

RETURN SERVICE REQUESTED

Help us keep our mailing list up to date!

Receiving duplicate copies of our newsletter?

Would you like it directed to a specific person?

New mailing address?

Give us a call, so we can keep our records current as well as our costs down....

Call 541-776-1234  
or 1-800-866-9034

### Toy Lending Library in Jackson County

Bring a bucket of toys to donate or trade for a "new" toy for your child care.

Open every 1st and 3rd Saturday of the month, 10 AM to 2 PM.

Call Cyd Hall at 773-5255 for directions

SO-PRO Chapter (Southern Oregon Provider Resource Organization) in Jackson County is up and running! We are a local network of child care providers in the Jackson/Josephine/Klamath area! Come check out a meeting. Call Jenny Thompson at 541-292-0181 for more info.

**Meetings:**

Sunday, April 18, 2010  
2 PM to 4 PM

Activity/Training – Messy Art Projects

Sunday, May 16, 2010  
2 PM to 4 PM

Activity/Training – Summer Field-trips for your child care!

Sunday, June 20, 2010  
2 PM - 4 PM

BOWLING, bring your family!

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Spring 2010

**P**  **CHILD CARE RESOURCE NETWORK**  
Serving Parents, Providers & Community in Josephine, Jackson, Klamath and Lake County.  
A program of The Job Council

# Provider

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### How You Can Participate in Week of the Young Child, April 11 – 17.

Week of the Young Child is a nationally recognized event sponsored by the National Association for the Education of Young Children (NAEYC), the world's largest early childhood education association.

The purpose of Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs.

Child Care Resource Network, in partnership with the local chapters of OAEYC, is encouraging child care professionals to participate this year by:

1. Have the children in your care decorate paper dolls. The paper doll template can be picked up from Child Care Resource Network. Please call in advance to ensure someone is available when you plan to stop by.
2. Contact a local business, explain the purpose of Week of the Young Child, and request that the business display the paper dolls for the week of April 11 - 17.
3. Create a small sign that can accompany the dolls, explaining Week of the Young Child, the child care program name and ages of children doing the artwork.
4. Find out how the business would like the paper dolls displayed and when they would like you to remove them. Some businesses agree to keep them up for the entire month of April.

To learn more, please visit <http://www.naeyc.org/woyc>

#### Children's Learning Fair Week of the Young Child in Klamath!

We Care For America's Children. Early years are learning years, make them count!

Klamath Fairgrounds, Saturday April 17, 2010  
10:00 AM to 2:00 PM

An additional time from 9:00-10:00 AM will be available for young children with special needs who need a quieter learning environment.

Come enjoy activities in art, science, math, carpentry & more!

\$1.00 per child • \$3.00 per family • Adults Free!

Sponsored by the Klamath Chapter of the Oregon Association for the Education of Young Children.

Questions? 541-883-3909 or [odennellj@fireserve.net](mailto:odennellj@fireserve.net)



### Free Early Literacy Program in Jackson County

*1 in 3 preschool children are considered not ready upon entering kindergarten.*

1 out of 5 school children is reading impaired by the 4th grade. In Jackson County, 1 in 4 kids drop-out of high school. Research shows that the more children read, the more they know. The more they know, the smarter they grow. The smarter they are, the longer they stay in school.

Currently over 20 groups of children in child care settings receive bags of books delivered monthly. They also receive weekly visits by volunteers for storytime from the Jackson County Library Outreach helping them develop early literacy skills. Bilingual volunteers are being recruited and will be available soon. Call for this free service and the Summer Reading in Child Care Provider sites with weekly storytime, free books, party and more!

Call Judy Hale, Jackson County Library Outreach 541-774-6564 or email [jhale@jcls.org](mailto:jhale@jcls.org) or volunteer Rita Vance, [rita@familynurturingcenter.org](mailto:rita@familynurturingcenter.org).

## Why Have a Contract?

Although many providers think of contracts as cold and impersonal, they are really one of the most important communications between parents and providers. When mutual expectations are in writing, misunderstandings are much more likely to be avoided. After you've written your policies, you'll see areas where parental cooperation is essential. Contracts can reduce the amount of business-related discussions you have with parents, leaving more time to talk about the children. Contracts can bring more respect from parents for your work and protect you if a parent tries to take advantage of you.

### Characteristics of a Contract

A contract does not have to be long, in legal language, or in small print. All the law requires is the following: **1) a mutual agreement**; and **2) an exchange between parties**. A contract may be a single page document or it may have attachments. Attachments could be copies of your rules, policies, or a separate document developed between you and the individual parents to meet specific needs of the family.

**Per No. 1**, the mutual agreement means that you have had a "meeting of the minds" and that both you and the parent understand what you are both agreeing to. If the parent reads and understands your contract (with attachments, if any) and then you both sign it, the law treats this as a mutual agreement. The contract will govern your relationship while the child is in your care. It is essential that parents read and understand the contract before they sign in. You must go out of your way to be sure they understand the terms to which they are agreeing.

**Per No. 2**, the exchange means that you both give up something and receive something under the contract. Anytime you agree to take care of a child for pay there has been an exchange between you and the parent. The parent agrees to abide by your rules and pay for the child care and in return receives care for the child.

Do not include items in your contract unless you expect to follow them. It is important to have the same requirements for yourself as you have for the parents, when applicable, such as advance notice for termination.

### Items to be Included in a Contract

Include the following in any contract:

- name, address, phone of child and parents or guardians
- payment rate, fees, deposits
- time of care—days or dates
- termination procedures
- signature of parents/guardians and date
- signature of provider and date
- date that child care services will begin

### Ask yourself the following questions before you create a contract:

- What hours/days/months will I provide care?
- How much will I charge for basic child care for infants or toddlers or for a second or third child in the family?
- When will I collect?
- Will there be a fee for late pickups?
- Will I charge for days when children are ill or on vacation? Will I charge for days when I am ill or on vacation?
- Will there be an extra charge for meals, diapers, or other supplies?

Once you have decided your response to these questions, you are ready to prepare a basic contract. It is important to have written policies, but they are separate from the contract. It is best to review contracts verbally with parents and have them sign two copies, one for each of you. You are then assured that parents were made aware of your contract expectations and had an opportunity to ask questions. In some instances parents may want to include terms in the contract.

### Implementing Contracts

You can begin using contracts even though you may now be doing child care without them. First write your policies and decide on the contract format you will use. Discuss with all the parents why you have made this decision and when you will begin using contracts in your business. It is unlikely they will object to signing a contract that accurately describes what they are already doing. You may want to ask them for suggestions, and, of course, they need ample time to read and discuss it with you before signing. A contract may be used by any provider regardless of their registration status or if they belong to a professional association.

### Review and Update of Contracts

Contracts can be changed at any time, again by mutual agreement. All changes should be in writing and signed; verbal changes probably won't be legally-binding. Good faith requires you give parents some amount of notice before you change the contract. It is wise to include in all contracts a clause about how the terms may be changed for the future. For example, rates are reviewed every year at a certain date; or that rate increases will be given a certain number of weeks' notice. A new contract with parents should be completed at least once a year. It is a good idea to review all enrollment and immunization forms to be sure all information is current.

There may be families with which you have specific agreements to meet individual needs. These services should be negotiated with the family before you agree to do them. The specifics of your agreement should be in your contract with that family. And remember, if you agree to do something you are bound by the agreement until you officially cancel that agreement.

## Help Your Families Claim Valuable Tax Credits

*Worth More Than Ever This Year!*

You as a child care provider and the working families whose children you care for may be eligible for federal tax credits worth thousands of dollars when you file your taxes for 2009. These credits are more valuable than ever so make sure you and your families don't miss out! Here are the credits:

### Federal Tax Credits:

- Earned Income Tax Credit, which helps provide a wage supplement for low and moderate-income families. This credit is worth up to \$5,657.
- Child Tax Credit, designed to help families offset some of the costs of raising children. This credit is worth up to \$1,000 per child for families who earned at least \$3,000 in 2009.
- Child and Dependent Care Tax Credit, designed to help with child care costs that families pay in order to work. This credit is worth up to \$2,100, but can't be more than the family's federal tax bill.
- Making Work Pay Credit, designed to increase families' take-home pay. This new credit is worth up to \$800 for couples.

### Oregon Tax Credits:

- Oregon Child and Dependent Care Tax Credit, designed to help with child care costs families pay in order to work. It is worth up to \$1,800 but can't be more than the family's state tax bill.
- Oregon Working Family Child Care Tax Credit, worth up to 40% of qualifying child care expenses.
- Oregon Earned Income Tax Credit, worth up to \$339 for low income families

Even if a family doesn't owe income taxes, it may still be eligible for a refund check!

Families can get FREE help with their federal taxes by calling the IRS toll-free at (800) TAX-1040 or (800) 829-1040. Or go to [www.irs.gov/individuals/topic](http://www.irs.gov/individuals/topic). For help with state taxes contact the Oregon Department of Revenue at (800) 356-4222 or [www.oregon.gov/DOR/](http://www.oregon.gov/DOR/).

Families can also contact the AARP Tax-Aide toll-free at (888) AARP-NOW or (888) 227-7669. To find AARP Tax-Aide help in your area, [https://locator.aarp.org/vmis/sites/tax\\_aide\\_locator.jsp](https://locator.aarp.org/vmis/sites/tax_aide_locator.jsp).

## The Carescapes Project:

*Promoting Children's Social Competence*

Children who have positive social relationships early in life are more likely to enjoy friendships, emotional well-being, and school success as they grow. Good quality child care can have a positive impact on children's social development. Providers of home-based child care in Jackson, Lane, and Douglas counties are currently participating in Carescapes, a program to foster young children's positive social development. Researchers at Oregon Research Institute are funded by the U.S. Department of Education to evaluate the Carescapes program.

We are excited to be able to offer this program to many more child care providers in our area. Child care providers will receive three workshops, consultation, professional development credit hours, a workbook, DVD, and parent handouts with ideas and examples for encouraging social skills and preventing challenging behaviors in preschool-age children. Child care providers who participated in a previous evaluation of the Carescapes project found it to be very useful. More than 90% of the caregivers said that they learned some to very many practical skills. The child care providers who attended the Carescapes workshops used more positive and proactive strategies compared to the group of caregivers who had not yet attended workshops. The use of these positive practices was related to significant reductions of children's problem behavior.

Home-based child care providers and parents are encouraged to call Chris Arthun, the project manager, or Julie Rusby, the project director to find out more about this research project. We can be reached at (541) 484-2123 or 1-800-399-0107.

## ENTER THE VACANCY RAFFLE

As you know, we are required to complete a vacancy update with every provider every quarter. Why not do it yourself and get into a drawing for a treat?

### Here's how it works:

#### Call or email each

June, September, January, and/or May

Jackson & Josephine: 541-842-2591

Klamath & Lake: 541-882-2308 (800-866-9835)

[CCRNProvider@jobcouncil.org](mailto:CCRNProvider@jobcouncil.org)

Leave us your name, total number of vacancies, and any changes, such as your address, phone number, ages accepted, rates, hours, days, willingness to accept DHS.

You will then be automatically entered into the drawing for a \$25 gift certificate to Wal-Mart. Winners will be announced in the following newsletter with a brief note about the provider's business (with permission).

### We are trying to give 3 hours of training – for free: The Oregon Registry is trying to give \$\$\$ MONEY \$\$\$

\$ If you, or your staff, have been taking trainings for re-licensing AND/OR

\$ Have a CDA, college certificate, or degree (Associates, Bachelors or higher, preferably child or human studies related)

\$ Licensed providers or staff, could receive \$100, \$250, or \$500 in addition to training hours through the Education Award

Keep an eye out for the Training Calendar inside the Summer edition of our Provider Press Newsletter for dates and locations TBA!!!!