



Capital District  
Child Care  
Council

# Leader

WINTER  
2011

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## Save These Dates!

*Mark your calendars now!*

**Week of April 10 - 16**

*Week of the Young Child*

**Wednesday, May 4**

*Annual Child Care Provider  
Appreciation Dinner*

**Friday, May 6**

*Provider Appreciation Day*

**Saturday, October 1**

*2nd Annual Child Care Council  
Education Conference*

**Friday, November 11**

*Deadline to apply for the Dianne  
Meckler Scholarship*



*Pictured left to right: Marcus Pryor, Jackie Mahoney, Patty Skinner and Lynn Siebert*

## Child Care Council Celebrates 30 Years of Community Service

2010 gave the Capital District Child Care Council many reasons to celebrate. Incorporated in 1980, the Council reached a major milestone in 2010, its 30th year serving the children and families of the Capital District. "Under Construction" was also the theme of the summer at the Council's office at 91 Broadway, Menands as the second floor was reconstructed into offices allowing the agency to occupy the entire building. The Council's trio of child care conferences were also revamped into the 2010 Education Conference that blended all modalities of care into one learning experience.

To celebrate these achievements and

the on-going work of the Council, the Annual Meeting, held on November 30, 2010, was also an anniversary party and open house. Over 90 guests, staff, Board Members and community partners attended to celebrate, meet the staff, and take a tour of the newly renovated space.

During the business portion of the Annual Meeting, the achievements of the Council were highlighted through the presentation of the 2010 Annual Report. Awards were presented during the meeting, showcasing the efforts and talents of our community's educators and collaborators.

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## From the Executive Director

By Patricia Skinner, Executive Director



Happy New Year everyone!

As I look forward to an exciting 2011, it helps to reflect on the events of 2010. Inside this issue, you'll find pictures of our 30th Anniversary celebration, Open

House and Annual Meeting. This event, held on November 30th, was a wonderful coming-together of community partners, providers and collaborators. Congratulations to the Community Foundation for the Greater Capital Region, this year's recipient of the Council's Community Collaborator Who Cares award. They are a great community partner, supporting the Council in our work with area school-age programs. Congratulations also to Melissa Kasper, the winner of this year's Dianne Meckler Scholarship award. Melissa plans to use the funds to continue her education.

I also want to recognize the support of our new landlord, Mark Smisloff, of Gerome Holdings, and his staff, who worked over the past year to totally transform our building, making it an even greater place to deliver our services to the community. If you haven't had a chance to see our expanded and renovated space, please stop by and see us!

Welcome also to our new board member, Merle T. Baker and to all of our returning board members.

Now let's get on with 2011!

~Patty

## Reducing Medication Errors

While some adverse reactions to medications can not be prevented, such as those caused by allergic reactions, those caused by dosing errors can be stopped. It has recently been shown that errors in giving medications are the most common cause of preventable drug reactions. Dosing errors occur frequently, particularly when it comes to liquid medications given to children, but there has been very little research on what factors might reduce these errors.

To learn more about this issue, pediatricians interviewed 302 parents who brought their children for care to a public hospital pediatric clinic in New York City. The researchers observed the parents using different dosing devices. These included one dosing cup with printed markings, one with etched markings, a medicine dropper, a dosing spoon, and two oral syringes - one with an adapter to fit the medicine bottle and one without the adapter.

Assuming an accurate dose was within 20% of what was supposed to be given, the authors found that 30% of parents measured accurate doses with the cup that had printed markings and 50% were accurate with the cup that had etched markings. In contrast, over 85% measured accurate doses with all other dosing devices. In addition, the likelihood of a large dose error was greatest with the dosing cups, and parents who were the least informed about health issues (i.e., those with low "health literacy") were the most likely to make dose errors.

The authors believe the dosing cups led to problems because of a number of factors. First, there could be confusion over teaspoon vs. tablespoon instructions - particularly since the markings on the cups ("tsp" and "tbsp") could easily be confused. Second, they may have assumed that a full

cup was the intended dose. The authors also noticed that many parents didn't bring the dosing cup to "eye level" to make sure the amount in the cup lined up with the correct markings. (Yin HS et al: *Archives of Pediatric and Adolescent Medicine*, February, 2010, pp. 181-186) "Reprinted from Child Health Alert, P.O. Box 610228, Newton Highlands, MA 02461"

Resource: As a companion to this report, the *Archives of Pediatric and Adolescent Medicine* offers a handout called "Advice for Parents: Medication Safety For Children" that can be downloaded for free from <http://archpedi.ama-assn.org/cgi/content/full/164/2/208?etoc>.

*Use of either a dosing spoon or medication syringe would be the recommendation of the Council as a more accurate way of measuring liquid medications. Both are readily available at most grocery and drug stores.*



## 2011 Calendar Keepers

Looking for way to organize your Family Child Business? The Calendar Keeper will help you track all of your expenses, income, children's attendance and much more. The 2011 Calendar Keepers can be purchased from the Child Care Council for \$10.00. You can stop by the office to pick one up, or to receive yours by mail, send a check in the amount of \$14.80 (this includes postage) to Child Care Council, 91 Broadway, Menands, NY 12204 Attn: Anne Gresco

# New York State CCR&R Network Embarks on 2 Year National Quality Assurance Process

The Spring of 2010 marked the commencement of the National Association of Child Care Resource and Referral Agencies (NACCRRA) Quality Assurance program in New York State. Each of the 39 Child Care Resource and Referral (CCR&R) agencies funded by the NYS Office and Children Services are being required to complete this two year process.

The first phase, Self Study, was completed in December. During this phase, which began in March of 2010, representative staff from each department attended 1 ½ hour webinars addressing best practices for resource and referral agencies. Broken down into three areas; the first, CORE SERVICES, contains the four elements of (1) Governance and Administration 2) Data Collection Analysis and Reporting 3) Public Awareness and 4) Public Policy. The second area of quality standards, PARENT SERVICES, contains the two elements of 5) Consumer Education and Referral Services and 6) Parent Engagement. The last section, PROVIDER SERVICES, contains the three elements of 7) Provider Training 8) Provider Technical Assistance and 9) Provider Recruitment and Retention.

The Submission Phase began on November 1, 2010 and will continue until July of 2012. During this period, 40 documents need to be submitted in order to be assessed by the NACCRRA Validation Panel. With the aid of work plans containing checklists, data collection tools called matrices, and resources found on the NACCRRA website, the task of demonstrating best practices will be accomplished.

To date, the Council has submitted 9 of 40 indicators for evaluation. Director of Operations, Lynda Weismantel, is project lead (known as the Quality Assurance Coordinator) for the Capital District Child Care Council.

## Breastfeeding-Friendly Child Care Homes

Family and group family child care providers can be a big help for breastfeeding mothers when they go back to work or school. The Child and Adult Care Food Program (CACFP) strives to support breastfeeding moms and has set standards for providers who would like to become known as a “Breastfeeding-Friendly Child Care Home”.

A provider who operates a breastfeeding-friendly child care home will:

- Welcome breastfeeding moms and families
- Help moms breastfeed their babies after they go back to work or school
- Feed babies on demand and work to match feeding times with parent schedules
- Train staff to support breastfeeding parents
- Make breastfeeding information available to all parents
- Post the Breastfeeding-Friendly Certificate for families to see

Becoming a breastfeeding-friendly child care home will benefit your small business:

- When breast milk is fed, CACFP will still pay for meals
- You will have no expense for infant formula
- You can advertise as a “Breastfeeding-Friendly Child Care Home”
- You will be listed on the Child Care Council’s referral list as Breastfeeding Friendly

If you are currently participating in CACFP and would like to become a Breastfeeding Friendly Child Care Home, just call the Council and ask for the self assessment form. Once you have completed and returned the form and we determine that your child care home meets the standards you will receive a Breastfeeding-Friendly Child Care Home Certificate and window cling.

If you are interested in learning more about the many benefits of participating in the Child and Adult Care Food Program call the Council at 426-7181, ext 304 or 313.



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Classes are held weekly or bi-weekly from September to June.  
Children ages 2 and up are eligible for classes.  
Call Jennifer at (518) 857-4449 OR (518) 448-TECH (8324) OR  
Email: Jennifer@CompuChild.com  
[www.CompuChildofNENY.com](http://www.CompuChildofNENY.com)

# How a Playground Safety Inspection Helped the Community

Splashing in puddles, throwing balls, jumping in leaf piles, sledding on hills...the outdoors is a place for children to be true to their own natures, to be on the move, exploring, inventing, and dreaming. Unfortunately, many outdoor spaces are not safe. Playground equipment may be installed incorrectly, ground cover may not be adequate, and equipment may become deteriorated with peeling paint, nails or rust. Often, it can take an outside eye to spot the problems. The Capital District Child Care Council can provide that expertise with the help of Certified Playground Safety Inspector, Heather Sweet.

Our Center uses two outdoor play spaces, one a private play area designed for infants and toddlers, over which we have control, the other a public playground owned and operated by the City of Troy.

Our Center, Samaritan Rensselaer Children's Center, is accredited by NAEYC (National Association for the Education of Young Children). Every year we need to submit an annual report that lets NAEYC know of improvements that we have made in the preceding year. One of our planned improvements was to have our outdoor space inspected by a Certified Playground Safety Inspector. I learned that Heather Sweet, an employee of the Council, had become an inspector. She agreed to examine both of our playground spaces.

Heather arrived with tape measures, ladders, a camera, and an extensive checklist. Inquisitive children watched as we climbed up climbers, slid down slides, swung on swings, and twirled on merry-go-rounds.

After making the inspection, Heather wrote up a formal report detailing the many problems she discovered. There were chunks of concrete protruding from beneath the climbing equipment, one of the slides was designed incorrectly, ground cover was not adequate, and swings were missing important parts of their chains. I called the City and told them that we had been visited by an inspector.

Troy playground officials made an appointment to meet with Heather and review the findings and I was delighted when, the following spring, the City began making repairs.

The concrete was excavated, new ground cover installed, unsafe swings were replaced. The old climber and slide were removed, a new climber was installed. The City added new benches and a new trash receptacle. While there is still room for improvement, the collaboration with the Council and Inspector Heather in particular, has resulted in our having a much safer place for the children to play.

~Submitted by Deirdre Greco, Director, Samaritan Rensselaer Children's Center



*A work in progress, the new, improved Beekman Park playground on Peoples Avenue*

## Take a look at your playground...

...Is there at least 9 inches of compressed depth loose surfacing material such as wood chips, mulch, sand or pea gravel? \*material chosen based on fall height\*

...Is your equipment free from protrusions or entanglement hazards such as bolt ends, hardware configurations forming hooks or with gaps, open "S" type hooks?

...Are there trip hazards such as tree roots or stumps, exposed concrete footings, or rocks?

...Is your playground well maintained?

...Are there platforms with no guardrails?

*\*\*this is not an exhaustive list.*

If you answered yes to any of these questions, you may need a visit from a Playground Safety Inspector. Call 426-7181 to schedule an appointment.

**Share your story! email  
ksmith@cdccc.org**

## Important Information from OCFS...

In December, 2010, guidance from OCFS regarding playground surfacing regulations was posted under What's New on the Division of Child Care Services website at <http://www.ocfs.state.ny.us/main/childcare/default.asp>. The guidance regarding protective surfacing under playground equipment used at family-based child care programs according to regulations 417.5 (n) and (o) & 416.5(n) and (o).

Group family day care and family day care regulations state that all swings, slides and climbing apparatus must be installed and used in accordance with the manufacturer's specifications and instructions, be in good repair, and be placed in a safe location. Such equipment and apparatus may be used only by children for whom it is developmentally appropriate. Manufactures instructions always include directions for protective surfacing to protect children from serious head injury. Compliance with this regulation is mandatory, and all swings, slides and climbing apparatus cannot be used by children unless the surface under the equipment has protective surfacing.

# The Educational Incentive Program (EIP)

The Educational Incentive Program (EIP) is a scholarship program that helps child care providers pay for high quality training and education they need to provide quality care to children. Child care providers must be required to take training and be caring for children in a program regulated by the New York State Office of Children and Family Services or the New York City Department of Health, in order to qualify.

EIP has two separate application submission periods intended to provide a balanced allocation of funds for the entire EIP scholarship year. The course start and end dates written on the application must match the actual training dates that you attend training and must fall within the correct submission period.

Applicants must provide a completed application by the appropriate deadline to be approved for scholarship.

**For training that begins between January 1 and June 30, 2011, your completed application must be submitted between December 2, 2010 and June 1, 2011.**

## 2011 EIP Income Chart

Family Size	100% of amount	75% of amount
1	\$0 - 25,548	\$25,549 - 38,322
2	\$0 - 33,409	\$33,410 - 50,113
3	\$0 - 41,270	\$41,271 - 61,904
4	\$0 - 49,130	\$49,131 - 73,696
5	\$0 - 56,991	\$56,992 - 85,487
6	\$0 - 64,852	\$64,853 - 97,278
Each additional person	+ \$7,861	+ \$11,791

To apply for an EIP scholarship or find more information about the program, please visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

## Family Child Care Assistants: Employees or Independent Contractors?

Family child care providers who now hold a new registration that allows for the care for a third infant if they hire an assistant need to be aware of their legal responsibilities as an employer, similar to group family child care business owners. Assistants can either be independent contractors or employees, according to how they are classified by the IRS.

### Independent Contractor

There are two circumstances in which the IRS might consider a family child care assistant to be an independent contractor.

1. If the assistant presents a special activity or program for the children in your care.
2. If the assistant is in the business of providing backup child care or serves as an employee to several other child care providers, then they may be considered an independent contractor. This person should work under a business name that's registered with the state. For example, she has a DBA (Doing Business As) with her business name on it (Sally's Substitute Service), has her own tax id number, and provides a business contract for you to sign stating her rates and the fact that she's self-employed.

### Employee

For an assistant to be classified as an employee, whether it's for 30 hours every week, or as a substitute while you go to the doctor, it's because you have the right to direct and control the work of this person. This information is found in the *IRS Child Care Providers Audit Techniques Guide*. To determine this, it focuses on three factors: behavior control, financial control and relationship of the parties.

1. Behavioral control refers to the degree to which you train and give instructions. The more you tell a worker how to do the work, the more the person fits the profile of an employee. Most child care providers give detailed instruction and training to their child care assistants about how to care for the children in their care.
2. Financial control refers to the degree to which you control the worker's ability to realize a profit or loss from her work. Child care providers almost always exercise a financial control over their child care assistants by scheduling what hours and days they will be needed, as well as the rate of pay.
3. Relationship of the parties, such as the rules regarding hiring non-family

members are somewhat different from those for hiring family members such as your spouse and your children. Please contact your accountant or refer to Tom Copeland's 2009 Tax Workbook And Organizer for additional information.

When you hire an employee you must withhold social security tax, income tax and pay federal unemployment and social security tax. If you are not comfortable doing this on your own, you may want to hire a payroll service.

*For additional information on the issue of employees versus independent contractor, see Tom Copeland's Record-Keeping Guide By Redleaf Press*

# Annual Meeting/Open House and Anniversary Scrapbook

The Dianne Meckler Scholarship was presented to Melissa Kasper for her leadership skills in the field of early childhood education.

The 2010 "Community Collaborator Who Cares" Award was presented to Jackie Mahoney and Marcus Pryor on behalf of the Community Foundation for the Greater Capital Region for their dedication to school-age children in Albany County. The Community Foundation has been a true partner in the mission and vision of the Council. A special introduction was given by Harris Oberlander, Executive Director of Trinity Alliance, who shared his experiences working with the Child Care Council through this project and the impact the work has had on his school-age program. He spoke particularly of the impact the project has had on his staff, who now have a better understanding of their jobs and are taking the initiative to further their own educations.

As a token of our appreciation and to recognize the hard work that went into the renovation of the Council's office building, Patty Skinner, Executive Director, presented a gift to the new owner/landlord of the property. Mark Smisloff, owner of Gerome Technologies and landlord to the Council and Building Manager, Paul Worobey, were on hand to accept the framed, signed photo of the Council staff.

Board nominations and elections were also conducted during the meeting. Robert Topolski, currently a member of the Board and a retired banking professional, was elected to the position of Board Treasurer. Merle T. Baker, owner/operator of a family child care program, was nominated and elected as a member of the Board. The following are the 2011 Board of the Capital District Child Care Council:  
Elizabeth Roberts Laura, President  
Jane Schwerd, Vice-President  
Kim Siciliano, Secretary  
Robert Topolski, Treasurer  
Andrea Adrian  
Merle Baker  
Ann Day  
Susan Gorman  
Peggy Grot  
Catherine Halayko  
Nancy Johnson  
Bernard Jones  
Kelly Landrio  
Susan Megna  
Michael Ruzza

Thank you for your support!



*Melissa Kasper (right), accepting the Dianne Meckler Scholarship from Lynda Weismantel, Director of Operations*



*Patty Skinner, Executive Director (right), presenting a framed, signed photo to Mark Smisloff (middle) and Paul Worobey (left)*



*Retiring Board Member, Marycay Doolittle (right), accepting a Certificate of Appreciation from Board President Elizabeth Roberts-Laura (left)*



*Before and after the business portion of the evening, guests mingled and enjoyed refreshments in the Council's newly renovated space.*



*Patty Skinner (left), presenting the Community Collaborator Who Cares Award to Jackie Mahoney and Marcus Pryor from the Community Foundation*

**Find us on Facebook  
for more photos  
from this event!**

# CACFP and Taxes...the Bottom Line!

The Child and Adult Care Food Program (CACFP) is a federally funded nutrition program available to licensed, registered, and legally exempt providers. The providers on the program receive a monthly reimbursement for the food they supply to children in their care.

One of the most frequently asked questions about the CACFP is, what about the taxes? Tom Copeland, who has written Family Child Care Tax Workbook and Organizer, states that providers are always better off financially if they join the Food Program. CACFP has two levels of reimbursement Tier I and Tier II, which are determined based on school district, or personal income. Please see the examples below to understand the tax implications:

	Tier I: Higher CACFP Reimbursement	Tier II: Reduced CACFP Reimbursement	Not on CACFP
*Parent fees	\$36,400.00	\$36,400.00	\$36,400.00
**CACFP Reimbursements	+4,232.80	+2,038.40	+0.00
<b>TOTAL INCOME</b>	<b>\$40,632.80</b>	<b>\$38,438.40</b>	<b>\$36,400.00</b>
Business Expenses	-16,380.00	-16,380.00	-16,380.00
Food Expenses	-7,500.00	-7,500.00	-7,500.00
PROFIT	\$16,198.50	\$14,558.40	\$12,520.00
Federal Taxes (37%***)	-6,198.50	-5,386.60	-4,632.40
<b>Cash on hand at year end</b>	<b>\$10,554.30</b>	<b>\$9,171.80</b>	<b>\$7,887.60</b>

*\*Based on 4 Full-Time children at a rate of \$175.00 per week.*

*\*\*Based on a reimbursement of \$4.07 (tier I) for 4 children and \$1.96 (tier II) for 4 children. Rates based on July 1, 2010 to June 30, 2011.*

*\*\*\*Based on 25% federal income tax, plus 12% net social security tax.*

As you can see by the examples above, if you are providing the food in your child care and you are not participating with CACFP you could be missing as much as \$2,666.70 per year. If you are supplying the food to the children in your care and would like more information about the CACFP please call us at, 426-7181 and ask to speak with someone from the food program.

If you have tax questions and need assistance with your child care taxes please review our January-March Compass and look for the workshop: Why a Family Child Care Provider Should Love Form 8829.

## Got Tips?

We do! Visit our website at [cdccc.org](http://cdccc.org) for free, downloadable tipsheets that you can use in your program, share with co-workers, staff and families.

Tipsheet topics include infant vision development, separation anxiety, block play, diapering, discipline and more. Here's an excerpt from a tipsheet written by one of our Registered Dietitians called, "9 Ways to Get the Most Out of Your Juice"

**1.** Choose whole fruit instead. A piece of fruit contains more nutrients and fiber than a cup of juice and will also keep children full longer.

- 2.** Offer water instead of juice to quench thirst. Juice does not quench thirst. One of the best things you can do for your child's nutritional health is get them used to the idea that water is the best thirst quencher and a great beverage.
- 3.** Serve fat-free or low-fat milk with meals and snacks. Milk contains calcium and vitamin D needed for bone health. Children ages 2-8 years need 2 cups per day while children over age 9 need 3 cups per day.
- 4.** Only serve 100% fruit juice. Drinks with less than 100% juice contain added sugar.

## Don't Let the Bed Bugs Bite!

Making headlines for months, these pesky critters can cause discomfort for you and your family. Here's a tipsheet from [www.healthychild.net](http://www.healthychild.net) that offers some tips and advice if you suspect the presence of bedbugs.

Bed bugs are flat, oval pests that are about the size of an apple seed. These very tiny bugs feed on human blood and typically hide during the day and feed at night.

Bed bugs can hide behind headboards, under seat cushions, in electrical outlets as well as on mattresses. Look for ink-colored stains on mattress edges, tags and seams and on box springs when changing bedding.

### Bedding

Inexpensive synthetic mattress and box spring coverings which completely encase the mattress or box springs can keep bed bugs from finding the fiber edges or interior of a mattress. If bed bugs already are in the mattress, the covering can keep them from escaping. If you see bed bugs on your child's belongings, heat the items in a hot dryer for at least 20 minutes. Bed bugs can travel on backpacks or clothing so check these items regularly.

### Bug Bites

Bed bug bites are small and red and can be both raised or flat. They appear in clusters. If your child wakes up in the morning with red, itchy welts that go away during the day, bed bugs might be the culprit. The face, neck, back, hands, arms and legs are the areas where bed bug bites may appear. The welts may disappear in a day or so and can be treated with warm water. More severe reactions may require an antihistamine.

### Treating

If you have bed bugs in your home, getting rid of them can be difficult. You may need to call a qualified pest control professional to treat carpets and furniture.

Wash all bedding, clothing, washable toys and back packs in hot water and dry in a hot dryer.

Resource: [www.healthychild.net](http://www.healthychild.net)

# Have You Renewed Your Membership For 2011?

## Membership entitles you to:

- Receive reduced rates on workshops and conferences
- Receive a coupon for one individual to attend a two-hour Council workshop (\$10 value)
- Be eligible to vote at the Council's Annual Meeting

For more information, call 518 426-7181 or visit us on the web at [www.cdccc.org](http://www.cdccc.org).

Membership is valid January 1 through December 31.

Complete the membership form below and mail with payment to:

**Capital District Child Care Council**  
91 Broadway, Menands, NY 12204

NONPROFIT ORG.  
U.S. POSTAGE  
**PAID**  
Permit No. 896  
Albany, NY



## Membership Form

- Yes, I want to become a member!
- Yes, please renew my membership!

### Payment Options:

- Check/Money order (payable to Child Care Council)
- MasterCard
- Visa

Name of Individual

Name of Program/Organization

Address

City

State Zip

Phone

E-mail Address

Number

Expiration Date

Signature

### Select one

- \$75 child care centers or school-age programs licensed for 50 or more children (each site)
- \$50 child care centers or school-age programs licensed for fewer than 50 children (each site)
- \$30 family and group family child care homes
- \$25 student/CDA, SACC Credential holder/NAFCC Accredited/CACFP participant

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The Capital District Child Care Council is a resource and referral agency dedicated to promoting quality, accessible child care for all of the Capital Region's diverse communities. The Council assumes a leadership role in supporting children, parents, child care professionals, and employers through referral counseling, education, training, and advocacy.