

35 Years of "Providers Working for Providers"
Minnesota Licensed Family Child Care Association invites you!

2009 Week of the Family Child Care Provider
22nd Anniversary Recognition Banquet
Saturday May 2, 2009

Best Western Hotel
Mankato, Minnesota

You're invited to the Saturday Evening Honoree Reception, a Dinner & Recognition Event following our Annual Week of the Family Child Care Provider Conference.

Date:

To: Association and County Support Group Contacts
Neighborhood Group Leaders
Advocate Agencies and Organizations

Re: 2009 Celebration of the Week of the Family Child Care Provider

2009 marks the 22nd Anniversary of the Week of the Family Child Care Provider! This anniversary brings festivities to **May 3rd - 9**, the 2009 Week of the Family Child Care Provider! Begin with MLFCCA's traditional celebration as well as National Provider Appreciation Day May 8th. In spring public awareness is more focused on children, child care, and the *professionals* that families depend on so much. We trust that your group will have an active role in celebrating this important provider recognition program.

You'll find basic information for nomination and selection of your county's professional provider(s) in this packet. Please pass on information to all providers in your area through local family child care associations, neighborhood or other support groups, newsletters, or any other networking opportunity. If you are no longer in a position of leadership in your county please call 1-800-652-9704 or 651-636-1989 to notify us who should receive this information.

MLFCCA is proud of past years' collaborative efforts because our Week of the Family Child Care Provider is built on a foundation of cooperation and creativity. Please consider this an open invitation to forward names of volunteers to serve on our planning committee. Becoming part of the process is a rewarding experience!

Sincerely,

Katy Chase, Executive Director
Kathy Baumgart, President





Sponsoring Organization Checklist:

Does the nominee meet the following criteria?

_____ Active licensed provider a minimum of three (3) years & not a previous recipient for ten years

_____ Check any special competency demonstrated by this child care provider:

_____ Competency Based Training Assessment (CBTA)

_____ Child Development Associate Credential (CDA)

_____ NAFCC Accreditation (National Accreditation)

_____ Technical College Certificate

_____ Early Childhood Degree

_____ Trainer or Mentor

_____ Other degree _____

_____ Other criteria (explain) _____

_____ Promotes in-home licensed child care in her/his community

_____ Demonstrates professional skills in child care and in community activities

_____ Makes a positive impact on the lives of young children

_____ Supports MLFCCA's mission statement

_____ Identifies future goals to enhance her/his competency as a child care professional

_____ No eligibility exclusions due to negative licensing action, disqualifications, or substantiated complaints referred to on p. 4

_____ Licensor Verification Form has been completed

_____ Filing Fee: \$30.00 - Member Association or Neighborhood Support Group
 \$40.00 - Advocate Member Organizations & Agencies
 \$60.00 - Non-Members

THIS FEE COVERS: A personal, signed Proclamation from Governor Pawlenty
Certificate of Recognition from MLFCCA
Personalized 2009 Provider of the Year pin and corsage
MLFCCA website recognition

IMPORTANT DEADLINES:

- A. March 1, 2009 Official Week of the Family Child Care Provider Nomination Form due
- B. March 1, 2009 Licensor Verification Form is due
- C. March 1, 2009 Honorees must receive their Information Packets from YOU
(Suggestion: Have these prepared to hand out when honorees are announced)
- D. March 15, 2009 Honoree Information Packets-deadline to be received at MLFCCA offices

ADDITIONAL DEADLINE:

January 1st, 2009 - All Workshop Proposal Forms are due for the May 1st 2009 Week of the Family Child Care Provider Conference. Submit to Katy.Chase@mlfcca.org.

Training Proposals forms may be downloaded from the MLFCCA website, or call the office.

MLFCCA 1821 University Avenue W., Suite 324-S St. Paul, MN 55104
651-636-1989 1-800-652-9704 www.mlfcca.org



MLFCCA 2009 GUIDELINES

COUNTY SELECTION of PROFESSIONAL FAMILY CHILD CARE PROVIDERS OF THE YEAR

HERE YOU WILL FIND:

1. 2009 Week of the Family Child Care Provider of the Year Nomination Selection Guidelines, Nomination Forms and Checklist for Sponsoring Organizations. One provider may be selected per 300 licensed providers from each county. Each MLFCCA member association or neighborhood group may submit one (1) Honoree per association/group above your county's quota. The 2009 Nomination Form, county licensor verification form, and nomination fee payment MUST be RETURNED by March 1, 2009.
2. MLFCCA Membership Application. If not a current MLFCCA County Association, Neighborhood or Support Group member you may want to join now. Agencies and other organizations may join as Advocates, and Nominees may also be "gifted" by you with a MLFCCA membership or have their current membership term extended.

NOTE: Protocol regarding receipt of nomination forms by both submitting organizations and MLFCCA: Each association/advocate organization/agency on our list will receive one copy of the Honoree Nomination Packet by person, mail, or electronic transfer. If your group did not receive the first copy we will re-send a copy by email or fax. It is your organization's responsibility to assure MLFCCA receives your Nomination & Honoree's paperwork by mail or fax on time.

The same process applies to Honoree information forms:

YOU GIVE THEM DIRECTLY TO THE PROVIDER as your selection is made and nomination is confirmed in our offices. Honorees should receive the packet by March 1, 2009. If you need another copy, call MLFCCA at 651-636-1989, or 1-800-652-9704 and leave a message. A second information packet will be sent to the Honoree by email or fax. After that it is your responsibility to see that the forms are completed and sent to MLFCCA.

As a safeguard, always keep copies of forms that you return.

Honoree information MUST be received by MLFCCA no later than March 15, 2009. This includes Nomination Information confirmation, Personal Business Profile, and photograph/image permission forms. Conference and banquet registration information will be sent when available. We appreciate your attention to the March deadlines.

We thank you for your participation in the MLFCCA Week of the Family Child Care Provider recognition program. Honoring these special individuals helps Minnesota to see the importance of quality child care in our state.



MLFCCA Nomination & Eligibility Guidelines

Nominating Criteria - Counties may elect to add to this list.

- Active Licensed Provider for a **minimum of three (3) years** who has not previously received this award. The three-year minimum is **prior to the nomination deadline**.
- Exhibits special competency as a child care provider.
- Promotes in-home licensed child care in her/his community.
- Demonstrates professional skills in child care and in community activities.
- Has worked for positive change and believes in the mission of MLFCCA.
- Has made a positive impact on the lives of young children.
- Have future goals to further enhance her/his competency as a child care provider.
- A provider who has been accepted as an honoree by the MLFCCA Week of the Family Child Care Provider Program may not receive the honor again for a period of ten (10) years, but becomes eligible again during the 11th year.

Eligibility Exclusions

- Significant paperwork is not submitted (i.e., licenser verification form, filing fee, etc.)
- Actively works against the mission of the Minnesota Licensed Family Child Care Association.
- Provider has a conditional or probationary license or is under investigation for a negative licensing action.
- Variances have been given when there is a disqualification on a license-holder.
- Substantiated complaints within the past 3 years regarding supervision, behavior guidance, being over capacity, infant sleep space, sanitation and health.
- Provider has received this award during the previous ten (10) years.

(A) Nominating information must be submitted by March 1, 2009 on the enclosed form.

- The licenser's verification form *must* be submitted with the nomination.
- The filing fee *must* accompany the nomination form.
- If this deadline is impossible to meet, contact the MLFCCA office as soon as possible.

(B) Nominations will be accepted in the following order:

1. County Family Child Care Associations or Neighborhood Groups.
2. County Support Groups of Licensed Providers if no organized County Association exists.
3. County Licensing Agency
4. CCR&R, CACFP, Parent or Guardian



(C) Who is responsible for sending the Filing Fee?

MLFCCA expects that all organizations and/or agencies representing family child care within a county work together cooperatively during the nomination and honoree selection process. This includes involving parents/users of a provider's services who wish to nominate their caregiver.

- It is highly suggested that each association or agency **verify correct spelling** of all nominee's names prior to submission. This would help us greatly in preparation of awards.
- It is necessary *and* important that each honoree be informed by his/her sponsor as to **who is responsible for paying** the conference and/or banquet registration! By this, we mean whether the nominee is expected to register and pay their own way, or whether the nominating/sponsoring group or association will pay the conference and/or banquet registration* and handle registration paperwork. The filing fee covers processing & office-type expenses; it is not payment for the conference or banquet.
 - * Some associations have been doing this by reimbursement, making registration the responsibility of the honoree.
- We are providing you with all paperwork required of your county's honorees. We also suggest that you give honorees a copy of the nomination form you return to MLFCCA, plus a letter including the above information.

Note: MLFCCA Members receive a discount when registering for the conference and Pre-Conference Leadership Training. A membership form is included in this packet.

(D) Based on the criteria outlined above, any of the following may be responsible for sending the official nomination form and filing fee to the MLFCCA corporate offices:

County Family Child Care Association
Neighborhood Group
County Licensing Agency
CCR&R, CACFP, or Parent / Guardian

A filing fee is required with each nomination form to cover the expenses of printing, postage, telephone, certificates, awards, etc.

Filing Fee:

\$30.00 - Member Association or Neighborhood Support Group
\$40.00 - Advocate Member Organizations & Agencies
\$60.00 - Non-Members

The mission of the Minnesota Licensed Family Child Care Association is to support the highest standard of care for children in licensed family child care homes through education, resources, recognition, and advocacy while acknowledging the diversity of licensed family child care providers.



2009 WEEK OF FAMILY CHILD CARE PROVIDER NOMINATION FORM

Please print carefully to avoid misspelling and verify **correct** spelling before submission.

Submission deadline: March 1, 2009

If a deadline can't be met, please call the MLFCCA office.

County _____

PRINT Name of Nominee _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

(Circle one) Family License: A B-1 B-2 Group License: C-1 C-2 C-3 D

Years in Licensed Child Care: # _____ Children currently in care: # _____

Each nomination must include all requested information to be considered for recognition.

Send digital photos of your honoree. Email to kathy.baumgart@mlfcca.org

All information and pictures received from nominated provider will remain property of MLFCCA. Each honored provider is encouraged to be present at the banquet to receive her/his award and is encouraged to attend the conference for greater recognition. Banquet and Conference information is released at a later date; registration fees will apply. Watch our web site www.mlfcca.org, our MEGAPHONE newsletter, or County Focus for further information.

Submitted by _____

Assoc., Group or Org. _____ MLFCCA Member # _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (____) _____ Email _____

Filing Fee per nominee (check): \$30.00 Member Association / Neighborhood Support Group
 \$40.00 Advocate Member Organizations & Agencies
 \$60.00 Non-Members

Total fees submitted \$ _____

Mail nomination form and payment to: MLFCCA Week of the Family Child Care Provider
Attn: MLFCCA - WkFCCP Committee
1821 University Ave. W, Suite 324-S
St. Paul, MN 55104

For Office Use: Check # _____ Check Amount _____

Account _____ Date Received _____



2009 Licensor Verification Week of the Family Child Care Provider Nominees

To: MN Dept of Human Services, Child Care Licensing

County:

The following provider has been nominated for recognition as the professional family child care provider for the Week of the Family Child Care Provider. Please verify the eligibility of the named provider based on the following statewide exclusions:

- Provider has a conditional or probationary license or is under investigation for a negative licensing action that is listed below.
- Variances have been given when there is a disqualification on a license-holder.
- Substantiated complaints within the past 3 years specific to: supervision, behavior guidance, being over capacity, infant sleep space, sanitation and health.

Check 'eligible' if the above exclusions do not apply to this nominee.

Check 'ineligible' if the above exclusions apply to this nominee.

Thank you for processing and returning this immediately and for your support of the licensed family child care profession.

Sincerely,

Kathy Baumgart
President, MLFCCA

Please return* by March 15, 2009

Name of Nominee

Eligible
 Ineligible

County

Licensor's Signature

Date

E-mail

Phone number

**Note: Return to the organization or agency that proposes to sponsor the named nominee.
If the nominee is eligible, your response will be forwarded to MLFCCA.*

MLFCCA : Join today.

Individual . . . Provider Advocate—person or business

Group County Association or Local Support Group* Agency or Organization Advocate

MLFCCA+NAFCC joint membership is \$65 for one year, individuals only.

- NEW MEMBER
 RENEWAL— I have been a member before

Contact

Name:

First _____ Last _____

Business name _____

Address _____

City _____ State _____ Zip _____

County _____ MLFCCA Member # _____

Phone (_____) _____ Fax (_____) _____

Email _____

(Email addresses will not be shared outside MLFCCA's services.)

Licensed child care info: Year licensed: _____

Circle your license class: A - B1 - B2 - C1 - C2 - C3 - D

I am a member of: My county association/group NAFCC

Circle Accreditation/Education: CDA NAFCC CBTA College

College Degree/Major _____

Check this box to receive MLFCCA mail electronically.

MLFCCA: \$35 1 year \$65 /2 yrs \$95 /3 years

MLFCCA+NAFCC Add \$30 per year (individuals only)

The mission of the Minnesota Licensed Family Child Care Association is to support the highest standard of care for children in licensed family child care homes through education, resources, recognition and advocacy, while acknowledging the diversity of licensed family child care providers.

CHECKS ARE ACCEPTED, or USE PLASTIC:

MASTERCARD VISA

Card # _____ - _____ - _____ - _____

Expires: _____ / _____ 3-digit # on back _____

Check # _____ Amount _____ Cash _____

Account# _____ Rec'd _____



We have what you're looking for.

Up-to-date information

Ongoing training for providers

Advocacy & help for providers and the families they serve

Members get ~

- *The Megaphone* quarterly professional journal
- "Growing Together" - monthly family newsletter with child development & parenting advice
- A savings on MLFCCA-sponsored conferences or events
- Training opportunities with certificate options to meet your needs
- Representation as a county association or neighborhood group
- "Provider of the Year" recognition
- Opportunity to grow in nonprofit expertise through Board of Directors service

Individuals save \$5 on joint membership with NAFCC, the National Association for Family Child Care - be "in the know" on national trends: 4 issues of *the National Perspective*, a discount on NAFCC conference & leadership training, and discounted NAFCC Accreditation.

"Providers Working for Providers" for 35+ years

Return to:

MLFCCA

1821 University Ave W,
Suite 324-S
St. Paul, MN 55104