

Appendix A

Guide to Floor and Wall Coverings

General Guidelines

- Because solid colors reveal every stain and mark, choose a carpet, vinyl or linoleum that is mottled or flecked.
- Choose subdued patterns and colors that will make the room look larger, help create a calmer environment and reduce over-stimulation.

Carpeting

- Good quality, thick, dense carpet is more durable and responds to cleaning better than thinner carpets of lesser quality. Look for at least a 5-year warranty. A ten-year warranty is preferred.
- Carpeting adds softness, a major indicator of program quality.
- Large remnants, bound at the edges, can also be used.
- Nylon carpeting or blends that are mainly nylon, with a minimum of 26-ounce face weight, are the best choice.
- Use water-based glues that are non-toxic.
- Use padding under all carpeting. The padding should be made from natural materials.

Flooring for messy and eating areas

- Consider both vinyl resilient flooring (a synthetic material) and linoleum (made from natural products).
- Vinyl and linoleum with a matte finish is less slippery.
- Tile is generally too slippery for this area.

Tile floors (for bathrooms)

- Avoid large ceramic tiles in classrooms and bathrooms since they are too slippery when wet.
- Smaller tiles are less slippery because they have more grout surface.
- Matte surface tiles are less slippery than glazed finishes.
- Look for tile with a Slip Resistance/Coefficient of Friction Rating: Wet: .60 Dry: .70 which is required for commercial applications to meet or exceed ADA (American with Disabilities Act) Guidelines.

Bathroom walls

- A basic ceramic tile is recommended for this grant. These tiles are functional and reasonably priced.
- The grant reviewers will be looking for waterproof wall coverings in the bathroom. Other waterproof wall coverings may be good choices.

Appendix B Chair and Table Chart

It is best to purchase a few sizes for each room. The following percentages are guidelines you may use.

Seat height (inches)	5	6 ½	8	10	12	14	16	Adult
Table height (inches)	12	14	16	18	20	22	24-26	26-30
12 to 24 months	20%	80%						
2 year olds		20%	60%	20%				
3 year olds			20%	80%				
4 year olds				40%	60%			
5 year olds					100%			
6 year olds					50%	50%		
7 year olds					20%	80%		
8 year olds						80%	20%	
9 year olds						40%	60%	
10 year olds							100%	
11 year olds							80%	20%
12 year olds							20%	80%

YOU NEED TO MATCH THE CHAIR SIZE TO THE TABLE SIZE. The chair should be about 8 inches shorter than the table. For example, if you are buying chairs that are 9 inches, your table should be 17 inches tall. If your table is 20 inches high, the chairs should be 12 inches high.

Appendix C

Well-Known Early Childhood Catalog Companies (alphabetical list)

Company	Types of Catalogs	Phone number	Web site
ABC (School Specialty)	Furniture, general supplies & equipment	1-800-669-4222	www.abcschoolsupply.com
Childcraft (School Specialty)	Furniture, general supplies & equipment	1-800-631-5652	www.childcraft.com
Community Playthings	Primarily beautiful furniture, dividers	1-800-777-4244	www.communityplaythings.com
Constructive Playthings	Furniture, general supplies & equipment	1-800-448-4115	www.constplay.com
Creative Diversity	Books, dramatic play, music, pictures	1-888-802-9431	www.creativediversity.com
Culture for Kids	Books, music, games for all ages	1-800-765-5885	www.cultureforkids.com
Discount School Supply	Furniture, general supplies & equipment	1-800-627-2829	www.discountschoolsupply.com
Discovery Toys	Educational toys and games		www.discoverytoys.com
Early Childhood Manufacturers' Direct	Furniture, general supplies & equipment	1-800-896-9951	www.ECMDstore.com
Environments	Pre3Child (infant – 2 yr. olds); Preschool	1-800-342-4453	www.eichild.com
Harrison and Company (new to list)	Home-like furniture, equip & materials with unique items in science, dramatic,	1-888-345-4005	www.harrisonandcompany.com
Hatch	Furniture, general supplies & equipment	800.624.7968	www.hatchearlychildhood.com
Kaplan	First Three Years – good variety Preschool	1-800-334-2014	www.kaplanco.com
Lakeshore	Furniture, general supplies & equipment	1-800-421-5354	www.lakeshorelearning.com
Play With a Purpose	Good variety of gross motor & outdoor equipment	1-888-330-1826	www.pwaponline.com
School Specialty	Furniture, general supplies & equipment	1-800-631-5652	www.schoolspecialtyonline.net
Redleaf Press	Resource books for directors & caregivers,	1-800-423-8309	www.redleafpress.org
Gryphon House	Resource books – see above	1-800-638-0928	www.ghbooks.com
NAEYC	Resource books – see above	1-800-424-2460	www.naeyc.org

Appendix D More about CEUs

A CEU is a Continuing Education Unit and is equivalent to 10 hours of training. To obtain a CEU there is usually a written or testing component. This option for training is available for those that may not be able to readily access CCR&R training. Only CEU's in Early Childhood Education will count. The Children's Center's upper level training is also a viable option for CEU credit. A certificate of completion will be required to close out the grant. This option is more expensive than CCR&R classes. The center will still be required to pay at the fee if the caregiver doesn't have any other reasonable option for training. If the caregiver chooses an on-line course over a CCR&R course, the centers must pay at least the CCR&R course fee and up to 10 hours for the caregiver's time to complete it.

On-line Sources

Care Courses: www.carecourses.com, 1-800-685-7610

Child Care Exchange: www.childcareexchange.com Type CEU credit in the search box

Stout University/Gryphon House: www.gryphonhouse.com Click on CEU program

Other Sources

The Children's Center Upper Level Courses

Any CEU program run through an accredited college, related specifically to Early Childhood Education, will be accepted.

Any college credit

Appendix E

Care About Child Care Agencies (formerly Child Care Resource & Referral Agencies) Contact List for Training

Care About Childcare @ USU --Box Elder, Cache, Rich Counties

(800) 670-1552 (435) 797-1552

Utah State University, 6510 Old Main Hill, Logan, UT 84322-6510

Care About Childcare @ Weber --Weber, Morgan, Davis Counties

(888) 970-0101 (801) 626-7837

Weber State University
1309 University Circle
Ogden, UT 84408-1309

Care About Childcare @ Children Service Society --Tooele, Salt Lake Counties

(800) 839-7444 (801) 355-7444

Children's Service Society, 655 East 4500 South, Suite 400, Salt Lake City, UT 84111

Care About Childcare @ UVU--Summit, Utah, Wasatch Counties

(800) 952-8220 (801) 863-8220

Utah Valley University, 800 W. University Parkway-163, Orem, UT 84058

Care About Childcare @ USU Eastern--Daggett, Duchesne, Uintah, Carbon, Emery, Grand, San Juan Counties

(888) 637-4786 (435) 613-5662

Utah State University - Eastern, 451 East 400 North, Price, UT 84501

Care About Childcare @ 5 County--Juab, Piute, Wayne, Millard, Sanpete, Sevier, Iron, Washington, Kane, Garfield, Beaver Counties

(888) 344-4896 (800) 543-7527

Five County Association of Governments:
St. George Office: 1070 West 1600 South, Building B St. George, UT 84770
Cedar City Office: 88 E. Fiddler's Canyon Road, Suite H, Cedar City, UT 84720

Appendix F

Technical Assistance Consultant List

Name	Contact Information	Area	Background
		Northern	Contact Colleen Fitzgerald at 801-526-4354
Carolyn Ellsworth	calece@me.com 385-414-8048	Metro	Carolyn has worked in the field for almost 15 years and has experience as a teacher, education specialist, center director and trainer. She also teaches a child care administration class at Salt Lake Community College. She is available evenings (Tues. and Thurs.) and Saturdays and some late afternoons (4 pm – 7 pm on Mondays). With enough notice, she could be available during the day time. Carolyn is able to work in Salt Lake County and possibly southern Davis County.
Lynn Curtis	lynn.curtis@comcast.net	Metro	Lynn has worked in child care for over 20 years and has been a director/owner for almost 18 years. Lynn currently has a CDA and is available anytime with prior notice.
Sandy Craft	sandy@cssutah.org	Metro	Sandy has been in the field for over twenty years as a teacher, trainer and consultant for The Children's Center and as the Training Coordinator at Care About Childcare Metro. Sandy can work with centers in Salt Lake, Tooele and Davis counties. She is able to work with centers in the evenings and on Saturdays.
Sonia Aguilera	sonia@cssutah.org	Metro	Sonya has a CDA and many early childhood college credits. She has been a coach for family child care providers for several years, a Home Visitor, PAT Educator, and Love and Logic trainer. She will available to work Saturdays, evenings, and occasionally during the week as well. She is bilingual.
Summer Green	GREENSU@uvu.edu	Mountainland	Summer has 15 years of experience in early childhood. She has been a caregiver, a director, a trainer for CAC @ UVU and a CDA consultant and a PD Specialist for the CDA Council. She currently has a CDA and is available to work in Utah County. Summer can work evenings and Saturdays and some day time hours.
Tiffany DeWitt	tiffdewitt@gmail.com	Mountainland	Tiffany has a Bachelor's degree in Marriage, Family and Human Development with many credits in early childhood. She has been a caregiver in a center, worked in center administration and has been a trainer for Care About Childcare Mountainland for seven years. Tiffany would like to work in Utah and Wasatch counties and can also go to Nephi.
Mindy Young	imnost66@mac.com	Western	Mindy has been in the early childhood field for over twenty years. She has operated her own preschool and been responsible for curriculum and staff development in a child care center. Mindy has a degree in Communications with many, many credit hours in early childhood and elementary education. She is available to work in Washington county in the evenings and most Saturdays. She can also be available during the day with advance planning.
Peggy Golding	435-613-5619	Eastern	Contact Peggy Golding at CAC @ USU Eastern

APPENDIX G

Utah Office of Child Care

Provider Agreement for On-Site Technical Assistance

Thank you for your interest in having a Technical Assistance Consultant visit your program. This service is offered free of charge to child care providers through the Quality Improvement Grant program. Your participation in this or any of the other quality improvement programs sponsored by the Office of Child Care is entirely voluntary.

Please take a moment to read through and sign the agreement below. This agreement outlines the responsibilities of both the provider and the consultant in the quality improvement process.

Technical Assistance Consultant responsibilities:

1. Schedule technical assistance in cooperation with the center director.
2. Provide the technical assistance at the scheduled dates and times. In the case that unforeseen circumstances require the appointment date or time to be changed, the consultant will make every effort to contact the provider at least 24 hours in advance of the scheduled appointment.
3. Provide the required basic group training required by the grant as the first step in the TA process
4. Provide technical assistance to support the center's quality improvement goals, using resources that support improvement in ECERS-R and ITERS-R scores.
5. Provide technical assistance activities according to Form I (Technical Assistance Consultant Commitment Form) that is part of the grantee's application
6. Offer helpful suggestions and resources for quality improvement that the provider .

Consultant's Name _____ Signature _____

Date ___/___/___ Phone _____ E-mail Address: _____

The Child Care Center responsibilities:

1. I understand that the content of my visit with the consultant will be kept confidential, with the exception of sharing information with the grant manager at the Office of Child Care.
2. The consultant will not report the outcome of my visit to any agency involved in the regulation of child care providers. *The only exception to this will be if the consultant witnesses abuse or neglect of a child while visiting my program, or observes any situation which poses a serious and immediate risk of harm to children that is not corrected during the consultant's visit. In this case, I understand that the consultant is required by law to report the situation to the appropriate authorities.*
3. I understand that the consultant will not be able to participate in child care giving duties during her visits with the exception of modeling activities for the staff and cannot be left alone with children.
4. I agree to be present and ready to support the consultant during all activities. I agree to follow through on agreed upon strategies between consultant visits.
5. In the case that unforeseen circumstances require me to change my appointment date or time, I will make every effort to contact the consultant at least 24 hours in advance of our scheduled appointment to reschedule.

Director Name (please print) _____ Director Signature _____

Date ___/___/___ Phone _____ E-mail Address: _____

