The Week of the Young Child™ is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC). For 2014 the dates for Week of the Young Child™ are April 6-12 and the theme is Early Years Are Learning Years®.

**Why should we focus on young children?**

“The Week of the Young Child™ is a time to recognize that children’s opportunities are our responsibilities, and to recommit ourselves to ensuring that each and every child experiences the type of early environment—at home, at child care, at school, and in the community—that will promote their early learning.”

**How can you celebrate the Week of the Young Child™?**

Some communities have held Family Writing Workshops that allowed parents to come and create a book with their child. Some programs displayed children’s artwork throughout their center. In some places they would have a parade and children’s fair.

Other ideas* are:

- Invite families to participate in your story time and other reading activities.
- Have children write or dictate their opinions of classroom books and rate them with stars. Tally the results and post the chart in the classroom. Publish in your parent newsletter a list of the five-star books along with a few student reviews.
- Violence and Child Abuse Prevention - April is National Child Abuse Prevention Month
- May 9 is National Provider Appreciation Day – Activities could be coordinated weekly from April 6 through May 9 to include both events.

These and many other great ideas can be found at *[www.naeyc.org/woyc](http://www.naeyc.org/woyc)*.

Regardless of how you choose to celebrate this event, I hope you will find a way to celebrate and promote awareness of the importance of the early years in a child’s life.
Q: What happens if there are mistakes on the attendance sheets or billing request form that I submit for payment?

A: In the Child Care Subsidy Policy 8.8.2 there are procedures for corrective action if there is a violation of the provider service contract and/or billing requirements. It is called a “Strike Three” policy. If there is a first time submission of an incorrect Request for Payment and Attendance Sheet, a letter will be sent to the provider about what needs to be corrected. The provider will need to submit a corrected Request for Payment. If corrections need to be made to the original Attendance Sheets the parents will need to strike through the mistake and initial it. Do not use white out on the sheets. Also the provider needs to make the parent aware of filling out the Attendance Sheet correctly. If there is a breach of the Provider Service Agreement the provider will be reminded of the terms of the service agreement. This would be Strike One.

For successive occurrences of errors, the R&R can issue a Corrective Action Plan and have the provider come in for retraining. This would be Strike Two. Providers who fail to achieve the corrections required by the corrective action plan and submit a third incorrect payment form or violate the service agreement for a third time would be subject to the Three strikes “you’re out”. The provider would receive a 13 day cancellation notice of the Provider Service Agreement and families would have to choose a new provider. The Strike Three –you’re out—would close the provider out of participating in the subsidy system only. After 12 months the provider could reapply but would have to be approved by the Division of Early Care and Education. You may view this policy at www.wvdhhr.org/bcf/ ece/earlycare/policy.asp.

If you have any other questions you would like to know the answer to you can email one of us in the Link CCR&R Provider Services office: pam.k.williams@wv.gov, leigh.ann.cazad@wv.gov, or Shelia.myers@wv.gov. Check out our new website www.wvdhhr.org/link for other helpful information.

**FOOD REIMBURSEMENT**

For information on enrolling in the Family Child Care Food Program to help with the costs of meals and snacks you serve the children in your care, please contact the following agency in your area:

**Central Child Care**
Serving Boone County
(304) 382-0797

**Pride of Logan County**
Serving Logan County
(304) 752-6868 or (304) 752-1047

**River Valley Family Child Care**
Food Program
Serving Cabell, Lincoln, Mason, Mingo, Putnam and Wayne Counties
(304) 523-3031 or 1-800-581-3031

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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**First Aid and CPR Classes**

This list of agencies offering First Aid and CPR is made available to you for resource purposes only. **Link is not responsible for the following trainings or registration for these trainings.**

**Boone County:**
Kanawha Co. Red Cross—Call 340-3650 or www.redcross.org.
Triad Tech—Call 529-7020.
St. Mary’s Medical Center—Contact Vicki Delaney at 526-1081.
American Red Cross—Call 526-2900.
Huntington YMCA—Contact Bill Tucker at 525-8127.
Cabell County EMS—Contact Lisa Cooper at 526-9797.
Salt Rock Fire Dept.—Call 733–9040.

**Lincoln County:**
Contact Dorothy or William Frazier—Call 778-3873.

**Logan County:**
LEASA County Public Rescue—Call 752-0917.
Logan Regional Medical Center—Contact Cindy Fleming—Education Dept. 831-1556.

**Mason County:**
Pleasant Valley Hospital—Call 675-4340.
Mason County Health Department—Call 675-3050.

**Mingo County:**
Williamson Memorial Hospital—Contact Billy Whitt at 235-2500, Ext. 6321.

**Putnam County:**
Red Cross Building in Putnam Co.—Call 340-3650.

**Wayne County:**
Active Sports Complex (aka Ayash Center) - Contact Scott Nasby at 741-4079.
Contact Kathy Parsons—Call 486-5991.

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As you enter a high quality childcare infant toddler room you are quite likely to hear soft singing in the background as Carla, a primary caregiver is carefully and intentionally changing the diaper of one of the children in her small group. Let’s listen, while we take a sneak peek.

To the Tune of All Around the Mulberry Bush
“We’re taking off your shoes and socks, shoes and socks”
“We’re taking off your shoes and socks so we can change your diaper”
“Now we’ll take off your little pants. Little pants, your little pants”
“Now we’ll take off your little pants, thank you for raising your bottom”
“Next we take off the dirty diaper, the dirty diaper, the dirty diaper”
“Next we take off the dirty diaper and then we’ll clean your bottom”
….and so throughout the entire proper diaper changing process.

At the window Megan, another primary caregiver, and three toddlers (two from her small group and one from her co-worker’s small group) are discussing what they see going on outside the window. There is a bird feeder outside of the window.

Matthew: “Birdie eat”
Megan: “Yes Matthew, the birdie is eating the bird seed we put out this morning” (expanding language).
Tonya: “More birdies!”

Megan: “Oh look Tonya and Matthew, two more birdies are on the birdfeeder!” “There are one, two, three birdies eating the bird seed we put in the birdfeeder” (expanding language and adding math).

Two younger infants (one from Carla’s group and one from Megan’s group) are peacefully napping (within ear and eye shot of both caregivers) across the room.

Want to learn more of how and why Primary Caregiving works? Would you like to see how Primary Caregiving can work in your program? You and your director have the opportunity to attend an upcoming Primary Care Summit. The dates and locations are written below. Feel free to contact me with any questions.

**SUMMER WVIT I SCHEDULE**
*Will be held at Link, Huntington*

<table>
<thead>
<tr>
<th>WVIT I for Administrators</th>
<th>June 30</th>
<th>9:00am-4:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>July 7th</td>
<td>10:00am-3:30pm</td>
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<tr>
<td>Session 2</td>
<td>July 14th</td>
<td>10:00am-2:30pm</td>
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<tr>
<td>Session 3</td>
<td>July 21st</td>
<td>10:00am-3:30pm</td>
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<tr>
<td>Session 4</td>
<td>July 28th</td>
<td>10:00am-2:30pm</td>
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<tr>
<td>Session 5</td>
<td>August 18th</td>
<td>10:00am-2:30pm</td>
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<tr>
<td>Session 6</td>
<td>August 25th</td>
<td>10:00am-3:30pm</td>
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<tr>
<td>Session 7</td>
<td>September 8th</td>
<td>10:00am-2:30pm</td>
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<tr>
<td>Session 8</td>
<td>September 22th</td>
<td>10:00am-4:00pm</td>
</tr>
<tr>
<td>Session 9</td>
<td>September 29th</td>
<td>10:00am-3:30pm</td>
</tr>
<tr>
<td>Session 10</td>
<td>October 6th</td>
<td>10:00am-12:30pm</td>
</tr>
</tbody>
</table>

*Schedule subject to change, participants will be informed in advance*

Directors are required to attend if a provider is interested and an Infant/ Toddler Caregiver may also attend The Primary Care Summit. Contact Paula Stewart for an application.
Building relationships is perhaps the single most important thing one can do when trying to create an environment that fosters positive behavior support. And while building positive, appropriate relationships with the children is critical, it is just as important to build positive, appropriate relationships with the adults in the environment as well. When many teachers or child care providers hear this statement, they begin to work on their relationships with parents and caregivers. Please continue to do this, but don’t stop there! Give significant attention to building stronger relationships with your co-workers, assistant teachers, lead teachers, subs, or anyone else who may help you in your endeavor to provide quality care and education to young children. Here are a few important considerations as you begin to focus on this:

1. Take time to get to know your co-workers and strive to find common interests. Learn their likes and dislikes by asking them open-ended questions to learn more about their favorite movies, the books they read, the music they like to listen to, and so on. Listen when they talk about the things that matter to them.

2. Allow your co-workers to have input on the happenings in the classroom. Ask their opinion when creating lesson plans and encourage them to develop activities that will support or enhance the plans you are developing. When people feel valued and respected, their attitude improves and their interactions naturally become more positive.

3. Purposely plan moments throughout each day when the children can see you and your co-workers modeling positive, appropriate interactions. Be sure to incorporate the key elements of building friendships such as problem solving, sharing, turn taking, giving compliments, being helpful, organizing roles, and giving sincere apologies. Your dialog during these times will provide the language that children can imitate and use when they find themselves in similar situations later. A planned interaction to promote sharing may look something like this:

   Ms. Karen: Oh no! I’m out of glue! Ms. Grace, do you have any glue I may borrow?
   Ms. Grace: Yes, I do! Let me get it out of the cabinet and I will bring it to you!
   Ms. Karen: Thank you so much! You are such a helpful friend!

Keep in mind that building relationships takes time and is an ongoing effort, but the reward are countless for all parties involved, especially the children who will benefit greatly by a learning environment that is loving and supportive to every person who enters into it…including the grown-ups. Also remember, it is certainly easier to apply the ideas above when meeting new co-workers for the first time than with someone with whom you have worked for a long time. It is just as important to grow these existing relationships as it is to build positive, appropriate new ones! If I may be of any assistance to you in this endeavor, please do not hesitate to contact me! I’m happy to help in any way that I can!

- Shannon

For more information, Contact Shannon Taylor
Behavior Consultant
(304) 523-9540 Ext. 432
1-800-894-9540
Shannon.N.Taylor@wv.gov

The WV Apprenticeship for Child Development Specialist (ACDS) program is now accepting applications for Instructors Qualifications Include:

- Minimum of a Bachelor’s degree in Early Childhood or related field with an emphasis in early childhood education
- Knowledge of and experience in:
  * Physical Development
  * Cognitive Development
  * Literacy and Language Development
  * Social and Emotional Development
  * Direct Teaching of Adult Learners
  * Direct Support to Early Childhood Staff
- One year minimum experience working directly with young children

For more information about the ACDS program and instructors you may visit the website at www.wvacds.org

The Cabell/Wayne/Lincoln region has a new local council representative. The new contact is Nikki Rabel. Nikki has taught for the ACDS program for many years and we are glad to have her work with us as the new local representative. Nikki can be reached at 304-697-4600 Ext. 202 or by email at Nikki.Rabel@scaewv.org.
Communication is essentially composed of a sender, message, receiver and feedback; the sender sends the message, the receiver picks up the message and sends some sort of feedback. Pretty simple, right? Wrong. The problem is, in some circumstances, messages and feedback can easily be misconstrued leading to miscommunication, withdrawal, and even resentment. Effective communication involves information sharing by both the sender and receiver. Information sharing between families and child care professionals is vital. When families and staff share information, everyone can be aware of children’s strengths and challenges and can work together to support children’s social and emotional wellbeing (kidsmatter.edu).

When we think of communication, we usually think of verbal messages—face to face conversations, phone calls, texts, etc. We must consider the less direct non-verbal communication that involves body language, facial expressions, tone of voice and gestures. There is an abundance of information conveyed in nonverbal messages. For instance, if someone appears angry, but says they’re fine, chances are that they aren’t. When families and child care professionals are at ease with one another, both parties are able to communicate more openly and freely. Below are some ways to help build effective communication:

<table>
<thead>
<tr>
<th>When Things Are Difficult</th>
<th>What Staff Might Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not feeling comfortable with each other.</td>
<td>Reflect on what might be occurring to make you feel uncomfortable. This might help you to develop a different way of communicating together. Sometimes getting to know each other can help. Share information about your own day and interests. Relationships develop as people start to share personal information. Think about the most comfortable way for you to communicate (e.g., telephone, email).</td>
</tr>
<tr>
<td>Feeling confused about the message you are hearing.</td>
<td>Allow yourself to say you do not understand and ask for clarification and examples. Summarize what you have heard to check with the other person.</td>
</tr>
<tr>
<td>Being hesitant to approach someone based on their non-verbal communication.</td>
<td>Consider the messages you might be communicating through your non-verbal communication (e.g., crossed arms, tone of voice). Be aware of other people’s nonverbal communication which could tell you whether or not it is a good time to talk (e.g., rushing might mean you need to plan a time to catch up, tone of voice might indicate privacy and sensitivity are needed).</td>
</tr>
</tbody>
</table>


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For more ideas or other information, Contact Amber Collier
Early Childhood Specialist
(304) 523-9540 Ext. 430
1-800-894-9540
Amber.N.Collier@wv.gov

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**Directors' Toolbox**

The Directors’ Toolbox is a module series that is intended solely for administrators in a child care center. This program is designed to help improve the quality of early care and education for children in West Virginia. Directors’ Toolbox is a STARS registered 20 hour training program. The Make Up Day will be used in the event that another session is cancelled. Upon successful completion of the series and follow up technical assistance, participants are eligible to receive early childhood resources for their centers. Participants must be registered or working toward registration on the WV STARS Career Pathway. Modules are registered separately; child care providers may attend one, some, or all modules. Interested child care providers should contact Sara Yusko no later than Monday, April 7th at (304) 523-9540 or at Sara.J.Yusko@wv.gov.

* If you choose not to attend all modules and participate in technical assistance, you will be ineligible for resources.

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**Module** | **Date**
---|---
1—Circle of Influence | Wednesday, April 23 8:30AM-12:30PM
2—From the Inside Out | Wednesday, April 30 8:30AM-12:30PM
3—Leadership in Action | Wednesday, May 7 8:30AM-12:30PM
4—Making the Most of Meetings | Wednesday, May 14 8:30AM-12:30PM
5—The Right Fit | Wednesday, May 21 8:30AM-12:30PM
6—Make Up Day | Wednesday, May 28 8:30AM-12:30PM
IMPORTANT TRAINING INFORMATION

1. All trainings begin promptly at the scheduled time. Please arrive before the session begins. If you miss 15 or more minutes during the course of any training session, you will not receive credit for that training.
2. If you are disruptive or prevent the Trainer from staying on task, you will be asked to leave and your Regulatory Specialist will be notified.
3. If you sign up for a training and do not call to cancel at least 24 hours in advance, your Regulatory Specialist will be notified.
4. No cell phones or electronic devices may be used during the training sessions.
5. You may not bring children to any Link training session.
6. You must bring a picture ID to all trainings.
7. You are responsible for keeping your training certificates on file. All trainings we offer are registered with WV STARS.
8. You must register for training sessions at least two days in advance to be guaranteed a spot.

Family Child Care Providers
FCC Providers must complete eight hours of training in at least two different core competency areas (see box on right) each year according to the date on your individual certificate of registration.

Codes for Training Chart

Core Competency
- CGD  Child Growth and Development
- HSN  Health, Safety and Nutrition
- PIR  Positive Interactions & Relationships
- COA  Child Observation and Assessment
- PM   Program Management
- FC   Family and Community
- C    Curriculum
- P    Professionalism

Tier
- Tier I  Beginner Level
- Tier II Intermediate
- Tier III Advanced

Targeted Age/Area
- IT  Infant/Toddler
- PRE Pre-School
- SAC  School Age Care
- CB  Center Based
- FCC  Family Child Care Providers
- ADM  Administration
- ALL  Targets All Areas

<table>
<thead>
<tr>
<th>Date of the Training</th>
<th>Title of the Training</th>
<th>Core Comp</th>
<th>Tier</th>
<th>Target Age/Area</th>
<th>Location of the Training</th>
<th>Time of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues., April 22</td>
<td>The Business of FCC</td>
<td>PM</td>
<td>II</td>
<td>FCC</td>
<td>C-K Library 1200 Oak St., Kenova</td>
<td>3PM-5PM</td>
</tr>
<tr>
<td>Thurs., May 15</td>
<td>What Goes Up, Must Come Down! Math &amp; Science All Around!</td>
<td>C</td>
<td>I</td>
<td>PRE</td>
<td>Link CCR&amp;R—2nd floor 611 7th Ave. Huntington</td>
<td>3PM-5PM</td>
</tr>
<tr>
<td>Thurs., June 12</td>
<td>Introduction to the Ages &amp; Stages Questionnaire (ASQ-3 and ASQ:SE)</td>
<td>COA</td>
<td>I</td>
<td>ALL</td>
<td>Link CCR&amp;R—2nd floor 611 7th Ave. Huntington</td>
<td>4PM-6PM</td>
</tr>
</tbody>
</table>

See Page 8 for a Descriptions of Training Sessions!
<table>
<thead>
<tr>
<th>Date of the Training</th>
<th>Title of the Training</th>
<th>* Core Comp</th>
<th>* Tier</th>
<th>* Target Age/Area</th>
<th>Location of the Training</th>
<th>Time of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs., June 26</td>
<td>Fresh &amp; Refresh</td>
<td>P</td>
<td>II</td>
<td>ALL</td>
<td>Link CCR&amp;R-1st floor</td>
<td>4PM-6PM</td>
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<td></td>
<td></td>
<td></td>
<td>611 7th Ave., Huntington</td>
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<td></td>
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<tr>
<td>Thurs., May 15</td>
<td>Keeping Children Safe From Predators</td>
<td>HSN</td>
<td>II</td>
<td>ALL</td>
<td>Mingo Co. DHHR</td>
<td>11AM-1PM</td>
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<td></td>
<td>203 E 3rd Ave., Williamson</td>
<td></td>
</tr>
<tr>
<td>Thurs., May 22</td>
<td>The Business of FCC</td>
<td>PM</td>
<td>II</td>
<td>FCC</td>
<td>Logan Library</td>
<td>12PM-2PM</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>1 Wildcat Way, Logan</td>
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<td></td>
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</tr>
<tr>
<td>Wed., April 9</td>
<td>Keeping Children Safe From Predators</td>
<td>HSN</td>
<td>II</td>
<td>ALL</td>
<td>Hamlin Library</td>
<td>11AM-1PM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Lynn St., Hamlin</td>
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<tr>
<td>Wed., April 9</td>
<td>Exploring the Creative Curriculum: Lesson Plans, Individual Care, and Child Observation</td>
<td>C/ COA</td>
<td>II</td>
<td>PRE</td>
<td>Putnam Co. Library</td>
<td>2PM-4PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4129 Rt. 34, Hurricane</td>
<td></td>
</tr>
<tr>
<td>Mon., June 16</td>
<td>It’s More Than Paint and Crayons</td>
<td>C</td>
<td>II</td>
<td>IT</td>
<td>Putnam Co. Library</td>
<td>3PM-5PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>4129 Rt. 34, Hurricane</td>
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</tbody>
</table>

For additional training opportunities in our region and throughout the state check out the WV Early Childhood Training Connections and Resources (WVECTCR) Training Calendar at [http://www.wvearlychildhood.org](http://www.wvearlychildhood.org)
## Descriptions of Training Sessions:

<table>
<thead>
<tr>
<th>Training Session</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploring the Creative Curriculum: Lesson Plans, Individual Care, and Child Observation</td>
<td>This training will focus on the Developmental Continuum of the Creative Curriculum. The interest areas, Lesson Plans, Individual Care and Child Observation will be discussed in detail.</td>
</tr>
<tr>
<td>Fresh &amp; Refresh</td>
<td>In this session, participants will learn the importance of taking care of themselves and how to better manage stress. Adults will be shown how making sure they are “Fresh &amp; Refreshed” will help them more effectively care for children.</td>
</tr>
<tr>
<td>Introduction to the Ages &amp; Stages Questionnaire (ASQ-3)</td>
<td>In this training, participants will learn the benefits of developmental screening: how to score the ASQ-3 and ASQ:SE; how to interpret information gathered during screening for referral purposes; how to communicate the screening results in a sensitive manner; and the process for referring children to appropriate agencies to meet their specific developmental needs.</td>
</tr>
<tr>
<td>It’s More Than Paint and Crayons</td>
<td>Offering open ended art experiences to infants and toddlers can sometimes be a scary thought. Come explore ideas that will be easy on you and easy on your budget. Several hands on activities will be presented to help you see why, when, where and how open ended art activities can be a natural part of your curriculum.</td>
</tr>
<tr>
<td>Keeping Children Safe From Predators</td>
<td>Participants will learn some of the techniques offenders use to manipulate child victims. We will also discuss prevention strategies as well as proper responses to this type of child abuse.</td>
</tr>
<tr>
<td>The Business of FCC</td>
<td>This training session will cover Tom Copeland’s Seven Record Keeping Rules. These rules help FCC Providers track business expenses for tax purposes and quality care.</td>
</tr>
<tr>
<td>What Goes Up, Must Come Down! Math &amp; Science All Around!</td>
<td>Participants will learn the importance of including math and science in early childhood. Multiple science activities will be discussed.</td>
</tr>
</tbody>
</table>

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### Medication Administration & Child Abuse and Neglect

**Medication Administration**

*You must be on the STARS Pathway in order to take this class.*

- April 29th 4:00PM-8:00PM
- May 10th 9:00AM-1:00PM

**Medication Administration Recertification**

- June 19th 4:00PM-6:00PM

**Child Abuse and Neglect**

- April 17th 4:00PM-6:00PM
- June 24th 4:00PM-6:00PM

All trainings are held in the 1st Floor Conference Room of Link CCR&R

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To sign up for these sessions, Call Link CCR&R

(304)523-9540 or 1-800-894-9540.

With questions about these sessions, please contact Glenna Bailey, Nurse Health Consultant with West Virginia Early Childhood Training Connections and Resources (304)529-7603 or 1-888-983-2827 Ext. 402

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**Medication Administration Recertification**

This training is only for individuals who have completed the original 4 hour Medication Administration training and are now up for renewal. Participants should be current on the WV STARS pathway. Procedures and updates in practices will be presented.

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If your staff needs to be trained in Medication Administration or Child Abuse and Neglect, as per State Regulations, or other health and safety trainings, please contact Glenna Bailey, Nurse Health Consultant with West Virginia Early Childhood Training Connections and Resources at (304) 529-7603 or 1-888-983-2827 Ext. 402 to request a training at your center.
Fill out the survey below and Mail To: Sara Yusko, Link PDTT 611 7th Avenue Huntington, WV 25701

1. What county do you provide services in? _____________________________
2. What type of care do you provide? (Circle one)
   - Family Child Care
   - FCC Facility
   - School Age Care
   - Headstart
   - Pre-K
   - Other (please specify):__________________________
3. What time is best for you to attend training? (circle all that work for you)
   - Weekdays
   - Weekends
   - Mornings
   - Afternoons
   - Evenings
4. What training topics would you be most interested in?
   - ___ Health, Safety, & Nutrition
   - ___ Curriculum
   - ___ Professionalism
   - ___ Child Growth & Development
   - ___ Pre-K
   - ___ Learning Environment
   - ___ Developmentally Appropriate Guidance
   - Other (Please specify):__________________________

Do you know of any locations near you that we could use for a training? It must hold at least 20 adults. _______________________________________________

Do you have questions about trainings, topics, technical assistance, TRAILS, or other services the Training Team provides? Some of our best ideas come from talking directly to you! Please contact us at any time during the quarter to have a hand in what’s coming up next quarter!

Call Sara Yusko at 304-529-7603 ext. 229

Getting your degree in Early Childhood Education just got easier!

T.E.A.C.H. WV has funding available for eligible early childhood educators and directors who would like to earn their degrees in early childhood. We offer scholarships ranging from 3-12 credit hours per year.

T.E.A.C.H. will provide:
   - Partial Tuition
   - Partial Book Reimbursement
   - Travel Stipend
   - A Bonus Upon Completion of Contract

Contact T.E.A.C.H. for More Information!!!

T.E.A.C.H. WV
611 7th Ave, Ste 322
Huntington, WV 25701
TEACHWV@rvcds.org

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Visit our site or contact T.E.A.C.H. WV for information on our scholarships for Family Home Providers!

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Visit our website at: www.wvearlychildhood.org

T.E.A.C.H.® WEST VIRGINIA is a licensed program of Child Care Services Association
The Cabell Wayne Family Child Care Association is open to all counties now, not just Cabell and Wayne. All of our meetings are registered with WV STARS and you will receive ONE or TWO hours WV STARS credit. We also offer other trainings which are WV STARS registered too. If you have any questions feel free to call me Kathy Baker, President, at 304-529-6246 or email me at mrskathys@comcast.net so I can add you to our email list and you can start receiving information about the association and other helpful information. We would like to have all providers email addresses, so please email me at the address above so you can be added to the list serve. We hope to see some new providers at the meetings so we can share a new training “Second Helping” with all of you. Come and find out more.

Next meeting:  
April 5th @ 10am @ Link CCR&R office  
June 14th @10am @ Link CCR&R office

Your Family Child Care Business

Being a family child care provider is an amazing and empowering opportunity for anyone who loves spending time with children and promoting the child’s general development and well-being. Most of you as providers or future providers are already familiar and comfortable with the child care aspect of your business. That statement leads me into a question…how many of you are even fully aware that you are a self-employed professional and you are running your own business? Have you ever considered the business aspect of family child care? There is just so much more that goes along with family child care than caring for children. I would like to take a minute to introduce you to a few issues related to the business of family child care that you may have never considered before.

As with any business there are of course risks associated with a family child care business. Being aware of these risks and doing all you can to minimize them can significantly reduce the possibility of them occurring. The following are six recommendations to reduce those risks:

1. Conduct regular home safety inspections  
2. Establish a well documented emergency policy and procedure  
3. Make sure you have adequate insurance coverage  
4. Comply with all regulations and requirements  
5. Screen and Supervise any aids, help, or substitutes  
6. Report suspected abuse/neglect-YOU ARE A MANDATED REPORTER!!!

A second part of running a successful family child care business is complete and accurate record keeping. You should be tracking your business income, especially for tax purposes. There are many deductible expenses related to your business. A few of those are taxes and licenses, travel, telephone, food, household items, etc.

Lastly, developing and using a parent/provider contract is extremely important. This contract puts all expectations of you as the provider, the parents, and the child out into the open and in transparent for all involved. This contract serves many purposes like helping to resolve conflicts, support in any lawsuits, and as a reminder to what has been agreed upon by all involved parties. There are 4 key parts to a provider/parent contract. They are as follows:

1. Naming of all parties including child(ren), parent(s)/guardian, provider  
2. Payment Rate and frequency  
3. Termination procedure  
4. Signatures

These are just a few of the aspects of running a family child care business, however, there are many, many more. For much more information on this subject I would like to make you aware of a professional development training opportunity offered by our training team here at Link CCR&R. The session is called “The Business of Family Child Care.” It will be presented by myself and will be offered several times this quarter and in the future. Check the training calendar for dates and times. Always remember also, that the TRAILS van can come to your home to offer this session one-on-one with you, or we can come and assist you in preparing some of the documents listed above. Feel free to contact me with any questions or concerns you may have.

Food for Your Soul

Do you like to “yack?” Do you like to snack? If so, join us for an exciting evening of fun and participation amongst fellow Putnam County caregivers on Tuesday, April 1, 2014 from 6-8:30 pm at First Baptist Church Hurricane! This meeting will focus on “Challenging Behaviors.” Our newly founded group, “Yack ’n Snack” invites you to become the caregiver you want to be with the help of others. This input will encourage you to try new ideas and will help put a smile back on your face. Seating is limited to 20 but ideas are unlimited. Call now to register for “Yack ’n Snack” or for more information at 304-552-9552 (Dana). We hope to see you there!
ALERT
MANDATORY FACTS PLUS & DIRECT DEPOSIT FOR ALL CHILD CARE PROVIDERS

Effective May 1st, 2014 All Child Care Providers accepting subsidy children must have an active FACTS PLUS account and will be paid through direct deposit.

After June 1st, 2014, The Division of Early Care and Education will no longer produce paper checks as payment.

Frequently Asked Questions about Direct Deposit:

How does direct deposit work and how will I know I have been paid?
There will still be a record with direct deposit. Your bank will provide you with a record of deposits in your account upon request. Also, you may view your payment information online via the FACTS PLUS web application. FACTS PLUS (Provider Look-Up and Update System) is a secure internet application that allows registered Providers to view their services and payments. This online information is available 24 hours a day. For more detailed information about FACTS PLUS, please visit the homepage at http://www.wvfacts.org/factsplusnet/.

What happens if there is a problem at my bank or if I change banks?
Contact the West Virginia State Auditor’s Office at 1-304-558-2251 or 1-800-500-4079. They problem will be researched and corrected immediately upon determination of the error. To make a change—download, complete, print, and send the FACTS eVendor Agreement to the WV State Auditor’s Office via mail or fax. The form may be downloaded from www.wvsao.gov or at the FACTS PLUS Homepage.

How safe is direct deposit?
With direct deposit your payment cannot be lost. Nationally, over four million paper checks are lost or stolen each year.

How can I start direct deposit?
If you have either a savings or a checking account, fill out the FACTS eVendor Agreement available at www.wvsao.gov or on the FACTS PLUS Homepage. Don’t forget to send a VOIDED CHECK from your account.

Still have questions?
Contact Pam Williams, Leigh Ann Cazad, or Shelia Myers by calling Link CCR&R at 304-523-9540 or by email at Pam.K.Williams@wv.gov, Leigh.Ann.Cazad@wv.gov, or Shelia.Myers@wv.gov.

My name is Andrea Plummer and I recently joined Link CCR&R and River Valley Child Development Services as the new Early Childhood Specialist. I am excited to join the team and can’t wait to start.

I am from Huntington WV and have 13 years of preschool and preschool special education experience in the Cabell County Schools system. I look forward to this new opportunity working with our community child care providers.

I would like to thank all of the staff at River Valley Child Development Services for such a warm welcome as I join the team and begin this new opportunity.

Sincerely,
Andrea Plummer
Link Child Care Resource and Referral

Child Care Provider’s Newsletter and Professional Development Information

Link Child Care Resource and Referral is a program of River Valley Child Development Services and is funded through the WV Department of Health and Human Resources, Bureau for Children and Families, Division of Early Care and Education.

Visit us on the web: www.wvdhhr/Link or www.RVCDS.org