



Child Management

Associates

8831 S. Redwood Rd.

Suite D1

West Jordan, UT 84088

Reminders

- **Claim Error Reports:** Please make sure you are checking your Claim Error Reports **EVERY MONTH!** Here are the steps to find your Claim Error Report on KidKare.
 1. Log into your KidKare account.
 2. Find the option "Reports" on the left hand side of your screen. Click on Reports.
 3. In the drop down box, select "Claim Statements."
 4. In the second drop down box, select "Claimed Summary and Error Report."
 5. Select the claim month you would like to view and click the "Run" button. This will create a PDF of your Claim Error Report which you can now view or print.

If you find you have errors that need to be fixed, please contact the office!

- **Calling and closing for Holidays:** The holidays are here! If you are going to be closed or leaving your home, please make sure to call/email the office or call/text your monitor to close out. If we have not heard from you and you are not answering the phone, or you are not home when your monitor comes to your house, you will receive a Not Home Corrective Action.

Turn your claims in ON TIME!!!

Claims are **DUE on the 4th business day of the month** not including holidays and weekends!

We give you until **9:00 AM on the 5th business day** to get your claims turned in before they are considered late!

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 Renewal Last Names Starting With: A, J, K, Z
- Income Eligibility Form
- License/Relative Cert
- CPR and 1st Aid

Claim Due Dates

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

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|------|--------------|----------|
| Dec. | Thurs. Jan 7 | Feb 20 |
| Jan. | Fri. Feb 7 | March 20 |
| Feb. | Fri. March 7 | April 20 |

This institution is an equal opportunity provider.

Holiday Hours

The Office will close at 2:30 on Dec. 30.

The Office will be Closed on Dec. 24, 27, and 31.

Merry Christmas



Materials:

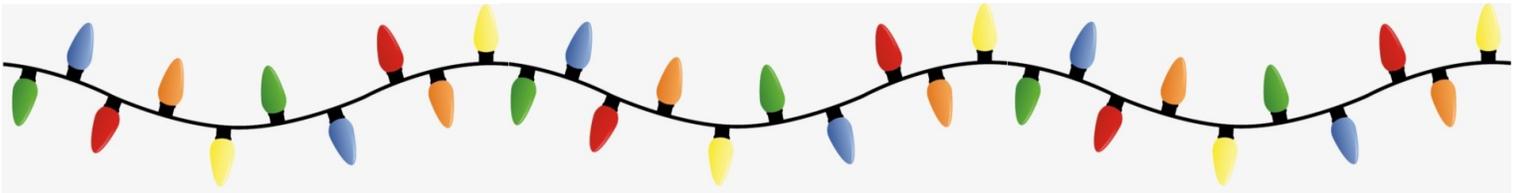
- Paint Pens (Various Colors)
- Mini Terra Cotta Pots
- Ribbon
- Small Craft Bells
- White Acrylic Paint
- Paint Brushes
- Mini Bell

Gingerbread House Ornament



Directions:

1. Outline the snow drips at the top of your terra cotta pot with a white paint pen.
2. Fill in your design with the white paint pen, leaving the very top of the pot blank. To save on ink you will paint the top white later.
3. Next, using the colorful paint pens, add the door and a window. You can add some decorations around the door and window as well.
4. Now it's time to draw the candy decorations such as lollipops, and gumdrops with the paint pens.
5. Once the kids have finished creating their candy design, they can paint the top and bottom of their gingerbread houses using the white acrylic paint and a small paintbrush. Paint the top first and let it dry before painting around the bottom of the pot.
6. To make it into an ornament, take some ribbon and double knot one end. Thread the other end through the top of your pot. Add on a mini bell and tie a knot at the top to finish it off.
7. Enjoy this fun holiday craft and decoration!



Celery Rudolph



Fun and Festive Christmas Snack Ideas

Materials: Celery Sticks, Pretzel Twists, Peanut Butter, Fresh Cranberries, Candy Eyes

First, cut your celery into 3-4 inch sticks. Fill the celery sticks with peanut butter. Next, break your pretzels in half and place them near the top of the celery to be the antlers. Then add 2 candy eyes and a cranberry for Rudolph's nose. Enjoy this cute and festive snack!

Santa Toast



Materials: Whole Wheat Bread, Peanut Butter, Bananas, Strawberries, Blueberries

Start by slicing the bananas and the strawberries. Toast the whole wheat bread and place the toast on a plate. Spread some peanut butter on the toast. Place two blueberries to be Santa's eyes, and one blueberry to be the nose. Surround the blueberries with the banana slices to make a beard and hair on the bread. Place strawberry slices above the toast in the shape of a Santa hat. Place one small slice of banana at the very top of the hat. Enjoy this fun holiday breakfast!