

## Community Services for Children Provider Link Newsletter ~ ELRC Region 12 August 2023

Serving Carbon, Lackawanna, Monroe, Pike, Wayne & Susquehanna counties

To distribute this newsletter to others, copy and share this link:

### Region 12 Updates

#### Celebrating Provider Successes

Has your program celebrated a milestone such as an educational achievement, program anniversary, new accreditation or retirement? Please reach out to your Quality Coach and let them know! We would love to celebrate with you!



#### Kick Off Meetings - Registration Now Open!

The ELRC will be hosting Kick Off Meetings in September. We encourage all providers to attend to hear updates about Child Care Works, Keystone STARS, local collaborations and provider supports. Content will be the same at each meeting so choose the session that works best for you!



***Tuesday, September 12***

***6:00-8:00 pm***

Northampton Community College  
KAPP Hall, Room 104  
2411 PA-715  
Tannersville PA 18372

**Thursday, September 14**

**1:00-3:00 pm**

YMCA of Carbondale

82 N Main Street

Carbondale PA 18407

**Wednesday, September 27**

**1:00-3:00 pm**

Covenant Presbyterian Church

550 Madison Avenue

Scranton PA 18510

Click [HERE](#) to register!

## ELRC Backpack Distribution Events

During the month of August, the ELRC will be hosting backpack distribution events for families at our Scranton and Stroudsburg offices. Please see the flyers below and share with your families as needed. Families do not need to be clients of the ELRC to receive backpacks. However, clients attending the Stroudsburg office distribution event must reside in Monroe County. Our backpacks include some school supplies and will be distributed on a first come, first serve basis.

- [Backpack Distribution - Monroe County flyer](#)
- [Backpack Distribution - Scranton flyer](#)



**FREE Professional Development Opportunity - Positive Discipline**

On August 18th at 2:00 pm, Quality Coach Lynda Castro will be exploring the five criteria of positive discipline. Participants will learn how to set up effective environments for classroom management and how to make modifications to meet children's individual needs. Click [here](#) for more information and to register now!



Two hours of PQAS credit will be given for your participation in this event.

## Region 12 Provider Supports

### Director's Network

July's Director Network explored strategies for behavior management and creating an environment where the children in your program feel supported and respected. Participants engaged collaborative discussion and shared many valuable suggestions with the group. Thank you to all who joined and contributed to the conversation!



Our August Director's Network will feature Kimberly Early, Senior Director of Public Policy and Advocacy, at PennAEYC. Kimberly leads PennAEYC's bipartisan government relations efforts with local, state and national elected officials and their staff, forwarding the organization's advocacy agenda. It is no secret that Early Childhood Education is in a state of crisis both in Pennsylvania and nationwide. Kimberly will be sharing how we can make a difference and advocate for fair funding for our field. Please join us on August 30<sup>th</sup> at 1:00 PM for this very important conversation!

- [August Director's Network](#)

### Quality Coach Office Hours

Quality Coaches conduct office hours in our regional offices each week, and are ready to meet with you! Should you need assistance with grants, technology, or one on one support to achieve your Keystone STARS goals, please call or email your coach to schedule an appointment for an upcoming office day!

- [August Office Hours](#)

## ELRC Updates

### CCW Reminders

- As you prepare for Fall enrollments, please report school year changes to your Provider Specialist

- School-age children will revert back to the part-time, school year rate on September 1st.
- It is important to always review invoices for accuracy. Children who are missing from your invoice must be added timely. Also check to ensure any children who have changes to enrollment or left care, are accurately reflected on your invoice each month.

## Registration Fees

As of January 1<sup>st</sup>, 2023, certified child care providers receive a registration fee for all newly enrolled CCW children. This registration fee is automatically added to the provider invoice for the service period in which the enrollment was effective, regardless of whether the provider charges a registration fee.

Providers ***cannot*** charge CCW families an additional registration fee or the difference between the ELRC's registration fee and what the provider charges private pay families for a registration fee. ***Charging CCW families a registration fee could result in termination of the provider agreement.***

- Child Care Centers - \$75
- Group Child Care Homes - \$50
- Family Child Care Homes - \$50

## Annual Registration Fees

If you charge an annual re-registration fee, the ELRC will pay this fee for your CCW enrolled children. This fee must be requested using the following form:


[Annual Registration Fee Form](#)

Prior to authorizing these annual fees, the ELRC must receive a one-time verification of these charges. This may include a copy of your family handbook or family contract that states all families are charged an annual fee every year.

Please note that the ELRC will not pay any other type of fee such as waitlist fees, field trip fees, etc. If you have any questions, you can click [here](#) to read OCDEL's Announcement ELRC 22-09 explaining this policy or reach out to your Provider Specialist.

## Updated Staff Report

The PD Registry Staff Report has been updated to include 2 new columns. The 10-hour Health & Safety course date and the PA Health & Safety Update (1 hour) has been added to ensure all staff have completed the required pre-service training.


**Staff Report**

|               |         |  |                            |            |  |
|---------------|---------|--|----------------------------|------------|--|
| Facility ID   | Type    |  | Licensed Child Care Center | Start Date |  |
| Facility Name | Contact |  | Expires Open               |            |  |
|               | Phone   |  |                            |            |  |
|               | County  |  |                            |            |  |

Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.

| Current Staff ID | Name | Position                                     | Employment Start Date | Verification Status | PD Plan Last Update | Self Assessment Last Completed | Career Pathway Level  | Career Pathway Renewal Due | Status of Application | Director Credential Expiration Date | 10 Hour Health and Safety Course Date | PA Health and Safety Update 2022 (1 Hour) Date | Overview of Keystone Stars |
|------------------|------|--|-----------------------|---------------------|---------------------|--------------------------------|-----------------------|----------------------------|-----------------------|-------------------------------------|---------------------------------------|--|----------------------------|
|                  |      | Group Supervisor/Teacher                     | 06/12/2023            | Verified by Program | 08/22/2022          | 08/22/2022                     | Verified-Level A Plus | 05/31/2023                 | Applied               | N/A                                 |                                       | 1/19/2023                                      | 04/17/2023                 |
|                  |      | Administrative Staff                         | 06/01/2023            | Verified by Program | 06/14/2023          | 07/10/2023                     | Verified-Level D      | 06/30/2023                 | Applied               | N/A                                 |                                       | 1/24/2023                                      | 07/12/2022                 |
|                  |      | Director                                     | 06/12/2023            | Self Reported       | 08/15/2022          | 08/15/2022                     | Verified-Level A      | 05/31/2023                 | Applied               | N/A                                 | 4/13/2019                             | 10/20/2022                                     | 07/18/2022                 |
|                  |      | Director                                     | 01/20/2023            | Verified by Program | 03/22/2023          | 03/21/2023                     | Verified-Entry Level  | 04/30/2024                 | Current               | N/A                                 | 1/27/2023                             |  | 01/20/2023                 |
|                  |      | Assistant Group Supervisor/Assistant Teacher | 06/12/2023            | Verified by Program | 08/18/2022          | 08/18/2022                     | Verified-Entry Level  | 04/30/2024                 | Current               | N/A                                 |                                       |  | 08/26/2022                 |

## Work Force Support 2.0 - Reporting Forms Past Due!

Work Force Support Grant 2.0 must have been spent and reporting form returned by 6/30/23! If you have not done so already, send completed forms to [elrc-ksgrants@cscinc.org](mailto:elrc-ksgrants@cscinc.org). Please reach out to your Quality Coach with any questions.



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**

## Virtual Child Assessment Tool Fair

Please join us for a virtual, child assessment tool fair. Six assessment tool vendors will join the meeting to review their tool format, implementation, pricing and ordering information. This meeting will be a wonderful opportunity for providers who are beginning the process of selecting child assessment AND for providers looking for tips in using already purchased assessment tools.

**August 17th**  
**1:00-3:00 pm**

Click [here](#) to view the information flyer and to register!





## PQAS Cohort

Have you considered applying for a PQAS certification? The Pennsylvania Quality Assurance System (PQAS) maintains a registry of approved Professional Development Instructors and Technical Assistance Consultants/Coaches to help ensure that professional development activities and technical assistance meet quality standards. Professionals who receive their PQAS certification can

- enter trainings on the PD Registry
- issue training hours to their own staff which are accepted by certification and Keystone STARS
- partner with the ELRC to deliver PAID trainings to other child care providers.

The ELRC is forming a FREE cohort of professionals interested in becoming PQAS certified to work together through the process. In order to be eligible for this cohort, candidates must:

- work in ELRC Regions 11, 12, 13, 14 or 16
- be approved at a level C or above on the Career Pathway
- have experience training (formally or informally) others within the last 5 years

Cohort will begin in September. Interested applicants can register here:

[Cohort Registration](#)

Email [estair@cscinc.org](mailto:estair@cscinc.org) with any questions.

## Insurance Survey - Deadline Extended to 8/4/23

The Pennsylvania Insurance Department and Department of Human Services are responding to the difficulties childcare providers are having in finding insurance coverage.

Please take a moment to complete this survey by 8/4/23. Your information will be kept confidential and will assist the departments in addressing insurance availability and affordability.

[PID & DHS Insurance Survey](#)

Any questions can be directed to Caolinn Martin ([caolmartin@pa.gov](mailto:caolmartin@pa.gov)) or Jameekia Barnett ([jamebarnet@pa.gov](mailto:jamebarnet@pa.gov)).

## New Fire Safety Requirements

All DHS certified group child care homes (in a residence) and family child care homes **must** maintain compliance with the applicable fire safety laws contained in the Human Services Code; the Fire and Panic Act (family child care homes only), the Pennsylvania Construction Code, and applicable regulations relating to smoke alarms or systems. Smoke alarms or systems **must always** be operable.



All DHS certified child care centers and group child care homes (in a commercial space) **must** maintain compliance with the applicable fire safety laws contained in the Human Services Code, the Pennsylvania Construction Code, and applicable regulations relating to fire detection devices or systems. Fire detection devices or systems **must always** be operable.

To read the full announcements, click below:

- [C-23-01 Fire Safety Requirements for Group Child Care \(in a residence\) and Family Child Care Homes](#)
- [C-23-02 Fire Safety Requirements for Child Care Centers and Group Child Care \(in a Commercial Space\)](#)

## Parent Project Podcast

Community Services for Children has been hosting the Parent Project Podcast to engage families in areas of common concern for parents. Experts provide perspectives on topics of health & safety, mental health, child transition and other important subjects.

Please consider sharing these podcasts with the families in your program!

This month, we are joined by Erin Barron, a nurse in emergency pediatrics, who shared information on car seat safety. Click [here](#) to listen.



## Health & Safety

### Supervision & Ratios

As you begin to plan your classroom enrollments and staffing for the Fall, be sure all rooms are fully covered to meet not only the ratios required, but the correct staffing components. Aides cannot be left alone with children so creative scheduling and combining of classrooms in the beginning and end of the day may be necessary. It is also important to factor in emergencies like staff illness or a child who needs temporary one on one attention. A floater or administrative support person who can help cover classrooms is necessary, especially for larger programs.

Take a look at this tool for [supervision and staffing patterns](#) and use it to assist in completing your staffing plans for the school year.

### Reading to Children about Oral Health

Reading to children is an important way you can help them develop language skills and learn information about the world. Reading to children about oral health can help them be prepared to visit the dentist and to learn about caring for their teeth.



Check out these book lists for young children:

[Books about Going to the Dentist](#) and [Books about Teeth](#).

Happy reading!



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 12

Community Services for Children | [elrc12@cscinc.org](mailto:elrc12@cscinc.org) | [www.cscinc.org](http://www.cscinc.org)

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