



PFCEEA Quarterly



October, November, December 2014

Winter Edition

www.pfcee.com

A Message From Your President

As 2014 is drawing to a close, I find myself reflecting on things that happened throughout the year. We have wonderful members, great trainers, and the PFCEEA board is the best! Who could ask for anything more?

Moving forward to 2015 we will have more great speakers sharing their knowledge with us so plan to attend as many of our trainings as you are able. You never know what new information you will bring home to enhance your business.

My advice for all providers is to stay focused on your business; don't get too busy with other things and forget to review the children's records to make sure all required information is in the child's file as well as updated immunizations. Don't get caught off guard.

The sad part is 2015 will be my last year as president, but I know great things are in store for our organization because we have members who are ready to lead us into the future. As with any successful business, there are many jobs needing to be done and all of them are fun to do! Please consider taking on a job or at least helping someone complete a task.

*Marie*



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Welcome to our new PFCEEA members  
We are happy you have joined.

Elizabeth Williams, Ivy Hardy,  
& Faye Lassiter

## Membership Report

We currently have 66 members in good standing: 13 are in Chesapeake, 16 in Norfolk, 3 in Portsmouth, 1 in Suffolk, & 33 in Virginia Beach. Since the Association started, we have had 396 people become members. Remember to check our website to make sure your information is correct.

If you change your email address, phone number, or move either to another local address or out of the area, please let us know as soon as possible.

Submitted by Randee Holmes



## How to Contact PFCEEA

Email: [pfceea@yahoo.com](mailto:pfceea@yahoo.com)  
 Website: [www.pfceea.com](http://www.pfceea.com)  
 Facebook: Professional Family Child Care & Early Educational Association

### PFCEEA Executive Board

#### President

Marie McFadden 482-9470

#### Vice-President

Randee Holmes 479-9579

#### Treasurer

Wanda DiNardo 486-4582

#### Corresponding Secretary

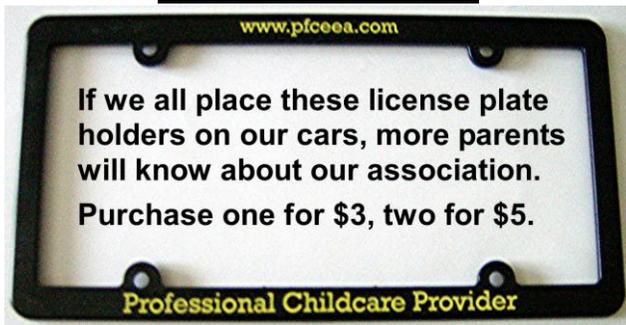
Diane McEwen 490-2371



### Standing Committees

Advertising	Jan Coffman	499-6474
Diaper donations	Diane McEwen	490-2371
Door Prizes	Michelle Freeman	483-1970
Historian	Jan Coffman	499-6474
Marketing		
Membership	Randee Holmes	479-9579
Newsletter	Marie McFadden	482-9470
Phone Tree	Cindy Sisson	421-7901
Social Secretary	Beth Kaminski	853-4505

## License Plate Frames



## Social Secretary

If you know of a member who should be sent a get well or sympathy card, contact me and I will send out the card right away.

Call Beth at 853-4505

Submitted by Beth Kaminski



### Donations

We are still collecting items to donate to those in need. If you have anything in very good condition you would like donate, give me a call at 853-4505 or email me [mylittleschool@cox.net](mailto:mylittleschool@cox.net) Items may be brought to our trainings.

Submitted by Beth Kaminski

We are also collecting diapers at our trainings - see Diane



### PFCEEA Meeting Schedule

To register for all training meetings, email [pfceea@yahoo.com](mailto:pfceea@yahoo.com) or call Marie at 482-9470. PFCEEA members receive the training certificate for free, non-members pay \$10 cash at the door. No Children.

Our meetings are held in the Virginia Beach Central Library from 6:45-8:45 pm. We will draw the door prize tickets at 6:45. For anyone arriving after our speaker starts, a certificate for less training time will be given.

#### 2015 training dates:

Feb.23, March 30

April 27, May 18, June 29

We are collecting diapers for the Diaper Bank of Hampton Roads at our trainings.

### Advertising Report

The next time I will place an ad in the Virginian-Pilot will be mid May to mid June. Make sure your information is correct on our website so parents can get it touch with you.

([www.pfceea.com](http://www.pfceea.com))

Jan Coffman 499-6474



### Marketing Report

We are in need of someone willing to step up and take the job of marketing (letting people know we exist) for the association. Let us know if you are interested. In the mean time, I'd like to ask all of our members to mention our website to people you meet. [www.pfceea.com](http://www.pfceea.com)

### Phone Tree Report

I have given most of my Phone Tree helpers time off the past few months as I have free time in the morning which allows me time to make the calls for training. Many thanks to all the ladies who are ready to help when needed. A big thank-you to Beth for calling the centers. If you would like to join the Phone Tree, give me a call.

CindySisson 421-7901,  
[cindy\\_sisson@hughes.net](mailto:cindy_sisson@hughes.net)



### Website Report

Our home page was viewed 194 times in September, 178 in October, 110 in November, and 65 in December. In addition to our local cities, 13 other cities in Virginia logged on: Ashburn, Burke, Dumfries, Herndon, Lynchburg, Mechanicsville, Reston, Richmond, Ruther Glen, Springfield, Stafford, Stuarts Draft, & Yorktown.

People in the following states have visited our site: CO, FL, GA, IL, LA, MD, MI, NY, NC, PA, RI, TX, UT, & Washington D.C.

People from all around the world have visited our website too: Argentina, Bahrain, Belgium, Bolivia, Bosnia, Brazil, Canada, Columbia, Croatia, Denmark, Ecuador, England, France, Greece, India, Italy, Mexico, Panama, Peru, Philippines, Portugal, South Africa, Spain, Switzerland, Thailand, & United Arab Emirates.

## Cleaning for a Reason

<http://www.cleaningforareason.org/>

If you know any woman currently undergoing Chemo, please pass the word to her that there is a cleaning service that provides FREE housecleaning 1 time per month for 4 months while she is in treatment. All she has to do is sign up and have her doctor fax a note confirming the treatment. Cleaning for a Reason will have a participating maid service in her zip code area arrange for the service. This organization serves the entire USA and currently has 547 partners to help these women. It's our job to pass the word and let them know that there are people out there who care. Be a blessing to someone and pass this information along. It could be a real help for someone going through a really rough time.

A child can ride **safely**  
with**out** a booster  
when they pass the 5 Step Test



Back against  
the vehicle  
seat



Knees bend  
at edge of  
seat



Lap belt low  
on tops of  
thighs



Shoulder belt  
between neck  
and shoulder



Sit properly  
No slouching,  
leaning over, etc

(C) TheCarSeatLady.com

Most kids are 10-12 years old before they pass

## Family Child Care Provider?



**Serve nutritious meals to children and earn cash!**

For more information about the free  
USDA Child and Adult Care Food Program

call 757-397-2984

[www.childrensharbor.cc](http://www.childrensharbor.cc)

## Unlicensed Child Care in Virginia

The following link will take you to a lengthy newspaper article on child care in Virginia.

<http://www.washingtonpost.com/sf/investigative/2014/08/30/in-virginia-thousands-of-day-care-providers-receive-no-oversight/?hpid=z2>

## Virginia Small Business Financing Authority

<http://www.vabankers.org/VSBFA>

866-248-8814

If you are looking to purchase new equipment or update your home/center with quality improvements, contact VSBFA to see if you qualify for a 4% loan.

## Training photos



"Our January training "Cognitive Development for Children 101" was excellent!

Our speaker Shayla Spencer is watching a skit Michelle and Penny are doing.

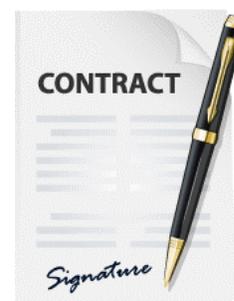
We had a bonus speaker as Shayla brought her mom who was also an excellent speaker.



Michelle is the childcare provider and Penny is the child in a little skit they did.



## Tom Copeland's Taking Care of Business



### **The Basics of a Family Child Care Contract**

To be successful as a family child care provider, you will need to establish a professional, businesslike relationship with the parents of the children in your care. This means you will need to take yourself and your work seriously and treat the parents as business clients, even if they are also friends or relatives. You will be most successful if you are able to distinguish and find a balance between the caring attention required for child care and the focus required for managing your business. Some child care providers find it very difficult to talk about money, rules, or expectations with their clients. One factor that can greatly complicate this is growing so close to the children in your care that you leave behind your responsibilities as a business owner.

### **Do your clients respect your business?**

Some providers have complained to me that the parents don't treat them like a business. Usually the reason this happens is because the provider doesn't act as if she is running a business. You can establish a healthy business relationship by clearly communicating your rules and expectations. Doing so will help reduce and resolve conflicts and bring you the respect you deserve.

### **Basic elements of a written contract**

The most effective way to establish your business relationship with parents is to use a written contract. You are responsible for setting your own rules. Some states require providers to include certain terms in their contracts. Other than these requirements, you are free to put whatever you want in your contract and to create as many policies as you wish.

At the very least, your contract should contain these four basic elements:

*Names of the parties:* your name, the parents' names, the names of the children

*Terms of the contract:* There are two terms in a contract that are enforceable in court -

*Time* - The hours and days you are open

*Money* - How much parents owe you for your services: when payment is due, late fees, registration fees, field trip fees, etc.

*Termination procedure:* How will the contract end

*Signatures:* Both parents (if around) and yours

### **Sample contracts**

If you need help with writing a contract, there are a variety of sample contracts available to choose from. [First Children's Finance](#) has posted a number of tools and resources about contracts on their website. They include a sample contract template, a contract termination form, parent interview form, parent evaluation form, and a number of articles on writing and enforcing your contract.

My book [Family Child Care Contracts & Policies](#) has a simple one-page contract as well as a CD with many different contract and policy examples you can cut and paste in a Word document to create your own. Redleaf Press publishes a [two-page contract template](#) with carbon copies.

The contract is your primary tool to set your hours and rates and spell out how it will end.

Review it once a year to make sure it meets your needs.

Tom Copeland - [www.tomcopelandblog.com](http://www.tomcopelandblog.com)

For more information, see my book [Family Child Care Contracts & Policies](#).



## Interesting Websites

February easy meals -

<http://www.recipelion.com/Editors-Picks/28-Easy-Dinner-Recipes-for-February>

Holidays and Special Days of the Month  
February

<http://www.kinderart.com/seasons/feb.shtml>

<http://www.preschoolexpress.com/>

<http://www.theteacherscorner.net/calendars/february.php>

<http://www.freekidscrafts.com/crafts-by-age/preschool-crafts-crafts-by-age/>

March

<http://www.kinderart.com/seasons/mar.shtml>

[http://www.first-school.ws/theme/calendar/march\\_2005.htm](http://www.first-school.ws/theme/calendar/march_2005.htm)

<http://www.projectsforpreschoolers.com/months-of-the-year/march/>

April

<http://www.startingapreschool.net/april-preschool-crafts/>

## Tips for Licensed Providers

A lot of us are receiving violations for paperwork. Make sure parents fill in each line of the paperwork and list 2 emergency contact names/numbers. Also, make sure:

Hot water is between 105 & 120 degrees.

Parents sign annual review of paperwork

Rust is not on play equipment or fencing

Pets shots are maintained and documented

There is a thermometer in frig & freezer

A current menu is posted each week

Firearms are locked separately from ammo

Baby bottles have name and date

Immunizations are updates

## Free Scholastic Books

[https://www.kelloggsfamilyrewards.com/en\\_US/promotions/free-scholastic-book-from-kelloggs.html](https://www.kelloggsfamilyrewards.com/en_US/promotions/free-scholastic-book-from-kelloggs.html)

Buy specially marked Kellogg's items, go to the website above to register for this program, and enter a 16 digit code (found inside the box). Each person can receive up to 20 free books. offer expires 3/21/15



## Recipe Corner



### Slow Cooker Chicken Pot Pie Soup Recipe

2 lbs boneless, skinless chicken breasts

2½ cups frozen, mixed vegetables

3 cups cubed potatoes

2 cans condensed cream of chicken soup + 1 C water

Cut 2 lbs boneless, skinless chicken breasts into cubes 2½ cups of frozen, mixed vegetables

3 cups of cubed potatoes

3½ cups of cream of chicken soup

Mix it all together and cook on high for about 6 hours.

Although the soup will thicken a bit as it cools, you can thicken it more if you want using ½ cup of instant mashed potato flakes or using cornstarch. To use cornstarch, mix together 2 tablespoons of cornstarch and 3 tablespoons of cold water. Stir the mixture into the chicken pot pie soup. Put the lid back on and allow the soup to thicken for about 10 minutes. This method will only work if your soup is simmering or boiling slowly. If your crockpot isn't that hot, stir in instant mashed potato flakes, put the lid back on and allow the soup to thicken for a couple of minutes.

## Recalls

Granny Smith and Gala apples

<http://www.fda.gov/Safety/Recalls/ucm429689.htm>

other food recalls

<http://www.foodsafety.gov/recalls/recent/index.html>

<http://www.popsugar.com/moms/Food-Recall-Due-Peanuts-36718989>

FDA regulated products

<http://www.fda.gov/Safety/Recalls/default.htm>

Child safety seats [http://www-](http://www-odi.nhtsa.dot.gov/cars/problems/recalls/childseat.cfm)

[odi.nhtsa.dot.gov/cars/problems/recalls/childseat.cfm](http://www-odi.nhtsa.dot.gov/cars/problems/recalls/childseat.cfm)

## News From the Virginia Alliance of Family Child Care Associations

Hello to everyone and HAPPY NEW YEAR!

The General Assembly is now in session. They will meet for 10 weeks and to my knowledge there are 15 proposed bills/legislation regarding childcare. Some of them contradict one another and it doesn't mean that all will pass. Example: there are several regarding the unregulated childcare issue and several regarding fingerprint background checks. The wording is different even though the topic is the same. I will be on a conference call today with Childcare Aware, VAECE, VOICES, and others to go over them in detail and discuss the impact so that we are doing two things:

Addressing the unregulated childcare issue- which included wanting penalties for those operating outside of whatever the law is (if it stays at 5 or if it is lowered) and supporting the regulated provider to remain regulated. Having a fingerprint background check which allows a national database; as it is the fingerprint checks are only state wide so anyone with any record in another state can come here and harm children then move and do it again.

Please use this link to find out who your Legislative Representative is if you don't know

<http://whosmy.virginiageneralassembly.gov/>

Please use this link to write a letter to them. Simply stating what you support- child safety in child care, etc

<http://cqrcengage.com/earlylearningpolicygroup/app/write-a-letter?0&engagementId=75956>

You can sign up for alerts and updates from VOICES using the following link.

<http://vakids.org/take-action/newsletter-signup>

Continued from page 3 Website Report



## Things to Remember



To see the guide for new crib standards, go to: [www.cpsc.gov](http://www.cpsc.gov)  
Crib manufacturers had to start making cribs under the new regulations in June 2011. Providers had until **December 28, 2012** to purchase new cribs.



If you need training hours: Our upcoming trainings will be on Monday, Feb. 23 and Monday, March 30. All of our upcoming training dates are on our website [www.pfcee.com](http://www.pfcee.com)



Are you being reimbursed for feeding your child care children? You are if you are A USDA participant. It's free to join. Call Children's Harbor at 397-2984.



If you are cleaning closets, please donate your unwanted items for our door prizes, this includes gift bags or baskets. Contact Michelle Freeman at 483-1970.



If you have left over diapers or very gently used baby, child, or adult clothing, PFCEEA makes donations to companies who help those in need . Contact Beth Kaminski 853-4505 or bring your items to our meetings.



Help advertise PFCEEA and all of our individual businesses by purchasing a license plate frame for your car. They are available at our training meetings \$3 for 1, or \$5 for 2.



If you have any comments, suggestions, or concerns, please call Marie at 482-9470 or email us at: [pfcee@yahoo.com](mailto:pfcee@yahoo.com)

**facebook**

PFCEEA has a Facebook account - join us - go to Facebook.com and search for Pfccee



If you live in Norfolk and have received a call from the parent(s) of a special needs child you don't think you can adequately care for, Precious Pearls Childcare Center is located on Wildwood Drive and only accepts special needs children. Their phone # is 286-9900.



Our website is: [www.pfcee.com](http://www.pfcee.com)