



Community Services for Children Provider Link Newsletter ~ ELRC Region 11 September 2023

Serving Bradford, Sullivan, Wyoming, Luzerne, Columbia & Montour counties

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Region 11 Updates

ELRC Office Changes

Effective 9/22, the ELRC office in Danville will be closing. To better meet the needs of the community, our staff will be working from mobile sites around the region. For those who work with Angela and Trish, they will continue to be available to serve you. Keep an eye out on our Provider Link and Family Connection newsletters for dates and locations of these mobile sites.



Our Wilkes Barre office remains open at
41 S. Main Street
Unit C-100
Wilkes-Barre, PA 18701
Monday - Friday from 8:30-5:00

Staff can be reached can be reached at 570-704-5333 or 833-229-6925 or via email ELRC11@cscinc.org

Keystone STAR Movements

The following programs demonstrated their commitment to quality by moving to a higher STAR level since April 2023:

Congratulations to the providers who moved to a STAR 2:

- The Growing Patch Early Learning Center, LLC
- Juana Cabera Daycare

Congratulations to the providers moving to a STAR 4:

- Curious Kids Learning Center - Main Street
- Foundations Early Learning Center



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, October 3

1:00-3:00 pm

ELRC Region 11 Office

41 S. Main St.

Wilkes-Barre, PA 18701

Wednesday, October 4

1:00-3:00 pm

Penn State Extension

200 Main Street, Suite 3

Towanda, PA 18848

Thursday, October 5

1:00-3:00 pm

Penn State Cooperative Extension
702 Sawmill Road
Bloomsburg, PA 17815

Click [HERE](#) to register!

Lead! Regional Training Series

The Association for Early Learning Leaders will present “The Power of Team” this fall. This conference, in the Poconos, is part of their “Lead! Regional Training Series”. Participating leaders, emerging leaders and teachers will earn CEU’s. Click [here](#) for more information and registration details or join our September Directors’ Network Roundtable to learn more.

Region 11 Provider Supports

Director's Network

The Region 11 Director’s Network Roundtable meets monthly to share ideas and resources and to build partnerships in the child care community. Join us on Thursday, **September 21st at 1:00 pm** via Zoom for our next meeting. You will learn more about the “**Lead! Regional Training Series**” and have an opportunity to join a discussion and share resources on **classroom management**. Click the link below to register.



- [Director’s Network Roundtable September 2023](#)

2 Months to STAR 2

Move up to a STAR 2 in just 2 months! Join Region 11’s STAR 2 cohort starting September 8th. You will receive individual support and resources to help you raise your STAR level. It’s also a great opportunity to build relationships and share ideas with other program directors.

- [STAR 2 Movement Cohort](#)

Quality Coach Monthly Calendar

Print out a copy of the Region 11 Quality Coach Monthly Calendar for a quick reference of all regional support activities. Remember, **your Quality Coach has office hours** scheduled on the calendar and is available to meet with you and provide any needed supports.

- [Quality Coach Calendar - September 2023](#)

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 1st, 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.



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:

1. 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;
2. Financial records;
3. Documents required for this Agreement;
4. Documentation of actions taken by OCDEL against the provider;
5. Information that relates to the settlement of claims arising out of the performance or amount of money paid under this Agreement; and
6. Any other information required for this Agreement.

Please click [here](#) to view a sample attendance record.

Wellness Grant Opportunity

PA Nutrition and Physical Activity Self-Assessment for Child Care (PA NAPSACC) is seeking licensed child care providers to apply for a wellness grant. The grant is for program quality improvements focused on obesity prevention practices and policies in the early childhood setting. A Child Care Health Consultant will review current nutrition and physical activity practices and assist in the development of sustainable policies. Participants will also receive \$500 to support materials and resources needed.

Applications are due by September 15. Please see the flyer below.

[PA NAPSACC Wellness Grant Application](#)

Fire Safety Regulations

Fire Safety Regulations have been outlined in [Announcement C-23-01](#). Notable updates include that programs operating in a residence must have an interconnected smoke alarm recognized by OSHA. Family Child Care Homes have until September 6 to comply. Please read the full announcement for details and contact your certification rep with any concerns.



Smoke alarms or systems **must always** be operable.

OCDEL has updated the fire drill log form with appropriate sections for documenting fire drills and testing of the fire detection device or system monthly. See the Fire Drill and Fire Detection Log form [here](#).

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 with any questions.

Weather Watch

It is important to be mindful of the weather conditions prior to taking children outdoors. Providers need to be aware of not only the temperature, but the humidity levels as well. A good reference tool to see if the outdoor conditions are suitable for outdoor activities is [Child Care Weather Watch](#).

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 Deidra Vachier, CEO and President of CSC, who shares about the importance of routines. Click [here](#) to listen.



Health & Safety

Active Supervision

Active supervision practices creates an environment that is safe, engaging and positive. Staff develop skills in listening and observing and begin to anticipate children's needs. These skills are important to develop as they can help to prevent injury and challenging behaviors, making the classroom a more enjoyable place to be.

Use this [Active Supervision article](#) in an upcoming staff meeting. Read through the article together and have staff break into small groups to work through the discussion questions. Come back together to share out their reflections and strategize ways your program can improve supervision practices.

How Sugar Contributes to Tooth Decay

Children who frequently consume foods and drinks containing natural and/or added sugars during the day are more likely to develop tooth decay than those who consume them less often. You may not know that many of the foods and drinks you give child(ren) contain sugar.

Ingredients: Whole Grain Oats (includes the oat bran), Sugar, Modified Corn Starch, Honey, Brown Sugar Syrup, Salt, Tripotassium Phosphate, Canola and/or Rice Bran Oil, Natural Almond Flavor, Vitamin E (mixed tocopherols) Added to Preserve Freshness.

Sugar plays a key role in tooth decay. Many foods, like milk and milk products, fruit, vegetables, grains, and processed and prepared foods, contain sugar.

Bacteria that cause tooth decay break down foods and drinks that contain sugar to form acid. Each time a person consumes foods or drinks containing sugar, acid is in the mouth for 20 to 40 minutes. Children who are fed meals and snacks at scheduled times are at lower risk for developing tooth decay than children who are fed often during the day.

Many foods and drinks contain added sugar. Sugar in foods can be listed by many different names. The best place to check for sugar is in the ingredients list on the food label. Look for words like: beet sugar, brown sugar, cane sugar, corn sweeteners, corn syrup, cane juice, high fructose corn syrup, honey, malt syrup, maple syrup, molasses, raw sugar and white sugar.

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

Visit ELRC Region 11

Community Services for Children | elrc11@cscinc.org | www.cscinc.org

Connect with us



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

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