



Fall 2008

# Update

*A newsletter for Fairfax County child care professionals*

Fairfax County Department of Family Services/Office for Children

## Make Sure Your Fax Connects to Us

Please put your name and zip code on all faxes or other documents you send us, so we know it belongs to you. When you fax your permit forms, food program records, immunization and TB test records, training certificates, change of address or phone number, CPR/first aid cards or any other correspondence, we can only connect this information to your business if you put your name on it. Our fax number is 703-653-1302.

## Mail Your Renewal Fee

Your child care permit must be renewed each year. Three months before your permit renewal is due, you will receive a yellow card reminding you about the renewal requirements. Please fill out the card and send us your \$14 renewal fee; **do not** hold your renewal fee until your child care specialist visits you.

## New Child Protective Services Form

The Virginia Department of Social Services has revised the Child Protective Services Central Registry Release of Information form. The next time you complete one, you will see that the form has changed. You will still provide the same information, even though the form looks different.

**Part 1** has instructions about completing the form.

**Part 2** requests information about the person whose name is being searched, and the names of all children living or not living with this person.

**Part 3** is completed in the presence of a notary. This section gives permission to release your information to us, and certifies your identity and that the information provided is truthful.

**Part 4** is for the notary to complete. If you have questions about the new form, please call the administrative coordinator or child care specialist for your area.



## Are You Going on a Long Vacation?

If you plan to take a vacation that will cause you to be away from home for a long time – for example, up to eight weeks – you must let us know at least two weeks before you leave. If our Child Care Assistance Program is helping to pay for your service to families, please notify your Child Care Assistance and Referral specialist at least three weeks before you take your vacation. The specialist will use this time to help families that need child care while you are on vacation. Please encourage the parents to contact their own specialist to arrange temporary care placements for the time you will be gone. In some cases, the provider and parents will need to complete additional forms before the specialist can authorize a substitute care arrangement.

## Who Signs the USDA Eligibility Tax Form?



You, the provider must sign the USDA Eligibility tax form and record your social security number or tax ID number. Your spouse, friend or relative can help you read and complete the form, but it is your signature and information that is required on the form.

## Update Your Information

There are two important places to update your information. The first is our permit database, and the second is the online child care search database.

For the permit database, make sure we have the correct numbers for your cell phone, home phone and fax. Also, make sure we have your correct e-mail address. We're doing more and more business by e-mail, and having the right one for you can help us get important information to you faster.

For the child care search database, make sure we have the correct days and hours your business operates, your current fees, any new certifications you have earned, and any new services your business provides. Call 703-324-8100 to update your information.

## Do Business With Us by E-mail

If you have access to the Internet, you can send questions to your child care specialist or administrative coordinator by e-mail. Staff will respond to your e-mail within two business days; part-time staff will respond during their next work day. Be sure to contact staff assigned to your zip code:

**Alexandria (22305, 22306, 22307, 22308, 22309), Fairfax Station, Lorton, Springfield (22153, 22152)**

Linda Hogue, [Linda.Hogue@fairfaxcounty.gov](mailto:Linda.Hogue@fairfaxcounty.gov)

Tammi Daniels, [Tammi.Daniels@fairfaxcounty.gov](mailto:Tammi.Daniels@fairfaxcounty.gov)

Marilyn Frost, [Marilyn.Frost@fairfaxcounty.gov](mailto:Marilyn.Frost@fairfaxcounty.gov)

Dana Haynes-Lovelace, [Dana.Haynes@fairfaxcounty.gov](mailto:Dana.Haynes@fairfaxcounty.gov)

Maria Gonzalez, [Maria.Gonzalez2@fairfaxcounty.gov](mailto:Maria.Gonzalez2@fairfaxcounty.gov)

Bridgett Brown, [Bridgett.Alexander@fairfaxcounty.gov](mailto:Bridgett.Alexander@fairfaxcounty.gov)

**Alexandria (22310, 22312, 22315, 22301, 22302, 22304, 22311), Arlington, Burke, Fairfax (22031), Falls Church (22040, 22041, 22042, 22044, 22046), Fort Belvoir, Great Falls, Herndon, Reston (20191, 20194), Springfield (22150, 22151), Vienna**

Maribeth Bretschneider, [Maribeth.Bretschneider@fairfaxcounty.gov](mailto:Maribeth.Bretschneider@fairfaxcounty.gov)

Betsy Paul, [Elizabeth.Paul@fairfaxcounty.gov](mailto:Elizabeth.Paul@fairfaxcounty.gov)

Tracy Downey, [Tracy.Minarczik@fairfaxcounty.gov](mailto:Tracy.Minarczik@fairfaxcounty.gov)

Norma Torres, [Norma.Torres@fairfaxcounty.gov](mailto:Norma.Torres@fairfaxcounty.gov)

Patricia Jordan, [Patricia.Jordan@fairfaxcounty.gov](mailto:Patricia.Jordan@fairfaxcounty.gov)

Brenna Dean, [Brenna.Dean@fairfaxcounty.gov](mailto:Brenna.Dean@fairfaxcounty.gov)

**Alexandria (22314), Annandale, Falls Church (22043), Herndon, Leesburg, Mclean, Oakton, Reston (20191), Sterling**

Radhika Saigal, [Radhika.Saigal@fairfaxcounty.gov](mailto:Radhika.Saigal@fairfaxcounty.gov)

Kamini Jassal, [Kamini.Jassal@fairfaxcounty.gov](mailto:Kamini.Jassal@fairfaxcounty.gov)

Sumi Abrol, [Sumi.Abrol@fairfaxcounty.gov](mailto:Sumi.Abrol@fairfaxcounty.gov)

Vilma Escobar, [Vilma.Escobar@fairfaxcounty.gov](mailto:Vilma.Escobar@fairfaxcounty.gov)

**Bristow, Centreville, Chantilly, Clifton, Fairfax (22030, 22032, 22033), Gainesville, Manassas**

Nikki Neely, [Nikki.Neely@fairfaxcounty.gov](mailto:Nikki.Neely@fairfaxcounty.gov)

Roxana Guzman, [Martha.Guzman@fairfaxcounty.gov](mailto:Martha.Guzman@fairfaxcounty.gov)

Rhonda Cuffey, [Rhonda.Cuffey@fairfaxcounty.gov](mailto:Rhonda.Cuffey@fairfaxcounty.gov)

Sharon Gamache, [Sharon.Gamache@fairfaxcounty.gov](mailto:Sharon.Gamache@fairfaxcounty.gov)

## Go Green!



More and more businesses and people are “going green.” Going green means saving the environment by using fewer resources. One way you can go green is by submitting your USDA food records online.

This saves resources because it doesn’t require paper, envelopes, stamps, or a trip to our office. If you have Internet access, submitting your food program records online is easy. Call Michael Asihene at 703-324-8045, or Casey McCullough at 703-324-7799, and he will personally show you how to do this.

Our Child Care Assistance and Referral program encourages providers to go green by using online billing and direct deposit. Online billing allows you to submit attendance information over the Internet. This means you no longer have to submit paper attendance forms by mail or fax. Billing statements are online too, so you can see the amount of your monthly reimbursement faster – no more waiting for the monthly statement to arrive by mail!

With direct deposit, CCAR’s monthly reimbursements are sent directly to providers’ banks, which means you don’t have to wait for the mail, worry about losing a check, or make a trip to deposit a check. Direct deposit is safe and dependable. Each month providers with direct deposit receive an e-mail to let them know that funds have been sent to their banks. This gives providers easy access to funds and it is better for the environment. If you have questions about online billing or direct deposit, call 703-449-8484.

## Who Supervises the Children?

As a family child care provider, you are responsible for supervising the children in your care. Supervision is necessary to keep children safe. Just like the permit process helps keep children safe by requiring providers to have CPR and First Aid certification, a criminal background check and a Child Protective Services search, supervision helps keep children safe by making sure you know where the children are and can see and hear them at all times. If you have any questions about supervision, please call us at 703-324-8100.

## Join a Local Child Care Association

Joining a child care association allows you to meet other child care providers, receive referrals, find out about additional training opportunities, and more. Here are a few to consider:

- Braddock Child Care Network. Contact Linda Creighton, 703-272-6579, or e-mail [mcreighton@erols.com](mailto:mcreighton@erols.com).
- Burke Child Care Connection. Contact Ana Hoover, 703-323-7248, or e-mail [anah\\_us@yahoo.com](mailto:anah_us@yahoo.com).
- Child Care Network of Kingstown/Franconia ([www.ccnkf.com](http://www.ccnkf.com)). Contact Claudia Moonen, 703-765-8725, or e-mail [cmoonen@741@aol.com](mailto:cmoonen@741@aol.com).
- Family Child Care Association of Southern Fairfax County. Contact Carla McNeil Seay, 703-455-1205, or e-mail [cmsweecare@verizon.net](mailto:cmsweecare@verizon.net) or [fccasfc@gmail.com](mailto:fccasfc@gmail.com).
- Herndon/Reston Family Child Care Association. Contact CeCe Holman, 703-481-2973, or e-mail [kdsrme@cox.net](mailto:kdsrme@cox.net).

- NVFCCA/Kid’s Village. Contact Kim Walker, 703-815-5888, or e-mail [kwalker@karing-4-kids.com](mailto:kwalker@karing-4-kids.com).
- NVFCCA/Mount Vernon-Lee Chapter. Contact Fran Mills, 703-765-6188, or e-mail [fran-mills@hotmail.com](mailto:fran-mills@hotmail.com).
- NVFCCA/Vienna-Oakton Chapter. Contact Dottie Rhodes, 703-938-8669, or e-mail [harleydot@aol.com](mailto:harleydot@aol.com).

## A Big “Thank You!”

The Virginia Alliance of Family Child Care Association’s president Monica Jackson and vice president Silvia Mills are stepping down from their positions in VAFCCA. During their leadership, they helped focus attention on the importance of educated and trained family child care providers, who are a tremendous support to working families. During the past four years, VAFCCA has made significant accomplishments in addressing and advocating for legislative issues that affect providers, families and children. We thank them for their service.

## Training Opportunities

The Northern Virginia Association for the Education of Young Children has scheduled their training workshops for the next year. Each NVAEYC workshop will focus on one aspect of child development: social, emotional, physical, cognitive or literacy skills. There is a fee to attend NVAEYC workshops. You can register the month before each training date; download your application from their Web site and mail your registration request: [www.nvaeyc.org](http://www.nvaeyc.org).

**Wednesday, October 15, 2008, 6:45 - 9:15 p.m.**  
Ten Things You Can Do to Enhance the Development of Resilience: Supporting Children's Positive Social and Emotional Development

**Wednesday, January 14, 2009, 6:45 - 9:15 p.m.**  
Helping Young Children Learn About Nutrition, Health and Physical Development

**Wednesday, March 18, 2009, 6:45 - 9:15 p.m.**  
Math and Movement: How the Mind and Body Work Together to Support Cognitive Development

**Wednesday, May 13, 2009, 6:45 - 9:15 p.m.**  
Bringing Literature to Life: A Dramatic Approach to Early Literacy Development

**NVAEYC Annual Conference: Leading the Way Into the Future. Saturday, December 6, 2008, 7:30 a.m. – 3 p.m.** at the Fairfax County Government Center. For more information, visit the Web site, [www.nvaeyc.org](http://www.nvaeyc.org).

---

**George Mason Child Development Center Professional Development Series, Tuesday, October 21 and Thursday, November 13, 2008, 7:30 - 9 p.m.** For more information or to register, call 703-993-9750 or go to [www.gmu.edu](http://www.gmu.edu).

**The Women Entrepreneurs' Expo: Reach for the Stars. Saturday, October 25, 2008, 8:30 a.m. – 5 p.m. at the Waterford in Springfield.** For more information or to register, visit the Community Business Partnership's Web site at [www.cbponline.org](http://www.cbponline.org).

### Parents Look for Good Programming

We offer classes that help you learn how to provide good programming. Our next series of classes starts in January; you can register for them in mid-December. Look for the training catalog on our Web site after December 1: [www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc).

Being a quality child care provider requires building strong relationships with families and providing good programming for children. Parents want providers who like and appreciate their children, and who believe the family is a valued part of the child care business – this is the relationship part of being a good provider. Parents also want you to give their children experiences that encourage them to learn and grow – this is programming.

Parents want a provider who reads to their children and helps them learn to love words. Parents want a provider who allows children to choose and “read” books on

their own, and tell their own stories. Providing good programming also includes talking and singing to the infants in your care, and giving them lots of time to play on their tummies. Do you let toddlers explore by being physically active, such as climbing, running and dancing? Do you give 4-year-olds opportunities to draw, write and use their imaginations? Children also need to observe and explore the outside world, have chances to make decisions, and develop their problem-solving skills.

### School Age Child Care Academy

The first school age child care academy for family child care providers was offered in May and June. Participants received technical assistance, supplies and training. Topics included health, games and activities, environments, guidance and redirection, relationships with parents, nutrition and fitness. The recipients of the certificate are listed on our Web site. We will offer this course for child care center staff in the spring of 2009.

## Results From the Early Childhood Training Survey

At the Provider Appreciation Day in May, providers had the opportunity to fill out a survey about their training needs and preferences. It was wonderful to receive completed surveys from 143 providers! Participants in summer classes also had opportunities to take the survey. Here are the results:

### Preferred Days and Times of Training Sessions

– providers expressed that weekday evening and Saturday morning training sessions work the best for them.

### Top 10 Areas of Interest

- Problem Solving With Children
- Behavior Guidance/Rules for Success
- Infant and Toddler Care
- Social and Emotional Development
- Building Relationships With Parents
- Creative Arts
- Music and Drama
- Children’s Natural Temperaments
- Preparing Children for Kindergarten
- Designing Spaces for Children



### How was the information used?

As a result of the survey, the Office for Children is offering two full-day workshops this fall on building relationships with parents.

There are also new classes this fall about using art, guiding children’s behavior, and how songs help children learn. Classes offered in partnership with Wolf Trap will focus on areas of interest identified in the survey, and there are 12 Saturday classes this fall, as well as three Saturday classes taught in Spanish.

We will continue to use the information from the survey to develop future training.

Fairfax County Department of Family Services  
Office for Children  
Community Education/Provider Services  
12011 Government Center Parkway, Suite 800  
Fairfax, Virginia 22035-1102

PRST STD  
U.S. POSTAGE  
PAID  
PERMIT 45  
FAIRFAX VA

## Training

The following workshops are designed specifically for family child care providers. We are not able to accommodate children at these workshops. Register for these workshops in person, by mail, or online at [www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc). For more information, call 703-324-8100.

### USDA CHILD AND ADULT CARE FOOD PROGRAM ORIENTATION

**Course #: F-08-814-2**

Tuesday, October 16  
7 p.m. – 9 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway  
Fairfax 22035

**Course #: F-08-814-3**

November – call 703-324-8100 to schedule  
training in your home.

**Course #: F-08-814-4**

Wednesday, December 10  
7 p.m. – 9 p.m.  
Gum Springs Glen, Training Room  
7839 Richmond Highway  
Alexandria 22306

### ADMINISTRATION OF MEDICATION

**Course #: F-08-823**

Thursday, November 13  
7 p.m. – 9 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway  
Fairfax 22035

### GROWING YOUR CHILD CARE BUSINESS

**Course #: F-08-805-1**

Thursday, October 30  
7 p.m. – 9 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway  
Fairfax 22035

### EMERGENCY PREPAREDNESS

**Course #: F-08-803**

Tuesday, December 9  
7 p.m. – 9 p.m.  
South County Government Center, Room  
221 ABC  
8350 Richmond Highway  
Alexandria 22309

### HEALTH ISSUES

**Course #: F-08-827-2**

Tuesday, October 21  
7 p.m. – 9 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway  
Fairfax 22035

### SIDS AND SHAKEN BABY SYNDROME

**Course #: F-08-833**

Monday, November 3  
7 p.m. – 9 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway  
Fairfax 22035



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. To request this information in an alternate format, call 703-324-8042, TTY 711.



A publication of Fairfax County, VA  
Printed October 2008