



Child Management

Associates

8831 S. Redwood Rd. Suite D1

West Jordan, UT 84088

Phone: 801-566-1007

Website: www.cmautah.net

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!**

- **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! If we do not receive them back, your claim may be put on HOLD!**

- **Days You CANNOT Claim: Remember, you CANNOT CLAIM New Year's Day, Easter, Thanksgiving and Christmas Day!**

Claim Due Dates

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

Jan	Thurs. Feb 4	March 20
Feb	Thurs. Mar 4	April 20
March	Tues. April 6	May 20

Holiday Hours

The Office will close at 2:30 on Jan 15.

The Office will be closed on Jan 1, and Jan 18.

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 G, H, L, U**
- **Income Eligibility Form**
- **License/Relative Cert**
- **CPR and 1st Aid**

HAPPY NEW YEAR!



Materials:

- Paper Plates
- Construction Paper— Orange, Black, Various Bright Colors
- Scissors
- Glue
- Black Marker

Rocking Paper Plate Snowman



Directions:

1. Fold the paper plate in half. Cut along the fold to get two equal pieces.
2. Take one half of the paper plate, roll it into a cone.
3. Apply glue on one end, glue together into a cone shape and hold together until the glue sets.
4. Draw eyes and buttons with a black marker.
5. Cut out a carrot nose shape out of orange paper.
6. Glue the carrot nose under the eyes.
7. Draw mouth with a black marker.
8. Cut a scarf out of the bright construction paper and glue it on the paper plate snowman.
9. Cut a hat shape out of black paper.
10. Cut a paper ribbon from the bright construction paper and glue it to the black paper hat.
11. Glue the hat on top of your rocking paper plate snowman.
12. Have fun playing with your rocking paper plate snowman!



Ritz Cracker Snowman



Super Snowman Snack Ideas

Materials: Ritz Crackers, Cream Cheese, Raisins and Carrots

Start by laying out three Ritz Crackers in a vertical line. Spread some cream cheese on each cracker to make the snow. Place two raisins on the top cracker for eyes. Place four raisins on the second and third crackers to make the buttons. Cut a small triangle from a carrot and place under the eyes to make the nose. Enjoy this cute winter snack!

Fruit Skewer Snowman



Materials: Bananas, Carrots, Strawberries, Green Grapes, Skewers

Cut the bananas into thick slices. Place three banana slices on each skewer. Slice the strawberries in half and place one half on each skewer, on top of the bananas. Cut the green grapes in half and place one half on each skewer on top of the strawberry. Cut the raisins to make them a little smaller. Place two pieces of raisins on the top banana to make the eyes. Place more of the raisin pieces on the other banana slices to make the buttons. Cut the carrots into small triangles. Place a carrot triangle under the eyes to make the nose. Enjoy this fruity winter treat!