

**A Happy Birthday to the
March Birthdays!**



**Florence George
Betty Hoover
Peggy Skidmore
Tina Shumpert
Edwina Berry
Angela Davis
Marie Gibson
Pamela Steele
Victoria Davis
Everetta Goodridge
Lynda Morgan
Angel Perkins
Quay Anderson
Melanie Webber**



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Day Nursery CACFP Staff Extensions

Staff Position Extension

Marsha Hearn-Lindsey, Director of Operations 226
Mindy Bennett, Director of Programs 224
Molly Manley, CACFP Coordinator 228
Larry Gist, Database Manager 249

**DAY NURSERY
HOME VIEWS**

March 2011



**REVISED TRAINING
SCHEDULE !!!!!**

Saturday- Feb 26th 09:00am-11:00 am Food Safety and Sanitation.- In this class we will discuss the proper way to handle and store food and the correct way to sanitize tables, toys, cots and diapering area.

Saturday March 12th 9:00am- 11:00 am -More Than Mud Pies- in this class we will discuss a Nutrition Curriculum Guide for preschool children based on the book "More Than Mud Pies"

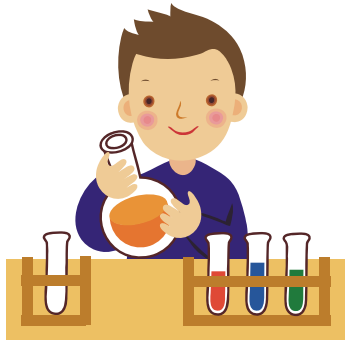
Wednesday - March 23rd 6:30-8:30pm Breaking Down Serving Sizes- This training will show you how to break down components to meet the minimum serving amount. We also invite providers to share notes on items they have already configured.

Monday April 4th- 6:30-8:30pm Whole Foods- In this class we will discuss starting a garden that you and your children can reap the rewards of by having fresh fruits and vegetables at your fingertips. We will also discuss the importance and benefits of eating whole foods.

Tuesday May 3rd- 6:30- 8:30 pm Infant Feeding- In this class we will discuss proper infant feeding and the rules and guidelines of claiming infants on the CACFP program

Science in the Kitchen

Doing science experiments with children doesn't have to be expensive or time-consuming. The following quick projects use ingredients you are likely to already have on hand or can purchase from the grocery store.



Baking Soda Volcano: Put baking soda in a container. Add a little vinegar and watch the bubbling fizz that erupts. For extra fun, make a volcano using plaster of paris; add a well in the middle of the volcano and pour the baking soda/vinegar mixture in the well. Beware, the mixture could bubble over.

Homemade Bubbles: Mix together 1/2 cup glycerin and 1/2 cup water. Add 2 tablespoons liquid dishwashing detergent. Dip wire frames bent into different shapes in the mix to create fun bubbles.

Balloon Blow-up: Put 1 tablespoon yeast and 3-5 teaspoons sugar in an empty plastic half liter bottle. Fill half full of warm water and shake well. Stretch balloon over the top of the bottle. The yeast will begin to fizz and the balloon will inflate.



*Minute Menu
Minute Menu
Minute Menu*

PAPERWORK USERS

You will be required to attend on of the March 10th paperwork trainings either at 10 am or 6 pm. Please call me to schedule your time.

Remember that you can not reuse a child's number for at lease one month.

ONLINE USERS

Remember that your claim is due into our office no later than the close of business on the 5th of every month, or close of business the first Monday after if the 5th falls on a weekend. Claims that are turned in late will not be processed or paid until the following month.

Double check all of the enrollment information for each child before you finalize enrollment. If you discover an error, make any corrections in pen on the form and highlight it and mail it to me.

Please DO NOT send in the old infant obligation forms. They are NO LONGER required. Fill in the "Special" section of the enrollment screen instead.

If you try to submit your claim but the program tells you that you have pending children, go ahead and submit to avoid being late and contact me to correct this issue.

Reminders



- Please make sure you have a copy of your contract along with your other paperwork on site. These will be checked when Molly is out on visits. If you need copies of your contracts please let us know and we will get them to you.
- The CACFP management plan that you sign yearly states the time frame in which providers will be paid. Once the claim is submitted, **"The Department of Education has 45 days to process the claim and submit the reimbursement check to Day Nursery"** and **"Day Nursery will distribute reimbursement dollars, via direct deposit, within five day of receiving the funds from the Department of Education."**
- **Our office hours are Monday–Wednesday 8am-5pm, Thursday 8am-7pm and Friday 8am-2pm. If you drop your claim off at the office please make sure you drop it off during office hours. We can not be responsible for claims that are put through the door slot. We can only be responsible for claims that we physically receive and date stamp.**