

Emergency Response Planning In Child Care

We have all seen it on the news and experienced some of it first hand – emergency situations that can occur without warning. In Montana we have the potential to experience flooding, ice storms, blizzards, toxic spills and even earthquakes. Are we prepared for these situations when and if they occur? As a child care provider, are you prepared to care for your children for an extended period of time if their parents cannot reach them? What if your program is evacuated? Where will you go? How will you notify parents? These are all questions that need answers. We all need to be prepared for a wide range of emergency situations.

Child Care Connections has been preparing our own Emergency Preparedness Plan for the past few months. We have looked at our building to determine if we are prepared for disasters and have the appropriate supplies for our staff in case we are forced to stay here for an undetermined amount of time. We have created detailed plans about who is

responsible for different tasks, how the agency will operate, when and if we need to move to an alternate location and many other details.

In order to assist child care programs with disaster preparedness and planning, the Montana Early Childhood Services Bureau has developed Y.I.K.E.S. (Your Inventory for Keeping Everyone Safe), a planning guide that serves as a planning tool for Montana Child Care Programs. It provides basic preparedness and planning information that can be customized to fit the size and needs of your program. The goals of the step-by-step Y.I.K.E.S. planning guide are to:

- Reduce the risks of emergencies
- Help you to respond to the emergencies that occur

The Early Childhood Services Bureau has made the Y.I.K.E.S. planning guide accessible online at

www.bestbeginnings.mt.gov.

We will also be supplying copies of the manual at the Emergency Response training to be held on September 11th at CCC. An **Emergency Response Wall Guide** has also been developed and is available upon request at CCC. If you have questions or would like further assistance developing your plan, please feel free to contact our office by calling 587-7786 or emailing

stacy@childcareconnections.info.

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Office Hours

Monday—Thursday
8:00 a.m. to 5:00 p.m.

Friday
8:00 a.m. to 4:00 p.m.

Closed:

May 31, 2010

Notary Service

Haley Tarinelli & Joanie Slaybaugh are both certified as a Notary Public.

Please schedule an appointment at CCC when you need something notarized.

Board of Directors

Barbara Brown, *President*
Elizabeth Linsky
Kate Comstock, *Secretary*
Ann Klaas
Debbie Berg, *Treasurer*



“promoting quality care”

From the Assistance Office

Invoice Tips and Information

When you receive your invoices in the mail, draw an X on the days for which you know the children weren't present, such as weekends.

If school age children are in your care all day due to school closures, write “no school” in the comments box on the invoices.

If you bill your parents for holidays when you're closed, write “paid holiday” in the comments box on the invoices.

If a full-time child is absent on a regularly scheduled day and you charge parents for missed days, write CE in the comments box for the missed day. If a child is scheduled for at least 30 hours/week, the child is eligible for 15 CE days/year.

Remember that you must bill actual attendance to the nearest quarter hour.

To ensure that your invoices are processed with the first batch of payments, please submit your invoices to CCC by the third business day of the month.

Check for the following before submitting your invoices:

- Have you signed and dated the front page of each invoice?
- Have you indicated if the co-pay was paid?
- Did you check both sides of invoices to make sure you've billed for each child?

From the Safety Office



Jane Arntzen-Schumacher
Executive Director

Stacy Wesen
Assistant Director
Safety Program Coordinator

Suzanne McGary
Finance Manager
Office Manager

Haley Tarinelli
Administrative Assistant
Referral Specialist

Charlie Hamp
RSVP Administrative Assistant

Provider Services
Glenda Singer
Provider Services Coordinator

Nannette DuCuennois
Early Childhood Specialist

Family Services
Kami Doney
Family Services Coordinator
Case Manager- Cases A-K
Referral Specialist
Supersitter Coordinator

Amber Baker
Case Manager -Cases L-Z
Referral Specialist

Lynn McHann
LUP/LUI Specialist
Case Manager - TANF & CPS

Food & Nutrition Program
Lisa Curry
Program Coordinator

Joanie Slaybaugh
Program Specialist/Monitor

Welcome Glenda

Theme Boxes

89432

Congratulations to the Second Quarter Mini-Grant Recipients

Child Care Connections continues to process mini-grant applications and encourages you to apply early. We would like to congratulate the following providers:

- | | | |
|------------------|-----------------|-----------------|
| LeiLani Nakamura | Scottia Judkins | Patricia Howard |
| Angela Frederick | Wendy Cornell | Rhiannon Shook |
| Crista DeJoia | Lacy DeQuattro | Marie Donaldson |



Going Electronic - In order to save paper and expedite our information delivery system, we are moving toward electronic newsletters, training calendars, and other publications, which we will send by email. If you are already online, please email us at admin@childcareconnections.info so we can start emailing you our publications.

Upcoming Trainings

4/06/10	Little Hands Get Ready for School	Child Care Connections	6:30-8:30pm	\$15
4/17/10	Children’s Soup for Provider’s Soul	Bozeman Fire Station 3	8:30 am-4:30pm	\$65
4/21/10	Round Table Discussion, <i>see below</i>	Child Care Connections	6:30-8:30pm	Free
4/22/10	Making Playtime Fun & Productive	Child Care Connections	6:30-8:30pm	\$10
4/27/10	Everyone Can Have a Green Thumb	Child Care Connections	6:30-8:30pm	\$10

PLEASE NOTE! CLOSING CLASSES: Due to high attendance we will continue closing classes to accommodate trainers’ needs. To avoid confusion and take the classes you prefer, send your registration in early!



Child Care Connections

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Bozeman, MT 59715
Phone: 406-587-7786
Fax: 406-587-1682
Toll Free: 800-962-0418
admin@childcareconnections.info
www.childcareconnections.info
Return Service Requested

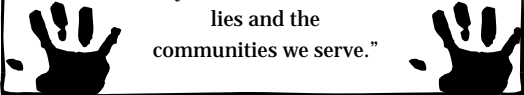


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Child Care Connections Mission

Statement

“Promoting quality child care by supporting early care educators, families and the communities we serve.”

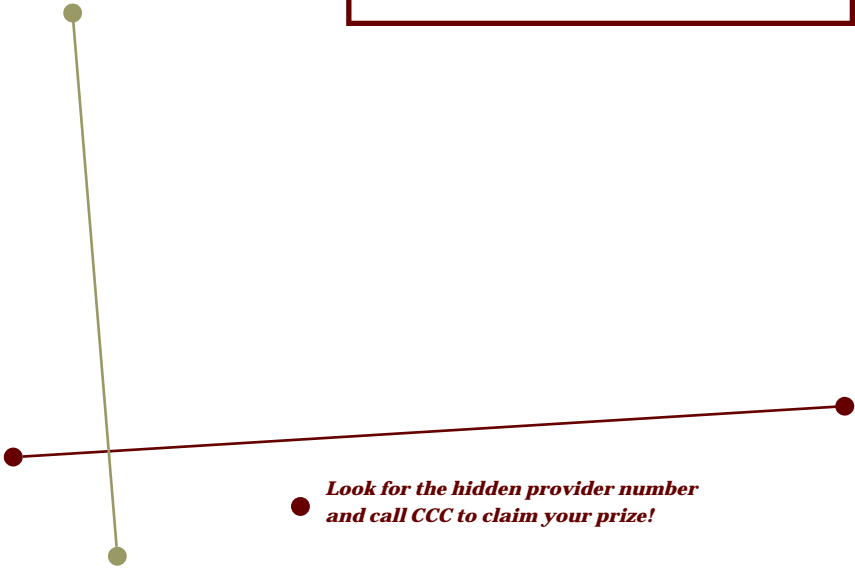


Referral Service

Referrals for licensed child care are provided to parents by trained staff at no cost.

Lending Library

We have resources and materials available for you to check out at no cost.



Look for the hidden provider number and call CCC to claim your prize!

Please visit the Early Childhood Project website at <http://www.mtecp.org>

From the Nutrition Office

