

# The Quality Times

Child Care Resource Center

January, February, March 2006 Vol. 11 No. 1

## Child Care Resource Center 1-800-585-1603

### Upcoming Educational/Training Opportunities

\*The Marion County Technology Opportunity Centers are offering FREE basic and intermediate computer training classes. Registration is now being accepted for classes starting in January and February. Learn Microsoft Office Word, Excel, PowerPoint and Internet. Basic-East Fairmont Jr., Tuesday, Jan. 17-Mar. 21 (10 classes) 6:00-9:00PM, Basic-Mannington Middle School Mon. & Thurs. Jan. 9-Feb. 9 (10 classes) 6:00-9:00pm and Intermediate-Miller Jr. High, Thursdays, Feb. 2-Apr. 6 (10 classes) 6:00-9:00pm. For more information or to register contact Gloria at 1-888-862-0505.

\*The ACDS (Apprenticeship for Child Development Specialist) classes are being offered in our area again. The ACDS Specialist credential is recognized by NAEYC. The first class and orientation will be held on Monday, January 9, 2006 from 6:00-9:00pm at the RESA-6 Center. The center is located at 30 GC&P Road in Wheeling. The instructor for this semester will be Dara Pond. To RSVP or for more information please call Jeanie Hores at the King's Daughters Child Care Center at 233-1114.

\*Medication Administration Training class is being offered on Monday, January 23<sup>rd</sup> from 6:30-9:00pm at West Virginia Northern Community College Auditorium 1704 Market St. Wheeling. Instructor for this class is Elaine McLeskey RN., BC., MS. There will a \$3.00

charge for this class payable at the door. This is to help offset the cost of materials. Registration Deadline is January 16<sup>th</sup>. Please call the CCRC at 232-1603 or 1-800-585-1603 to register for the class. Snow date is January 30<sup>th</sup>. Hope to see you there!

\* Grocery Games with Chris Gillis. This nutrition class will be held on Tuesday, March 14<sup>th</sup> at the Morgantown CCRC office. The training is scheduled for 10:00-12:00. Join us for a fun way to learn about good nutrition. To RSVP please call Chris at 1-304-639-1570.

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\*\*\*Child Care Resource Center is administered by Catholic Community Service of the Diocese of Wheeling/Charleston and funded by the West Virginia Department of Health & Human Resources.



**Check out these interesting websites:**

[www.familywatchdog.us](http://www.familywatchdog.us) is a very good website in you want to find out if there are any sexual offenders living in your neighborhood.

[www.healthykids.us](http://www.healthykids.us) is a very informative website for parents and caregivers. You will find answers to important questions such as When should I keep my sick child home from child care? What is the appropriate number of children per caregiver or teacher? What should I do when my child is bitten in the classroom? Caregivers and teachers will also find the resources useful to evaluate and improve their services and environments.

**Child Care Provider Association**

*Sponsored by the Child Care Resource Center*

**We Want You!**

Are you interested in meeting other providers and improving child care in your area? If so, join our Provider's Association today! It's FREE and as a member you will get:

- exclusive training opportunities
- free materials
- prizes at every meeting
- time to network with other providers

Our first meeting will be January 14, 2006 from 2:00-4:00 at the Wellsburg Library, 945 Main St. If you are interested in joining us please call Misty at 304-737-4513.

**Are you in need of Liability Insurance?**

The following is a sample of resources about getting liability insurance for a family child care business or a child care center. This information was taken form the National Child Care Information Center. The following companies provide family child care liability insurance nationally:

- Adults and Children's Alliance  
1-800-433-8108 or [www.acainc.org](http://www.acainc.org)
- American Federation of Daycare Services, Inc.  
1-800-476-4940 or [www.afds.com](http://www.afds.com)
- IMC, In.  
1-800-245-0023 or [www.imcgroup.com](http://www.imcgroup.com)
- Block Insurance  
1-800-225-0863 or [www.blockinsurance.net](http://www.blockinsurance.net)
- Capitol Indemnity Corporation  
1-608-231-4450 or [www.capitolindemnity.com](http://www.capitolindemnity.com)
- Cherry Creek Program Management  
1-800-777-5035 or [www.cherrycreekins.com](http://www.cherrycreekins.com)
- Francis L. Dean & Associates, Inc.  
1-800-745-2409 or [www.fdean.com](http://www.fdean.com)
- Markel Insurance Company  
1-888-442-4006 or [www.childcareinsurance.com](http://www.childcareinsurance.com)
- Morgan and Associates, Inc.  
1-877-799-8980 or [www.morganinsurance.com](http://www.morganinsurance.com)
- National Care Providers Insurance  
1-800-423-9733
- United States Liability Insurance  
1-800-523-5545 or [www.usli.com](http://www.usli.com)

**TRAILS IS ON THE ROAD AGAIN!!!**

The Traveling Resource and Information Library Service (TRAILS) is up and running. The new TRAILS team is Todd Fromhart, TRAILS Specialist and Michelle Davis, TRAILS Assistant.

TRAILS is a free, mobile lending library and training service available to registered family child care providers and state licensed child care centers. We offer children's books, resource and activity books, developmental toys, specials needs equipment, children's videos, infant and toddler equipment, computer software, children's music, and training.

The TRAILS van will begin visiting providers in January. Please call Todd at 1-800-585-1603 or 232-1603 to schedule an appointment for the TRAILS van to visit your home or center. We look forward to hearing from you all soon.-Todd and Michelle

\*\*\*\*Infant Toddler News\*\*\*\*

It is a source of great pride that I can say that Region 1 has been chosen to serve as a pilot for the new West Virginia Infant Toddler (WVIT) Professional Development Program for Caregivers. This renovated training will cover a wide range of topics that surface when working with infants and toddlers as well include a personal mentoring component called TACIT (Technical Assistance for Caregivers of Infants and Toddlers).

The current workshops are full and are scheduled throughout January, February, and March 2006 and will be closely followed and documented to tweak the curriculum and share the results with others.

Many thanks are extended to the providers, administrators, facility, and centers involved in the pilot and to the many others who graciously volunteered to participate.



Please watch for further classes scheduled at a later date.-Wendy Miller Infant Toddler Specialist

**Behavior Support Corner**

Did you know that using sign language (American Sign Language) with the children in your care may help to reduce their frustration levels and temper tantrums? Using sign language increases a child's ability to communicate successfully. Children can begin using signs as early as 7 months of age.

Current research indicates that children who use sign speak earlier, develop a larger vocabulary, and have better hand-eye coordination. To learn more about the benefits of sign language, please contact us at the CCRC. We have items for loan through TRAILS and our lending libraries. Informational packets and technical assistance can be obtained through the Behavior Support Specialist as well. In the mean time, you can check out the following web sites for additional information:

[www.wesign.com](http://www.wesign.com), [www.pbs.org](http://www.pbs.org), [www.wesign2.com](http://www.wesign2.com) or [www.lifeprint.com](http://www.lifeprint.com). -Jane Rose, Behavior Support Specialist

**ATTENTION CENTER DIRECTORS**

The next Center Directors Luncheon Meeting will be held on Friday, February 3, 2006 at Hoss's in Elm Grove. The meeting will begin at noon. All Center Directors are welcome! Hope to see you there.



**ATTENTION MONONGALIA & MARION CO. PROVIDERS!!!!**

- ARE YOU STRESSED?
  - ARE YOU FEELING OVERWHELMED?
  - DO YOU FEEL ISOLATED?
- If you answered "YES" to at least one of these questions, then we have a great opportunity waiting for you. The Morgantown CCRC is excited about starting a provider support group. The group would meet once a month. This would give providers an opportunity to talk with other providers, to de-stress, and to address any questions or concerns. If you have an interest, please call the Morgantown CCRC at 292-7357.

**HOW TO USE FIRE EXTINGUISHERS  
P.A.S.S.**

- P= PULL
- A= AIM
- S= SQUEEZE
- S= SWEEP

Pull pin located in the head of the extinguisher.

Aim the hose, nozzle or horn at the base of the fire. BE SURE that you are at least 6-8 feet from the fire, because if you are too close you can accidentally spread the fire further.

Squeeze the handle on the extinguisher. This allows the fire suppressing contents of the extinguisher to be released.



Sweep the hose, nozzle or horn from side to side to assure coverage of the fire/area.

Recipes to Share  
Party Mix

- 1 Box of Crispix-12oz.
  - 1 (12oz.) Pkg. Small Pretzels
  - 1 (12 oz. Pkg. Peanuts
  - 1 (16oz.) White Melting Chocolate
  - 1 (16oz.) Pkg. M&M's
- In a large bowl or pan, lightly mix Crispix, small pretzels, and peanuts. Melt chocolate in microwave (on 70%-medium-high) about 2 to 3 minutes. Pour over mixture. Mix lightly. Add M&M's. Spread on waxed paper; cool. ENJOY!

Chocolate Pudding

- \*Chocolate pudding
- \*Gummy worms
- \*oreo cookie crumbs
- \*glasses (clear plastic)

Prepare chocolate pudding mix as instructed on package. Fill glasses 3/4 full of pudding. Sprinkle oreo crumbs on pudding. Stick gummy worms in crumb. Voila! Instant cup of dirt with worms to boot! YUMYUM!

Apple Raisin

- \*Apples
- \*Raisins
- \*Peanut Butter
- \*teaspoon
- \*knife

Cut off top of apple. Using spoon, scoop out core of apple. You and child: fill apple with peanut butter and top with raisins. Note: If this is to be eaten later, brush apple edges with lemon juice to prevent browning and wrap in foil. Enjoy!

Rhymes and Finger Play  
"Five Little Valentines"

Five little valentines, pretty with lace,  
Standing in a row, in their own place,  
The first one says, "Will you be mine?"  
The second one says, "Be my Valentine".  
The third one says, "I love YOU".

The fourth one says, "I'll be true".  
The fifth one says, "Let's all run away,  
and find a little friend today" .-Sherry Defibaugh, Education  
Coordinator/Trainer

follow for when to keep a sick child at home.

Have a safe and healthy year-Marisa Smith, FRC-Fairmont

### "Cold-Proofing"

#### Top 8 Tips for the Home or Classroom

1. Keep the bleach and water coming!  
Continually use a bleach solution of 1/4 cup bleach to one gallon of water to disinfect toys and equipment. Leave air dry or wipe off with a paper towel.
2. Wash your hands...Washing your hands is one of the best ways to keep cold and flu germs from spreading throughout the home. Wash before and after serving food, wiping noses, using the bathroom and cleaning up toys.
3. Teach children to wash their hands.
4. Don't share cups...Put a disposable cup dispenser in the bathroom or near the sink to teach children to use a clean paper cup when they need a quick drink.
5. Stock up on tissues...Put tissue boxes around the home for easy access. Help children learn to take a tissue when they sneeze, and to blow their noses often when they have a cold.
6. Try to keep sick children separate...When a child is showing symptoms of a cold or flu, try to put him or her in a "get well room" or a side area to rest. Contact his or her parents to arrange when the child can be picked up.
7. Encourage immunizations...While immunizations is usually a standard requirement for enrollment, it's a good idea to encourage parents strongly to maintain their child's immunization record, and when age appropriate, get a flu shot if prescribed.
8. Give guidelines for keeping sick children at home...There will be times when children are too sick to go to school or daycare but their parents bring them anyways. Make it easy on yourself and parents by establishing a set of criteria to

### "Shaking your Baby Shatters your World"

Taking care of a baby isn't easy. Babies need a lot of care and attention. They are worth the effort, but can leave you feeling very tired, maybe even short tempered. There are many reasons babies cry, it is the way they communicate. You won't always know what the reason is. Sometimes it may seem like nothing is wrong, but the baby will keep crying. This can leave you feeling worried, tense and frustrated. All people have these feelings.

It is NEVER ok to take angry feelings out on a baby. Babies are very fragile. They have heavy heads, weak neck muscles, growing brains and thin skulls. Shaking or hitting a baby can cause lasting damage. It can cause brain damage, blindness, loss of hearing, bleeding, mental retardation and even death.

When a baby cries try to find out if anything is wrong. Learn how to calm the baby when he or she cries. Make sure basic needs are met. Hold the baby close to you, go for a walk together, reduce noise or lower lights, play soft music, sing or talk to the child in a calm voice. Make sure the baby is not sick.

Keep your cool! Try to relax, take a break, talk with someone, make an emergency plan (people to call, methods to try, before a crying episode), call a hotline, talk about your feelings, follow a daily routine, make friends with other providers.

Don't be too hard on yourself: Care-giving is a tough job. Always keep the baby safe, remember it won't last forever.

**REMEMBER:** never yell at, hit or shake a baby. Shaking or hitting a baby just

ONCE can injure or kill him or her.-Beverly  
Heldreth,FRC-Fairmont

Training Schedule for Northern Panhandle-Region 1  
January, February and March 2006

To register for a training listed below, please call the Wheeling CCRC at 232-1603 or 1-800 585-1603.  
Sherry Defibaugh, Education Coordinator/Trainer

Date/Day	Training Title	Core Knowledge/Competency #	Tier	Location	Time
1/7/06 Saturday	Family Child Care Health and Safety	Health, Safety and Nutrition 2.1, 2.2	2	Moundsville Library	10:00-12:00
1/12/06 Thursday	Fundamental Early Learning	Curriculum 4.1	1	Kubeck Room- Benwood/ McMechen Housing	6:30-8:30
1/19/06 Thursday	Child Abuse & Neglect	Health, Safety and Nutrition 2.4	2	Grandma's House Day Care Center, Follansbee	12:30-2:30
1/23/06 Monday *Snow date is Jan. 30th	Medication Administration *There is a \$3 fee for this class	Health, Safety & Nutrition 2.2, 2.3, 2.4	3	WV Northern Community College Auditorium	6:30-9:00
1/25/06 Wed.	Child Abuse & Neglect	Health, Safety and Nutrition 2.4	2	Children's Academy- Weirton	6:00-8:00
2/4/06 Saturday	Signs and Symptoms of Substance Abuse	Health, Safety & Nutrition 2.2, 2.3	2	Moundsville Library	10:30-12:30
2/7/06 Tuesday	Sign Language Awareness	Curriculum 4.6	1	CCRC-Wheeling	6:00-8:00
2/9/06 Thursday	Sign Language Awareness	Curriculum 4.6	1	CCRC-Weirton	9:30-11:30
2/23/06 Thursday	Using the Newspaper in Child Care Programs	Curriculum 4.6 *Ideal for pre-readers and school-age children	2	Follansbee Library	12:00-2:00
3/6/05 Monday	Signs and Symptoms of Substance Abuse	Health, Safety & Nutrition 2.2, 2.3	2	Follansbee Library	5:30-7:30

3/18/06 Saturday	Internet and Your Child	Positive Interactions and Relationships 3.1, 3.2, 3.3 & 3.4	2	WV Northern Community College-HazelAtlas Bldg-Computer Lab	8:00-12:00
3/22/06 Wed.	Grief and Children	Positive Interactions and Relationships 3.1,3.3 & 3.4	1	CCRC-Weirton	11:30-1:30
3/29/06 Wed.	Grief and Children	Positive Interactions and Relationships 3.1,3.3 & 3.4	1	Moundsville Library	1:30-3:30

**Marion, Monongalia, Wetzel and Tyler Counties Training Schedule  
January, February and March 2006**

*To register for the trainings listed below, please call the Morgantown CCRC at 292-7357 or 1-888-272-7357.*

*Tracey Willis, Education Coordinator/Trainer*

Date/Day	Training Title	Core Knowledge/Competency#	Tier	Location	Time
1/5/06 Thursday	Childhood Bullies	Positive Interactions 3.1, 3.4	2	Morgantown CCRC	3:00-5:00
1/5/06 Thursday	Biting	Positive Interactions 3.1, 3.2	2	Morgantown CCRC	6:00-8:00
1/7/06 Saturday	Childhood Bullies	Positive Interactions 3.1, 3.4	2	Wetzel Co. Library	10:30-12:30
1/9/06 Monday	A Closer Look at Fire Safety	Health, Safety & Nutrition 2.1	2	The Shepherd's Care	6:00-8:00
1/18/06 Wednesday	Mad Feelings & Challenging Behaviors	Positive Interactions 3.2, 3.3 Curriculum 4.2, 4.3	2	Marion Co. DHHR Rm 148 (Bring a snack)	1:00-4:15
2/4/06 Saturday	Mad Feelings & Challenging Behaviors	Positive Interactions 3.2, 3.3 Curriculum 4.2, 4.3	2	Morgantown CCRC (Bring a bagged lunch)	9:00-1:15
2/27/06 Monday	Learning to Look	Child Observation & Assessment 5.1, 5.3	1	Marion Co. DHHR Room 148	1:00-3:00
2/28/06 Tuesday	Asthma & Child Care	Health, Safety & Nutrition 2.3	1	Wetzel Co. Library	12:00-2:00
3/6/06 Monday	Pretend Play	Child Growth & Dev. 1.3 Curriculum 4.1	2	Morgantown CCRC	2:00-4:00
3/25/06 Saturday	SIDS and Shaken Baby Syndrome	Health, Safety & Nutrition 2.1, 2.4	1	Marion Co. Library	9:00-11:00
3/27/06 Monday	Babies and Sign Language	Curriculum 4.6	1	Marion Co. DHHR Rm 148	2:00-4:00
3/27/06 Monday	Biting	Positive Interactions 3.1, 3.2	2	Marion Co. Library	5:00-7:00

3/31/06 Friday	A Closer Look at AD/HD	Child Growth & Dev. 1.2 Positive Interactions 3.2	1	Tyler Co. Senior Ctr.	10:00-12:00
3/31/06 Friday	SIDS and Shaken Baby	Health, Safety & Nutrition 2.1, 2.4	1	Tyler Co. Senior Ctr.	12:30-2:30

Reminders:

- These trainings, along with any possible additions during the quarter, are listed on-line at [www.wvearlychildhood.org](http://www.wvearlychildhood.org) under Training Calendar on the main menu.
- Infants & children are not to attend the training sessions. Alternate care arrangements need to be made in advance.
- Training will be cancelled in the event of bad weather, when in doubt call the CCRC that is scheduling the class.
- If you have registered for a training and find that you are not able to attend, please call to cancel as there may be a waiting list for that class.

### First Aid and CPR Classes

\*Please call the contact number listed to pre-register for a class

DATE	TITLE	LOCATION	TIME	COST
Mon. Jan. 9	Adult CPR/AED	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-10:00	\$25-CPR only \$30- CPR/AED
Tues. Jan. 10	Infant & Child CPR	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-8:30	\$35
Wed. Jan. 11	First Aid	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-8:30	\$25
Thurs. Jan. 26	Adult CPR	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	9:00am- 12:30pm	\$25
Thurs. Jan. 26	First Aid	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	1:00-3:30	\$25
Mon. Feb. 13	Adult CPR/AED	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-10:00	\$25-CPR only \$30-CPR- AED

Wed. Feb. 15	First Aid	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-8:30	\$25
Wed. Feb. 22	Adult CPR	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	9:00am- 12:30pm	\$25
Wed. Feb. 22	First Aid	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	1:00-3:30	\$25
Mon. Mar. 13	Adult CPR/AED	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-10:00	\$25-CPR \$30-CPR- AED
Tues. Mar. 14	Infant & Adult CPR	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-8:30	\$35
Thurs. Mar. 16	First Aid	American Red Cross River Valley Chapter 193-29th Street Wheeling, WV 26003 232-0711	6:00-8:30	\$25
Tues. Mar. 28	Adult CPR	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	9:00am- 12:30pm	\$25
Tues. Mar. 28	First Aid	American Red Cross 3146 Main Street Weirton, WV 26062 304-797-1600	1:00-3:30	\$25
Tues. Jan. 31	CPR	Wheeling Hospital 243-3900	6:00-9:00	Call for fee
Wed. Feb. 1	First Aid	Wheeling Hospital 243-3900	6:00-9:00	call for fee

Tues. Feb. 28	CPR	Wheeling Hospital 243-3900	6:00-9:00	call for fee
Tues. Mar. 28	CPR	Wheeling Hospital	6:00-9:00	call for fee
Wed. Mar. 29	First Aid	Wheeling Hospital 243-3900	6:00-9:00	call for fee
Wed. Feb. 15	First Aid	Weirton Medical Center MOB room 304-797-6054	*5:00 May change to 6:00	call for fee
Tues. Mar. 14	Infant/Child CPR	Weirton Medical Center MOB room 304-797-6054	*5:00 May change to 6:00	\$10
Tues. Feb. 7	Infant/Child CPR	Ohio Valley Hospital Nurse's Residence 234-8339	7:00- 9:00pm	\$5
Thurs. Feb. 17	CPR	Reynold's Memorial Hospital 843-3229 *Call monthly for class dates	6:00	\$15
Sat. Jan. 7	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35
Jan. 9 & 10	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45
Sat. Jan. 21	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35
Jan. 23 & 24	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45
Sat. Feb. 4	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35

Feb. 6 & 7	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45
Sat. Feb. 18	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35
Feb. 20 & 21	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45
Sat. Mar. 4	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35
Mar. 6 & 7	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45
Sat. Mar. 18	Adult CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	9am-2pm	\$35
Mar. 20 & 21	Community CPR & First Aid	Red Cross 1299 Pineview Dr. Suite 3 Morgantown, WV 304-598-9500	6pm-9pm	\$45

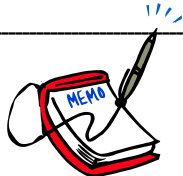
**The Following offer CPR & First Aid Classes-  
Please call for date and time**

- Fairmont Red Cross  
105 First Street  
Fairmont, WV  
366-2060
- Morgantown Fire Dept.  
3000 Spruce Street  
Morgantown, WV  
284-7480
- Marion County Rescue Squad  
Contact person-Ken

**365-0003**

- WVU Center for Rural Emergency  
Medicine  
Contact person-Ann Herrington  
293-6682
- Mon General Hospital  
Contact person-Linda Felton  
598-1935
- Brooke Co. Health Dept.  
Contact person-Karen McClain  
737-3665

**Cpr First Aid  
Grandmas'  
Care Center is  
2-day CPR and  
Aid Class on Jan. 26<sup>th</sup> and Jan. 27<sup>th</sup>. The  
classes will be taught by Karen McClain of  
the Brooke Co. Health Dept. Each class  
will be 3 hours. The cost is \$10. Please call  
Grandma's House at 304-527-2959 to  
RSVP.**



**Class  
House Child  
sponsoring a  
Basic First**

3. Do not write in pencil. Only ink will be accepted
4. Remember to submit a completed request for payment form with your attendance sheets.
5. Parents must sign their full first and last name. Initials will not be accepted.
6. Have parents initial if they make any corrections on the attendance sheets. For example; time in/out, signature.
7. The use of white-out is prohibited. Please just cross out the mistake and put correct info in and initial where change is made.
8. Remember to checkmark the hours of care provided.
9. Remember to place total number of checkmarks at the bottom of attendance sheets for each column.
10. The bottom of both sides of attendance sheets must be signed by the provider ("Provider Signature")

If the billing and attendance sheets are not completed correctly, the forms must be returned for correction! It is the providers responsibility to make sure the billing and attendance forms are completed correctly before submitting.-Roseanne Campbell-FRC/Billing and Referral Spec., Morgantown

### Billing Reminders

1. Please be sure the parents are signing their children in and out at exact times daily. The only time a provider would sign the child in or out and put the time in would be if the provider is sending the child to school or picking up the child from school.
2. Non-traditional hours are as follows:
  - \*4 or more hours of care on Saturday or Sunday
  - \*4 Hours of care after 7pm or 4 hours before 6am
  - \*12 hours or more of continuous care, Not to exceed 18 hours
  - \*Holidays are NOT non-traditional

### Dear Providers,

**Please remember that parents who are using CCRC services must report any changes in writing within five days. If a parent you about in their reminder should this to worker at Do not that who do not report changes within five writing five days. would tell a change case just a quick that they report their CCRC. forget parents**





**days risk being put on a 30 day penalty closure. Any provider that would like extra change of information forms to keep at the day care for parents should contact their local CCRC and request these forms.-Kelly Abercrombie, FRC, Weirton**

### **Provider Look Up System (PLUS)**

**FACTS PLUS allows registered providers to view information about their services provided via Statewide FACTS system. If you are providing services to WV clients through the FACTS system, you may request a FACTS PLUS account and will be notified about your application once it has been evaluated by FACTS staff.**

- **About the Families and Children Tracking System (FACTS) of WV**  
FACTS is a large customized statewide automated Case Management System.

**FACTS PLUS lets you track your "Request for Payment" process each month. To sign up for FACTS PLUS you can get the application on-line at [www.wvfacts.org/facsplusnet](http://www.wvfacts.org/facsplusnet) or from your local CCRC office**

It's that time of year again! It's Tax Time

The following questions and answers were taken from [www.irs.gov](http://www.irs.gov)

**Q. Do self-employment taxes need to be paid quarterly or yearly?**

**A. Self-employment tax is paid by making quarterly estimated tax payments which include both income tax and social security tax.**

**Q. I am self-employed. How do I report my income and how do I pay Medicare and social security taxes?**

**A. Your self-employment income is reported on Form 1040, Schedule C, Profit or Loss from Business, or Form 1040, Schedule C-EZ, Net Profit from Business.**

**Q. I just started a small business and want to know if I have to file my income taxes quarterly or at the end of the year?**

**A. The Federal Income Tax return is filed annually. As a self-employed individual, if after deducting withholding and credits you expect to owe \$1,000 at the end of the year, you should make estimated tax payments on a quarterly basis. Form 1040-ES, Estimated Tax for Individuals, will assist you in determining if estimated tax payments are due and how they are paid.**

**Q. What is EIC?**

**A. The earned income credit (EIC) is a tax credit for certain people who work and have earned income under \$37,263. A tax credit usually means more money in your pocket. It reduces the amount of tax you owe. The EIC may also give you a refund.**

**Q. What's new with EIC?**

**A. Earned income amount is more. The maximum amount of income you can earn and still get the credit has increased. You may be able to take the credit if:**

- **You have more than one qualifying child and earned less than \$35,263 (\$37,263 if married filing jointly)**
- **You have one qualifying child and you earned less than \$31,030 (\$33,030 if married filing jointly)**
- **You do not have a qualifying child and you earned less than \$11,750 (\$13,750 if married filing jointly)**

For more information on tax questions, or to get free small business tax products online check out [www.irs.gov](http://www.irs.gov) . -Lisa Garrison, Billing and Referral, Wheeling

**From the Directors Desk**

**Happy Holidays from all of us to all of you! We hope that you have had a wonderful 2005! We are looking forward to a fulfilling new year.**

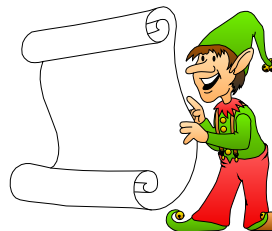
**We are always here to answer your questions and address your concerns. Please don't hesitate to call us.**

**You can reach us at: Wheeling CCRC 1800-585-1603 or 232-1603, Weirton CCRC 1-800-456-6607 or 748-2007,**

**New Martinsville CCRC 455-0920,  
Morgantown CCRC 1-888-272-7357,  
and Fairmont CCRC 366-3615.**

**We hope each of you and your families have a great holiday season!**

**Best Wishes,**



**Traci M. Kinney,  
CCRC Director**