KidKare (Formerly Minute Menu) is Now Available

KidKare [https://www.kidkare.com/](https://www.kidkare.com/) (formerly known as Minute Menu) is now available to all family child care providers. This premier family child care record keeping software has been upgraded so it is accessible through any internet connection: Mac, any modern mobile phone or tablet, laptop, and Kindle Fire. This online software program is most commonly used by child care providers to complete their food program paperwork and electronically submit claims to their participating Food Program sponsor.

KidKare also contains the most comprehensive record keeping program designed specifically for family child care providers. It tracks parent payments, prints invoices, calculates your Time-Space percentage, and tracks all business expenses. The program is updated each year with current mileage and meal allowance rates, and it organizes business expenses into categories that match IRS tax forms. Its fifteen printable reports make it easy for you or your tax professional to fill out your tax forms.

Have questions? Call Kim at the CAC office: (435) 797-1552
MileIQ: Mile Tracking Made Easy

Tom Copeland – www.tomcopelandblog.com

Claiming expenses associated with your vehicle can be a major tax deduction for many family child care providers. The hardest part of claiming these expenses is keeping accurate records of the number of business miles you drive.

You can count miles if the “primary purpose” of your trip is for your business. “Primary purpose” means more than half of the reason for the trip is business. Business trips can include trips to the bank, library, grocery store, Target, Costco, training workshops, conferences, association meetings, as well as trips transporting children. The more business miles you drive, the bigger your tax deduction.

Mileage Apps
There are a variety of mileage apps available that can make tracking these trips a lot easier. A provider at the NAFCC annual Institute recommended Mile IQ, https://www.mileiq.com. You can use this app to automatically calculate how many miles you drive and how much of a deduction you can claim. You don’t have to remember to turn it on or off: it will automatically do the work.

At the end of the month or year you can produce a report that summarizes all your trips and how much you can deduct. This app will meet the IRS requirement of an “adequate record” to claim car expenses. You can track 40 trips per month for free. After that it costs $5.99 a month or $59.99 per year.

For a listing of other mileage apps (most are free), go to: http://appadvice.com/appguides/show/Mileage-Tracking-Apps-For-iPhone

2017 Standard Mileage Rate Announced
The IRS has announced that the 2017 standard mileage rate will be $.53.5 per mile for business trips.

The 2017 standard mileage rate is $.53.5 for such trips.
Family child care providers using this standard mileage method may also deduct parking expenses and tolls.
In addition, providers who are sole proprietors (self-employed) may claim the business portion of any vehicle loan interest and vehicle property taxes (for those states that charge this tax).
Providers can claim business trips if the "primary purpose of the trip is business." Primary purpose means that more than 50% of the reason for the trip is business. This includes children's field trips, trips to the bank to deposit parent fees, and trips to trainings. A trip to the grocery could be claimed as a business trip if more than 50% of the food purchased was for the business.
Although most family child care providers use the standard mileage rate, they can choose another method to claim vehicle expenses called the actual expenses method. To use this method, providers must save receipts for all vehicle expenses such as gas, oil, repairs, vehicle insurance, repairs, tires, and so on.
Care About Childcare Websites and Provider Portal Differences

**Care About Childcare – USU**
www.careaboutchildcare.usu.edu

- Vacancy & Whole Record Updates
- Current Training Calendar
- Career Ladder & Professional Development Information Links
- Provider, Parent & Community Resources
- Summer Activity Guide
- Child Development Information
- Archived and Current Newsletters
- Provider Grant Information
- Link for Care About Childcare Site

**Care About Childcare**
www.careaboutchildcare.utah.gov

- Report Changes in Payment Rates
- View Professional Development Training Calendar
- Register for Professional Development Classes Online
- Check Facility Profile and Update Information
- Upload Information on free CAC Statewide Marketing Page
- Register and Submit Indicators of Quality Child Care to Advertise Your Facility
- Apply for Quality Indicators after Approval from CAC – USU
- Gateway to Child Care Licensing & DWS Portals
- Abundance of Information and Resources for Parents in your Program and Community

**Child Care Licensing Provider Portal**
Access through
www.careaboutchildcare.utah.gov
(Gray Button on CAC Providers Page)

Must Log into your CAC Account to Access this site

- Obtain or Renew a License
- Request, Upload & Authorize Background Checks
- Report Changes, Such as a New Email Account or Phone Number
- View Licensing Rules
- View the Current Interpretation Manual
- Pay Fees & Fines

Licensing Requirements Website:
www.health.utah.gov/licensing

Note: Please Do Not Confuse the Child Care Licensing Portal with the DWS Provider Portal

**DWS Provider Portal**
Access through
www.careaboutchildcare.utah.gov
(Orange Button on CAC Providers Page)

Login is Created by OCC Using your Email

- View Cases Approved for Subsidy Payments
- Enter Financial Account Information
- View Payment History
- Report Children No Longer in Care

**DWS Office of Child Care Assistance Line**

Helps Providers with:
- Support for New Providers
- Assistance with DWS Child Care Provider Portal Questions
- Assistance with Case Status Issues

Email: occ@utah.gov
Phone: (866) 435-7414 select option 5, then option 1
Website: www.jobs.utah.gov/occ
An important reminder for all early childhood professionals who have not received their Demonstrated Competency portion of Level 4 on the Career Ladder will need to have this by July 1, 2018. If providers choose not to do a Demonstrated Competency, they will retain their Career Ladder Level, but will receive a lower amount for their Professional Development Award.

There are many ways to earn a Demonstrated Competency such as a formal observation, creating a portfolio or by earning the Child Development Associate credential (CDA). The CDA is a national credential that will stay with you, even if you choose to move career paths in early childhood education.

If you are interested in earning a CDA, we would be happy to help you. Please call the CAC office for additional information on CDA assistance and scholarships that are available to help in your CDA journey.

Any questions, please call Stephanie at 435-797-1552 or see Demonstrated Competency info in this newsletter.
News and New Resources

Utah Department of Health - New ASQ Tools to Aid Your Program

Serving young children and their families is what childcare programs are all about. You do what you do because you care. At the Bureau of Child Development in the Utah Department of Health, we understand that, we honor that, and we want to help you do it. Our Early Childhood Utah program currently offers two game-changing tools to assist you in the good work you’re already doing. The Ages and Stages Questionnaire (ASQ) and the Strengthening Families Protective Factor Framework can help improve clarity and precision in your work with families.

The Bureau is offering to partner with interested childcare programs in the service of families; we provide access to training, materials, tools, and ongoing support in integrating the ASQ into your program. In addition to providing insight on how to work with a specific child in the moment, screening is the first step to identifying children who could benefit from additional services to improve their outcomes now and down the road.

We’re also in the process of applying and adapting the Strengthening Families Protective Factors Framework to a variety of fields across the state. This strengths-based framework puts the work that we do with individual children every day in the larger context of the family, and what each partner, program, and provider contributes to that family’s development of the five protective factors:

- Parental Resilience
- Social Connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

To learn more about either of these efforts, please reach out to your local Care About Childcare center, or contact the Program Coordinator within the Bureau of Child Development, Justin Nuckles, directly at:

Justin Nuckles
Email: jnuckles@utah.gov
Office: 801-273-2908
Cell: 385-232-6366

Please Share this important information with your Program Parents!

Kids in Care (K.I.C) helps job seekers!

Have you recently lost your job? It’s hard to find a new job when you have no one to watch your kids while you search.

The Kids in Care program reimburses regulated child care providers for caring for children while parents engage in formal job search activities! The Kids in Care program is for unemployed parents. Parents need to meet specified financial eligibility requirements based upon federal regulations. Providers can be reimbursed for up to 150 hours of ‘drop in’ child care for each Kids in Care family they provide care for.

If you would like more information on the Kids in Care Program, go to: www.cssutah.org/kids-in-care or
Please call Tina Kofford at: (801) 326-4399
The Professional Family Childcare Association of Utah (PFCCA) provides support and benefits to Family Child Care providers all over the state. We’d love to have you join us!

Thank you to all who attended our Annual Fall Meeting in November! It was a wonderful event and we enjoyed meeting with everyone for the day! We were very excited to honor our PFCCA Provider of the Year for 2016 - Aurora Marrero. Aurora is a wonderful provider serving families in West Valley City. Congrats Aurora and thank you for your amazing work with Utah’s children!

Online voting for open board positions will be available at PFCCA.org from December 15th to January 15th. Current PFCCA members are encouraged to vote during that period. New board members will be announced on February 1st and will begin their duties on March 1, 2017.

PFCCA Members are eligible for a variety of benefits! Members receive a discount to the annual UAEYC Conference, a free year of membership for providers completing their CDA, professional trainings offered twice a year, discounted NAFCC Membership, and access to our quarterly newsletter.

Chapter Meetings - We continue to provide quality and fun trainings every month at chapters throughout Utah. These trainings count as face-to-face trainings for licensing purposes. For more information about your local chapter visit our website at www.pfcca.org. There are currently no PFCCA chapters in Box Elder, Cache or Rich County. If you are interested in hosting a monthly chapter group and provide professional training to peers in the Family Child Care field, please contact Amy Christensen for details at amy@pfcca.org

Contact us: PO Box 57931 SLC, UT 84157, 1-800-430-6026
NEW CAC-USU Brigham City trainings are located at the Utah State University Extension Building

195 West 1100 South
Brigham City

For more information call CAC-USU at: 435-797-1552

NEW CAC-USU Reserved Parking Spots:
If you visit on a weekday during business hours, please use the Care About Childcare Reserved parking spaces on the east side of the parking lot. North of the CPD, building (used to be HSRC). You can find a map to our office at: www.careaboutchildcare.usu.edu

The Care About Childcare - USU office is located on the main floor of the CPD (use to be HSRC) at Utah State University. If you visit on a weekday please use the Care About Childcare Reserved parking spaces on the east side of the black parking lot, north of the CPO building.
Achieved by September, October, November, December 2016

Early Childhood Career Ladder

**Level 3**
AmberLynn Andrus
Rebecca Valverde

**Level 4**
Roxanne Hansen
Margarita Jeide

**Level 5**
Roxanne Hansen
Margarita Jeide

**Level 6**
Kristy Platis

**Level 9**
Melissa Johnson
Rebecca Larsen
Iveth Wences

**Level 10**
Adesa Cagle-Cox
Janae DuRee
Becky Hunter
Shelby Lish
Alyssa Mays
Rachael Perrenoud
Leah Stanton
Renae Torbenson

Endorsements

**Infant/Toddler** - Jennifer Stenquist

**Guidance & Emotional Wellness** - Debra Leishman

**Theories & Best Practices** -
Debra Leishman
Dayna Wilde

**Family Start-up Grant Part 1**
Amanda Munoz - Tremonton
Konie Humphreys - North Logan
Brittney Olsen - Nibley

**Professional Development Award**
AmberLynn Andrus
Angela Angel
Amidee Arellano
Julie Backland
Kimberly Baer
Jennifer Baker
Tammy Braegger
Adesa Cagle-Cox
Brittany Carlisle
Tessie Fairbanks
Buffy Halliday
Roxanne Hansen
Margarita Jeide
Rachael Jessop
Brady Johns
Melinda Lyon
Alyssa Mays
Tiffany Nicholas
Julie Orme
Rachael Perrenoud
Michelle Phillips
Kristy Platis
Cheryl Preece-Smith
Lorisa Pulotu
Lisa Reeder
Kristyn Rose
Leah Stanton

CONGRATULATIONS AND THANK YOU FOR ALL OF YOUR HARD WORK!

Welcome!

New Providers

Konie Humphreys - North Logan
Brittney Olsen - Nibley
Tara Dowd - Smithfield
Lalona Finley - Plymouth
Community Training Information

Non-Face to Face, Community and Licensing, & Grants

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**CEU Homework**

All of the former UACCRRA CEU homework is now located on the CCPDI website under Professional Development.

[http://ccpdi.usu.edu/](http://ccpdi.usu.edu/)

**The cost of CEU credit is now FREE!**

The homework will now be mailed to CCPDI.

The CDA council is now accepting clock hours for CDA renewal so CEU credit isn’t necessary for this purpose; however, please check with the CDA Council to be sure. 3 CEU’s are still accepted for Career Ladder, Levels 5-8.

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**Home Provider and Center Licensing Orientation, Training Schedule & Ongoing Rules Training**

The Utah Department of Health- Bureau of Child Development Child Care Licensing’s schedule for home and center provider orientation meetings will be posted on their website [http://www.health.utah.gov/licensing](http://www.health.utah.gov/licensing). Go to the website and click on Provider Trainings. This will give the information for both the initial orientation schedules and the on-going rules trainings. You can also find a link to their website at: [http://www.careaboutchildcare.usu.edu](http://www.careaboutchildcare.usu.edu) click on Resources, then Community.

*Remember that pre-registration is required for the trainings.*

If you have any questions call:

Kathleen Saunders: 801-698-3244

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**Child and Family Support Center**

380 West 1400 North
Logan, Utah
NOW – In Hyrum too!
10 North 600 East
Hyrum, Utah
(435) 752-8880

**Parenting Class:** Ongoing Course cost
$25.00 per individual or $30.00 per couple
– Call to register

**Box Elder Family Support Center**

276 North 200 East
Brigham City, Utah 84302
(435) 723-6010 or 800-733-6010

**Family Information and Resource Center**

50 South 400 East Logan, Utah 84321
(435) 755-5171 Email director@loganfamilycenter.org

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**Tom Copeland Webinars**

These webinars will help you master the business side of family child care.
Take part in a fast-paced webinar hosted by Tom Copeland. Webinars will include information on Retirement Goals, Basic Record Keeping and important tax updates.

For more information go to: [tomcopelandblog.typepad.com](http://tomcopelandblog.typepad.com)
### January Training Classes

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date &amp; Time</th>
<th>Location</th>
<th>Cost</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Preparedness for Childcare Setting</td>
<td>January 4, 11, 2017</td>
<td>USU CAC Office</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants will learn how to prepare for emergency situations, what to do in case of a disaster, and what to do once the danger has passed.</td>
</tr>
<tr>
<td>Help Me Grow: ASQ 3</td>
<td>January 5, 12, 19, 2017</td>
<td>USU CAC Office Logan</td>
<td>Free</td>
<td>Licensing CL CDA</td>
<td>In this course participants will learn how to use the developmental screening tool known as the Ages and Stages Questionnaire. They will learn how work with parents to help develop an understanding of child development, check to see if development is on track, identify children who might be at risk for developmental delay, and support children's development with learning activities.</td>
</tr>
<tr>
<td>Guidance &amp; Emotional Wellness Course 3</td>
<td>January 10, 17, 24, 31, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants will continue to learn about concepts developed by CSEFEL (Center for Social Emotional Foundations of Early Learning). Providers will explore development of positive teaching strategies for working with infants, toddlers, preschool children, and school-age children. They will also learn how doing observation and documentation supports healthy social/emotional development.</td>
</tr>
<tr>
<td>Learning in the Early Years</td>
<td>January 10, 17, 24, 31, 2017</td>
<td>USU-Ext. 195 West 1100 South Brigham City</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.</td>
</tr>
<tr>
<td>Theory &amp; Best Practice Course 3</td>
<td>January 21, 28 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants will gain an understanding of Piaget's stages of cognitive development and why his core focus was about how people acquire, process and store knowledge. Participants will also learn about how the brain develops and how they can support healthy brain development in everyday child care practices.</td>
</tr>
<tr>
<td>CAC: What's It All About?</td>
<td>January 23, 2017</td>
<td>USU CAC Office Logan</td>
<td>$5</td>
<td>Licensing CL CDA</td>
<td>This course is an introduction to the Care About Childcare program. Participants will become familiar with the goals and process of Care About Childcare and gain confidence in their business as they learn about the Marketing page, Indicators and Criteria to work on throughout the process. If you are new to the CAC or if you are familiar with the program, this class would be great for everyone.</td>
</tr>
</tbody>
</table>

### February Training Classes

<table>
<thead>
<tr>
<th>Course Name</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Readiness Course 3</td>
<td>February 1, 8, 15, 22, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course, based on Utah’s Early Childhood Core Standards, participants will learn how to effectively and appropriately foster preschooler’s social and emotional development for school readiness. Areas of focus include: self-esteem, temperament, self-regulation, emotions, guidance, problem-solving, and social studies.</td>
</tr>
<tr>
<td>Infant/Toddler Course 3</td>
<td>February 2, 9, 16, 23, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants explore how infants and toddlers learn. Areas of focus include: cognitive discoveries of infancy, the role of the caregiver in supporting learning, stages of infancy, and language development.</td>
</tr>
<tr>
<td>A Great Place for Kids</td>
<td>February 4, 11, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play.</td>
</tr>
</tbody>
</table>
In the areas of social and self-care, participants will learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. They will also learn about the importance of effective communication and the role that it plays in working with children in mixed-age groups. Participants will learn strategies for intervention when children are overwhelmed with anger or frustration.

In this course, participants will learn how to identify different types of medication, why medication is given, and how it is given; improve medication storage, preparations and administration techniques; good documentation of medication administration; how to recognize and respond to adverse reactions to medication; and how to develop appropriate policies about medication administration and implement them.

In this course, participants will learn how to control anger is a skill that children learn from their caregivers. They will develop an understanding of how to develop their own self-control, and examine ways to help children develop self-control. Lastly, they will learn strategies for intervention when children are overwhelmed with anger and frustration.

In this course, participants will learn about communication and the role that it plays with children, families, school/program administration and the community at large. They will also learn about the administration of programs and professional development.

In this course, participants will learn about the power of reflection and self-awareness as it applies to setting direction for your center. This course will also help participants build teacher competence, strengthen staff commitment, and expand opportunities for collaboration.

PREREQUISITE: Participants must have completed the "Help Me Grow--Ages and Stages Questionnaire" class before they can take this class. In this course, participants will learn that the overall well-being of children is directly related to their ability to successfully regulate their emotions and manage their social interactions in ways that are acceptable to themselves and others. They will become familiar with the Social/Emotional component of the Ages and Stages Questionnaire, and learn how they can partner with their local health department to help parents who have concerns about their children's social and emotional development.

In this course, participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups of children.

In this family child care course participants learn methods of supporting the developmental needs of children in the areas of: social and self-awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.

In this course, participants learn about how different science experiments can help promote skills in other areas of domain.

<table>
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<tr>
<th>Course Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Back to the Basic: Methods in Playdough</td>
<td>February 13, 2017 6:30-8pm 1 Monday</td>
<td>USU CAC Office Logan</td>
<td>$5</td>
<td>Licensing CL CDA</td>
<td>In this course participants will learn methods of using playdough and skills that children will learn by implementing playdough into a best practice classroom. Come and explore the fun with us!</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>February 21, 28, 2017 6:30-9pm 2 Tuesdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants will learn: how to identify different types of medication, why medication is given, and how it is given; improve medication storage, preparations and administration techniques; good documentation of medication administration; how to recognize and respond to adverse reactions to medication; and how to develop appropriate policies about medication administration and implement them.</td>
</tr>
<tr>
<td>What Do You Do With the Mad that You Feel?</td>
<td>February 21, 28, 2017 6:30-9pm 2 Tuesdays</td>
<td>USU- Ext. 195 West 1100 South Brigham City</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants will learn that controlling anger is a skill that children learn from their caregivers. They will develop an understanding of how to develop their own self-control, and examine ways to help children develop self-control. Lastly, they will learn strategies for intervention when children are overwhelmed with anger and frustration.</td>
</tr>
<tr>
<td>School Age Course 3</td>
<td>March 1, 8, 15, 22, 2017 6:30-9pm 4 Wednesdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants will learn about communication and the role that it plays with children, families, school/program administration and the community at large. They will also learn about the administration of programs and professional development.</td>
</tr>
<tr>
<td>Director’s Toolbox Course 3</td>
<td>March 4,11,2017 8:00am-1:00pm 2 Saturdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course, participants will learn about the power of reflection and self-awareness as it applies to setting direction for your center. This course will also help participants build teacher competence, strengthen staff commitment, and expand opportunities for collaboration.</td>
</tr>
<tr>
<td>Help Me Grow: SE</td>
<td>March 7, 14, 21, 28, 2017 6:30-9pm 4 Tuesdays</td>
<td>USU CAC Office Logan</td>
<td>Free</td>
<td>Licensing CL CDA</td>
<td>PREREQUISITIE: Participants must have completed the &quot;Help Me Grow--Ages and Stages Questionnaire&quot; class before they can take this class. In this course, participants will learn that the overall well-being of children is directly related to their ability to successfully regulate their emotions and manage their social interactions in ways that are acceptable to themselves and others. They will become familiar with the Social/Emotional component of the Ages and Stages Questionnaire, and learn how they can partner with their local health department to help parents who have concerns about their children's social and emotional development.</td>
</tr>
<tr>
<td>Ages &amp; Stages</td>
<td>March 7, 14, 21, 28, 2017 6:30-9pm 4 Tuesdays</td>
<td>USU- Ext. 195 West 1100 South Brigham City</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups of children.</td>
</tr>
<tr>
<td>Family Child Care Course 3</td>
<td>March 9, 16, 23, 30, 2017 6:30-9pm 4 Thursdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this family child care course participants learn methods of supporting the developmental needs of children in the areas of: social and self-awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.</td>
</tr>
<tr>
<td>Back to the Basic: Discovering Science</td>
<td>March 13,2017 6:30-9pm 1 Monday</td>
<td>USU CAC Office Logan</td>
<td>$5</td>
<td>Licensing CL CDA</td>
<td>In this course participants learn about how different science experiments can help promote skills in other areas of domain.</td>
</tr>
</tbody>
</table>
## April Training Classes

<table>
<thead>
<tr>
<th>Course Name</th>
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<th>Location</th>
<th>Cost</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All About Twos</td>
<td>April 4, 11, 18, 25, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>This course focuses on the unique needs of two year olds and how to be a successful caregiver to two year old children. Participants will learn how to promote language-cognitive-social and emotional development, and how to create an environment that supports two year old needs and caregiver sanity.</td>
</tr>
<tr>
<td>Healthy Care</td>
<td>April 4, 11, 18, 25, 2017</td>
<td>USU Ext. 1100 South</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration.</td>
</tr>
<tr>
<td>Working Together</td>
<td>April 6, 13, 20, 27, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child's family, encouraging family involvement in the child care program, and supporting each child's relationship with his or her family.</td>
</tr>
<tr>
<td>Theory &amp; Best Practice Course 4</td>
<td>April 8, 15, 2017 8:00am-1:00pm 2 Saturdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants will learn about creating an emergent curriculum for school age children. They will also learn about the role of evaluations and core standards in afterschool programs, as well as leadership and community outreach.</td>
</tr>
<tr>
<td>Back to the Basic: Building Blocks for Success</td>
<td>April 10, 2017 6:30-9pm 1 Monday</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants will learn how adding blocks to different activity areas can help promote cognitive, social and large motor skills in play. Also, different types of block play will be taught to add creativity to the interest areas.</td>
</tr>
</tbody>
</table>

## May Training Classes

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date &amp; Time</th>
<th>Location</th>
<th>Cost</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Child Care Course 4</td>
<td>May 2, 9, 16, 23, 20, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.</td>
</tr>
<tr>
<td>School Age Course 4</td>
<td>May 2, 9, 16, 23, 20, 2017</td>
<td>USU Ext. 1100 South</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course participants will learn about creating an emergent curriculum for school age children. They will also learn about the role of evaluations and core standards in afterschool programs, as well as leadership and community outreach.</td>
</tr>
<tr>
<td>School Readiness Course 4</td>
<td>May 4, 11, 18, 25, 2017</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course, based on Utah’s Early Learning Guidelines, participants will learn how to effectively and appropriately foster preschooler’s development in four additional core areas; Approaches to Learning, Science, Creative Arts, and Physical Development</td>
</tr>
<tr>
<td>Director’s Toolbox Course 4</td>
<td>May 13, 20, 2017 8:00am-1:00pm 2 Saturdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL</td>
<td>In this course, participants will learn how to create a supportive environment by looking at their own decision-making and communication styles and creating a professional learning community, active listening, and individualizing professional development for their staff. It will also cover financial planning and budgeting for your center.</td>
</tr>
</tbody>
</table>
# June Training Classes

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date &amp; Time</th>
<th>Location</th>
<th>Cost</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant/Toddler Course 4</td>
<td>June 1, 8, 15, 22, 2017 6:30-9 pm 4 Thursdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants explore positive ways to work with the families of the children in their care. Areas of focus include: partnerships, sharing the care, and how to be aware of, and sensitive to, cultural differences.</td>
</tr>
<tr>
<td>Guidance &amp; Emotional Wellness Course 4</td>
<td>June 6, 13, 20, 27, 2017 6:30-9 pm 4 Tuesdays</td>
<td>USU CAC Office Logan</td>
<td>$16</td>
<td>Licensing CL CDA CEU</td>
<td>In this course participants will continue to learn about concepts developed by CSEFEL (Center for Social Emotional Foundations for Early Learning). They will learn about techniques, called Positive Behavior Supports, to help children with behavior issues. They will discuss the meaning of children's challenging behavior, and learn how to develop a support plan. They will also learn about the caregiver's role in supporting children with serious emotional disorders.</td>
</tr>
<tr>
<td>Strong &amp; Smart</td>
<td>June 6, 13, 20, 27, 2017 6:30-9 pm 4 Tuesdays</td>
<td>USU- Ext. 195 West 1100 South Brigham City</td>
<td>$16</td>
<td>Licensing CL CDA</td>
<td>In this course participants learn practical ways to promote young children's physical, cognitive, language, and creative development in age-appropriate play and learning activities.</td>
</tr>
</tbody>
</table>

Caregivers can register for classes online by going to:
1- careaboutchildcare.utah.gov
2- click on the Provider tab
3- then click on the Training Calendar link.

Please contact the CAC office for all questions regarding training hours needed for Licensing, Career Ladder or CDA. We would be happy to help create a training plan that would best meet your needs.
First Aid, CPR and Food Handler’s Training Sources

<table>
<thead>
<tr>
<th>Training Source</th>
<th>Classes Offered</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgerland Applied Technology College</td>
<td>CPR/First Aid</td>
<td>753-6780</td>
</tr>
<tr>
<td>Logan Regional Hospital</td>
<td>CPR/First Aid</td>
<td>716-5365</td>
</tr>
<tr>
<td>Corey Wiley of Smithfield Fire Dept.</td>
<td>CPR/First Aid</td>
<td>435 881-3925</td>
</tr>
<tr>
<td>Mandy Wurfsten</td>
<td>CPR/First Aid</td>
<td>245-0702</td>
</tr>
<tr>
<td>Kirk Petersen</td>
<td>CPR/First Aid</td>
<td>563-2357</td>
</tr>
<tr>
<td>Brigham City Community Hospital</td>
<td>CPR/First Aid</td>
<td>734-4130</td>
</tr>
<tr>
<td>Cache County Bear River Health Dept.</td>
<td>Food Handler’s</td>
<td>792-6500</td>
</tr>
</tbody>
</table>

Acronyms for Professional Development System

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC</td>
<td>Licensing Credit — Meets the requirements for licensing regulations</td>
</tr>
<tr>
<td>CL</td>
<td>Career Ladder Credit — Meets the requirements for the Career Ladder</td>
</tr>
<tr>
<td>CDA</td>
<td>Child Development Associate Credential Credit — Meets the requirements to qualify for the Child Development Associate Credential (CDA)</td>
</tr>
<tr>
<td>CEU</td>
<td>Continuing Education Units — Meets the requirements for keeping a CDA current</td>
</tr>
<tr>
<td>College</td>
<td>College Credit — Meets the requirements for college credit from USU</td>
</tr>
</tbody>
</table>

Important Reminder

Registration fee is $16.00 per class.

Registration and pre-payment is required at least 5 business days in advance of all classes. Remember: if you have to cancel your registration, as long as you do it at least 3 business days before the first session of class, we can issue you a Training Voucher that you can use for another training class. If you do register for a class that is full, you have two options:

1. If you choose not to register for the class, your payment will be returned to you.
2. If you choose to register for the class, your payment will be accepted and processed and you will be placed on the waiting list. If a spot in the class becomes available, we will contact you. If you are not able to get into the class, then we will issue you a Training Voucher that can be redeemed for a future training. Please note that we have to receive your paper registration form and payment before you can be placed on the waiting list.

Please contact our office with any questions or concerns. 797-1552 or (800) 670-1552.

Please allow for weather conditions, traffic, construction and basketball game parking issues when attending training classes.

Please take note of the Training Code of Conduct that is in this newsletter.

Please be on time for classes!

*If you aren’t able to arrive on time, then you would need to make up that session of class if you want to use the class for Career Ladder credit.

*If you arrive late, you can stay to the class and still receive licensing credit hours.

This rule will be strictly enforced!
In July of 2013 we announced a change to the Career Ladder System that will require Early Childhood Professionals to have a Demonstrated Competency by **July 1, 2018**. Here are a few of the frequently asked questions that we have received about this change.

- **What is a Demonstrated Competency?**
  A Demonstrated Competency (D.C.) is comprised of training, assessment, and an observation. A D.C. indicates that an Early Childhood Professional has taken at least 120 hours of training and is able to put that training into practice. These D.C.s are recognized throughout the state of Utah, belong to the provider not the program, and are portable. Providers who have earned a D.C. can take it with them anywhere they go in licensed care in Utah and have it count.

- **Why are we now being required to get a D.C.?**
  The Office of Child Care (OCC) manages the Child Care Professional Development Institute (CCPDI) where the annual Professional Development Awards come from. OCC is monitored by The Federal Administration for Children and Families. The Federal Office has told OCC that every dollar given to providers needs to be tied to quality, and that quality needs to be verified. The new D.C. will fulfill those federal requirements.

- **How can I get a D.C. if I am new to the Career Ladder?**
  There are ten pathways that anyone can choose from in order to get a D.C. They are:
  1. CDA (Child Development Associate Credential)
  2. CCP (Child Care Professional Credential)
  3. National Administrators Credential (NAC) + 6 specific classes + observation
  4. High School Skills Certificate (within the last 5 years)
  5. Current Teaching Credential + observation
  6. Early Childhood College Practicum (within the last 5 years)
  7. Current Montessori Certification
  8. Current NAFCC Accreditation for Family Child Care Providers
  9. Associates Degree (with 15 or more early childhood credits)
  10. Bachelor Degree (with 15 or more early childhood credits)

- **Is there a cost for a CDA?**
  Yes the cost is $425; however, any provider currently working in a licensed child care program is eligible for a scholarship of $425. Visit CCPDI at [http://ccpdi.usu.edu](http://ccpdi.usu.edu) and click on the Scholarship option.

- **Is there assistance for me if I want to get my CDA and I am not sure how to get started or need some support?**
  Yes! Each of the local Care About Childcare Agencies have CDA Coaches that can give all kinds of free support. Just contact your local CAC agency. [http://www.careaboutchildcare.usu.edu](http://www.careaboutchildcare.usu.edu)

- **What if I already have a Level 5, 6, 7 or 8 and I earned it before the change?**
  You may choose any of the ten pathways listed above or you may from choose two additional pathways that are available just for you
  1. Training that includes the 6 specific classes + observation + portfolio
  2. Training that includes the 6 specific classes + observation + 4 CEU’s from the local Care About Childcare Agencies

- **What are the six specific classes that are needed for options 3, 11, and 12?**
  1. Ages & Stages
  2. Learning in the Early Years
  3. A Great Place for Kids
  4. Strong & Smart
  5. Learning to Get Along
  6. Advanced Child Development

- **Where do I find out more information about what is in option 11, the portfolio option?**
  Visit the CCPDI website at [http://ccpdi.usu.edu](http://ccpdi.usu.edu). Go to the Professional Development Tab, the Demonstrated Competencies Tab, and click on this option.

- **Where do I find out what is in an observation and how I can arrange to get an observation?**
  Visit the CCPDI website at [http://ccpdi.usu.edu](http://ccpdi.usu.edu). Go to the Professional Development Tab, the Demonstrated Competencies Tab, and click on Observation Information.

- **Is there a cost for an observation?**
  Yes, the cost is $100; however, providers may opt to have this cost taken out of their next Professional Development Award. Simply contact CCPDI at [http://ccpdi.usu.edu](http://ccpdi.usu.edu) and click on Scholarship Option.

- **What will happen if I already have a higher level and I don’t want to get a D.C.?**
  You will retain your Career Ladder Level, but will receive a lower amount for your Professional Development Award. If, at any time after the deadline you choose to get a demonstrated competency, your annual professional development award will resume to the higher amount.
Office & Library Hours

Monday - Thursday - 9am to 5pm
and Fridays, 9am to 3pm

Resource Night:
Wednesdays 5pm to 8:00pm except in July or December

Please call and make an appointment before coming
during the day so we can make sure someone is
available to help you.

797-1552 or 1-800-670-1552

Ann Austin
Executive Director

Carrie Stott
Director CCPDI

Leah Schilling
Director CAC

Kim Dutson
Recruitment & Retention Coordinator

Stephanie Jensen
Training Coordinator

Janeal Pollock
Referral/Data Specialist & Library Coordinator

We can all be reached at:
435-797-1552 or 1-800-670-1552