



Provider's Food Program

# July 2014 Newsletter

## SUMMER REMINDERS

Finally summer is here. After such a long winter, we need some weather we can actually enjoy!

However, along with the change in weather comes changes that affect the needs of the children in your care. Here are just a few reminders:

### Over Enrollment

One of the big changes with the start of summer is that the children no longer go to school during the day. Perhaps all year long you have had one shift of children in the morning that leave for school and then another shift of children come in once they are gone. But now, the first shift of children are not leaving for school and the children for the second shift come for care too! Be careful that there are NOT more children than you are licensed for at any point during the day.

Take the time to review your attendance records to make sure that you do not have this happen. If you do, then you must stop accepting those extra children immediately! This is a big problem for more than just your food program. You could be putting your license in jeopardy too!

### REMINDER

Your licensing with EEC requires you to keep a separate attendance record than your food program. Make sure that you are keeping accurate records there as well!

### Out-of-Home Times

Another change with the nicer weather is that children want to be outside more. This is healthy for them! Many providers live near a park or playground and enjoy taking the children there to play for a while.

REMEMBER: If you take children to the park or on field trips and will be away from your childcare home during snack/meal service times you need to call your home monitor or the office to let us know. This requirement is part of your Sponsor/Provider Agreement and failure to do so may result in disallowed meals, repeat visits or serious deficiency if you are not home at an unannounced visit.

SOLUTION: If you call first, you will NOT be disallowed!

## GROUP TRAINING SCHEDULE

Group trainings continue to be offered for those who are not able to complete the trainings on-line or as a home study. The following schedule list the time and place for training meetings to get credit for all 3 trainings:

| GROUP TRAININGS |                  |          |
|-----------------|------------------|----------|
| JULY            |                  |          |
| Date            | Area             | Language |
| July 12         | Lawrence         | Spanish  |
| July 19         | Lynn             | Spanish  |
| July 26         | Worcester        | Spanish  |
| AUGUST          |                  |          |
| Date            | Area             | Language |
| August 9        | Boston           | Spanish  |
| August 16       | South Shore/Cape | English  |
| August 30       | Lawrence         | English  |
| SEPTEMBER       |                  |          |
| Date            | Area             | Language |
| September 6     | Springfield      | English  |
| September 13    | Worcester        | English  |
| September 20    | Boston           | English  |

**SIGN UP:**  
Please call to sign up for a specific training class and to get more information on the exact location. DON'T WAIT! CALL NOW!

**ENROLL NOW!**

### ENROLLING IN A CLASS

Please be sure to call ASAP to enroll in a Group Training class. Some of the locations may have limited seating. Enrollment will be on a first-call/first-serve basis.

To Enroll, Call:  
Mariel Sanchez (781) 287-1462

If she is not at her desk, leave a clear message with your NAME and the DATE of the training in which you wish to enroll.

### TIERING FORMS

The Tiering forms for all Income Eligibility are due to be released by ESE any day now. As soon as they are, we will be sending out the forms to you. Be looking for them and send them back right away to avoid missing out on the higher Tier rates!

**NOTE: Using the Minute Menu Web Kids program makes claiming much easier!  
Call us today to find out how to switch to Web Kids for FREE!**

**360 Merrimack Street, Suite 44 • Lawrence, MA 01843 • (781)-939-9292**  
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