



## Reminders

- **We are no longer using DocuSign to send Review Summary Pages to be signed. We are using HelloSign:**
  - \* Once you have had a review from your monitor, please be on the look out for the review summary page and the health and safety summary page that you will need to sign. These pages will come through your email with a new program called **HelloSign**, 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!**

- **Calling and closing for Holidays:** The holidays are fast approaching. 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!

#### **Holiday Hours**

**The Office will close at 2:30 on Nov. 10 and Nov 24.**

**The Office will be closed on Nov 11, Nov 25 and 26.**

#### Claim Due Dates

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

Nov.	Mon. Dec 6	Jan 20
Dec.	Thurs. Jan 6	Feb 20
Jan.	Fri. Feb 4	March 20

This institution is an equal opportunity provider.

#### 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: N, Q, V, and W**
- **Income Eligibility Form**
- **License/Relative Cert**
- **CPR and 1st Aid**

# Happy Thanksgiving

## Materials:

- Blue Cardstock
- Small Wood Craft Puzzle Pieces
- Brown Paper Lunch Sack
- Small Paper Plate
- Paint Brush
- Red, Yellow, Green and Orange Paint
- Plastic Fork
- Glue

## Puzzle Piece Fall Tree



## Directions:

1. Start by making the tree trunk and branches out of a brown paper lunch sack by cutting strips from the paper bag, a larger strip for the trunk, smaller strips for the branches. Scrunch them up and glue them onto your blue piece of cardstock paper.
2. Squirt some red, yellow and orange paint on a paper plate and use a paint brush to swirl them together.
3. Dab the paint brush into the swirled paint mixture and dab onto the puzzle pieces. If you don't dab onto the puzzle pieces, you won't get the swirl effect.
4. Once you have painted all of the puzzle pieces, set them aside to dry.
5. Put some green paint on a paper plate and use a plastic fork to make grass at the bottom of the blue cardstock.
6. Once the puzzle pieces are dry, glue them to the blue cardstock to make the colorful leaves of the tree.
7. Enjoy this unique fall craft!



## Fruit Cornucopia



**Materials:** Waffle Cones, Apples, Clementines, Grapes

Start by slicing the apples into little slices. Peel and separate the clementines. Fill each waffle cone with the apple slices, the clementine pieces and the grapes. Enjoy this cute and healthy Thanksgiving snack!

## Waffle Turkey



**Materials:** Whole Wheat Toaster Waffles, Whole Wheat Mini Toaster Waffles, Cantaloupe, Strawberries, Pineapples, Candy Eyes, Kitchen Scissors

Start out by toasting the waffles. Place a whole wheat waffle on a plate. Add a mini waffle on top for the head. Cut 2 more mini waffles using kitchen scissors to make the wings & place them on the sides of the big waffle. Cut the fruit into slices and place the slices on the plate above the big toaster waffle. Use small pieces of the cantaloupe to make the beak & feet. Add on edible eyes & that's it! Enjoy this festive and fun Thanksgiving breakfast idea!