



Child Management

Associates

8831 S. Redwood Rd. Suite D1

West Jordan, UT 84088

Phone: 801-566-1007

Reminders

Renewals:

- Please make sure to turn your renewals in **ON TIME!!!!**
- When filling out the Renewal Forms, please make sure to **FILL OUT THE ENTIRE FORM!** Forms that are incomplete will be returned to the provider to be completed and will be considered late!
- **All Renewals must be SIGNED, DATED and RETURNED to CMA DURING THE MONTH OF EXPIRATION!!! (EX: If you expire in October you need to sign, date and return your renewals in October!)**

Answering your phone: Please remember to answer your phone when your monitor calls. If you miss a call or a text, please call or text back in a timely manner. We need to be able to get ahold of you! If you need your monitors number, please let us know and we are happy to give it to you.

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 be closed
on October 11.

CMA Office Hours

The office is open
Monday– Thursday from
9:00 AM– 4:30 PM.

Claim Due Dates

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

Oct.	Thurs. Nov 4	Dec 20
Nov.	Mon. Dec 6	Jan 20
Dec.	Thurs. Jan 6	Feb 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: T
- Income Eligibility Form
- License/Relative Cert
- CPR and 1st Aid



Materials:

- White Cardstock
- Elmer's Liquid Glue
- Cotton Balls
- Black Construction Paper
- Scissors
- Black Yarn
- Hole Punch

Directions:

1. Start by drawing the outline of a ghost on the white cardstock.
2. Cut out the outline of the ghost.
3. Punch a hole at the top of the cardstock ghost.
4. Using the liquid glue, glue the cotton balls to the cardstock ghost. Make sure to cover all the cardstock except for the hole.
5. Cut eyes and a mouth from the black construction paper.
6. Glue the eyes and mouth onto the cotton balls.
7. String a piece of yarn through the hole and tie the ends together to make a loop.
8. Hang up these spooky and cute Halloween decorations.



Baked Ghost Chips



Spooky Halloween Snack Ideas

Materials: Whole Wheat Tortilla, Olive Oil, Salt, Ghost Cookie Cutter, Cooking Spray, Salsa

Preheat the oven to 375 degrees. Lightly spray the cooking spray on a cookie sheet. Use the ghost cookie cutter to cut ghosts out of the whole wheat tortillas. Place the tortilla ghosts on the cookie sheet. Add a tiny bit of olive oil to the chips and sprinkle with salt. Bake at 375 for 5-7 minutes until the tortilla chips start to lightly brown. Serve with salsa and enjoy this cute Halloween snack!

Celery Mummies



Materials: Celery Stalks, Sliced Ham, Cream Cheese, Dried Cranberries

Slice the celery stalks into smaller sticks. Spread some cream cheese into each celery stick. Cut the ham slices lengthwise into strips. Cut the strips of ham crosswise into 1 inch pieces. Place the 1 inch ham pieces over the cream cheese to look like bandages. Use a knife to tuck in the ends of the ham along the celery edge. Cut the dried cranberries into small pieces. Place two pieces of dried cranberry between the ham "bandages" to make eyes. Enjoy this delicious Halloween snack!