

# Licensed Child Care Home Advisory Committee

## Meeting Minutes

Tuesday, July 22, 2014

**Office of Early Childhood Staff Present:** Debbie Sampson and Beth Barrett

**Resource & Referral Staff Present:** Melissa Chalman - IACCRR

**Advisory Board Members Present:** Sabrina Chase, Tammy Dunn, Marci Graves, Ginny Harman, Latrina Johanning, Coleen Land, Stephanie McKinstry, Lois Noggle, Jennifer Quartucci, Joey Scherschel-Buckles, and Eryn Wolf

**Advisory Board Members Absent:** Noel Hanson, Tamela Hunt, Rebecca Kenworthy, Michelle Roberts-Schneider, and Maria Wynne

### Local Legislative Business:

- The committee welcomed Beth Barrett, a Pre - K program manager from the office of FSSA.
- Indiana's Pre - K pilot program counties have been chosen in April 2014. Counties that have been awarded grant funds are: Allen, Jackson, Lake, Marion and Vanderburgh counties.
- It is to be noted that parents of children of pre - k children will receive the grants and not the provider.
- The program funds are allocated to accredited private schools, public schools that have achieved level 3 or 4 in Paths To QUALITY, and community based early education providers who have achieved Level 3 or Level 4 in Paths to QUALITY, and Indiana's voluntary child care quality rating and improvement system.
  - (Stephanie McKinstry) Will there be any funds allocated for cross training? (Beth Barrett) There is no other Early Education Matching Grants available at this time. Home providers that have achieved level 3 or 4 status in Paths To QUALITY™ and are an LLC could apply for the next round available in the fall. Pre-k grants could be used by a family in a family child care provider that have achieved level 3 or 4 status in Paths To QUALITY™ and provide qualified early education services to eligible 4 year old children.
  - (Coleen Land) How would parents with pre - k children get information about providers that are on the list to take children enrolled in the pre - k program? (Beth Barrett) A lot of policies are not in place yet, but we will inform families as soon as we know more. The main goal was getting the five (5) counties into the program.
- FSSA is working to implement the major design phases of the program, which include devising plans for the longitudinal study for students, monitoring the design and implementation of a new kindergarten readiness assessment and the program accountability system, establishing guidelines and activation of fundraising activities, and making modifications to interagency IT and staffing infrastructure to support the pilot program.
- The Early Education Matching Grant program has a second round of funding from the general assembly later this year. Our goal is for these 2 grant programs to be so successful that it will continue and eventually be offered State wide.
- This pre- k Scholarship program takes Indiana out of one (1) of nine (9) States that do not fund Pre - K programs.
- For more information or questions, contact Beth Barrett at:

**Beth Barrett**

Pre-k Program Manager  
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### **Bureau Business:**

- All Providers should have received a letter in the mail from the Secretary of FSSA and the State Fire Marshal via the Bureau of child care now named the Office of Early Childhood and Out of School Learning, regarding fire drill evacuations. Debbie Sampson informed the committee that during annual visits from home licensing consultants, a fire drill will be performed. The goal is to see how well provider and or staff and the children in the providers care evacuate the facility, how well the children react to a fire drill and this will also show the provider and staff which child needs extra help to evacuate.
  - (Tammy Dunn) A bag or backpack can be used to carry vital information, such as; emergency contact information, and enrollment information. A wagon can be used to transport infants or mobile infants. It's important to have child care clients update emergency contact information at least twice a year.
  - (Latrina Johanning) Emergency preparedness webinars are available on the IACCRR website for anyone who wants to better understand practices involving fire drill, and other emergency situations.
- Debbie Sampson commented that provider and or staff should make sure to have attendance sheets and emergency numbers with them during any evacuation. If the provider does not have enough car seats at the child care facility to transport the children to an alternate shelter, a vehicle that is parked far enough away from the facility can be used as shelter. The provider can also designate a safe place such as a neighbor's house for shelter. Evacuation Cribs can also be used and are designed for evacuating multiple children and easy transport.
  - (Stephanie McKinstry) Do the license consultants want to see the children evacuate to the safe place? (Debbie Sampson) If close by then that's fine. Fire drill should be exactly as if it were a real fire.

### **Committee Business:**

- Tammie Dunn informed the committee that she is stepping down as the committee chairman. Tammie Dunn stated, do to personal reasons and family obligations she thought it best to elect another chairperson. Tammie Dunn stated that she would like to stay on as a member.
- The committee has elected Stephanie McKinstry as the new chairman and Tammy Dunn as the new vice chairman. **Motion Was Carried.**
  - (Stephanie McKinstry) What do the duties of the chairman entail? (Debbie Sampson) the positions of both chairman and vice chairman will work together and attend the child care committee meeting, report childcare issues and any new issues the committee wants to work toward.
- Debbie Sampson asked the members to look back at the past meeting minutes and decide what can be discussed, as well as any new topics. Please have topics for discussion available by the next meeting on October 28<sup>th</sup>.

**Old Business:** Debbie Sampson made a motion to approve the minutes from the April 2014 meeting, and it was seconded. **Motion Was Carried.**

### **Adjournment:**

A motion was made to end the meeting. The meeting started at 1:00 p.m. The meeting was adjourned at 1:52 p.m. **Motion Was Carried.**