

Child Care Resource & Referral



CCR&R Connections:
July, August & September 2010



What's New?

As I was *pondering* (one of my favorite words that I don't get to use enough) what to write, my thoughts turned to summer and play. I know that during the school year children have a more structured day geared directly towards learning. At least that is what most parents think. I don't think most parents realize what is really being learned through play and that all summer long children are learning as much, if not more, than what they learn during the school year.

So what is play? There are many definitions available and to sum them up, it is: one of the ways children learn about themselves, the people around them, their environment and their community.

It's an essential part of every child's life and important to their development. Through play children learn to explore the world around them and develop and practice skills they will use throughout their lives. Play is defined as behavior that is freely chosen, personally directed and intrinsically motivated.

We, as Early Childhood Professionals, cannot tell parents enough how critical play is for children of all ages: socially, emotionally, cognitively and physically. We also need to remind parents that children ARE learning through play and how important it is.

Enjoy your summer and get out there and PLAY!!!

~Tara Roddick, Program Director

Child Care Resource & Referral

1789 Elm Street, Suite B
Dubuque, Iowa 52001

(563) 557-1628—local
(866) 296-5331— toll free
(563) 588-3982—fax

www.neiowachildcare.org

STAFF DIRECTORY

CCR&R Director,
Empowerment,
Grants/Scholarships:
~ Tara Roddick

Home Consultants
~ Cherie Kennedy
~ Kacey Wiest (Respite)

ARRA 0-2 Program
Vacancy & Updates
Referrals-Register/
Trainings:
~ Stephanie VanGroll

Visiting Nurses
(563) 556-6200
~ Kim Gonzales
~ Cyd Klein

Other Numbers to Note

NICC— (563) 557-8271 x 380
DHS—(563) 557-8251
Red Cross—(563) 583-6451
Keystone— (563) 556-3100
Empowerment (563) 588-1620



SAVE THE DATE

4th Annual

Mississippi Valley

Early Childhood Education Conference, www.mvecec.org

KEYNOTE PRESENTER:

Mother Goose, Jane Kitson

Friday, August 6 & Saturday, August 7

NICC Town Clock Professional Development Center,
680 Main St. Dubuque

CDA hours, NAC hours, College Credit and DHS approved training
hours will all be available!

More information will be available soon!!!

**Leaders in Early Education Award-
educating themselves... enriching children's lives**

The goal of this program is to encourage and recognize the continued education of child care professionals and to encourage the consistency in child care settings. This is a financial award offered through Dubuque County Empowerment to recognize professionals who are committed to early childhood by earning and/or working toward recognized credentials and/or degrees in the field.

A reception was held for the recipients on May 25, 2010 at the Dubuque County Empowerment Board meeting.

This year's recipients are:

Rica Artene, Mercy Child Development Center
Pam Brietbach, Mercy Child Development Center
Sonya Bussan, Prescott Head Start
Amanda Crooks, Child Development Home-Bernard
Mary Beth Decker, Mercy Child Development Center
Tracy Edminster, Prescott Head Start
Lisa Ehrlich, Mercy Child Development Center
Becky Groshens, Mercy Child Development Center
Stacy Kloss, Mercy Child Development Center
Angie Kluesner, Child Development Home-Asbury
Linda Kremer, Child Development Home-Cascade
Denise Moore, Mercy Child Development Center
Brenda Newton, Mercy Child Development Center
Caroline Noonan-Koppes-Mercy Child Development Center
Nicole Ryan-Frog Hollow
Susan Schumacher-Mercy Child Development Center
Shelly Theisen-Holy Ghost Early Childhood Center
Kristine Turner-Child Development Home-Dubuque
Jennifer Ware-Mercy Child Development Center
Meryl Welsh-Mercy Child Development Center



**Dubuque County
EMPOWERMENT**

**ATTENTION CHILD
DEVELOPMENT HOMES**

Dear Child Care Provider,

You may have recently received a letter from a private company called the "Conley Group, Inc." The letter states that fingerprinting is going to be required for all people who work in child care settings effective June 1, 2010. To clarify, child care centers are required to begin fingerprinting starting June 1, 2010; however, this does not apply to homes at the current time. Iowa Legislation was passed in 2009 that will require fingerprinting for the purpose of an FBI National Criminal Record Check for home-based providers starting **July 1, 2013**. DHS will notify home-based providers of rules and implementation plans regarding this requirement when they are developed in the next few years.

Sincerely,

Jeff Anderson
Bureau Chief, Child Care Services

**ATTENTION
CENTERS/PRESCHOOLS**

Q10. How/when do we get set up to start the national criminal checks?

A10. You need to fill out the "Qualified Entity" forms and the "Iowa User's Agreement" Form and send them to DCI. DCI will then mail instructions, fingerprint cards, a waiver agreement, and billing forms to you. You **MUST** use the fingerprint cards that DPS provides. The forms are found at:

http://www.dhs.state.ia.us/Consumers/Child_Care/CC_Centers_Training/Child_Care_Centers_Training_Materials.html. Click on "DCI Criminal History Record Check Request" under the heading "Department of Public Safety/DCI Forms."

Please **DO NOT** send in the forms until you are approaching your fingerprinting implementation date. It is advisable to send them in to DCI 1-2 months in advance.

Preschool Scholarships

Families with children age 3-5 who reside in Dubuque County are invited to apply for the 2010-2011 Dubuque County Empowerment Preschool Scholarships.

Families who are eligible for Head Start funding must first apply for these funds before being eligible for an Empowerment Scholarship

Families with children who are 4 by September 15th are encouraged to apply for the free universal 4 year old preschool programs through Western Dubuque and Dubuque Community School Districts.

Guidelines and applications are available from the Child Care Resource & Referral office. For more information call Tara Roddick at (563) 557-1628.

Respite Program Update and Reminders

Making a Referral to Respite: Do you know a family who might need a break from the stress of parenting? Our respite program might be the answer. It provides families with the opportunity to take a time out from parenting and provides the children with a safe and loving place while mom or dad visit the doctor, take a parenting class, or just spend a bit of time with other adults.

ALSO WHEN MAKING REFERRALS THE FAMILY MUST BE WORKING WITH A LOCAL AGENCY

Unlike other programs, there is not an income requirement for respite services through CCR&R—simply a referral from a provider or agency who feels the family could use the services.

Serving Dubuque County Families:

Currently 48 children from 25 families receive 3 hours of care per child, per week, through the respite program. There are 12 approved respite center providers and 7 registered in home providers.

Welcome These New Respite Program

Providers: Child Development Home
Deb Barnett

— Providers —

PLEASE MAKE SURE ALL RESPITE PAYMENTS ARE IN TO KACEY AT CCR&R NO LATER THAN THE 5TH OF EVERY MONTH. IF THE 5TH HAPPENS TO FALL ON A HOLIDAY OR A WEEKEND PLEASE BE SURE TO GET IT IN BEFORE THAT

From the Desk of Nancy Lewis

Executive Director, Project Concern

SUMMER:

S = summer, swimming, swings, sand

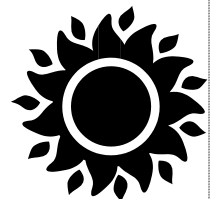
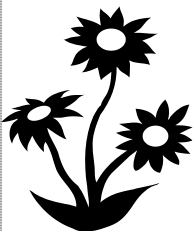
U = umbrellas, ultra violet light, umpire

M = many good times outside playing, music, malts

M = merry-go-round, movies, make-believe, melons

E = earth worms, easy nights, excitement, exercise

R = relaxing, running, riding bikes, roller skating



Fall 2010 Upcoming Trainings

Welcome to Child Care-designed for center staff

July 27, August 3, 10, 17, 24, 31 6:30-8:30 Keystone AEA, 2310 Chaney Rd.

Funding for this program has been made available by IBM, through the IBM Global Work/Life Fund

Injury Prevention for Child Development Homes

August 26, 2010 6:30-8:30 Keystone AEA, 2310 Chaney Rd.

Simply Signing

September 20, 2010 6:30-8:30 Keystone AEA, 2310 Chaney Rd.

SIDS Training

September 21, 2010 6:30-8:30 Keystone AEA, 2310 Chaney Rd.

ChildNet-designed for Child Development Homes

September 23, 30 October 7, 14, 21, 28 November 4, 11, 18, 23
6:00-8:30 Project Concern/Child Care Resource & Referral, 1789 Elm St.

Funding for this program has been made available by IBM, through the IBM Global Work/Life Fund

Welcome to Child Care-designed for center staff

October 5, 12, 19, 26 November 2, 9 6:30-8:30 Keystone AEA, 2310 Chaney Rd

Funding for this program has been made available by IBM, through the IBM Global Work/Life Fund

BEV BOS-How Do Our Children Grow & Creative Art, Music & Language

Saturday, October 16, 2010 9:00-3:00 NICC, Town Clock Center, 680 Main St.

Registration Information will be coming soon!!!

Funding for this program has been made available by IBM, through the IBM Global Work/Life Fund

Ages & Stages

November 16, 2010 6:30-8:30 NICC, Town Clock Center, 680 Main St.

Don't Watch It! DO IT! (Reducing Screen Time)

November 18, 2010 6:30-8:30 Keystone AEA, 2310 Chaney Rd

Science Tales

December 6, 2010 6:30-8:30 Keystone AEA, 2310 Chaney Rd

Medication Administration-designed for Center Staff-ONE STAFF PER SITE-the person attending should be one that administers medication. This is a **5 hour course** with a follow up visit for each participant by one of our CCNC's.

December 14 6:30-9 & December 15 6:30-9 Keystone AEA, 2310 Chaney Rd.

There will be two **PITC Series** classes . Please watch your mail for the brochure and registration information.

Funding for these programs has been made available by IBM, through the IBM Global Work/Life Fund

REGISTRATION INFORMATION: To register for these classes (unless otherwise stated) please call Child Care Referral at 563-557-1628 or toll free at 866-296-5331.



Q.R.S. CONGRATULATIONS!

Congratulations to the following child care providers who have achieved a level on Iowa's Quality Rating Scale! Thank you for your commitment to improving the quality of care for Iowa's children!



Child Care Centers

Level 2

Our Redeemer Preschool
Little Rascals Preschool & Child Care
Little Treasures Preschool & Child Care

Level 3

LaSalle Preschool
St. Anthony's Early Childhood Center
St. Columbkille's Early Childhood Center
Seton Preschool-Farley
Finley/DCY Childcare
Grand View

Level 4

Trinity Early Childhood Center
Dubuque Montessori
St. Mary's Early Childhood Center
Young Uns Childcare Center
Mercy Child Development Center
Shared Visions-WD-Peosta
NICC Childcare Center
Seton Preschool-Peosta

Child Development Homes

Level 1

Abby Ball	Pat Patterson
Alice Washington	Peggy Decker
Dawn Britton	Lisa Molzof
Emily Salow	Debbie Roth
Lori Loes	Maria Jurisic
Linda Neumann	Cristee Miner
Amanda Haas	Toni Eckstien

Level 2

Amanda Crooks	Karen McClain
Mary Gordon	Michelle Rolling
Nikki Elgin	Casey Alexander
Kristine Turner	Linda Stovall
Kerri Kramer	Angie Kluesner
Shawna Clancy	Kayla Ludwig

Level 3

Kim Fisch	Amy Welter
Lynn Goerd	

THESE LISTS ARE CURRENT AS OF OUR PUBLICATION DATE~ANY UPDATES WILL BE MADE IN OUR NEXT NEWSLETTER

For more information on how you can become involved with Iowa's Quality Rating Scale, please contact Mary Janssen at

800/ 475-0804 or 319/ 233-0804 extension 206.

Mary can also be reached by email at mary.janssen@episervice.org.

Online Training Available

People interested in the CDA or needing NAC hours have another option—NAC and CDA-. courses offered online!

Visit the website for Child Care Education Institute at www.cceionline.com for information on more than 100 training classes that may be accepted for both the C.D.A. and N.A.C. credential.

For other DHS approved online options visit the child care provider professional development page on the website of Iowa Department of Human Services at www.dhs.state.ia.us.



Early Childhood Evolution

By Sherri Edwards, Director, Dubuque County Empowerment



“Change is inevitable – except from a vending machine.” – Robert C. Gallagher

Just like everything today, changes are on the horizon for Dubuque County Empowerment (DCE). Some are based on the recent legislative session, and others are due to a constantly evolving environment for early childhood. We can either thrive or resist, but I see much of it as good for communities throughout Iowa. Here are some highlights.

At the State Level

“Every time I find the meaning of life, they change it.” – Anonymous

~If you are just becoming aware of Empowerment and its impact in Dubuque County and across the state, here is some news. The State Empowerment Office in Des Moines soon will have an identity change. State Empowerment is the department that governs all Empowerment areas throughout Iowa. It now will be called **Early Childhood Iowa**.

~Other impending changes include some important tasks: 1) to identify statewide data measures for early childhood programs; 2) to ensure that a majority of family support funding goes to home visitation programs; and 3) to establish data collection on individual children (like school systems already do).

~The overall state goals are to further coordinated efforts for early childhood and to show real results for families. What does this mean for local communities? Clearly there will be an impact, but the state still has much planning to address implementation of changes. The new Early Childhood Iowa will share their progress over the next few months.

At the Local Level

“Life is change. Growth is optional. Choose wisely.” – Karen Kaiser Clark

~As the state addresses its changes, local Empowerment areas have a few, too. Approved legislation now calls us **Early Childhood Areas**. But that doesn't mean necessarily that DCE will change its name. For now, DCE is staying Dubuque County Empowerment.

~But we do want to stay linked in identity with the new Early Childhood Iowa. So, our Community Relations Committee will lead a discussion on this topic, requesting community input in variety of ways. We hope you will contribute to the discussion.

~DCE's main purpose to improve the lives of children age birth to five will remain the same – as well as our locally defined priorities. Our committed board will continue to support quality initiatives for young children and involve community partners in our efforts. However, here are some changes DCE will consider.

~Legislation has set new criteria for remaining a one-county Empowerment area. To remain one county, an area must have a child population of 5,000 or above, which Dubuque County does. If a county is below that number, they must merge with a bordering area.

~Dubuque County has one neighbor – Jones County – that needs to merge. That county is considering their options. DCE has participated by providing information on our area and our supported programs. Now, we will wait to see how Jones County progresses in their planning.

~A few other changes... local boards cannot have a member who also is a service provider (for example, an individual who works at an organization that accepts funds to provide an early childhood program). In addition, a new Levels of Excellence process will help Empowerment areas continually improve.

~The overarching intent of changes is to strengthen Empowerment areas and their accountability. I look forward to sharing more information about our local efforts to move forward.

Our Evolution...

“Change is the essence of life. Be willing to surrender what you are for what you could become.”

– Anonymous

~As you can tell, DCE is facing a shifting landscape. Along with legislated changes, some great new local initiatives are underway, including an upcoming Born Learning campaign, the Children’s Trust, and IBM support for early childhood professional development.

~Born Learning will bring resources to parents and providers to help strengthen early learning opportunities. Children’s Trust will engage business partners to invest in early childhood efforts that enhance what is already underway in our community. As for IBM support, Child Care Resource & Referral will announce what is in store.

~Child care providers have been wonderful in participating in community initiatives (like the Quality Child Care Alliance), and we need your support more than ever in helping our community grow and better serve young children. A strong early childhood system takes many friends at the table. I encourage your questions. Contact DCE anytime at sedward24@aol.com or (563) 588-1620.

Celebrating Literacy

~Dubuque County Empowerment (DCE) has concluded some early literacy projects this past spring. DCE hosted another successful book drive with the support of local businesses. Through sites at Borders, River Lights 2nd Edition, Kendall Hunt, Honkamp Krueger & Co., Project Concern, Four Oaks, and the Mississippi River Museum – citizens from our community donated almost 900 new children’s books.

~These books will be distributed to child care centers and homes participating in the Quality Rating System. It’s DCE’s opportunity to recognize providers who are committed to this quality standard. Thanks go to all who donated books and the business that made the book drive possible.

~New this year, DCE added a “Reading Day” on May 7, also Provider Appreciation Day. At three child care centers – Trinity Square, Hills and Dales, Northeast Iowa Community College – readers spent time with children reading favorite stories. Readers who participated included state legislators Rep. Pat Murphy and Rep. Tom Schueller, plus DCE board members and friends.

~Reading Day was a great way to recognize the importance of early literacy and thank child care providers for their hard work to care for children in our community. DCE hopes to host reading sessions again as there was much interest by both readers and child care sites.

~Sincere thanks to everyone who participated in these efforts.

Be a Part of Kids Expo

~On November 6, 2010, Kids Expo will take place at the Grand River Center. Sponsored by Dubuque County Empowerment and other organizations, Kids Expo is a family fun and resource fair with activities, entertainment, and many booths filled with information on area resources. Admission and all activities are free.

~Kids Expo is a great opportunity for families to learn more about programs and services in the tri-states. Any business or organization can exhibit, including home and center child care providers. For a low fee, exhibitors will showcase their services directly to families of young children. It’s an excellent opportunity to reach target markets in a casual and fun atmosphere.

~Exhibitor brochures will be available soon. For more information, call DCE at (563) 588-1620. See you at Kids Expo!

CPR & First Aid/ Mini—Grant rebate funds are again available! All child care providers in Dubuque County are eligible to apply. Grants are awarded on a first-come, first-served basis while funds last.

Training Rebate Application

Name of Person Taking Class _____

Name of Person/ Business to Receive Rebate _____

(If different than person taking class)

Business Name: _____

Mailing Address _____

(Address the Rebate Check Should be Sent)

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

I am a:

- Registered Child Development Home Registration # _____
 Non-registered family childcare provider
 New provider (no children in care)
 Childcare center staff/ pre-school teacher

Name of center/ pre-school _____

Address of center/ pre-school: _____

Director's Signature: _____

License #: _____

First Aid Rebate — Total Cost for Class \$ _____

CPR Rebate — Total Cost for Class \$ _____

Mini-Conference Rebate — Total Cost for Class \$ _____

Date & Time: _____

Training Held at: _____ Training Taught By: _____

Rebates: \$ 15 for First Aid

 \$ 15 for CPR

 \$ 40 for conference trainings

(Trainings that cost \$10 or less are not eligible for a rebate.)

Directions:

1. Register and pay for your training. **KEEP YOUR RECEIPT. The receipt must list the amount paid for the training & who paid it.**
2. Mail the completed rebate form, a copy of your training certificate or card, and a copy of your receipt to CCR&R, 1789 Elm Street Suite B, Dubuque, IA 52001.
3. CCR&R will submit the rebates for payment on the 10th and 25th of each month. A check will be mailed directly to you.

Important Notice: Rebates are processed on a first-come first-served basis while funds are available. Incomplete rebates will not be honored. Please submit all the required information. Due to the closure of the fiscal year at the end of June, rebates submitted between June 10th and 30th will not be accepted. Please plan your training needs accordingly.

Return to Stephanie VanGroll, Child Care Resource & Referral, 1789 Elm Street, Suite B, Dubuque, IA 52001

Phone: (563) 557-1628 Fax: (563) 588-3982

Infant & Toddler Quality Child Care Assistance Program

What is the Infant and Toddler Quality Child Care Assistance Program?

The Infant and Toddler Quality Child Care Assistance Program is designed to assist working families, families enrolled in educational programs, or families who have been laid off or experienced job loss. It is a short-term program to help families with children age 0-2 years pay for quality child care. The program is available through June 30, 2011 or until funds are expended.

The Infant and Toddler Quality Child Care Assistance Program is funded through a federal allocation from the American Recovery and Reinvestment act of 2009 appropriated to local Empowerment areas by the 2009 Iowa Legislature. In Dubuque County, the Quality Child Care Assistance Program is facilitated by Child Care Resource and Referral. This program is for middle income families who do not qualify for child care assistance through DHS or Promise Jobs.

To qualify for the program a family must:

- Have a child between 0 and 24 months of age that is a U.S. citizen AND that is living with a parent or legal guardian in Dubuque County, Iowa,
- Parent(s) or Guardian(s) must be working or attending school a minimum of 28 hours per week ,
- Parents who have had a recent layoff or job loss may also qualify if actively seeking work,
- Meet income guidelines,
- There must be a need for child care and
- Child care must be provided by an eligible program provider

If you know of a parent or family who might benefit from the Quality Child Care Assistance Program, please refer them to the Child Care Resource & Referral office at (563) 557-1628. The family will be asked a few questions and told over the phone if they are eligible to apply for the funding.

WHAT DO I NEED TO DO TO BE A PROVIDER FOR THE INFANT AND TODDLER ASSISTANCE PROGRAM?

If you are interested in becoming a child care provider eligible to accept families who are part of the Quality Child Care Assistance Program, you must meet a higher standard of care. Eligible providers must agree to abide by program guidelines. They must also be licensed child care centers or registered in home providers. The provider needs to be accredited through the National Family Child Care Association (NFCCA), the National Association for the Education of Young Children (NAEYC), or have achieved level 3, 4, or 5 on the Iowa Quality Rating Scale to participate in the program.

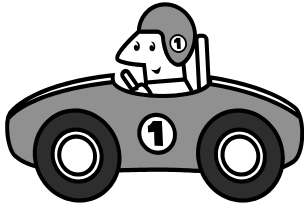
If your accreditation or QRS level expires, you are no longer eligible to participate in the program even if you are working on renewing the certification. You will not be eligible to participate until you have received a new certificate. If you have families that are participating in the program and your accreditation or QRS level expires, the family is responsible for paying the full amount for their child care until you receive a new certificate and submit it to the Child Care Resource & Referral Office. Please keep in mind that it takes six to eight weeks to process a QRS application once the paperwork is submitted. We are **unable** to reimburse providers for the period of time that they did not have a current certificate even if the certificate is backdated. Once a new certificate is submitted, the provider may be eligible to participate in the program again. Please contact Child Care Resource & Referral with any questions!

ATTENTION CHILD DEVELOPMENT HOMES:

IF YOU LIVE IN A HOME THAT WAS BUILT PRIOR TO 1960 IN WHICH LEAD BASED PAINT IS PRESENT SUCH AS PEELING, CHIPPING OR CRACKING PAINT, THERE IS A CLASS THAT YOU NEED TO TAKE PRIOR TO REMOVING THIS PAINT.

NICC IN DUBUQUE IS OFFERING A CLASS "PAINTING, RENOVATION AND LEAD SAFE PRACTICES". THIS IS AN 8 HOUR COURSE, THE COST OF THIS CLASS IS \$249.00. ON THE DAY OF THE CLASS YOU WILL RECEIVE THE PAPERWORK TO BE REIMBURSED FOR THE AMOUNT OF THIS CLASS. (AS FUNDING IS AVAILABLE). NICC IS CURRENTLY TAKING NAMES OF INDIVIDUALS THAT WISH TO ENROLL IN THIS CLASS. PLEASE CALL 563-557-8271, EXT 106. WHEN THEY HAVE ENOUGH PEOPLE INTERESTED IN THIS COURSE, THEY WILL BE SETTING A DATE.

IF YOU LIVE WITHIN THE CITY OF DUBUQUE LIMITS, YOU WILL WANT TO CALL KIM AT THE LEAD POISONING PREVENTION OFFICE AT 563-589-1724. THERE MAY BE GRANTS AVAILABLE FOR REMOVAL OF THE AFFECTED AREA.



TOTES



We were lucky enough to be the recipient of a grant from the Dubuque Rotary Club. We have updated the old totes and have also added new theme totes! Here is a current list of all the totes we have, that can be checked out by centers or in home daycares. Reminder that there is an annual \$10.00 lending library fee for checking the totes out and they may be checked out for 2 weeks at a time.

- | | |
|------------------------------------|---|
| Blocks Tote | Multicultural Tote #1 |
| Bubbles Outdoor Fun Tote | Multicultural Tote #2 |
| Bug Tote | Outdoor Activities Obstacle Course Tote |
| Camping Tote | Outdoor Games |
| Color Tote #1 | Outdoor Music Tote |
| Color Tote #2 | Outdoor Preschool Science Tote |
| Dinosaur Tote | Outdoor Preschool Math Tote |
| Dress Up & Occupation Tote | Ranchers Tote |
| Farm Tote | Safari Tote |
| Feelings Tote #1 | Sand/Beach Tote |
| Feelings Tote #2 | School Age Tote |
| Food Tote | Sea Life Tote |
| Garden Tote | Shake Rattle & Roll Outdoor Activity Tote |
| Health Tote #1 | Space Tote |
| Health Tote #2 | Transportation Tote # 1 |
| Infant/Toddler Tote | Transportation Tote #2 |
| It Takes Two Tote #1(outdoor play) | Tree Tote |
| It Takes Two Tote #2(outdoor play) | Water Tote |
| | Zoo Animals Tote |

Reminder to centers and home providers: if you happen to have totes checked out; if they are past due please return to Child Care Resource & Referral

Dubuque County Empowerment Conference Support Information FY 2010-2011

The Dubuque County Empowerment (DCE) Board has funding to support attendance at early childhood conferences (local, regional, or national). Conference Support funding includes the following criteria:

- *Eligible applicants include DCE Board or committee members; employees of DCE community partner organizations; parents of children age 0-5 who are receiving DCE services; AND/OR child care providers at homes, centers, or preschools.
- *Applicants must state eligibility on the **Application** form.
- *Conferences must address some component of early care, health, or education. A copy of the conference brochure must be included with the **Application**. (Funding cannot be used for college courses, certification, or other ongoing professional development.)
- *Conference Support funds are for up to 100% of approved expenses, if needed. All expenses are subject to approval by DCE.
- *Applicant must complete the entire **Application**, so funds can be approved. Incomplete **Applications** may result in the inability of DCE to fund the conference experience. Decisions of the review committee are final.
- ***Applications** will be processed and funds will be available on first come, first serve basis that is subject to approval. Funds are limited each year and are subject to the all requirements stated here.
- *Funds must be unduplicated and not available from other sources. (However, if an applicant's organization or another source can make a partial contribution, then DCE would pay remaining costs.)
- *Conference Support covers events that take place only during the July 1, 2010, to June 30, 2011, fiscal year. To receive funding, all required documentation/information must be submitted by June 30, 2011, unless prior arrangements are made.
- *Funds can be used for registration/tuition fees, hotel accommodations, travel and transportation costs, meals during the conference (not exceeding \$35 total per day), and other, if approved in advance. Funds cannot be used for alcoholic beverages, incidentals, or entertainment. Meal receipts must include itemization details.

To participate in Conference Support, follow these REQUIRED steps:

- *Before the conference takes place, submit the **Request for Conference Funds Application** and a copy of the conference brochure to the address below. After review, you will receive notification on approval.
- *Register and attend your conference.
- *Afterward to receive your reimbursement, complete and submit all of the following:
 - Reimbursement Form for Conference Support** with adequate documentation plus detailed receipts for all expenses (tape small receipts to 8-1/2 x 11" paper in chronological order).
 - Summary of Conference Experience** describing your personal conference experience, including sessions attended, information learned, and future use/implementation of information.
 - After-the-Conference Questionnaire** with all data completed. Contact DCE for assistance, if needed.
 - Copy of certificate earned OR signed documentation showing your attendance** from conference organizers. Must provide at least one of these.

Send correspondence regarding this funding to Sherri Edwards, Dubuque County Empowerment, 2728 Asbury Road, Suite 500, Dubuque, IA, 52001, sedward24@aol.com, (563) 588-1620.

