



Fall 2005

**All the Latest News on These Topics:
Business/Professional, Health/Safety,
Training, and the USDA Food Program!**



An early childhood education agency

BUSINESS/PROFESSIONAL

How the Office for Children Contacts You

The Office for Children sends providers important and helpful information every month, sometimes one, sometimes two things. Look in the mail for:

- ☞ USDA Child Information Forms (CIF)
- ☞ USDA Enrollment Renewal Reports
- ☞ Update newsletters
- ☞ "Institute for Early Learning" training brochures
- ☞ "Time to Renew Your Child Care Permit" yellow postcard
- ☞ "Child Care Providers, Have You Completed Your Training Requirements" blue postcard
- ☞ Flyers for special trainings and events
- ☞ A "Customer Satisfaction Survey" card in a blue envelope
- ☞ Anything with the return address for Fairfax County Department of Family Services, Community Education and Provider Services or Child and Adult Care Food Program or Child Care Assistance and Referral, 12011 Government Center Parkway, Fairfax, VA 22035.

On your telephone throughout the year, you may also receive recorded messages with important information, training opportunities and reminders.

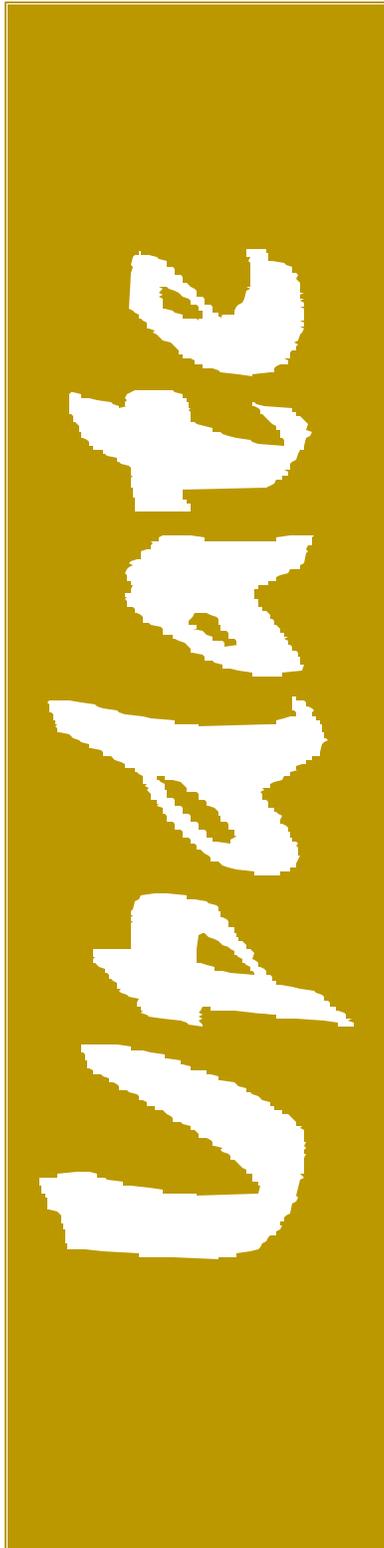
Tax Identification Numbers (TIN)

The Internal Revenue Service (IRS) requires providers to give a Tax Identification Number to families who pay YOU to care for their children. Failure to provide the number can result in an IRS penalty for you. The tax identification number can either be your social security number or an Employer Identification Number (EIN). The IRS has information on how to apply for an EIN at www.irs.gov/businesses/small/article/0,,id=97860,00.html.

HEALTH/SAFETY

Sexual Offender Search

Safety is important to you and your families. Here is another way you can get information and help keep children safe at home or around your community. The Virginia State Police's website, www.vsp.state.va.us, helps you find out if a convicted sexual offender is living in or near the area where you live or play with children. Under the Welcome to Virginia State Police Web banner, click on the words Sexual Offender Registry. On the Registry page, select Search the Public Notification Database. When you enter a zip code, the search results are displayed.



Community Emergency Alert Network

The Fairfax County Community Emergency Alert Network (CEAN) will deliver important emergency alerts, warnings and updates during major crisis or emergency. Messages will be sent to any e-mail accounts, cell phone, text pager, satellite phones or wireless PDAs that you register. CEAN provides real time updates, and if needed, instructions on where to go, or protective actions needed. To sign up, go to www.fairfaxcounty.gov/cean. Follow the instructions to log on and register yourself.

CPR and First Aid Resources

The Office for Children will no longer be able to offer free CPR and First Aid workshops. Maintaining a current certificate in CPR and First Aid is required to have a permit. To find an updated list of resources, go to the Child Care Central web page, www.fairfaxcounty.gov/childcare, and look under Being a Child Care Provider and then for CPR and First Aid Resources.

Fire Safety

The Fire Department wants to remind you about the proper placement of smoke detectors and use of fire extinguishers.

☞ Smoke detectors should be mounted on the ceiling and not over top of the stove/oven area. If there is more than one level, smoke detectors should be placed on each level.

☞ Fire extinguishers should be located where they are easy to get. Most fires start in the kitchen area. If you have a fire extinguisher in the kitchen, it should not be located near the stove to avoid walking past the stove to reach the fire extinguisher.

? Once a month, check the pressure gauge dial to make sure the fire extinguisher has the proper pressure to operate in case of a fire.

? To operate the extinguisher, 1. Pull the pin from the handle, 2. Squeeze the handle, 3. Aim the hose/stream at the base of the fire.

? You can bring your fire extinguisher to your local fire department for additional help or questions about operating a fire extinguisher.

? Remember, it is also a permit requirement to regularly practice fire drills with the children and to keep a record of your fire drills.

Beware of Scams

There has been much publicity about the increase of scams over the internet and the phone. Family child care providers have been targets of this fraudulent activity. If you are contacted by

individuals requiring money to advertise your business on the County web site-BEWARE! The Office for Children does not charge a fee for this service. If you receive a call from a company representative stating the Office for Children endorses their programming kits- BEWARE! The Office for Children does not endorse such kits.

Please contact the Office for Children at (703) 324-8100, if you receive calls by individuals trying to sell you products or services claiming they are endorsed or sponsored by the Office for Children.

TRAINING

Training Registration and E-mail

Many providers do not have an e-mail address in the training database. You may want to consider adding this to the information we have. E-mail is a fast and easy way to communicate. You may receive an e-mail message about a cancellation or a change in a scheduled course date. You can also receive an e-mail confirmation of enrollment. If you forget your Registration ID number or PIN number, we can e-mail this information to you. Call 324-8100 to add your e-mail address to your information in the training database.

Online and Automated Telephone Registration

You can register for training by mail, fax, in person, online and by automated telephone.

☞ For online registration, use www.fairfaxcounty.gov/childcare/training.htm.

☞ For automated telephone registration, use (703) 324-4018.

☞ For help on how to use the online registration or the automated telephone registration, go to www.fairfaxcounty.gov/childcare/RegInstructions.htm.

Training Hours and Food Program Orientation

The Food Program Orientation is an information session about how to join the Food Program and how to submit your claims for reimbursement. Starting September 2005, a provider must join the USDA Food Program to receive 2 hours of training credit for attending the orientation.

NOVA Infant and Toddler Certificate Program

In April 2005, sixteen OFC sponsored child care providers received Infant-Toddler Care Career Studies Certificates from Northern Virginia Community College. Earning this certificate takes four semesters and one summer session to complete. The OFC purchased books and study material for the providers. A state scholarship paid for the tuition. A second group of providers has

started the program and a third group starts in September, 2005.

If you are interested in being part of the next group of providers to work toward earning an Infant-Toddler Care Career Studies Certificate in September 2006, contact Betsi Closter at (703)324-8290 or Maria Elena Martinez at (703)324-8018.

Training for Child Care Assistants

Fairfax County provides training for permitted providers, state licensed providers and centers. Family child care providers are operating a small business and some hire assistants. The provider needs to plan and find training for her assistant outside of the Office for Children. The Virginia Department of Social Services (VDSS) has many courses for a nominal fee.

For additional ideas on where to find training, go to www.fairfaxcounty.gov/childcare. Look under Current Research and Publications for back issues of the Update and select the Winter 2005 Special Professional Development Update Issue.

What's New in CEPS?

☞ Laptop Computers:

Child Care Specialists will be getting laptop computers to use when they are out visiting with providers. In December, your child care specialist will be able to print out visit results and forms while working with you at your home.

Goodbye Iris Taylor and Marlene Platt

Iris Taylor and Marlene Platt, CEPS Child Care Specialists, will be retiring. Iris retires at the end of August and Marlene retires mid September. They will miss all the providers they have worked with and become friends with over the years. We will miss them too!

FOOD PROGRAM

Long-time Food Program Participant

Centreville family child care provider **Iffat Khalid** joined the Food Program in 1990. Has she benefited from being in the Food Program? Here's what she says:

"Parents know that when their children are in the Food Program they get nutritious food. The program is good for children and for business. It brings more business. I care for children in the Child Care Assistance and Referral program which requires participation in the Food Program. Of course I would recommend that all providers be part of the Food Program!"

Food Records Due by the Fifth

The Office for Children needs to receive your food program records by the fifth (5TH) of the month. Your late records will delay your payment. Submit your claims on time to have a chance for one of the monthly or quarterly prizes. There is only one more quarterly prize winner and the winner might be you.

USDA Enrollment Renewal Report

Starting April 1, 2005, the USDA Child and Adult Care Food Program's new regulations require all providers to every year re-enroll all children participating in the Food Program. The re-enrollment will require the signature of the child's parent or guardian, a list of the child's normal days and hours of care, as well as the meals received in care. To make it easy, the Office for Children has developed an Enrollment Renewal Report for each provider. This report will have:

- ☞ The names of all children who are in the providers care and enrolled in the Food Program
- ☞ A space for the parent/guardian to indicate the days and hours that the children are in care
- ☞ A space for the parent/guardian to indicate the meals received
- ☞ A space for the parent's or guardian's signature

Each provider who participates in the Food Program received a letter in early August about the USDA Enrollment Renewal Report. If you have additional questions, call (703)324-8100 to talk to someone in the Food Program or your Child Care Specialist.

New Reimbursement Rates

USDA has new reimbursement rates for family child care providers effective July 1, 2005 – June 30, 2006.

Tier I		Tier II
	<i>Breakfast</i>	
\$1.06		\$.39
	<i>Lunch/Supper</i>	
\$1.96		\$1.18
	<i>Snack</i>	
\$.58		\$.16

Join the USDA Food Program and Submit your Claims!!

You get benefits like:

- ☞ A chance for a monthly prize like a blender or mixer to use when you cook with children!
- ☞ A chance for the quarterly prize like a kitchen set or shelf with books!
- ☞ Priority registration for some workshops offered **only** to active participants in the Food Program.
- ☞ Reimbursement for some of the cost of food that you already serve to children.

Need a few more reasons? Look at these figures:

Number of Children	Tier One Money You could Have Claimed Monthly	Tier Two Money You Could Have Claimed Monthly	Tier One Money You Could Have Claimed Yearly	Tier Two Money You Could Have Claimed Yearly
5	\$378.00	\$181.65	\$4,536.00	\$2,179.80
3	\$226.80	\$108.99	\$2,721.60	\$1,307.88
1	\$ 75.60	\$ 36.33	\$ 907.20	\$ 435.96

Every month you do not join the USDA Food Program or submit your claim, you lose money you could put back into your business or your bank account!

Ready to give it a try? Call (703) 324-8100 to register for the USDA Food Program Orientation and learn how to submit your claim on the new Web HX system!