

DINIYOTHLI KANOHEDA

(Dee-nee-yoth-lee Kaw-no-head-ah - Children's News)

Volume VIII, Issue XII

DECEMBER 2004

WHAT TO LOOK FOR IN A TOY

By Kathleen Alfano, PH.D.

Parenting Solutions at www.fisherprice.com

Children love to be creative and use their imaginations. Toys provide an opportunity for them to do just that, and play an important role in enriching children's lives. By giving children opportunities to be creative, you help develop their self-confidence and a sense of pride in their resourcefulness and accomplishments. Oftentimes, it's a simple toy that provides a broad range of play value (and sometimes, it's the box the toy came in!).

For example, the Fisher Price® Rock-a-Stack® has so many possibilities for fun and creative uses, as well as for much developmental learning. Besides the obvious skills of stacking and eye-hand coordination it encourages, some of the other things children can learn are **colors** (identification), **sizes** (bigger, smaller and biggest, smallest), **placement** (top, bottom, middle, next, over, under, between), **numbers** (how many, counting), and **sequencing** (which comes next). In addition, it can be used for fun and **imaginative** games and activities, such as ring-toss, rolling and chasing and catching them—even wearing the rings as bracelets or balancing them on your head! And, last but not least, it provides many opportunities for **language development** (learning words, making the connections and talking about the above, and much more). Millions of children all around the world have enjoyed playing with the Rock-a-Stack since 1960, and it's still a very popular toy today...now wonder why!

Of course, it's important that toys are kept clean and in good repair. If you treat children's belongings with respect, they will learn to share this respect and learn that their own things are important. Also, make a point of taking broken toys out of the toy box until they are fixed. However, homemade toys need to be monitored very closely because of potential safety hazards—they do not undergo the stringent safety evaluation that manufactured toys do.

Here are some suggestions for stocking the essential toy box:

TOYS THAT ENCOURAGE CHILDREN TO IMITATE REAL LIFE: It's important to have toys that encourage children to use their imaginations and develop their creativity and social skills. Playsets with miniature figures, kitchen toys, tea sets, medical kits, pretend telephones—they all help children learn about the world around them by bringing it to their level. Having an interesting selection of dress-up clothes is essential for the same reason. I still recall the fun I had playing dress-up with my mother's high-heeled shoes and jewelry, her old hats and purses and fancy dresses—I even used old curtains, wrapping them around me as ballroom gowns!

TOYS THAT INSPIRE PROBLEM SOLVING: Toys like shape sorters, stacking toys and puzzles help children develop the concentration and problem-solving skills they'll need when they go to school and throughout their adult lives.

TOYS THAT INVITE CREATIVITY: Children love to use paints, crayons and paper. Play dough is great for exercising children's imaginations and helping their manual dexterity, and you can even make it yourself. Building blocks are essential, too—children love to play with blocks, they encourage creativity as well as logical thinking.

BALLS: Playing with balls of all sizes helps children improve their coordination. Ball games are also great for social interaction, helping children to learn about winning and losing and how to take turns.

MUSICAL TOYS: Children love to sing along, dance to and control the music, and so a durable, child-appropriate CD or tape player and a variety of children's music are highly recommended. Songs with actions are particularly important—they improve coordination, stimulate the memory and are social, too.

BOOKS: Children should have access to as many books as possible. Even if they just pretend to read, they are still exercising their imaginations and their pre-reading skills. Like toys, books should always be kept in good condition so children learn to respect them.

Here is a checklist to use when looking for a good toy:

A GOOD TOY...*is safe and durable *is fun to use *is interesting to the child *stimulates creativity and imagination *encourages inquisitiveness and resourcefulness *is a tool for learning *is challenging, yet not frustrating *invites repeated use *involves child interaction *addresses the developing needs and emerging skills.

Find more Parenting Tips and ideas at www.fisherprice.com

O-SI-YO

by Tina Smith
Resource and Referral Specialist

Remember! We are open for extended hours one Saturday morning and one Tuesday evening each month. Come visit us and become more familiar with our services!

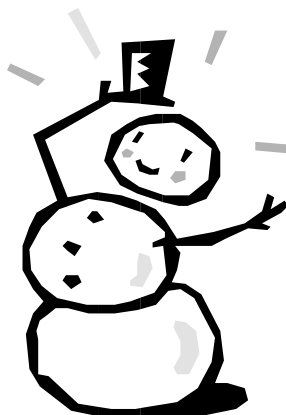
Saturdays 9:00 am—12:00 pm

December 11
January 8
February 12

Tuesdays 5:00 pm—8:00 pm

December 21
January 18
February 15

**HAPPY
HOLIDAYS...**
from us to you!!



TIC-TOC TRAINING

(Training Inclusive Childcare = Terrific Opportunities for Children)
Tic-Toc training is a series of regional skill-building workshops designed to assist child care providers to feel competent about including children with disabilities in typical child care settings.

Tulsa December 4 9:30 am—4:30 pm
Including Children with Disabilities in Child Care Setting

Ada December 4 9:00 am—4:00 pm
Working with Children with Disabilities who have Challenging Behaviors I

Oklahoma City December 4 9:00 am—4:00 pm
Individuals with Disabilities Education Act (IDEA)—Where Childcare Providers Fit

For questions about registration, contact Pat Diaz at (405) 271-1836, or by e-mail at tic-toc@ouhsc.edu

DECEMBER IS...

First Day of Winter December 21

- *Take a walk and discuss the changes in the neighborhood during the winter.
- *Photograph a favorite tree during each season and make a poster with the photographs.
- *Find books about winter and the snow to read to the children.
- *Ask the children to draw pictures of how they see winter.

DINIYOTHLI KANOHEDA
Child Care Programs



P.O. Box 948
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www.cherokeekids.net

Publisher—Cherokee Nation
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Editor—Tina Smith

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Oklahoma Child Care
RESOURCE & REFERRAL ASSOCIATION, INC.

CPR AND FIRST AID TRAINING

| | | |
|------------|--|-----------------------|
| December 6 | Tahlequah—EMS Pediatric CPR and First Aid (Both for only \$25) | Time: 9:00 am—4:00 pm |
| January 3 | Tahlequah—EMS Pediatric CPR and First Aid (Both for only \$25) | Time: 9:00 am—4:00 pm |
| February 7 | Tahlequah—EMS Pediatric CPR and First Aid (Both for only \$25) | Time: 9:00 am—4:00 pm |

Cherokee Nation EMS began a new cost and payment policy on April 1, 2003.
 Pediatric CPR is \$20.00 and First Aid is \$25.00. **(FEE IS NON-REFUNDABLE)**
 Cherokee Nation EMS will accept payment for daytime classes, held during office hours between
 8:00 am and 5:00 pm, on the day of the scheduled class.
 For evening classes, payment must be received before the night of the scheduled class.
 Payment can be made during regular office hours or payment can be mailed ahead of time.
THERE WILL BE NO PAYMENT OR REGISTRATION ACCEPTED IN THE EVENINGS.
 A minimum of 8 participants must be registered for the training to be held.
 Make payment to Cherokee Nation EMS and mail payment and registration form to:

Cherokee Nation EMS
 Attn: Jimmy Summerlin
 22114 South Bald Hill Road
 Tahlequah, OK 74464

If you have any questions, please contact Jimmy Summerlin at EMS at (918) 458-5403
PLEASE COMPLETE AND RETURN THE FOLLOWING REGISTRATION FORM :

CHEROKEE NATION EMS TRAINING PROGRAM REGISTRATION FORM

Please Print

Date: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

What county do you live in? _____

Home Phone: _____ Work Phone: _____

Date of Training: _____

Type of Class: _____

Organization / Workplace: _____

Ethnic Descent: Cherokee Native American _____ Other Native American: _____
 Other Descent _____

DECEMBER TRAINING

December 2,9 & 16

TAHLEQUAH—CCRC

Time: 6:00 pm—9:20 pm

Health and Safety (content area #1, 10 hours)—Helps plan for children's health and safety; contains guidelines for providing safe places for young children. Teaches how to help children learn good habits. Discusses common illnesses and emergency procedures. Suggests ideas for communication with parents. Trainer: Debbie Smith. **Fee: \$10 Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**

December 2,9 & 16

VINITA—HALL HALSELL ELEMENTARY

Time: 6:00 pm—9:20 pm

Language (content area #2, 10 hours)—A methods class introducing and promoting language skills for infants through young children. Trainer: Vickie Toews. **Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**

December 16

TAHLEQUAH—CCRC

Time: 7:00 pm—8:30 pm

Food Handlers Class—Provides information on handling and serving food in child care settings. Food handler cards will be issued. Trainer: Lisa West. **Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**

Location Information

*The Cherokee Nation Child Care Resource Center is located in the James Danielson Children's Village in Tahlequah.

*Hall Halsell Elementary School is located at 402 W Clyde in Vinita.

*Muskogee Regional Medical Center (MRMC) is located at 300 Rockefeller Drive.

Cherokee Nation facilitates training by recruiting educators employed by other agencies.

Ideas and practices presented are not necessarily endorsed by the Cherokee Nation Child Care Resource Center.

CLASS REGISTRATION CHANGES!

Beginning October 1, 2004 the Cherokee Nation Child Care Resource Center will implement a "**Registration fee**" policy.

The registration form and the registration fee must accompany all enrollment requests. Enrollment must occur at least one week prior to the class. There will be no refunds. You may send a replacement staff person.

The range of fees will vary depending on the type of class. The amount for each class will be listed in the newsletter. (Fees are subject to change.)

Registration confirmation will be by phone or mail. A waiting list will be maintained to fill any vacated slots. If the class is full your fee will be returned to you after the class has started.

Enrollment form:

Name: _____ Phone number: _____
 Address: _____ City: _____ State: _____ Zip: _____
 County: _____ Facility name: _____

Class Title: _____
 Location: _____ Time: _____ Beginning Date: _____ Registration fee: \$ _____

Send registration fee and above form to:

Cherokee Nation Child Care Resource Center

Attn: Edna Jones

PO Box 948

Tahlequah, OK 74465

JANUARY TRAINING

January 4,6 & 11

TAHLEQUAH—CCRC

Time: 6:00 pm—9:20 pm

Movement Experiences (content area #2, 10 hours)—A methods class on how to provide movement experiences in a daily program for young children. Includes classroom learning activity cards. Trainer: Gaynia Jones. **Fee: \$10 Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**

January 6,11 & 13

MUSKOGEE—MRMC

Time: 6:00 pm—9:20 pm

Child Development II (content area #7, 10 hours)—Focuses on four aspects of development—physical, mental, social and emotional. The content shares information on observing and recording children's development; emphasizes careful observation of behaviors indicating growth; provides suggestions for enriching development through play; gives specific assistance on supporting play for each aspect of development. Trainer: LaDonna Cooper. **Please contact Sherry Grooms, MRMC, at (918) 684-2448 to register.**

January 6,13 & 20

VINITA—HALL HALSELL ELEMENTARY

Time: 6:00 pm—9:20 pm

Behavior and Guidance I (content area #3, 10 hours)—Suggests ways to encourage positive behavior. Considers caregiver's skills as key to good discipline. Suggests ways to handle difficult situations and explains differences in typical and severe problem behaviors. Trainer: Vicki Toews. **Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**

January 12,19 & 26

MUSKOGEE—MRMC

Time: 6:00 pm—9:20 pm

Behavior and Guidance I (content area #3, 10 hours)—Suggests ways to encourage positive behavior. Considers caregiver's skills as key to good discipline. Suggests ways to handle difficult situations and explains differences in typical and severe problem behaviors. Trainer: Sherry Grooms. **Please contact Sherry Grooms, MRMC, at (918) 684-2448 to register.**

January 18,20 & 27

MUSKOGEE—MRMC

Time: 6:00 pm—9:20 pm

Movement Experiences (content area #2, 10 hours)—A methods class on how to provide movement experiences in a daily program for young children. Includes classroom learning activity cards. Trainer: LaDonna Cooper. **Please contact Sherry Grooms, MRMC, at (918) 684-2448 to register.**

January 27, February 3 & 10

VINITA—HALL HALSELL ELEMENTARY

Time: 6:00 pm—9:20 pm

Behavior and Guidance II (content area #3, 10 hours)—Builds on *Behavior and Guidance* and *Families and Child Care: A Team for Children*. When children display aggressive behavior, there is no quick or easy solution. The child care provider must find the right mix of child development, guiding behavior techniques, working with the family, working with the child, and activities to support the child displaying the aggressive behavior. Trainer: Vicki Toews. **Please contact the Child Care Resource Center at (918) 458-7613 or 1-888-458-6230 to register.**



POINTERS FOR PROVIDERS

By Leah Duncan, Manager
Child Care Services, Subsidy Program

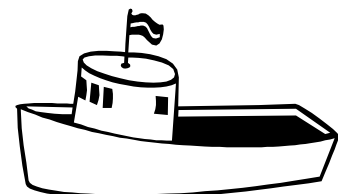
As we are quickly approaching the holiday season I would like to remind each of you that during the holiday season it is necessary for deadlines for check disbursements to change due to the Holidays or any events in which Cherokee Nation offices may be closed. The deadlines are established by the Cherokee Nation Accounting Department. The dates listed below are subject to change without notice. At this time, I am anticipating that due to the Christmas Holiday the tentative deadline will be Wednesday , December 8, 2004 at 12:00 p.m. With this tentative deadline in mind, I anticipate the last check disbursement mailed before the Christmas Holiday will be Monday, December 20, 2004. Billing which is submitted to our office by 5:00 pm on December 10th may also be processed before Christmas. Those checks may be picked up on December 22nd by prearrangement with the Child Care Office or they will be mailed out on December 28th. I anticipate standard deadlines will resume soon after the New Year Holiday. Please keep in mind that despite the deadlines, Child Care Subsidy Staff will continue to work diligently to process all billing documents received in order to meet the deadlines. However, there is no guarantee that billing documents received after the deadline will be processed to receive a check within the Holiday check disbursement schedule.

Keep in mind that billing documents should not be turned in before the expiration dates. Any billing documents received in advance of their expiration dates will be returned to you unless documentation is attached stating that your facility will be closed for the remaining days of the contract or that you will not be charging for the remaining days of the contract. Retroactive forms will not be issued for any dates that you fail to bill.

Remember:

- Cherokee Nation does not pay for any days that you are closed.
- Cherokee Nation does not pay for Holidays unless the child we are being billed for is in attendance on the Holiday being addressed and the parents' work or school schedules justify the child's attendance.
- The Cherokee Nation Child Care Services School Closing Policy (listed on next page) must be adhered to in order to receive payment.
- All billing forms must include a batch form to be processed. Billing forms received that do not contain a batch form will be returned.
- Billing forms completed in pencil will not be processed. They will be returned to be completed in ink.
- Pink copies of batch forms and billing forms should be kept for your personal records.
- All billing forms must be received within 90 days of the listed expiration date to be considered for payment. All billing forms are void 90 days from the expiration date listed on the billing form.
- At no time should a parent ever be requested or allowed to sign a blank or incomplete billing form. This is a violation of your Cherokee Nation Licensing Contract.
- Only persons listed on the tentative decisions have authority to sign the billing forms.

If you have any questions or if we can be of further assistance to you please call us at (918) 458-4444 or toll-free at 1-888-458-6230.



CHILD CARE PROGRAM
BILLING PROCEDURES - SCHOOL CLOSINGS
EFFECTIVE 10-01-98

OFFICIAL POLICY:

Changes in the hours of care may be authorized with no pre-approval for additional hours of child care needed due to school closings. Additional hours of care may be authorized in half-day increments only. All changes in hours of care, which are not related to school closing, i.e. a change in parents' work or school schedule, must have prior authorization by a Child Care Eligibility Specialist.

School closings include: Spring Break, Teachers Meetings, Staff Development Days, Winter (Christmas) Break, Snow Days, Official Holidays (Thanksgiving, Memorial Day, Labor Day, Easter, etc.) Times will vary by school, therefore, the Child Care Program has not set any specific days nor will we ask the parent to submit a child's school schedule. The Child Care Program retains the right to require documentation if needed. The Parent/Guardian **does not** have to call the Child Care Eligibility Specialist for school closings unless additional days are required for a child; (i.e. A child is approved for 3 part-time days and will need to attend 5 full-time days during Spring Break. The Parent/Guardian will be required to contact a Child Care Eligibility Specialist before an approval to claim the additional days can be made.) Providers will not have to wait for Retro Forms to be issued for school closings. The current contract can be utilized. This will result in a more timely and efficient level of service to providers and parents of the Child Care Programs.

Changes in parents' work schedules, school changes, additional days of care, or residences still require verification be provided to the Child Care Eligibility Specialist. The Full-Time rate will not begin until verification of the change is received by the Child Care Office. Providers can utilize the current contract. If timely notice is received by the Child Care Office, payment for the Full-Time charge will be paid. Parents will be responsible for any unauthorized care. **Parents are required to notify the Child Care Eligibility Specialist when school is out for the summer vacation.**

In order to claim for school closings, these procedures shall be adhered to:

1. Providers must write in the time the child arrived, the time the child departed, the number of hours the child was there, and the amount charged for that day. (This amount is based on your established rates for Full-Time Care for the children in your facility.)
2. The reason for claiming Full-Time Care on a Part-Time billing form must be documented for each day of additional care on the contract or voucher. You must list the reason: Spring Break, Teachers Meeting, etc. beside each day you expect Full-Time payment for. Failure to properly document the reason for additional time will result in a denial of the Full-Time rate and payment of the Part-Time rate. For vouchers, mark out the AMOUNT CLAIMED, add the difference from the Part-Time to the Full-Time rate to the AMOUNT on the voucher. This is the amount you will claim for each voucher in which you can claim additional Full-Time rates. Additional Retro Forms **will not** be authorized for failure to properly document the additional Full-Time hours of care.
3. When a child has used all days within the expiration dated on the contract, the provider will total the full- and part-time days, record the number of days, the total charge of this contract, and deduct the parents co-payment. For vouchers, the provider will add up the total amount of the vouchers and submit for payment. (Reminder: The co-payment has been deducted for the voucher. The provider is responsible for collecting the difference in the amount between the voucher and the amount charged.)
4. All other current payment policy and procedures remain in effect.



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Child Care Resource Center
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