



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!**

CMA Emails

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Claim Due Dates

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

Oct	Thurs. Nov 5	Dec 20
Nov	Fri. Dec 4	Jan 20
Dec	Thurs. Jan 7	Feb 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 T
- Income Eligibility Form
- License/Relative Cert
- CPR and 1st Aid

Materials:

- Plastic table cloths
- Large towels
- A large basin or two
- Large bowl for rinsing
- Warm water
- Dish soap
- Toys
- Scrub Brushes

Directions:

1. Place the plastic table cloths on the floor.
2. Place large towels on top of each table cloth to help soak up water spills.
3. Place a basin of warm water and dish soap on each towel.
4. Place a large bowl of clean water on the table cloth for the kids to rinse the toys.
5. Let the toy washing begin!

Indoor Toy Wash

Setting up an indoor **toy wash** is a fun way to combat germs, and to clean your toys during cold and flu season. It's a great way to clean and sanitize toys in a childcare setting AND a fun way to get the kids involved and to keep them entertained when you're stuck inside on a snowy or rainy day.





Materials:

- Large Paper Plate
- Black Craft Paint
- Paint Brush
- Small Loose Star Glitter
- Cardstock: White, Yellow and Brown
- Black Marker
- Scissors
- Glue
- Stapler
- Large Halloween Stickers

Directions:

1. First have children paint their paper plate completely black.
2. Sprinkle some star glitter on top for added sparkle in the night.
3. Trace each child's hand on a white piece of cardstock. Cut out the hand to make the handprint ghosts.
4. Using a black marker, draw on "ghost faces" on each finger of the handprint.
5. Using the yellow cardstock, cut a large, circular moon shape.
6. Out of the brown paper, cut out a small rectangle that will be the dirt that holds the pumpkins.
7. Go ahead and add a line of pumpkin stickers on the brown paper piece.
8. Now we are ready to assemble our craft! Grab your painted paper plate, all the paper pieces, glue and stapler.
9. Start off by gluing the moon, towards the top, of the black painted paper plate.
10. Next, glue the handprint ghost cutout in the center.
11. Finally, staple the "line of dirt and pumpkins" on the bottom of the decorated paper plate.



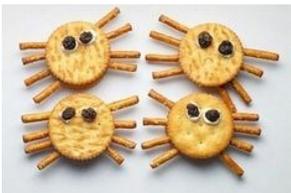
Pretzel and Cheese Witch Broom Sticks



Materials: Pretzel Sticks, String Cheese, Fresh Chives (optional)

Cut the string cheese sticks into thirds. Spread apart one end of each of the cheese thirds into thin strands until it looks like a broom end. Be sure not to pull the cheese all the way apart. Poke a pretzel stick into the solid end of the string cheese. Optional: Using a small piece of chive, tie the chive around the cheese and pull off the ends. Enjoy this simple but wickedly delicious snack!

Spider Cracker Snack



Materials: Round Crackers, Pretzel Sticks, Peanut Butter, Raisins

Spread the peanut butter on two crackers so it is thick enough to secure the pretzels. Break 4 pretzel sticks in half. Place the 8 pretzel halves on one of the crackers in the peanut butter to look like spider legs. Take the second cracker and place it onto of the other cracker, sandwiching in the pretzel sticks. Dip 2 raisins into the peanut butter and place on the outside of one of the crackers to be the spider's eyes. Enjoy this creepy, crawly Halloween snack!