

Arizona Department of Education
Health & Nutrition Services
Family Child Care Homes Advisory Council
Monday – January 25, 2010
9:00 a.m. to 11:00 a.m.
JANUARY MINUTES

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:00 a.m.

Advisory Council Attendees:

Kenny Barnes	Arizona Department of Education
Deanna Barrowdale	Mid-State Child Care & Nutrition
Cathleen Moore	Food for Children

Other Attendees:

Anna Burke	Child and Family Resources, Inc.
Darci Curtis	Actively Building Child Care, Inc.
Anita Griffin	Actively Building Child Care, Inc.
Angela Hilton	Nutrition & Health Education Resources
Mark Morgan	for Phyllis Montgomery/Child & Adult Community Resources
Tracey Nissen	ADE
Cathy Reagan	AZ Association of Family Day Care Providers
Bea Sandoval	Comite de Bienestar, Inc. (BCCRC)

Welcome and Introductions:

- Committee Chair welcomed Advisory Council and participating sponsoring organizations:

Administrative Reviews: (K. Barnes)

- Those of you who are already scheduled for an Admin Review this year - - you probably already know that you are up for one and probably around maybe March or so is when we will probably start. I'm just letting you know approximately when we all come out to do the Admin Reviews.

Provider Visits: (K. Barnes)

- Next on the list is Provider Visits - - those of you who aren't scheduled for Admin Reviews this year it's just a reminder that we as Specialists will be doing provider visits to check up on things, such as record keeping and all the other things providers should be doing as far as making sure they have sign-in sheets and trying to catch them off their mark and schedule because as you know when providers know approximately when you are coming around they kind of have everything prepared for you in expectation that you'll be by. So we are just popping in and making sure that they are doing everything they are supposed to do to remain in compliance with the program.
 - As far as 'announced' and 'unannounced' I'll let your specialists go ahead and let you know how they are going to handle that and whether they want you to go out with them or if they want to get an updated provider list and things like that. So any questions pertaining to the Admin Reviews or the Provider Visits?
- I have a question - - You know how everybody keeps copies of their provider lists - - I need to be able to tell my providers what the consequences would be if they don't have the information available. We tell them they need to keep copies of their menus and most of them are doing it - -

and some of them aren't doing it. They are getting better at it but what is going to be the consequences for us to give to them when they don't have menu copies - - Are we doing the learning curve on this one? (C. Reagan)

- Deanna and I were just discussing that and initially I said you would have to disallow the meals but then we said suppose you guys have a copy in your office but they don't have a copy at home. I need to touch base with Melissa about that. (K. Barnes)
- Well we always giving them a copy from the office. (C. Reagan)
- And that's what I'm saying – you have a copy. (K. Barnes)
- I am curious about the meal disallowance to because that would be a big deal. (C. Reagan)
- Right, so before I say I'm going to do this or do that - -I'll check with Melissa. (K. Barnes)
- And we are going to start reviews on October 1st - - so if you were out there in January (October-November-December) then the current month - - right, that's minimum. (? C. Reagan/ A Hilton)
- Of 2010. (C. Moore)
- October 1, 2010 which is coming up - - it shouldn't be an issue at this point - - everybody should be on board. The learning curve is now straightened out and so for the most part from when the policy went into effect they had the whole year to get familiar the process and with making sure that they maintain. (K. Barnes)
- So at the end of the fiscal year for them to get everything in order. (C. Reagan)
- Yes, it's like you said - - that learning curve should be a straight row now - - at that point, at that point. (K. Barnes)
- If you could get that clarified that would be great. (C. Reagan)
- Any other comments on this? The question was in the event that you guys go out and do a monitoring visit - - provider doesn't have menus of the previous month on hand like they are supposed to and what would be the corrective action? (K. Barnes)
 - Part of it is going to be that the monitor goes out and completes a follow-up visit to make sure that you found the menus and are they now complying.
 - And another thing I said - - is that I've got to touch base with Melissa and find out if we are going to disallow any meals for that.
- For not having the prior month menus available - - which worries me? (Anna Burke)
- Now let's say for example that you go out tomorrow - - and the provider does not have any menus for the month of December - - what is going to be the course of action other than the fact that once you submit as a 'finding' your monitor goes out in 6-weeks to check on the provider again. Are you going to disallow any meals? That's what I want to find out - - so we have up until October 2010 to make sure that everybody is onboard and that they are familiar with the whole process of maintaining these records alright. So once October 2010 gets the – that learning timeframe that everybody should have been familiar with it - - now everybody should be onboard with it and it's deep into their head of what they need copies of. (K. Barnes)
- How many years back - - Five?
- Five years back right. (K. Barnes)
- This is on an unannounced review - - I reviewed the sponsor/provider agreement with the provider and then had her sign that she had the training on it and that she understands. (A. Hilton)
- Okay - - but it's just like you said, you have a lot of providers out there that you've know a zillion years and everything. (K. Barnes)
- And you don't change that part for new ones - - not everybody has a copy machine in their daycare home either so they go to the doctor and the grocery store a lot you'd think they would be able to make a copy of it. (C. Reagan)
- Okay - - Like I said I'll find out and this will be included in the minutes.

- I have a question - - A lot of the providers I have are on the internet and I have access to those - - most of the providers have their computer at their house and when we get there they can pull it up. And so let's say I go out there - - and this provider of mine goes to the library once a month and you know during the month she's writing down exactly what she's fed the kids and all that and she has them sign-in and sign-out but once she has this done she submits it online and they get on the computer in our database and she can get them in the internet anyway but you go to their house to review them and you ask them for last month's menu and they say we don't have a computer but we have access to it. How would you guys handle this? We have it save for 24 hours. (A. Burke)
- It would be something where - - whether they have access to a computer or not and I understand that everybody is not into having a computer so they go to the library or something. But the thing is though when we swing by or you swing by they need to have a copy on hand. (K. Barnes)
- Okay, they can submit it anytime and I can print it out - - now if it's the current month and they don't have a computer at their house they know they have to have a physical copy of what they fed the kids - - but they can't say, well let me see December that's already been submitted. (A. Burke)
- They don't have access right at that point - - they may have to run to the neighbor's house and print it out but when you are at their house then I would have to ask - - let me see November and December right now. (A. Burke)
- Even if they can pull up the menu and I can see it right there, I wouldn't have a problem with that because they still have access to it right there and I can actually see it on their laptop or whatever like that and it's right there. (K. Barnes)
- Any other questions pertaining to menus? Anna before you came I had just let everybody know that those of you that are up for Admin Reviews this year - - your specialist will be getting a hold of you and let you know when they are coming out. I also said for the individuals who are not getting an Admin Review this year - - we as specialists will be conducting provider visits just to make sure they are still doing things they need to do to remain in compliance with the program. As far as how this will be handled, I'll let your particular specialist let you know how you are getting reviewed. For those that aren't getting reviewed the specialist will go ahead and contact the sponsor and let me know whether they need an updated provider list or meal times whatever like that before they step out. (K. Barnes)
- And so that's why I want to make sure that if you need an updated list then we know that's going to be happening - - but you guys are just going to take your chances that the provider happened to call me that morning and said, 'hey, I'm not going to be open today and blah, blah, blah' - - you guys aren't going to let us know which is fine because you're going unannounced. You are going to take your chances that maybe / coincidence you might show up at somebody's house and they aren't there but we got the phone call. (A. Burke)
- And what I do is - - I pop in on a provider and they aren't there during snack time or lunch time - - I just make a note of it and I'll contact Deanna and say so-and-so wasn't here and she can tell me whether or not they called in and said that they aren't having kids or she had a doctor's appointment or whatever. (K. Barnes)
- We drill this into our providers - - we have people calling to tell us... 'We're going out to get'.... You know something like that - - and we say it's okay. (A. Burke)
- Yeah, we know - - whenever it's unannounced it's always the roll of the dice because you just never know all right. So if somebody is not there it's just a matter of jotting down the name of that provider and the time that we stopped by and letting you know that so-and-so wasn't there today. And, okay you let us know - - you know what, she called in this morning or she called in yesterday and said she's not watching kids this week because she's out-of-town or whatever like that. (K. Barnes)

- Just so you know it's not a coincidence and that just might happen. (A. Burke)
- Honestly, like I say it's a crapshoot anytime we go unannounced it's a crapshoot - - for us it is because we don't know. Well you guys might get hit because they might call you and say, 'hey, you know I'm not watching kids today and it's more of a crapshoot for us because we don't know. (K. Barnes)
- You don't know at all - - I have some monitors that will tell me the morning they come in the office and I tell them to check their messages in the morning or sometimes they call me and let me know. (A. Burke)
- And that's why when we do go out if we need to review 10 providers we might pick 20 because some of them aren't going to be there and that's just the nature of the beast. Some of them aren't going to be there or they might be there and who knows - - so that's what happens in that instance right there okay. (K. Barnes)

Public Participation:

- I don't have any participation sheets - - my right hand person Teresa is not here so I'm not as organized as she is but let's just go ahead and open it up and I'll start here and just go across the room. (K. Barnes)
- I have a question or two - - I talked to Nick and to Barb McDonald and so I hear that in 2010 that there now is another 2-day grace period that we'll all be getting some money and go to this action later - - there is a new set of State - - like the State of Arizona and not ADE now put another step in to the money that comes to us. And so now there is another extra 2-days put into before the money is distributed. It's saying that it's even going to be even later and I'm not sure why. You know much about that? (A. Burke)
- I could find out. (K. Barnes)
- It wasn't ADE it's the State - - there is like another step added and its now more than 15 days before we get it - - so I just wanted know if it's going to be a little later from now on. So now I want to be able to tell them you're going to get the money from January at the end of February and now I may not be getting it until the beginning of March. And I'm trying to and I'm not sure what's up with that. (A. Burke)
- I'll just ask Nick about the whole money thing as far as timeframe and so on and getting reimbursement checks out you know and unless there is something that's really, really drastic - - I'm not aware of it. (K. Barnes)
- And I know you guys have 45-days to pay us so not really changing anything but we need to know that it's going to be a little bit later. (A. Burke)
- Yeah, and if you guys are use to getting a check at a certain time of the month and everything and now it's being dragged out an additional 2-days. I mean I don't know about you but 2-days means a lot to me if I don't get my check. (K. Barnes)
- Yeah, that's true. (A. Burke)
- Okay - - yes, I'll ask Nick and get the scoop on that because again, I haven't heard anything about it. (K. Barnes)
- Now I have another question, with my bosses and during reviews - - conference rooms are pretty difficult and we're fighting over conference rooms and blah-blah-blah. And I know that with us you guys are usually there about a 1-week or 1 ½ weeks and sometimes even two weeks. (A. Burke)
- And there was around five of you. So it's not that I don't mind you guys dropping in because that's what you guys need to do but I'm just not going to have an office - - I'm not going to have a conference room for you guys. I was trying to tell Elsa to let Melissa know that it's not I want to

know when you're coming or what provider is going to be there and in a perfect world that would be wonderful but that's not going to happen and I just want to let you know if you guys come without letting me know when - - I might not have a place for you guys to sit. (A. Burke)

- Who is your specialist? (K. Barnes)
- Elsa and you guys are usually pretty good about things and letting me know. (A. Burke)
- The menus take the most time to look at and review - - they will probably take about 3-4 days reading menus. Tracey has already emailed me about getting copies of menus and I'm not letting her take any of my menus unless she signs out for every single piece of paper that she takes and has to bring them back - - I know she is very responsible, however, if she gets run over by a truck and with those menus I'm responsible and just so that everybody knows don't let any of these guys take your menus out without having them sign out for every piece of paper. (C. Reagan)
- They don't let us take our files out of our office because they are on lockdown so they won't even let you per policy and procedure from my Agency to take files out of our office unless we have a lock box. (A. Burke)
- And the cost of copying all that is going to cost us. (C. Reagan)
- This is an exception but I'll tell you this new policy from DOA calls our Agency so DOA or whatever and now we are mandated that we need to lockdown - - DOA is like a national certification for social service type of thing and in order for us to get that you need to have all your files locked. They are getting strict because they are going thru board re-certification this year and so now it's getting really hard for us now - - but you guys are okay there in my office. (A. Burke)
- Okay, now you said you already talked to Elsa about this? (K. Barnes)
- I tried to talk to her last week and sent her a revision on my accounting policies saying that I need a week or two weeks just to pull receipts/administrative part - - I'm not saying menus or any of that stuff just the actual accounting administrative stuff. (A. Burke)
- Okay, I'll bring it up to Elsa again and she can let you know. (K. Barnes)
- Just double check – because remember the last time you guys were there you guys were waiting and asking whether they had pulled the stuff yet - - So we probably sat there and waited for about six hours waiting for them to pull everything. And now we have Yuma all mobile and we have about 300 people there. (A. Burke)
- Just letting everyone know that if anyone is looking for water safety training - - the City of Tempe is doing a water safety class on February 20th, and is a 4-hour class, it's \$20.00 and at the end of the class we'll get certification saying that they have gone through water safety training and they will also have assistance there for Spanish speaking providers. (D. Curtis)
- And they do not have to be a Tempe resident. (C. Moore)
- It's February 20th and don't have to be a Tempe resident – it's \$20.00 no matter what. If they get a lot of participation she made it sound like she could set this up anytime we needed. (D. Curtis)
- We just have to be able to get enough people there and we can do that. (C. Reagan)
- Okay, that's good to know – thanks. (K. Barnes)
- Sir. What's your name (K. Barnes)
- Mark.
- Did Phyllis have anything that you wanted to add? (K. Barnes)
- The last I heard from Phyllis is that she is stuck on the freeway. (M. Morgan)
- I believe you – I believe you, trust me. (K. Barnes)
- I'll touch on a couple of things that we already discussed. We always do a reminder for the individuals who are getting Admin Reviews this year that they probably already know they are getting reviewed and we will probably start sometime March or April something like that but your specialist will let you know - - I just want to give you the heads-up. For those individuals who

aren't scheduled for Admin Reviews this year we will be doing provider visits and I'll let individual specialist contact the sponsor and just let them know how you want to do this and if they need to get an updated provider list and meal times and things like that. One of the other questions that came up this morning was as far as providers maintaining menus on site. In the event that a provider does not have a menu from a previous month what would be the corrective action. Other than it just being a binding and a corrective action the monitor will have to go out on a follow-up visit and make sure that the corrective action is done. The other question was whether or not we were going to disallow meals and that's something that I have to check with Melissa, my boss as far as whether we are going to disallow any meals and if we should say this is 'serious deficiency' or not - - the answer to that will be noted in the minutes when we send out the Minutes to this meeting. (K. Barnes)

- Does that include sign-in and sign-out sheets that they have at home? (A. Burke)
- Yes. All right. (K. Barnes)
- On those three things that I would ask that you take back to your overhead for discussion - - I don't know that they really warrant any discussion here because we aren't exactly a decision making body. We would like to ask the State Agency to review the duration times for breakfast – it's a Federal Requirement that they keep 2-hours between their meal service start times but the limited one and one-half hour between breakfast is really difficult for a lot of people who have early kids coming in at 6:30 and others who might not arrive until 8:00 o'clock so even still keeping you could easily still keep 2-hours between meal services but have a longer meal service duration time for breakfast and that would be really helpful for a lot of providers. (C. Moore)
- And are you suggesting 1 ½ hours to 2-hours? (K. Barnes)
- Or even 2 ½. Let's give them a little more flexibility because some parents will drop off their children very early and others have a later schedule depending on job requirements. This isn't so much an issue with Lunches or AM or PM snacks or suppers but really for the breakfast time I would like to ask the State to revisit that. (C. Moore.)
- Okay – noted. (K. Barnes)
- Number 2, Peoria fire inspections. This hasn't been an issue for me but I know that it has been for other sponsors. The Peoria Fire Department has laid out criteria that they find acceptable for someone to conduct fire inspections in Peoria since the fire department is not doing them. The inspector who is approved by Glendale by name MaryLee Stegen meets all these requirements and this documentation has been submitted to the Department of Education but sponsors are still having problems getting people in Peoria authorized because the inspector has not been named by name although she meets all the criteria the Peoria Fire Department has laid out. (C. Moore)
- This female inspector is – MaryLee Stegen? (K. Barnes)
- MaryLee Stegan – and the State is approving Glendale fire inspections that she has conducted because Glendale has named her by name (MaryLee Stegan). And she has provided more than ample documentation that she meets the Peoria criteria they are just reluctant to name a particular individual. So we need to get Peoria people back in the program loop. (C. Moore)
- Okay, all right. (K. Barnes)
- Thirdly, we really need some universal solutions to fire and health inspections. We have some areas where we are reliant on a particular named individual to conduct fire inspections in a particular area and things could happen overnight - - the inspector could move and decide that he doesn't or she doesn't want to do inspections in that area and so we really need more options. I have been in touch with Phil Mele who is our Arizona State Fire Marshall and he has come up with some good ideas and maybe some things along the lines of what the Mesa Fire Department has done where they are pulling in their fire department volunteers to do the inspections and some

other things. He has tried to contact the Department of Education by phone and by email and he doesn't get his communications returned. (C. Moore)

- What's his name again? (K. Barnes)
- Phil Mele. (C. Moore)
- And he is the Arizona State Fire Marshall. (K. Barnes)
- So we've got this little patchwork system but people are still falling thru the cracks and it's a rather precarious system as well. (C. Moore)
- Who are the – do you know who he tried to contact - Melissa? All right, anything else. (K. Barnes)
- Those are my three items. (C. Moore)
- Okay, thanks. (K. Barnes)
- Is there any way that you could post on the website or on an email to us who is authorized and in what cities or area. Who handles that data? (A. Hilton)
- You just want a list of fire inspectors? (K. Barnes)
- Who ADE has approved as of this date for each area so like Cathy says there might be someone that we are using that no longer services that area then we have a second option if available. (A. Hilton)
- Barbara did give me a list like that early on but I think that since then that there has been additional. (C. Moore)
- Is it possible to post this on the website somewhere we would have access to it on a monthly basis or however she wants to do it? (A. Hilton)
- It shouldn't be a problem but I will check. (K. Barnes)
- She might also want to put because there are some counties that it's the Fire Department that handles and they are not going to be on that list and she not going to put the actual County Fire Department on there. (A. Burke)
- Like I know that Yuma is the Actual County Fire Department and in... ~ (A. Burke)
 - San Luis – Fire Department
 - Cochise – Fire Department
 - Sierra Vista – Fire Department
 - And Nogales and other areas are all different, I have a huge list and so she might want to do the people who are approved and a list of the counties that are the actual local authority.
- Okay, I'll check with Barb - - that shouldn't be a problem. (K. Barnes)
- Okay, so if they are going to provide a list just showing who has been approved by ADE does that take care of documentation you are required to have on hand away - - is that excluded now? (D. Barrowdale)
- You know we'll have to have a letter from the State or Fire Department designating for Mid-State such-and-such and if those letters are blanket coverage for all of us now that would be great but I guess we just need clarification on it. (D. Barrowdale)
- And in addition to that, if the local Fire Department designates this person and this person is saying that we'll go for this agency - - that part we need to know. (A. Burke)
- And it's because of the turnover that's the issue. (Unknown)
- And I've had that experience where I went to Maricopa and then I was told that he was approved from ADE and so I didn't get the letter because I he could inspect himself and he was authorized by Maricopa and then one of my providers had moved and then Joe called me and said that 'no' they were not authorized in Maricopa so now that person has paid for the inspection and has inspection and is now waiting because we were. (A. Hilton)
- Okay - - I will check because I don't have an answer for you right now. (K. Barnes)

- Around about application time, I know that - - do you think that ADE could pay more attention to what the provider application time is compared to what they are serving or their serving times? (D. Barrowdale)
- So when we do applications at the end of the year and they change their meal times probably weekly if not possibly throughout the year - - how do I word that change in my file to be compliant with ADE mealtimes? (A. Hilton)
- It dependent on what is written on the menu? (C. Reagan)
- If they call me and say okay, I am no longer serving breakfast from 7:30 to 8:00am and it's now 7:30 to 8:30am - - do I make a note to post the provider updated mealtimes is that acceptable? Updating that application? (A. Hilton)
- I will have to check – the only thing that I have a problem with that is the fact that it's actually your handwriting on that note. Let's say I call you and say hey, - I am now serving from 7:00 to 7:30am and you take that and you write that time in there. The application again is supposed to be filled out by the provider. (K. Barnes)
- The original application is this is just being updated. (A. Hilton)
- How about this - - how much of a problem would it be if the provider actually wrote a note, signed it and faxed it in to you or mail it to you or something like that and you kept it in the file with the application. (K. Barnes)
- They won't do it - - some of them do it but not very many so it's going to be hard to update. I make sure I make that note and show what the prior one was. (A. Burke)
- I have a change form that says actual mealtime change and I change it verbally. (Unknown)
- And then another thing going on that - - you know how now their DES license says pulled a 6 - - well, when I did annual reviews back in August I didn't realize that their dinner is being called a 6 or 545 or 530 and so all these provider filled out their applications put 5:00 to 6:00 and their DES license closes at 6. So am I supposed to go back and have all the providers come in and change that to 5:45pm? (A. Burke)
- Well that was something that we actually talked about during the summer as far as mealtimes and that mealtimes have to end at least 15 minutes before the end of their hours of operation. (K. Barnes)
- Yes, and you see I didn't do that on my provider applications and so now I'm trying to get to them when a provider comes in and it's out of control. (A. Burke)
- Send their applications back - - I know that with centers I send the applications back if the mealtimes aren't correct. Let's say you're shutting down at 7:00pm and dinner ended at 7:00pm. (K. Barnes)
- How much time do they have before they shut down - - what is it? (A. Burke)
- It's supposed to be 30 minutes - - I would say at the very, very minimum it would be 15 minutes, okay - - and me personally, I am still uncomfortable with that but and Deanna can attest to it, I way 30 minutes. (K. Barnes)
- I have gotten approved with 15 minutes. (A. Burke)
- Is there an email or a policy somewhere that ADE has the times - - I'm just asking? This is still kind of new and we've got kids and the parents show up and who says that the kid can't eat a meal in 15 minutes or 2 ½ minutes if you have ever watched a little kid eat. And who made the policy that it has to be 15 minutes or 30 minutes - - I just need to know where that actual policy is. (C. Reagan)
- That's a policy that we actually created and I believe it's in our Compliance Manual. (K. Barnes)
- It is. And have you put more stuff in the Compliance Manual that we don't know about? (C. Reagan)

- Not since I sent it out in October-November something like that. (K. Barnes)
- I don't believe I've seen that in the Section on Meal Service Duration Times. (C. Moore)
- I'll check. (K. Barnes)
- In order to fix my error would it be enough if I would send out like a blanket flyer saying – Yes, Providers can serve meals up until 15 minutes - - there is no way I can get all these providers to come in. They don't even know about this so would I be able to say: “Your daycare closes at 6:00 so now per ADE rules your dinner time must end by 5:45. Is this acceptable? Do they circle ‘yes’ and what do I do there? (A. Burke)
- Is this on all of your applications? (C. Moore)
- Yes, all the applications. However, since they have been approved by the State now they are all right. Maybe I'll just send a blanket thing - - I can run a report on our software to show when people closed and then I can get a list of those people and send out a flyer saying that their meal service will have to end 15 minutes earlier. (A. Burke)
- So Kenny, I think that next year we'll need renewal applications from everybody. (C. Moore)
- I did them for everybody - - I do them every year. (A. Burke)
- Additional discussion from attendees regarding applications and start and end time of meal service duration.
- That was has been happening they had shortened the duration of mealtimes instead of extending the hours of operation. (K. Barnes)
- On the application regarding mealtimes we had a discussion a couple of meetings ago maybe a year ago and the provider mealtimes change and the school year changes or seasons change. Summer is different from the school year so we would be changing the application three and four times a year so the last time we had this discussion it was established that as long as the mealtimes that the provider served was on the menu that superseded the application and it was more updated than the application. And the provider is actually filling out this information - - So we do that on our menus. Have the actual mealtimes that the provider is serving. (Unknown)
- But as a Specialist if we go out we go by whatever you say that mealtimes are so we don't have access. If we are just going to pop in and do ten of her providers in a couple of days I might get an updated provider list and the mealtimes that I'll assume are on the application. Now you are talking about the mealtimes that are on the menu that was submitted - - so we wouldn't have access unless we did it like that which you know it's expensive and it's a little more to do it versus: Deanna, I want to go look at some of your providers so you need to give me an updated provider list and she would fax it to me - - Then I can which ones I want to go look at and hit the road. (K. Barnes)
- Kenny that's in a perfect world and the food program is not a perfect world. (C. Reagan)
- Well yes, and trust me I understand that. (K. Barnes)
- In daycare if you have little kids and let's say they serve lunch once at 11 o'clock what if they don't wake up at 11 o'clock - - do you have to wake them up so that they can have lunch at 11am so that they can follow the food program regulations – well, they do not. (C. Reagan)
- Well, lunch is usually the lunch hour. (K. Barnes)
- And yes, I know and it just goes along with that - - you put on application that Provider A serves lunch from 11:00am – 1:00pm alright and Tracey stops by at 11:00am and not necessarily - - now they are home but have not started serving lunch yet. You have that 2-hour window to go ahead and serve so if they are asleep at 11 o'clock she can start preparing knowing they'll wake up at 11:30 or 11:45 so now they can serve at 12:00. So we come by and see that and they haven't started serving lunch at 11:00am - - I mean that is not a finding because you have that 2-hour window. (K. Barnes)
- Okay, I'm okay with that. (C. Reagan)

- They could even sleep until 1:00pm and now if it's not until 1:15pm you just don't claim them. (Unknown)
- Now the start time and the end time for meal service that is that window that you have to serve that meal. It doesn't say that you have to start it at that time - - like every day and wake up kids, please don't have them wake up any kids because then they will be calling us and Cathy said we have to wake up the kids and serve at 11:00am. But from 11:00am – 1:00pm is that window and for breakfast on the application it says from 7:00am – 8:30am. (K. Barnes)
- Let me get this one clearly because we've gotten in trouble for this one before when we put 11:00 to 1:00pm. I've gotten written up in the past since you've been here and said that's too big of a window and so now you're telling me it's okay to have a big window. (C. Reagan)
- No, because you get 2-hours for lunch - - you get 2-hours for lunch. (K. Barnes)
- That has been an issue in the past. (D. Barrowdale)
- It used to be that I had to put 11:00 – 11:45pm and now you're saying it's okay to have that 2-hour window. (C. Reagan)
- Like I say, we'll just stay with lunch - - the maximum duration for lunch is 2-hours 11:00am – 1:00pm alright, okay. (K. Barnes)
- Okay, I'm good with that. I think that makes more sense. (C. Reagan)
- Yeah, I'll check but I think that's what it is. (K. Barnes)
- That was my understanding that the application has the broad points in duration and in menus we ask that people have their current start times so that we can have some reasonable expectation of getting out there and seeing meal service. (C. Moore)
- Because you will have different kids that will come at different times - - like when they fill out the application in October they had this group of kids and now it's January and they have different kids and they come at a different time but it's still within that window of time but it's a different time so it's not exactly the time they have with the other kids. I like the 2-hour window, I'm good with that. (C. Reagan)
- Let's take it a step beyond - - let's go to PM snack. Somebody has on their application that they serve PM snack from 2:30 to 3:30pm and there's three kids there right now and they have their snack at 2:30 but let's say there is two other kids that get there at 3:10 alright - - now, they are still within that 1-hour window. (K. Barnes)
- Now that wouldn't be considered a 'shift'? (C. Reagan)
- No, that's not a shift because you just have that actual 1-hour from 2:30 to 3:30pm. Have I ever done that with you? (K. Barnes)
- No - - it's way back. I can remember when I first started they made us put a specific time and no 11:00 – 1:00pm and 5:00 – 7:00pm for dinner. You had to window it down to at least an hour total. The way it is now is good. (D. Barrowdale)
- This is more reasonable - - I think the 2-hour window for lunch and supper and breakfast before 9:00am and who cares what time it is. (C. Reagan)
- I have a question about children that usually come after school and not providers own but on holiday or vacation days they come at 8:00am - - what do you want on the enrollment? (A. Burke)
- On the enrollment or on the provider application? (K. Barnes)
- On the enrollment when the parents are filling out the information and they have kids that usually come after school but on holidays or vacation if mom still has to go to work so I was wondering do you want on it if they were approved. (A. Burke)
- Do you have a place on your menu or on the form where they can write a note saying that on school holidays and vacation days why they can't do that? (C. Reagan)
- Yes, they do - - so do I put 3:00 o'clock is their usual drop off time and do that? (A. Burke)

- That's what I tell people to do - - put the difference in what they are normally enrolled for they would write it on the menu because otherwise you can't pay them because they aren't enrolled for that. So how do I know when school's in and when school's out so they have to tell you specifically that that kid was there home sick or home from school that week and I tell them to write it on the menu. (C. Reagan)
- They are pretty good about most things but this is one thing they can't get right and we need to make their time more cooperative so that it to work. (A. Burke)
- In other words you want the usual time that the kid arrives - - not the holidays and not those exceptions. Do you want the enrollment to show the actual 2:30 – 8:00pm and then on some other place whether on the menu or on the child's calendar on the internet on specific days show the 8:00am. (A. Burke)
- If they did it on the menus - - do you guys print the menus? (C. Reagan)
- I can't write on them, and then the center won't pick up if there is writing on it and then the internet ones.... (A. Burke)
- Can you get that from the providers at the beginning of the year for each child on the holidays? (C. Reagan)
- I have it – I have what I need, it's just a software problem. I just have to work on it – I've been trying to work on it for two years. (A. Burke)
- If we are using an hour time range so let's say we have PM snack from 2 – 3pm and like we said there is four kids there and then three kids come in and she is only allowed to have six kids total so she has 7 claimed but not all seven are there at the same time so how are you looking at who comes and who goes? From the sign-in and sign-out sheets or from the enrollment forms? (A. Hilton)
- It would have to be the sign-in and sign-out sheets. (K. Barnes)
- The provider needs to know because the monitor has already verified that she is not over-ratio or use the sign-in and sign-out sheets. Now does it have to be on the menu or just the sign-in and sign-out sheets to current? (A. Hilton)
- I would say preferably both. (K. Barnes)
- Both - - I do have it on my menus but they don't always use them. I tell them if they are going to be over capacity then they have to justify on the menus - - because when I go back to the enrollment forms I can clearly see that these two kids leave at 2:30pm and then these three kids come in at 2:50pm. (A. Hilton)
- And it's something that many don't use it and it's not an issue but for us, I spend most of my time trying to make sure that people are coming and going at the appropriate times and especially at mealtimes. (D. Barrowdale)
- That's the problem is the menu with the school – that is the biggest issue that we have. (A. Burke)
- Any other questions as far as mealtimes and lunches and PM snacks and durations and windows and stuff like that? (K. Barnes)
- I just need to know on the enrollment forms what type of school they go to - - for example, kindergarten, year-round school, home-school, junior high school or middle school. Do you need to know that? (A. Burke)
- I don't think so - - I don't believe so, I've never asked for anything like that. Okay, if there aren't any other questions the next meeting is tentatively scheduled for Tuesday, March 23rd. I'll confirm that time later on.

Closing Remarks:

- Okay – So before we shutdown is there anything else that anybody wants to say - - anybody besides Anna? Ladies, anybody? (K. Barnes)
- Thanks for the information on the water safety class. (K. Barnes)
- If anybody needs the code for the class I have it - - there is a special code that is needed: Class Code #2063030. (D. Curtis)

Meeting concluded at approximately **11:00 a.m.**

Next Advisory Council Meeting:

Confirmed Meeting Schedule for Advisory Council Meeting is Tuesday, March 30, 2010 at ADE Central from 9:00A – 12:00P Conference Room 105