

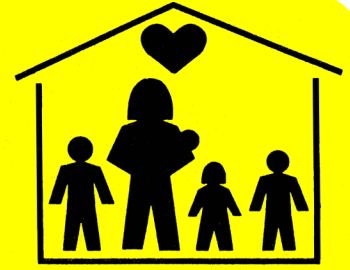
A PUBLICATION OF
PFCCA FOR ALL FAMILY
HOME CHILD CARE
PROVIDERS.

**SPECIAL
POINTS OF
INTEREST:**

- See inside for details about the upcoming Board Elections
- Taxes and Recordkeeping for Family Child Care providers with Tom Copeland January 14, 2012
- Training in Salt Lake City with well known author Patricia Dischler, January 28, 2012
- Do you want to take training from your home? PFCCA is offering webinars during 2012. Read more inside!
- Read about the advantages of joining PFCCA and networking with other providers.

PFCCA

Professional Family Child Care Association
Association of Utah



EVENTS ISSUE

JANUARY 2012

What's New for 2012?

WEBSITE

PFCCA has launched our new website and we are so excited to share it with you! If you are a member of PFCCA, you can get your newsletter on-line. If you would like to submit an article or something that you think would be of interest please let us know.

The website has links to useful information and contacts! Find out about your local chapter meetings and blog with other providers.

Our secure website allows you to renew your PFCCA membership and register for upcoming events and training using PayPal.

Check out our website at:
www.pfcca.org

LOCAL INVOLVEMENT

One of the goals of the association is to empower providers to be active in their local chapters and form that networking with each other. PFCCA offers great trainings to you free of charge. These trainings are specifically for family child care providers and focus on family child care issues. We encourage all of you to become active in your local chapters and encourage all to be members including parents and advocates.

Let's all embrace the call to a higher level of service delivery to the families and children we work with and each other.

ELECTIONS

Our members deserve a board that is responsive, committed to high quality business practices and above all, professional. A unified voice that represents family child care in Utah is important for our communities, our profession and the families we serve. If you would like to become part of the board please contact us. Nominations are being accepted for the following Executive Board positions:

President Elect
Secretary
Treasurer
Website/Publicist
Chapter Director Liaison
Newsletter Editor

We need to fill our board of director positions. Thank you for taking a stand for the children here in the state of Utah!

Training 2012...

MASTER RECORD KEEPING AND TAX UPDATES.....Tom Copeland

Saturday January 14, 2012

9:00 am—10:30 am

Registration Fee: \$15 (includes PFCCA membership, free for members)

TEACHING THE 3 C's —Creativity, Curiosity and Courtesy

Saturday January 28, 2012

9:00 am – 1:00 pm

Registration Fee: \$15.00 (includes light lunch)

Board of Directors



President

Tracy Halverson
(801) 824-0098
thalverson@nafcc-mail.org

Vice President

Vacant

Secretary & Interim Treasurer

Vivian Hardy
(801) 725-6919
vhardy@nafcc-mail.org

Newsletter Editor

Terri Brinkerhoff
(801) 756-2336
beehivepreschool@msn.com

Membership Representative

Marilyn Patterson
(801) 386-3601
chama336699@yahoo.com

CCR&R Liaison

Jessica Ross
(801) 326-4397 OR 355-7444
Jessica@cssutah.org

Child Care Licensing Liaison

Karrie Phillips
(801) 584-8292
kphillips@utah.gov

Board Positions Available:

President-Elect
Vice President
Website Editor/Publicist
Chapter Liaison

*Feeling
overwhelmed and
alone at times?*

*Family child care
does not have to
mean isolation
from the
outside world!*

What is PFCCA?

The Professional Family Child Care Association of Utah (PFCCA) is a state-wide, non-profit professional organization that is actively working on behalf of all family child care providers. There are currently 14 local chapters throughout Utah. These chapters are full of opportunities to connect with other family child care providers in your area. The

meetings offer training, support, networking, and fun.

PFCCA is committed to increasing professionalism among members, awareness to the public, and is an advocate for family child care providers. PFCCA is building networks with many groups including the Bureau of Child Care Licensing (BCCL), the Federal Child & Adult Care

Food Program (CACFP), State Legislators, and Child Care Resource & Referral Agencies (CCR&R).

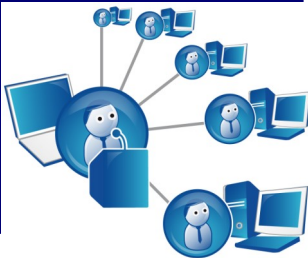
PFCCA distributes a quarterly newsletter with updates on licensing rules, professional training, creative ideas for curriculum, provider spotlights, chapter training ideas and many other resources especially for family child care providers.

Webinars? What is a webinar? They sound so complicated...

Webinars are workshops on your computer at home or office! These trainings are two hours or less presented in "real" time to offer quick information about a specific topic. Webinar series are also available to offer comprehensive training opportunities. Webinars meet at specific times (listed on the training calendar) and require internet access, speakers and/or a separate telephone line for participation.

May sound complicated, but it isn't! Webinars allow us to connect with each other around the state without leaving the comfort of your home. With this technology, even our PFCCA executive board meetings are held using the "Go to Meeting" software.

Register today at www.pfcca.org



See Webinar Tips on page 8



Just for Family Child Care Providers in Utah!

THE
PROFESSIONAL
FAMILY CHILD
CARE
ASSOCIATION
OF UTAH

Webinar Training! Saturdays 9:00 am - 10:30 AM

- | | |
|-------------|--|
| 14 Jan 2012 | Taxes and Recordkeeping with Tom Copeland |
| 11 Feb 2012 | Working with Special Needs |
| 10 Mar 2012 | Time Management |
| 12 Apr 2012 | Infants and Toddlers |
| 12 May 2012 | The Importance of Science |
| 9 Jun 2012 | Taking the Small Steps In an Association: Why? |
| 14 Jul 2012 | NAFCC Accreditation: Ignite Your Spark! |
| 12 Aug 2012 | Parent Communication: Policies & Contracts |
| 8 Sep 2012 | It's a surprise! (watch our website for details) |
| 13 Oct 2012 | Environment: Session 1 |
| 10 Nov 2012 | Environment: Session 2 |
| 8 Dec 2012 | Environment: Session 3 |

Only \$15 Each!
Free for Members!

Funding is provided by the Utah Department of Workforce Services -
Office of Work and Family Life, Office of Child Care





The Professional Family Child Care Association of Utah

Professional Development Training SATURDAY JANUARY 28, 2012

Join Patricia Dischler, National Trainer, Author, Child Care Provider and NAFCC President Elect in a half day of a informative and an interactive workshop to enhance your child care business!



Patricia Dischler is the author of several books for early childhood professionals including *From Babysitter to Business Owner* and *Teaching the 3 Cs: Creativity, Curiosity & Courtesy*. Patricia shares her endless creativity in trainings across the country to early childhood professionals and inspires with stories of her 25 years in the field including owner of a nationally accredited family child care business as well as her years as a center teacher. She is the President Elect of NAFCC and serves on several Wisconsin early childhood organization boards. She helps participants tap into their own creative juices, raise their level of professionalism and gain a strong positive attitude as they work to change the lives of children.

Creativity, Curiosity and Courtesy

Presentation will include

- Teaching the 3C's – New concepts on creating curriculum for children
- Parent's Can't Hear Me – New concepts on communicating with parents
- Tips and Tricks – Tons of new ideas to help with parents, children, and your business

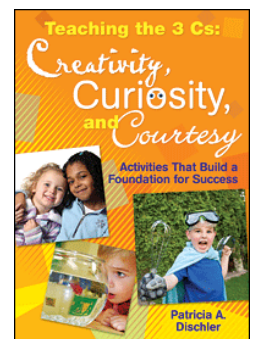
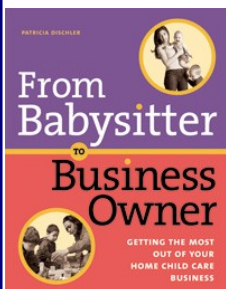
9:00 AM - 1:00 PM
Light lunch served

Cost:
\$15.00

Visit pfcca.org and download registration form or contact Tracy Halverson (801-824-0098) to receive a registration form
www.pfcca.org

Currently being reviewed for career ladder credit hours

Funding is provided by the Utah Department of Workforce Services
Office of Work and Family/Office of Child Care



5.0
Credit Hours



The Professional Family Child Care Association of Utah

Creativity, Curiosity and Courtesy by Patricia Dischler REGISTRATION

First Name _____ Last Name _____

Address _____

City _____ Zip Code _____

Email _____ Phone Number _____

Registration \$15.00 _____	Creativity, Curiosity and Courtesy \$25.15 _____	From Babysitter to Business Owner \$16.00 _____	\$17.95 _____
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Total enclosed _____

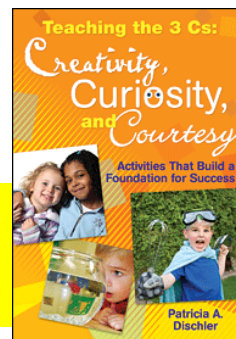
Detach and send in with payment

Make checks or money orders available to PFCCA and mail to:
PFCCA
747 West Twin River Way #2013
Taylorsville, Utah 84119

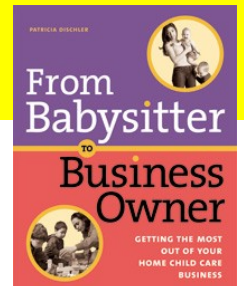
Patricia's books will be available for pre-purchase or onsite at the training. Members of PFCCA will receive a 10% Discount.

Member: \$25.15

Non-Member: \$27.95



Member: \$16.00
Non-Member: \$17.95



Saturday

January 28, 2012
9:00 AM - 1:00 PM
Light lunch served
Cost: \$15.00

Contact: Tracy Halverson
801-824-0098
spacyh@msn.com

Location: NAFCC Building
1743 Alexander Street
(2420 south)
Salt Lake City, Utah 84119

Currently being reviewed for career ladder credit hours
Funding is provided by the Utah Department of Workforce Services
Office of Work and Family/Office of Child Care

Are you highly committed to the professional development of family child care?
Are you interested in being a member of a team who can make change happen?

We invite you to volunteer for a position on the PFCCA board!

BRIEF DESCRIPTION OF OPEN BOARD POSITIONS

President Elect

The president and president-elect are the spokespersons for the association. Together, you share the responsibility of presiding at board meetings, following up with leadership and assuming a facilitator role. It will be your responsibility to work with the president to assist the organization in meeting its mission and goals. Your second year on the board will be as president, where you will work with that year's president elect.

Newsletter Editor

The Newsletter Editor oversees the newsletter. You will gather and review all articles for publication, edit articles and return them to their authors for final approval, write fill in articles as needed, report all activities to the secretary ten (10) days prior to board meetings, and submit budget to the treasurer by March 1st annually.

Treasurer

The treasurer maintains accurate financial records and handles all financial matters. Your job is to bring fundraisers and grants to the association. You will keep the president informed on financial matters and set the budget.

Website/Publicist

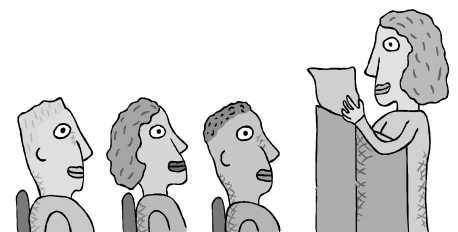
The publicist makes use of news releases and other forms of media to publicize association updates to the community. You will maintain the association's website and keep the board informed of government and legislative issues.

Chapter Liaison

The chapter Liaison works directly with the chapter directors. You will coordinate and report chapter meeting schedules and chapter reports to the board. With the vice president, you will actively promote CDA and NAFCC accreditation and organize new chapter groups throughout the state.

Secretary

The secretary maintains a file of all Executive Board and chapter minutes, compiles and delivers an agenda for all Executive Board meetings seven (7) days prior to the board meetings, and attends all board meetings, including annual retreat and training.





PFCCA VOLUNTEER APPLICATION

(Please print or type)

Name:		
Home Phone:	Fax:	
Work:	Cellular:	
Email:		
Address:		
City:	State:	Zip:

Please answer the following: (Use additional paper if necessary)

- 1 What is your involvement in family child care?

2. Why are you interested in serving on the PFCCA board or as a Committee Chair?

3. Which skills can you bring to PFCCA from your work, education, or volunteer experience?

4. The position I am most interested in serving in is:

<input type="checkbox"/> President Elect	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chapter Liaison
<input type="checkbox"/> Secretary	<input type="checkbox"/> Website/Publicist	<input type="checkbox"/> Newsletter Editor

Please mail above information to:

PFCCA
 Attention: Vivian Hardy
 753 East 425 South
 Layton, UT 84041

Board of Director Applications must be postmarked February 1, 2012

Webinar Tips...



ATTENDEE QUICK REFERENCE GUIDE

REGISTER FOR A WEBINAR

1. Click the registration link or button provided on a registration Web site or in an invitation email.
2. Complete the registration form.
3. You will receive an email confirming your registration for the Webinar, along with the option to add the Webinar information to your Outlook® Calendar.

Note: Some Webinars may require organizer approval prior to the delivery of a confirmation email.

JOIN A WEBINAR

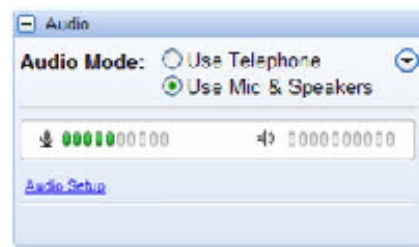
1. At the time of the Webinar, open the Webinar confirmation email or Outlook appointment.
2. Click the Join Webinar link provided in the confirmation email or Outlook appointment.
3. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
4. If requested, enter the *Webinar password* provided by your Webinar organizer.
5. Join the audio portion of the Webinar. Audio information is provided in the Audio pane of your Control Panel, in the Webinar confirmation email and in the Outlook appointment.

AUDIO OPTIONS

Audio choices are determined by the Webinar organizer. Your choice of audio mode is provided in the Audio pane of your Control Panel. By default, you will be joined into the Webinar muted.

If the option to *Use Mic & Speakers* is available you can join the Webinar via VoIP.

Note: If you choose to join via VoIP, you will need speakers to listen to the Webinar and a microphone to speak (if the organizer gives you speaking rights).



VoIP Best Practices

If you join the Webinar using VoIP, please note that audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:

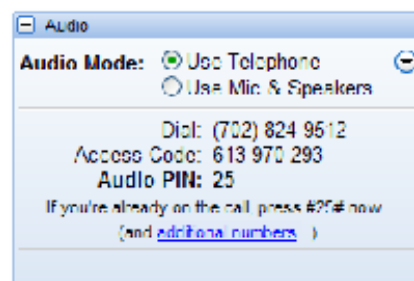
- For optimum sound quality, a headset is recommended, preferably a USB headset.
- If a headset is not available, speakers are required to listen to the Webinar and a USB microphone to speak (if the organizer gives you speaking rights).
- If using a microphone, it should be at least 1.5 feet away from any speakers built in or connected to your PC.
- The use of a Webcam microphone is not recommended.
- If you are unmuted by the organizer, you may need to turn the volume down on your speakers to avoid echo.

▶ To switch audio formats during a Webinar

If the organizer has given attendees a choice in how to join the audio portion of the Webinar, you can switch between using VoIP (Mic & Speakers) or your telephone during the Webinar session.

In the Audio pane, select either *Use Telephone* or *Use Mic & Speakers*. If joining via telephone, be sure to enter the Audio PIN noted in your Control Panel.

Note: If you choose to join via VoIP, you will need speakers to listen to the Webinar and a microphone to speak (if the organizer gives you speaking rights).





The Professional Family Child Care Association of Utah

Membership Application

Check all that apply:

- Individual Membership: \$10.00 Renewal: \$10.00 PFCCA & NAFCC: \$40.00
- Provider Advocate Parent Chapter Director Board Member Agency

PLEASE PRINT

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

E-mail* _____

Home Phone Number _____

Cell Phone Number _____

Preferred Language _____

Birthday (Month/Day) _____

**emails are for the use of the association delivering information. Emails will not be sold, rented, or given out without the Permission of the member.*

MAKE CHECKS PAYABLE TO: PFCCA

Total Amount Enclosed _____

Check or Money Order # _____

Mail Payment and Application To:

**Tracy Halverson
C/O PFCCA of Utah
747 W. Twin River RD # 2013
Taylorsville, Utah 84123**

**PFCCA
747 W. Twin Rivers Road #2013
Taylorsville, UT 84123**



PFCCA Mission Statement

“The Professional Family Child Care Association of Utah is dedicated to supporting the family child care community by raising awareness, encouraging professionalism, and strengthening families one provider at a time.”

The PFCCA of Utah is a non-profit association. Each Board and Committee member gives of their time freely. If you know of any one in the community who would like to make a monetary or product donation, please contact us at 801-824-0098 or email spacyh@msn.com. All donations are tax deductible and will directly benefit family child care providers.

**801-824-0098
spacyh@msn.com
PFCCA
747 Twin River Rd #2013
Taylorsville, UT 84123**