month's edition of ***THE CHILD CARE PROFESSIONAL***. February's question and prize are listed below. Good Luck!

February's Child Care Provider Appreciation Day Question:

What are the 12 types of creative activities that Kentucky child care regulations require licensed providers to include in the daily planned program of activities?

Your Answer: _____

Your Name: _____

Your Daytime Telephone Number: _____

The Child Care Program You Work For: _____

FEBRUARY'S PRIZE IS A ***LAKESHORE HEAVY-DUTY SAND TOOLS SET***.

Limit one entry per person, but you may copy the entry form and share with your colleagues. To be eligible for the February drawing, your correct entry must be received ***no later than February 27, 2009***. Mail your completed entry to:

Jill Norris, Coordinator, CCR&R at WKU
1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098
Fax Number: 270-745-7089

ELIGIBILITY: *Individuals must be employed by a licensed or certified child care program that operates in one of the following counties: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, or Warren. Only one entry per person will be accepted. All entries must be received by the deadline indicated above. The winner is responsible for picking up the prize at the CCR&R office, located at Jones-Jaggers Hall on the campus of Western Kentucky University in Bowling Green.*



Microsoft Excel for Recordkeeping

Heather Alms, Office Coordinator and Provider Assistant

If you are still using handwritten records, you are not alone. Using a computer can often be an overwhelming and challenging experience. For many of us, it is difficult to trust an electronic device, especially if you are unsure of its capabilities. However, using a computer has its benefits. You can work faster, keep better and more detailed records, and if you back-up your files, you have less chance of losing information than with handwritten records.

If you have Microsoft Office, then your computer has Excel. Microsoft Excel is a popular “spreadsheet” software program that allows you to easily keep track of records. It comes complete with the ability to add formulas that will automatically do calculations for you. It can be used to help you monitor your spending, track payments for services, create charts, and much more.

Understanding the basics of Excel is your first step to creating spreadsheets that will change how your program operates. Here is some introductory information and we have also included a helpful web link at the end of this article.



What Makes Up A Spreadsheet?

- **CELL** – Where a column and row intersect, labeled A1, A2, B4, B21, etc., where letters represent the column and numbers represent the row
- **ROW** – Numbered, horizontal series of cells
- **COLUMN** – Alphabetized, vertical series of cells
- **RANGE** – A group of cells specified by an upper left cell address and a lower right cell address like this: (for example, A1:Z25 would be from cell A1 to Cell Z25).
- **WORKSHEET OR SHEET** – A tab in the workbook;

may be multiple pages.

- **WORKBOOK** – An entire document or file that may include many worksheets.

Data Entry

To enter information into a cell, just click on the cell and type in the character(s). Use the tab key to move across and use the enter key to move down. Or, use the arrow keys to move from cell to cell.

Please note that when you are entering information into a cell, you are not limited to the space of the cell displayed on the screen. Text may run across several cells, but may not print correctly unless you make the cell wider, or use the **Format** menu options to wrap text, or shrink to fit. To make the cell wider, click and drag the lines next to the letters or numbers. Cell contents may run across an unlimited number of cells, but unless you wrap the text, they will not move down. If you use the enter key to force a line break, you move into a new cell.

Format Features

- Under the **Format** menu, choose **Cells**. Change the format of numbers, the alignment including angle of text, merging and wrapping text, and cell borders and colors. These features apply to any selected cell(s).
- Under the **Format** menu, choose **Rows**. **Hide** or **Unhide** rows.
- Under the **Format** menu, choose **Columns**. **Hide** or **Unhide** columns, and also set column width.



- Under the **Format** menu, you may choose *AutoFormat*. Before choosing *AutoFormat*, you should select the area to format first! Otherwise, it will try to format the entire possible spreadsheet that will overrun the computer's memory.

On the **Toolbar**, there is a button for *Merge and Center* (immediately right of the alignment buttons). This is useful for page headings or titles. Select the cell containing title text, and the other cells you wish the title to span. Then, click the button. This “merges” all the selected cells and centers the text across them in one step.

The **drawing toolbar** common to all Microsoft Office products is also available. Drawing objects such as clipart, shapes, arrows and 3-D shapes, WordArt and text boxes may be placed anywhere on a spreadsheet. If you don't see the drawing toolbar on the bottom of the screen, choose the **View** menu, then *Toolbars*, then select *Drawing*.

Quick Tips

1. Select cells or data and use *Copy*, *Cut*, *Paste*, and *Format* features as in any Windows program.
2. To drag and drop, position the cursor on the edge of a selected area and drag.
3. The *Fill Handle* is a small box in the lower right corner of any selected cell area. Click on this “handle” and drag to fill cells with repeated information, or to continue a sequence of information such as dates.
4. Double-click the separator between column letters

to automatically adjust the column width to show all data. Drag the separator to size the column manually.

5. Use Ctrl + click to select non-adjacent cells for charts and formatting.

Sort

To sort a single column alphabetically or numerically in increasing or decreasing order:

- Click on the column letter to select the entire column
- Click the “A-Z” button on the toolbar. One A-Z button has an arrow pointing up, and one has an arrow pointing down.
- Please note that if you do this sort, the row items will no longer be together.
- To keep cells on a row all together, but still put the rows in increasing or decreasing order, do the following:
 - Select all of the columns.
 - Click the **Data** menu, then *Sort*.
 - In the dialog box, select the column heading by which you wish to sort.

Formulas

Formulas in Excel can either be simple or extremely complex. The simplest way to create basic formulas is the *AutoSum* feature found in your top toolbar. It has a symbol that looks like a sideways M. If you want to Add a group of numbers, simply enter them into the cells. Each cell should get its own number. Then, highlight the cells you want to sum, and click the *AutoSum* button. The total will be placed in the next cell. If you click on that cell, you will be able to see the formula in the function bar at the top under the toolbar. It should look something like this: =SUM(D13:D17). Formulas may also be entered manually.

Print Options

Print Preview, under the **File** menu, is extremely important in Excel. It is the only way you will know what the printout looks like. The Excel worksheet does

not always print the same way it displays. After you once look at *Print Preview* and then return to normal view, you will see a dotted line indicating where page breaks are located.

Many spreadsheets lend themselves to a landscape paper orientation – wider than they are tall. Also, in some cases, you may want to include the “gridlines” in the printed copy of the worksheet. Under the **File** menu, choose *Page Setup*. In the dialog box, paper orientation is under the *Page* tab. *Gridlines* may be added under the *Sheet* tab. You can also set margins and add a header and footer to your printout in the *Page Setup* dialog box.

Want to Know More?

Microsoft Excel can handle a wide range of needs for record keeping. The program and Microsoft’s website offer free templates that you can modify to

meet your needs. If you would like to create your own spreadsheets or would like to learn more on the abilities of Excel, the local library or bookstore offer books for beginners as well as advanced users. Or you may consider taking a class; classes may be offered on-line or in a classroom setting at your local university, community or technical college, career center, or Community Action location.

Microsoft has free online training, tutorials, demos, and templates. Check them out at <http://office.microsoft.com/en-us/training/HA102189871033.aspx>.

Other Spreadsheets

Microsoft Excel is popular but only one of the spreadsheet software packages available. Another option is to use Calc, which is an open source (i.e. it is free) from *OpenOffice.org*. It is similar to Microsoft Excel.

Special Congratulations

The CCR&R would like to congratulate the following individuals for their professional accomplishment of completing the required 120 clock hours of training toward a Child Development Associate (CDA) Credential.

Brenda Atkins, Warren Co.
Kristi Bartley, Monroe Co.
Beverly Bonilla, Butler Co.
Susanne Bowling, Warren Co.

Stephanie Browning, Warren Co.
Joyce Cornwell, Allen Co.
Bivian Driver, Hart Co.
Opal Faye Cornwell, Allen Co.
Paula Elsener, Warren Co.

Betty Heldt, Warren Co.
Cynthia Mathis, Warren Co.
Miguel Ortega, Warren Co.
Felicia Payne, Simpson Co.

Most of these individuals began classes in January 2008, earning the Commonwealth Child Care Credential along the way, and completing the 120 hours in November 2008. In addition to the required training hours, individuals working on a CDA must also complete a resource portfolio, competency goal statements, and are awaiting their final step - the assessment process which includes a visit from a Council representative from the Council for Professional Development in Washington, D.C. Upon completion of the assessment process, the award of the CDA credential will be determined.



We recently gathered at a local restaurant with our families and friends and celebrated the efforts of each person and the conclusion of the training. A big CONGRATULATIONS to these individuals for their professional development accomplishment!

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

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU

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