Summer 2017

Child Care Assistance Program

SUMMER IS NEAR!

Summer Changes & Enrollment
Summer is just around the corner and that means lots of parents will be looking for school age child care, changing schedules, and in some cases even changing programs or providers. Please encourage your CCAP families to think ahead and communicate with the CCAP Program!

Tips for Smooth Summer Transitions
• Remind families of your notice policies for schedule changes or if they plan to leave your care.
• Give parents plenty of notice if your program hours or schedule will be different in the summer.
• Remind parents to contact CCAP if they will need to change or increase care during the summer.
• Parents need to email CCAP@BoulderCounty.org at least 10 days prior to the change. Include provider’s name and license number, child or children’s full name, requested schedule, and requested start date.
• Summer is a good time to review with parents your policies regarding absences, late arrivals, field trips and vacation time. You may charge parents for absences beyond the three days per month included in CCAP.
• Remember you may not charge Registration, Activity, or Transportation (RAT) fees for CCAP children.
• You may charge for a very special activity or field trip if you charge the same fee for non-CCAP children and if an alternate activity is offered for those families who can't afford the fee.
• Be sure to update emergency contact and sun screen permission forms as needed.
• Please report your summer openings to the Colorado Shines Child Care Referral at Mile High United Way at 877-338-2273.

We’re Here to Help!
Please let us know if you have any questions. We are happy to help with parents who are not swiping cards daily or who owe parent fees.

CCAP Locations & Contact Info
515 Coffman Street, Longmont CO 80501
3460 N. Broadway, Boulder CO 80304
Tel: 303-678-6014 · Outreach: 303-928-0821
Email: CCAP@BoulderCounty.org

www.BoulderCountyChildCare.org · www.BoulderCountyHHS.org
Training & Technical Assistance · Bridges Out of Poverty
Highly recommended for CCAP directors and teachers!
Mondays 6:30 to 8:30 p.m.: June 13th and 27th, July 11th and 25th, August 8th and 22nd
St. Vrain Community Hub, Longmont (515 Coffman Street)
To register, visit www.eventbrite.com/e/bridges-out-of-poverty-tickets-34300233923
Training Credit: 12 hours in Cultural & Individual Diversity

CCAP Provider 101 Best Practices
Saturday, July 22nd, 8:00 a.m. to 12:00 p.m.
St. Vrain Community Hub, Longmont
Breakfast and door prizes included!

Join CCAP and Child Care Resource and Referral (CCR&R) program staff for a full menu of CCAP-related topics specifically designed for CCAP providers! Topics include:
- What’s new with CCAP
- Developing partnerships with your CCAP families
- Writing CCAP policies
- PSSP refresher
- What to expect when you are expecting (a site review)
- Plenty of time for Q&A

This free training is offered by invitation only. For an invitation please email CCAP@BoulderCounty.org
Training Credit: 3.5 hours in Professionalism

PDIS-QRIS Help Sessions
Thursdays 4:00 to 6:30 p.m.: June 22nd, July 13th, August 3rd
St Vrain Community Hub, Longmont, Room 146
Saturday dates TBD from 9:00 to 11:30 a.m.
Aspinwall Community Center, Lafayette

Reservations are required. Contact Nicole Malone 303-895-3419 to reserve your spot!

Building Safety & Bio Hazards Planning
Monday, June 26th, 6:30 to 8:00 p.m.
St. Vrain Community Hub, Longmont
Cost $10.00

Helpful guidance on how to develop your Building Safety & Bio Hazards plan. Presented by Cathy Moyer, President of the Broomfield Child Care Association and founder of Growing Minds Consulting, LLC. A licensed family child care provider for 20 years, Cathy is a wealth of knowledge with a fun, entertaining presentation style.
Register and pay at www.growingmindsconsulting.com
Training Credit: 1.5 hours in Health & Safety

For additional training options visit https://www.qualistar.org/calendar.html
Child Care Referrals
Please send families who need help finding child care to Colorado Shines Child Care Referral at Mile High United Way (877-338-2273). CCAP families who have received referrals but have special circumstances such as a special needs child, homelessness, an infant or toddler, extended or unusual hours, etc. or who are having difficulty finding care for any other reason can call 303-441-3544.
For additional assistance contact CCRR@BoulderCounty.org or 303-441-3544.

Provider Spotlight
Congrats to CCAP programs that have increased their Colorado Shines Rating Level!

**LEVEL 2 PROGRAMS**
Anne Cookson
Rebecca Dean
Julie Blick
Carolyn Hunter
Lily Villafran
Eve Rios
Sherri Klasky
Patricia Puzzo
Jacqueline Copley
Susan Callaghan
Denise Herrera
Margarita Taylor
Emma Beller
Nicole Pulver-Crawford
Jump Start ELC & Quality Childcare
Global Village International Preschool
Active Louisville Kids, LLC
Sanborn Elementary Preschool
Aspen Grove Community Preschool
Gateway Montessori School
Louisville Montessori School, Inc.
The Cottage School - Longmont
The Cottage School - Boulder
The Cottage School North
Back To Basics Child Care Center
Wildflower Preschool
YWCA Children’s Alley
Smiling Faces Academy
Jay & Rose Phillips ECC@Boulder JCC
Mountain Peak Private School, Inc.
Mountain View Preschool
Mt. Hope Lutheran Preschool
Rainbow Children’s Center
Sacred Heart of Jesus Preschool
Exploring Minds Academy
The Goddard School - Longmont
Montessori Academy, LLC
YMCA - Longmont
Take-A-Break

**LEVEL 3 PROGRAM**
Jarrow Montessori School

**LEVEL 4 PROGRAMS**
Wild Plum Center

**LEVEL 5 PROGRAM**
Aspen Center for Child Development

**Aspen Center for Child Development**
“*Their Future Our Passion*”

We are very happy to recognize the first and only Level 5 child care program so far in Boulder County! The Aspen Center for Child Development—a large child care center located in Longmont—is operated by the OUR Center, serves children six weeks to six years of age and currently has 18 CCAP children enrolled. The program is focused on individualized development of the “whole child” which includes gross motor and fine motor, language and literacy, sensory, art, music, and social and emotional activities. Children enjoy warm, inviting classroom environments and outdoor play areas with developmentally appropriate activities and lessons that support school readiness.

Aspen Center Program Director Linda Swedhin says, “our teachers worked very hard to do well on the Environment Rating Scales. We had two prior ratings before achieving the Level 5 which gave us a nice boost in our CCAP reimbursement rate. We are getting more calls from parents looking for care, both CCAP and private pay families who are interested in checking out a level 5 program.”
**Summer Sun & Water Safety**

Summer is a great time to be outside and enjoy the natural world, but it is also a time with plenty of health and safety challenges! Young children should be protected from over-exposure to sun and heat and extra precautions need to be in place for safe and healthy water play. Be sure to take the time to plan ahead for healthy outdoor play and field trips!

**Prevent Sun Burns and Heat Exhaustion!**

- Be sure to protect children from the sun whenever you are outside, and limit sun exposure during the hottest part of the day (10:00 a.m. to 4:00 p.m.)
- In addition to sunscreen, ask parents to provide protective clothing, sunglasses and hats
- Protect babies’ delicate skin, as they can get a sunburn even when they are in the shade
- Prevent heat exhaustion by keeping kids cool and hydrated
- Provide access to water at all times and be sure kids are drinking water throughout the day
- When playing outside in temperatures 75 degrees or higher children should be offered water every 15 minutes, and at 89 degrees or higher, children should not play outdoors at all
- Know the signs of heat exhaustion and take immediate first-aid measures, including calling 911 if necessary

**Water Play ~ The Hallmark of Summer!**

- Children must be “directly and actively supervised” during any type of water play
- Young children can drown silently in less than 25 seconds in less than 2 inches of water
- Drowning is the second leading cause of death for children under the age of 5 years
- Never leave any standing water such as buckets, water tables, or wading pools unattended
- All water tables, wading pools, or other containers should be emptied after use
- Children should wash their hands before and after playing in the water table
- If taking children to the pool, consult the “Special Activity Rules” for child care programs

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**Early Childhood Council of Boulder County (ECCBC)**

The Early Childhood Council of Boulder County (ECCBC) offers provider services in the form of Professional Development Training, EQIT, Touchpoints, and FLIP-IT.

The Early Childhood Council of Boulder County is busy administering quality improvement funds to wrap up this year’s 2016-17 grants. It is exciting to see how these funds are supporting staff professional development and improving learning environments for many young children in our community.

Quality improvement opportunities will continue next year through new quality incentives offered in Colorado Shines. We look forward to releasing the 2017-18 grant applications later in the summer.

Please visit the ECCBC website ([www.ECCBoulderCounty.org](http://www.ECCBoulderCounty.org)) for more information about these and other services. There, you will find the most current training calendar, information about provider forums, EQIT applications, and much more!
All CCAP providers should now be trained to utilize the Provider Self Service Portal (PSSP). This very powerful tool allows providers to get information and answer questions about CCAP clients quickly and efficiently. Through the PSSP you can access authorizations, attendance, alerts, payment summaries, parent fees, recoveries, reports, and so much more!

- To sign up for the two-hour online PSSP training call the state at 1-888-509-1757 or send an email request to pssp@state.co.us
- Once completed go to www.ColoradoOfficeofEarlyChildhood.com/cccap-providers
- Click to access the PSSP Portal, click the Administration tab, click My Account
- Enter the user name and password you received from the state
- If you need assistance please contact CCAP at CCAP@BoulderCounty.org

2017 POS Training for New Providers and Staff
Trainings take place on the 3rd Tuesday of every month from 2:00 to 4:00 p.m. at the St. Vrain Community Hub in Longmont.
Registration is required. Email CCAP@BoulderCounty.org
No walk-ins please!
Help clients remember these simple CCAP card tips!

- Report lost CCAP cards immediately. Clients have 48 hours to make a report.
- Clients are required to swipe CCAP cards daily in and out and to report issues right away.
- Remind your clients to read the tape and make sure the swipe is approved.
- New CCAP cards should arrive within 5-7 days. If not received clients must contact CCAP immediately.
- Remind clients to always keep their CCAP cards in their own possession.
- CCAP cards should never be left at the center or family child care home.

Congratulations to the CCAP Team
for 100% timeliness in processing applications and redeterminations January thru March 2017!

Meet the Boulder County Early Childhood Team!

Your CCAP Team

Terri Albohn, Team Manager
Jennifer Panicco, Team Lead
Christy Steele, Ongoing Technician
Cynthia Aguilera, Bilingual Referral Tech
Dawn Reed, Intake Tech
Julie Irwin, Redetermination Tech
Daphne Duck, Eligibility Tech

Your Provider Support Team

Elizabeth Groneberg, Bilingual Outreach Coordinator
Cindy Billinger, CCAP Billing Specialist
Annette Crawford, CCR&R Program Specialist