



Child Management

Associates

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## 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 Heath and Safety Summary Pages:** Once you have had a review from your monitor, please be on the look out for the review summary page and the heath and safety summary page that you will need to sign. 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!**

### Holiday Hours

The Office will close at  
2:30 on Nov. 10 and  
Nov. 25.

The Office will be  
closed on Nov 11, Nov  
26 and Nov 27.

### Claim Due Dates

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

Nov	Fri. Dec 4	Jan 20
Dec	Thurs. Jan 7	Feb 20
Jan	Thurs. Feb 4	March 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 N, Q, V, W
- Income Eligibility Form
- License/Relative Cert
- CPR and 1st Aid



**Materials:**

- Pinecones (Real or Fake from the craft store)
- Paint (Red, Yellow and Orange)
- Paint Brushes
- Tan Craft Pom Poms
- Googly Eyes
- Orange and Red Felt
- Glue

### Painted Pinecone Turkey



**Directions:**

1. Start by cutting the very top off of the pinecone.
2. Next, have the children paint the pinecone in the different colors to make the feathers.
3. Cut the orange felt into small triangles that will fit on the small tan pom pom. This will be the beak.
4. Cut the red felt into small oval like shapes to be the turkey's wattle.
5. Glue the googly eyes to the tan pom pom.
6. Underneath the google eyes, glue the orange beak.
7. Glue on the red wattle next to the turkey's beak.
8. Once the pinecone paint is dry, glue the pom pom head onto the spot where the top pf the pinecone was.
9. Enjoy your creative Thanksgiving turkeys!



## Thanksgiving Snack Ideas

### Turkey, Cheese and

#### Veggie Snack



**Materials:** Whole Wheat Ritz Crackers, Sliced Turkey, Sliced Cheese, Red, Yellow and Orange Bell Peppers, Baby Carrots, Edible Eye Candy, Small Circle Cookie Cutter.

Use the circle cookie cutter to cut the slices of turkey and cheese into circles that will fit on the Ritz cracker. Put a Ritz cracker on a plate. Place the turkey circle on the cracker and place the cheese circle on top of the turkey. Cut the bell peppers into slices. Place the bell pepper slices on the plate above the cracker. Cut the carrots into small semi-circles. Place the carrot semi-circles on the plate under the cracker for the feet. Cut a triangle out of a carrot for the beak. Place the candy eyes on the cheese and place the carrot triangle under the eyes. This completes the turkey snack! Enjoy!

### Peanut Butter

#### Pretzel Turkeys



**Materials:** Peanut Butter, Pretzel Sticks, Candy Eyes, Raisins, Sunflower Seeds

Start by using a cookie scoop to scoop out little balls of peanut butter onto plates. Have the children stick pretzel sticks into the peanut butter balls to make the feathers. Next, have the kids place two candy eyes, a sunflower seed for the beak and a raisin next to the sunflower seed on the peanut butter ball. Watch as the kids gobble up this cute turkey snack. Enjoy!