



ATTENTION PROVIDERS

- Limited Office Hours for the Public:**

- During the first 4 business days of the month (Not including Holidays or Weekends) during claim time, the office will be open to the public from 10 am-2 pm.
- The office will be open Mondays and Wednesdays from 10 AM-2 PM.
- All other days will be by appointment only.

*** Masks Are Required to Come into the Office!**

- **Calling the Office When You are Closed:** As the holidays are fast approaching, please remember to call the office, text or call your monitor or email when you are going to be closed or when you are not going to be home for a meal time. Please remember to close out when you do not have any outside daycare kids as well. Everyone is required to have 3 reviews a year and you do not want to have a Not Home because you didn't close out.
- **Review Summary Pages and Health and Safety Summary Pages:** Once you have had a review from your monitor, please be on the look out for the review summary page that you will need to sign. **If you are Relative Care, the Health and Safety Summary page will be coming for you to sign as well.** These pages might come through your email with a program called DocuSign, so **PLEASE CHECK YOUR EMAIL REGULARLY.** If you receive the email, please open the document, sign electronically where it shows you to sign and submit the page. That will automatically email the form back to our office. If you do not receive an email with a form to sign, it will be mailed to you. Please sign the form and mail it back to the office or drop it in our drop box. **It is very important that we receive these signed forms back in a timely manner!**
- **New Monitor:** We are happy to introduce a new monitor to our CMA family, Kelly Nguyen. Kelly speaks Vietnamese and English. Kelly's CMA email is kellyn@cmautah.net.

Holiday Hours

The Office will close at 2:30 on Dec. 23 and Dec 31.

The Office will be closed on Dec. 24, Dec 25 and Jan 1.

Claim Due Dates

Please remember you have 4 business days to turn your claim in on time.

Dec	Thurs. Jan 7	Feb 20
Jan	Thurs. Feb 4	March 20
Feb	Thurs. Mar 4	April 20

RENEWALS

Remember to be on the look out for your renewals that come in the mail. Turning these in on time will keep your claim from being put on hold.

- **Enrollment Renewals: Last Names Starting with A, J, K, Z**
- **Income Eligibility Form**
- **License/Relative Cert**
- **CPR and 1st Aid**



Merry
Christmas

Happy
Holidays!



Materials:

- Paper Plates
- Construction Paper– Red and Green
- Scissors
- Glue (Liquid and glue sticks)
- Small Red Pom Poms

**Paper Plate
Christmas
Wreath**



Directions:

1. Start by cutting out the middle of the paper plates, but be sure to keep the outside edge intact.
2. Next, cut strips of green paper and then cut those strips in half.
3. Using a glue stick, apply glue to one end of the green paper strip and glue the ends together making a paper roll. You will need several of these green paper rolls.
4. Using a glue stick, glue all the way around the paper plate edge.
5. Place the green paper rolls on the glue around the paper plate edge creating the green part of the wreath.
6. Cut out bows from the red construction paper.
7. Glue the red bow to the bottom of the wreath on top of the green paper rolls.
8. Using small dots of liquid glue, glue a red pom pom on each green paper roll.
9. Hang up this cute Christmas craft and enjoy!



Fruit Candy Canes



Holly Jolly Christmas Snack Ideas

Materials: Bananas and Strawberrys

Slice some bananas and strawberries. Have the kids alternate placing banana and strawberry slices in the shape of a candy cane. Enjoy this simple and fruity holiday treat!

Pita Bread

Christmas Trees



Materials: Pita Bread, Pretzel Sticks, Guacamole, Red Bell Pepper

Cut the pita bread into triangles. Insert a pretzel stick into the bottom of each triangle to be the tree trunk. Chop the red bell pepper into very small pieces. Spread some guacamole onto each pita wedge to make the green of the tree. Sprinkle the red bell pepper on the guacamole to be the Christmas lights. Enjoy this unique and festive snack!