

Wildwood *at home* September 2014

800-223-0557 / 303-730-0460

www.wildwoodonline.org

PRESIDENT'S MESSAGE

If you file your claim on the Internet, we have exciting news!

You will no longer have to use the three part paper Child Enrollment Forms (CEF). The Colorado Dept. of Public Health and Environment (CDPHE) has approved the use of electronic CEF's. The instructions are as follows:

Print a blank enrollment form.

This can be found on Minute Menu Kids Pro by clicking on:

- Reports > Child Information > blank enrollment worksheet. Have the parent complete the worksheet.
- OR you could complete the information directly into Minute Menu Kids Pro with the parent's help.

Enter the information into Minute Menu (as per usual).

While in Minute Menu click on:

- Children; Enroll Child and complete all of the enrollment process.

Print the Enrollment Report.

From Minute Menu Kids Pro by clicking on:

- Reports > Child Information > Enrollment Report.
- Click on the drop down box for Select a Name.
- Highlight the child and click View Report.
- Print the report and have the parent review for accuracy.
- Have the parent sign and date (using the effective date).

The Enrollment report must be sent into the Wildwood office so that the child can be activated.

- You may fax, scan & email, or use snail mail.

To renew a CEF complete the following steps:

Print the Enrollment Renewal Report by clicking on:

- Reports > Child Information > Enrollment Renewal Report.
- Have the parent review the information to make sure it is current or update any outdated information. This can be done right on the Enrollment Renewal Report. The parent must sign and date (using the effective date).
- The Enrollment Renewal Report must be sent into the Wildwood office (you may fax, scan & email, or use snail mail) so that the child can be renewed or reactivated.

This process will save you time and postage! You will no longer have to mail all the CEFs in! If you are not currently claiming online and would like to begin - please contact your Program Representative to get started!

Kati Wagner



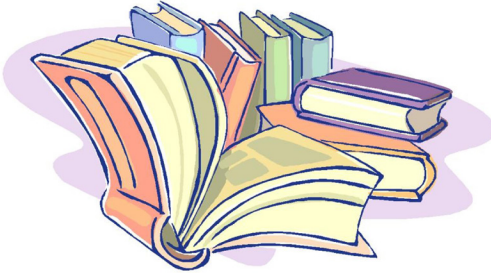
Just a Reminder.....
The last day we can
accept **original**
June claims or
upward revisions is
September 22, 2014.

Everyone at Wildwood would like to wish a very **Happy Birthday** to the following providers with September birthdays:

Linda Alvarez, Julia Ambriz, Catherine Andersen, Sharon Austin, Stacey Barnum, Crystal Besse, Belinda Brade, Veronica Caraveo-Chavarria, Angela Castillo, Emelda Cecava, Tamara Chandler, Joann Clark, Christie Cox, Kimberly Davenport, Bonnie Dicamillo, Deborah Ann Ervin, Sally Eskew, Lenee Foley, Michelle Franklin, Connie Gilliland, Irene Gilman, Yolanda Gonzales, Sandra Griego, Ednajeane Griffin, Paula Hall, Sarah Hewitt, Kellie Higgins, Cassandra Hleovas, Donna Hoffman, Linda Jenkins-Espinosa, Susan Johnson, Deborah Jump, Mira Killmeyer, Lisa Laird, Lori Luzano, Debbie Martinez, Deanna McCarty, Patricia Medina, Katheryn Ohlerking, Mary Pearson, Mary Perryman, Danielle Pratt, Linda Ransom, Rebecca Reeder, Leila Reynolds, Lynette Ross, Evangelina Sanchez, Heide Schumm, Karen Shifflett, Judy Smith, Anella Stasica, Pamela Stone, Cynthia Strecker, Deborah Swearingen, Stacey Tonozzi, Lori Traudt, Shae Vigil, Lee Ann Woosley

Wildwood CACFP would like to take a moment to thank all of the providers who joined us at our 2014 Annual Child Care Conference. You always make our day brighter and the atmosphere energetic! We hope that it was a fun, informative, and a worthwhile experience! We hope to see you all again next year!!

CLAIMS CORNER



If your license was due for renewal in August, Wildwood must have a copy of the license with the 2015 sticker attached before we can request funds to pay your claim. Please mail, email or fax a copy to the office. Watch for your continuation notice to arrive in the mail and act on it as soon as possible.

School has started. Which means that enrollment forms for children moving from kindergarten to first grade need to be updated. Once they have been updated please send the enrollment forms or the kindergarten letter (green) for children starting kindergarten. Also, please remember to send a school calendar if possible. You need to mark on your claim that school is out or tell us on the claim information form that school is out (every month). The calendar is only a backup for your file.

Kindergarten forms can be printed off by going to www.wildwoodonline.org (click on news then on forms & documents). These do not have to be green.

Thank you and have a great month!



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Have you checked out the Wildwood Facebook? We have recipes, activities and some great information. Find us, like us and keep an eye on us. We will be running contests and you won't want to miss out! You can find our page at www.facebook.com/wildwoodcacfp

~ Wildwood Resources Update ~

Have you visited website and store?

It's now easier than ever to get all of your continuing education credits! Wildwood Resources is pleased to announce that our correspondence courses are now available as online training courses!

Check out our updated store www.wildwoodonline.org/store

Go explore and let us know what you think!

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