

## Community Services for Children Provider Link Newsletter ~ ELRC Region 14 May 2023

Serving Lehigh & Northampton counties

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### Region 14 Updates

#### 2023 Equity in Early Childhood Education Champion Award Recipients

The Office of Child Development and Early Learning (OCDEL) is honored to recognize the work of the early childhood education programs and professionals with the 2023 Equity in Early Childhood Education Champion Award.

The Pennsylvania Equity in Early Childhood Education Champion Award highlights the vital impact around equity for staff, children and families within early childhood education settings.

[Learn more about this award and about ECE equity in Pennsylvania.](#)



The 2023 Awardees include:

##### Gold Level

- Child Time Learning Daycare Inc., Allentown
- Raylene Posten of Kiddie City Early Learning Center, Allentown

##### Silver Level

- Greenway Early Learning Center, LLC, Whitehall
- Kidz Connect Child Care Center LLC, Easton

## Keystone STARS Movements

# RAISE YOUR STAR

The following programs have demonstrated their commitment to quality by moving to a higher STAR level from January through March 2023.

### Congratulations to the providers who have moved to STAR 2:

- The Learning Experience Bethlehem
- In Arms Reach Child Care Services, LLC
- Happy Child Daycare, LLC
- Yessica Sanchez Day Care
- LVCC Muhlenberg School
- LVCC Lincoln School
- LVCC Ritter School
- Monica Cruz
- Allentown YMCA School Age Program-Parkway Elem

### Congratulations to the providers who have moved to STAR 3:

- LVCC at Hays Elementary
- Child Time Learning Daycare

### And to STAR 4:

- Gummy Bears Learning Center, LLC
- Olivia Home Day Care

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## FREE Mandated Reporter Training

PA Family Support Alliance is providing free virtual Mandated Reporter training in May. This is a three-hour, live training approved by DHS and meets all requirements for training on recognizing and reporting child abuse. Click on each link to preregister.

- [5/2 - 9:00-noon](#)
- [5/3 - 1:00-4:00 pm](#)
- [5/6 - 9:00 -noon](#)
- [5/8 - 9:00-noon](#)
- [5/10 - 6:00-9:00 pm](#)
- [5/12 - 9:00-noon](#)
- [5/16 - 9:00-noon](#)
- [5/17 - 9:00-noon](#)
- [5/19 - 9:00-noon](#)
- [5/24 - 1:00-4:00 pm](#)
- [5/25 - 9:00-noon](#)
- [5/26 - 9:00-noon](#)

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## Region 14 Provider Supports

### ELRC 14 Director's Network

Denise Bauer, the Director of School Programs and Summer

Camp, from the Wildlands Conservancy presented information at the April Director's Network on the educational programs that are available. The Wildlands Conservancy offers onsite programs and can come to your program as well. If you are interested in learning more about the opportunities for your program contact Denise Bauer at [dbauer@wildlandspa.org](mailto:dbauer@wildlandspa.org).



Our next meeting will be May 9<sup>th</sup> at 1:00 pm. At this meeting come prepared to discuss what type of networking and workshop events you have planned to engage your families. Share what you have done in the past that was successful! Click [here](#) to register.

### **Quality Coach Office Days**

Are you thinking about moving up in STARS and need some extra assistance? Do you need assistance with your Keystone STARS Renewal or Designation? Your Quality Coach is here to help! Quality Coaches are available to answer questions throughout the week and are in the office weekly to meet one on one to support you through your STARS journey. Click [here](#) for dates of when your Quality Coach will be in the office. Please don't hesitate to email, call or schedule a time to meet.

### **New Work Together Wednesday Series**

Calling all STAR 1 Directors! Join us on Wednesdays starting in June from 1:00 to 1:30 pm for a new Work Together Wednesday series focused on what you need to know about Keystone STARS to help you move up to the next STAR level. In June we will be discussing financial benefits of Keystone STARS, importance of a family handbook, implementing enrollment procedures, and ensuring proper supervision of children.

You will be able to ask questions, share resources, and network with other programs. Register for the sessions you would like to attend [here](#).

### **Upcoming Professional Development**

You are invited to attend a **FREE 2-Hour**, PQAS approved training opportunity on June 23, 2023, 12:30-2:30! It will be conducted **in person** at Community Services for Children, 1520 Hanover Ave, Allentown, PA in the Training Institute. The topic is **Teaching Practices that Inspire Children to Learn**. Click [here](#) to view the flyer and for registration details. **REGISTER TODAY!!**

### **Program Quality Assessment Team webinar**

- [Indoor Environments for Young Children](#)

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## **ELRC Updates**

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### **CCW Reminders**

- Watch for the enrollment summaries with copay changes for most families effective 5/1/23.
- You should have received information regarding the Appendix B - Provider Closures for 2023-2024. Please reach out to your provider specialist with any questions.

- Watch for the school-age summer enrollment request to come to your email the first week of May.

## The Importance of Record Keeping

Maintaining accurate and up to date attendance records is a requirement of your participation in the Child Care Works program. The ELRC may solicit your private attendance records at any time for a variety of reasons. Common instances of this include OSIG referrals, excessive use of “No Change” on CCW invoices, and as evidence for parent appeals of absences. Please see below for a reminder of the conditions that are outlined in Article III of your ELRC Provider Agreement.

## Requirements for Keeping Information

The provider must keep the information listed below for a minimum of six (6) years after the end of the fiscal year that child care was provided, or until audits, legal actions, claims or other disagreements with the ELRC and/or OCDEL are resolved, whichever is later:

- i) *Attendance sheets, which include attendance invoices and daily attendance logs. The daily logs are required either in electronic or a hard copy and must show each child’s name, drop-off and pick-up times, and date. Each drop-off and pick-up must be validated by the parent with signatures or an electronic sign in/sign out process;*
- ii) *Financial records;*
- iii) *Documents required for this Agreement;*
- iv) *Documentation of actions taken by OCDEL against the provider;*
- v) *Information that relates to the settlement of claims arising out of the performance or amount of money paid under this Agreement; and*
- vi) *Any other information required for this Agreement.*

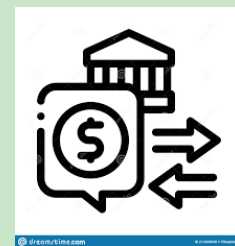
Please click [here](#) for a sample attendance record, and feel free to implement as needed.

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## Work Force Support 2.0

All staff retention funds must have been paid out to the staff within 45 days of receipt.

- These funds must be paid out in one lump amount
- Must be paid through payroll



Staff recruitment funds are to be used on expenses between 7/1/22-6/30/23. Please see your grant application for eligible expenses.

Reporting forms for WSG 2.0 have been sent out. Please check your email and reach out to your Quality Coach with any questions. Completed forms should also be sent to [elrc-ksgrants@cscinc.org](mailto:elrc-ksgrants@cscinc.org).

If you discover that you have unspent funds, please return your reporting form with the payment to:

**Community Services for Children**  
Attn: Jori Farley  
1520 Hanover Ave  
Allentown, PA 18109

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## Contacting the PD Registry

Did you know there is a dedicated phone line to contact the PD Registry team at the Pennsylvania Key? For questions or support related to the PD Registry and the QRIS system, please call 1-800-284-6031.

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## Applications Open for Pennsylvania Farm to School Grant Program

The application period for the [Pennsylvania Farm to School Grant program](#) is now open through May 19, 2023. The grants aim to improve access to healthy, local foods and increase agriculture educational opportunities for pre-kindergarten through 8th grade, and are available to any school, program or center with a pre-kindergarten through 8th-grade classroom. Applicants may apply for up to \$15,000 in funding.

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## It's Time to Revisit Your Supervision Policy for Summer!

Summer will be here before we know it and you are probably busy working on your summer programming schedule. You may be hiring additional staff, planning field trips or tweaking your playground schedule. The most important aspect of your summer planning is to ensure that all of your staff understand and implement your supervision policy. As per Certification's regulation, **"Each staff person shall be assigned the responsibility of specific children. The staff person shall know the names and whereabouts of a child in his/her assigned group. Children on the facility premises or facility excursions shall be supervised by a staff person at all times."**

As part of your summer planning, revisit your supervision policy with all of your staff. As you observe each classroom, ensure that your staff are counting children before and after using the playground, taking walks or going on field trips. Ensure every staff knows which children they are responsible for and that they know the children's names. In addition, ensure that all staff are in ratio with their age group.

Summer programming is challenging and requires daily adjustments to cover staff's vacations, increased enrollments and special events or excursions. If you are hiring new staff or floaters for summer, ensure they know which children they are responsible for and that they know each child's name, especially if they are covering multiple classrooms or age groups throughout the day.

It is up to you to ensure your staff understands and implements your supervision policy. Provide your staff with attendance charts, clipboards or software tool they need to track the children they are responsible for each day. Create a safe and healthy summer program by planning and working together to keep all children safe!

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## Curriculum Resources

Thank you to all who participated in the ELRC Virtual Curriculum Fair on April 19. We would like to extend thanks to the vendors who donated their time and resources, as well as all who attended! We hope you were able to hear from a variety of vendors and gather valuable information to make an informed decision. To learn more about our participating vendors, please see the links below. For a list of OCDEL approved curricula, please click [here](#)



- [Learning Beyond Paper](#)
- [Teaching Strategies](#)
- [Experience Early Learning](#)
- [FrogStreet](#)
- [HighScope](#)
- [Gee Whiz](#)

## Keystone Scholars

Did you know that a baby with a higher education savings account at birth is three times more likely to pursue education or training after high school and four times more likely to graduate? Pennsylvania is making it easy for families to start a PA529 educational savings account by starting that account with a \$100 deposit for all babies born or adopted after January 2019.

Please share this [flyer](#) with your families and encourage them to register at [www.pa529.com/keystone](http://www.pa529.com/keystone).

## Health & Safety

### Free Carbon Monoxide Detectors

If you're a Pennsylvania certified childcare provider, you are eligible to receive two complimentary Carbon Monoxide Detectors. OCDEL is making these detectors available, but the ordering and placement of detectors is not a regulatory requirement.



Certified childcare providers should have received an email from School Health on Wednesday, March 1, 2023, with directions. Click [here](#) for more details.

### Medicaid and CHIP Renewals

Starting April 1, 2023, Pennsylvania is required by federal law to review Medicaid and CHIP recipients' eligibility every year, which means that recipients must submit a renewal.

It is very important that renewal forms are completed and returned even if nothing has changed. Completing a renewal allows DHS to determine eligibility for MA or CHIP coverage. Coverage will continue for recipients who are still eligible.

There are a few ways for recipients to complete a renewal:

- Complete the forms DHS sends and mail them back in the envelope included in the packet.
- Drop completed forms off at the [local county assistance office \(CAO\)](#).
- Complete the renewal online at [dhs.pa.gov/COMPASS](https://dhs.pa.gov/COMPASS).
- Complete the renewal over the phone by calling 1-866-550-4355.

Make sure contact information is correct with DHS. Recipients can opt-in to receive text messages and email alerts about their benefits.

- Visit [COMPASS](#) and log into their My COMPASS Account.
- Use the free [myCOMPASS PA](#) mobile app.
- Call 1-877-395-8930

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## Opportunity for a Device that Cleans Air & Sanitizes Surfaces of Viruses, Bacteria & Mold

The Pennsylvania Department of Health is currently evaluating devices that can eliminate viruses, bacteria, mold and other pathogens from air and surfaces, simultaneously. The devices could be stand alone or wall mounted, utilize a standard outlet for power, and would come with two years of supplies that may be needed to run the device. If funding is approved, DOH would purchase and distribute the devices free of charge to small businesses, non-profit entities, child care and other facilities throughout the Commonwealth to mitigate the spread of COVID-19, flu, and other diseases.

If you are interested in receiving a device that could greatly reduce viruses, bacteria, mold and other pathogens in your facility, please complete [this application](#).

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## Oral Health

### First Aid for a Child's Oral Injuries

Injuries to the head, face, and mouth are common in young children. Even when adults do their best to keep children safe, oral injuries can happen. Most oral injuries happen when young children are learning to walk. The top front teeth are injured most often. Check out this [flyer](#) and the tips below for more information.

### Tips to help you know what to do for common oral injuries:

- Tongue or lip injured. Clean the injured area. Press a clean washcloth on it to stop bleeding. Keep the child's head up and facing forward to prevent choking. Put ice, wrapped in a clean washcloth, on the area to reduce swelling. If bleeding doesn't stop after 30 minutes, the child should be taken to see a dentist or doctor right away. If the dentist or doctor is not available, the child

should be taken to the nearest urgent care center.

- Tooth chipped or cracked. Clean the injured area. The child's dentist or an urgent care center should be contacted right away. Have the child rinse with water, if possible. If there is bleeding, press a clean washcloth on the gum around the tooth to stop it.

- Tooth knocked out. The child's dentist should be contacted right away. Do not try to put a baby tooth back into the mouth. Clean the injured area. If there is bleeding, have the child bite on the area with a clean washcloth for 15 to 30 minutes to stop it.

- Tooth knocked loose, moved, or pushed into gum. If a child's tooth has been knocked loose, moved forward or backward, or pushed into the gum, the child's dentist or an urgent care center should be contacted right away. Have the child rinse with water, if possible. Press a clean washcloth on the gum around the tooth to stop bleeding.

- Toothache. If a child has a toothache, it is likely that the tooth has a cavity. The child needs a dental appointment as soon as possible to find out what the problem is and get treatment.

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Want to add staff or other members of your team to this newsletter? Email [estair@cscinc.org](mailto:estair@cscinc.org) and specify which Regional Newsletter you would like and requests will be added to next month's distribution.

Visit [ELRC Region 14](#)

Community Services for Children | [elrc14@cscinc.org](mailto:elrc14@cscinc.org) | [www.cscinc.org](http://www.cscinc.org)

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Community Services for Children | 1520 Hanover Ave, Allentown, PA 18109

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