

PROVIDER NEWS

Nov/Dec 2011

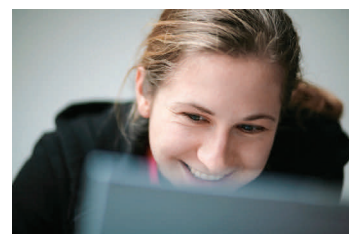
Child Care Information Services of Indiana County

ON-LINE ATTENDANCE TRACKING FOR REGULATED PROVIDERS

The latest feature within the Provider Self-Service web site, Online Attendance Tracking, is now available. Online Attendance Tracking, also referred to as OAT, allows **regulated** subsidized child care providers (**not Relative/Neighbor providers**) to receive and submit monthly attendance invoices electronically. In order to take advantage of OAT, a provider location must opt-in. Once opted in, providers can view their invoices as of the first of every month, as well as copies of payment summaries, recoupment letters and outstanding balance letters. In addition, providers who opt in will receive automatic updates whenever their CCIS makes a co-pay or enrollment change to a child on their invoice. Processing invoices online provides flexibility and various time-saving options that paper invoicing does not offer.

Benefits of OAT versus paper invoicing include:

- Being able to start filling out attendance as of the 1st of every month
- Access to online invoice history
- View attendance changes in real time
- View a snapshot of payments received each month
- Receive e-mail notifications when invoices are available, past due or submitted
- Reduced risk of lost invoices through the mail
- Resolve discrepancies quicker with automatic updates
- Minimize paper usage and postal fees
- Minimize data entry errors with multiple pre-populated fields
- Enter comments at the individual child level and at the invoice level to explain details or updates, reducing the need for CCIS follow-up



On-Line Attendance Tracking is for licensed centers and group homes or registered family child care providers only!

To opt-in and learn how to use OAT, access the Provider Online Services Reference Guide at www.pelican.state.pa.us/provider.

CCIS CLOSURES

★ *Thurs & Fri Nov. 24-25 Thanksgiving*

★ *Monday, Dec. 26, Christmas*

★ *Monday, Jan 2, 2012 New Years*

★ *Monday Jan.16 Martin L. King Day*

WISH LIST FOR PRESCHOOL TEACHERS

Exchange magazine interviewed their readers (mainly child care administrators and teachers) to rate qualifications for effective preschool teachers. The results of how child care professionals view their profession seem to reflect what parents hope they will find when enrolling their children in a child care facility. Following are a list of the top-rated qualifications for an effective teacher.

- 59% Nurturing personality
- 50% Love of children
- 42% Bachelor's degree in early childhood
- 42% Opportunity to work with excellent teacher
- 38% Creative abilities
- 32% Close supervision and mentoring
- 31% Associates degree in early childhood
- 22% Regular participation on workshops
- 21% Multiple years of preschool teaching experience
- 12% Participation in in-house training

ExchangeEveryDay 9/21/11

PROVIDER TRAINING



May your holidays be filled with many happy moments

Even though the holidays are quickly approaching there is still time to sneak in some training before the end of the year.

Don't forget the Nov. 28th ICCDC training entitled, "Creating Environments that Promote Learning". Training will cover environmental design and room arrangement. Call 724-349-1821 to register. Cost: \$5

On December 3rd, providers have a choice between two first aid trainings. The Ark Kids will sponsor a "Pediatric First Aid with Infant and Child CPR from 9 am to 1 pm at the Ark Child Care Center located at

2364 Route 553 Highway, Penn Run. To register call Susan Good at 724-463-5343. Cost: \$20.

On the same day the Northwest Regional Key will sponsor "Pediatric First Aid" from 10 am to 2 pm. Site of the training will be at the Grand Beginnings West Child Care Center, 98 Ben Franklin Road, Indiana. Register on the PA Keys website or contact Jennifer Vargo at 800-860-2281, ext 128. Cost \$10.

Coming up on January 14, 2012, the Northwest Regional Key will sponsor an all day Professional Development Day. Information will be sent with your November provider checks.

WHEN A CHILD GETS SICK

"I think a good teacher of young children should try to be all-seeing, rather than all-knowing; a good listener rather than a constant talker."
-Carol Hillman

You may understand that common illnesses and their symptoms are usually not life threatening, but children, especially young ones, don't necessarily know that certain illnesses are common and that being sick will pass.

On top of not feeling good, when a child is sick strange things happen with their bodies that they are not used to. They may be coughing, sneezing and have a fever, the chills, even throwing up. To them, their body is out of control.

Children need to be reassured that they will get better and that they are not to blame for getting sick. It helps when they understand why certain things happen. Explain things matter-of-factly and simply. Say, for example

that being hot with a fever is the body's way of getting rid of bad germs.

Children may not have much of an appetite when they are ill. Do not force them to eat, but encourage them to drink liquids. It is more important that they stay hydrated. When giving medicine, don't lie and say it won't taste bad if it will. If your child has difficulty swallowing pills, try crushing them in a pleasant-tasting food like applesauce. Be prepared that after the illness has passed some children will say they are sick when they actually aren't. Usually this is to receive the same attention they did while ill. Take it as a compliment of what a good job you did taking care of them.



Wishing everyone a happy and healthy New Year

PREPARING FOR TAX TIME

We realize that many people like to prepare their taxes early in the new year. The CCIS office will issue 1099 Misc. forms to providers who received payments of \$600 or more from our office during the calendar year of 2011 by January 31, 2012. The 1099 forms will not reflect parent co-payments; the amount of co-payments that you collected must also be reported on your taxes.