



## *Division of Child Care Provider Newsletter*

### **From the Director's Desk**

*Andrea Day*

We hope you had a relaxing holiday season! The start of the new year always brings fresh perspectives and a rush of optimism to our division as we make plans for the upcoming year. We hope to continue to build capacity and bridge gaps in child care across the state.

Always be in the loop for notifications directly from the Division of Child Care by subscribing to our ListServ messages. To subscribe, email [dcclistserv@ky.gov](mailto:dcclistserv@ky.gov).

You can always reach our staff by emailing the DCC helpdesk inboxes:

- **CCAP Billing Questions:** [ccaproviderpayments@ky.gov](mailto:ccaproviderpayments@ky.gov)
- **CCAP Claims Questions:** [DCC.Claims@ky.gov](mailto:DCC.Claims@ky.gov)
- **Professional Development and Training Questions:**  
[DCCPDStaff@ky.gov](mailto:DCCPDStaff@ky.gov)
- **KARES/Background Checks/Fitness Determination Questions:**  
[CHFSDCCNBCP@ky.gov](mailto:CHFSDCCNBCP@ky.gov)
- **Registered Relative Provider Questions:**  
[RegisterPABox@ky.gov](mailto:RegisterPABox@ky.gov)
- **Kentucky All STARS Questions:** [kyallstars@ky.gov](mailto:kyallstars@ky.gov)
- **Regulation Questions:** [childcare.regulation@ky.gov](mailto:childcare.regulation@ky.gov)

Inquires sent to individual DCC staff members will be forwarded to the appropriate inbox, so that questions can be responded to in a timely manner by the first available staff member.

**JANUARY 2026  
IN THIS ISSUE**

**FROM THE DIRECTORS DESK**

**ASQ ONLINE  
INFORMATIONAL SESSION**

**HELP ME GROW  
INFORMATION**

**ECE-TRIS- HOW TO FIND FREE  
TRAININGS IN 2026!**

**DID YOU KNOW? NAME TO  
FACE RECOGNITION**

**NAME TO FACE RECOGNITION  
TIP SHEET**

**LEARNING SPOTLIGHT-  
RECONNECTING IN 2026**

# ASQ ONLINE

## From the Director's Perspective



As a Director, have you ever wondered what it would be like to use the ASQ (Ages and Stages Questionnaires®) Online to screen the children in your program?

Join Pam Clyde- Kentucky Help Me Grow Coordinator; Denise Menshouse – Executive Director, Growing Together Preschool; and Heather Hellard – Director, Sts. Peter and Paul Early Childhood Center as they share firsthand experiences in launching, sustaining, and managing developmental screening and monitoring programs. Through real-world examples, they will offer tips, strategies, and lessons learned – highlighting the positive impact the efforts have had on children, families, staff, and their communities. We will also focus on the critical role of referrals and supporting families in accessing services.

**Wednesday**

**January 21**

**1:00–1:45 EST**

Join on Zoom:

<https://uky.zoom.us/j/89418076530>

Meeting ID: 894 1807 6530



\*This is an informational session and is not eligible for ECE Credit.

If you would like to request a link to the recorded session after please email [dccpdstaff@ky.gov](mailto:dccpdstaff@ky.gov)



help me  
grow  
Kentucky



Are you and your staff ready to learn more about the FREE online ASQ-3®, ASQ:SE-2®, that aligns with many KY ALL STARS standards? To find out more please scan the QR code below:

FREE TO  
LICENSED CHILD  
CARE PROVIDERS  
AND CERTIFIED IN  
HOME  
PROVIDERS!



NEW ON-  
BOARDING  
TRAINING FOR  
ECE-TRIS CREDIT  
HOURS!

**This system will help you and your staff:**

- Identify each child's strengths and opportunities to provide support for challenges that may impact learning and behavior.
- Strengthen knowledge of developmental milestones and appropriate expectations by parents and staff.
- Increase staff confidence when having conversations with parents about child development.

Help your child grow  
and thrive with  
CDC's free *Milestone  
Tracker* app.



Download on the  
App Store

GET IT ON  
Google Play

[cdc.gov/MilestoneTracker](https://cdc.gov/MilestoneTracker)



**LEARN MORE ABOUT  
THE CDC'S  
"LEARN THE SIGNS.  
ACT EARLY." HERE!**

# ECE-TRIS

## Helpful Tips!

SEARCH FOR FREE APPROVED TRAININGS!

1. Go to: <https://ece.trc.ky.gov/>
2. Log in with your username and password.
3. Click on “Calendar/Approved Trainings” at the top.



### On the Calendar/Training Search Page:

4. Title: Enter Key words if you're looking for training on a specific topic, or leave this blank.
5. Cost: Free - check this box to only show trainings that are listed as FREE
6. Delivery Method: - Check the box if you're looking for a specific training type, or leave this blank!

**Title**   
*Specify some keywords about the training you would like to find*

**Conference Title**   
*Can search on full conference title or keyword in the conference title*

**Sponsoring Agency**   
*Specify sponsoring agency of the training*

**Location/County**   
*Select the location for Face to Face, Teleconference, or Webinar trainings you would like to see*

**Start Date - End Date**  -   
*Specify a date range in the format mm/dd/yyyy to filter*

**Cost** ☐ Free ☐ Paid  
*Check to see free trainings*

**Delivery Method**

<input type="checkbox"/> Face to Face/Classroom	<input type="checkbox"/> Independent Study
<input type="checkbox"/> Teleconference/Conference Call	<input type="checkbox"/> Web-based On-Demand Learning
<input type="checkbox"/> Webinar: Live Online Event	

# ECE-TRIS

## Helpful Tips!

SEARCH FOR FREE APPROVED TRAININGS!

7. Read the special note, then click “Search Trainings” at the bottom of the page.

**Special Note Regarding Obtaining Credit Hours for Non-Face to Face Training**

To receive credit in ECE-TRIS, the following requirements must be met:

1) The time spent in training must closely match the approved clock hours awarded. Content completed in less time than the approved clock hours can be detected and will be reported by the training agency and/or trainer.

2) Any participation activities or 'knowledge checks' must be adequately completed as determined by the training agency and/or trainer, to demonstrate that the course learning outcomes have been achieved.

If it is determined you did not spend the approved time or your assignments were incomplete, credit will not be awarded by the agency.

Search Trainings

8. Look through your search results and select a training!

1 2 3 4 5 6 7 8 9 10 next > last >>

Results 1 - 10 of 221 | Page 1 of 23

9. When you select the training it will give you the details including:  
**What is Social-Emotional Learning (SEL)?**

What is SEL and why is it important for students' growth? What are activities, resources, and offerings, and especially at low to no cost, that we can bring to our students? We'll discuss these concepts and dive into what you're doing for SEL and what you can bring to the table for your school-aged students.

**Availability Start Date:** February 20, 2025

**Availability End Date:** April 18, 2027

**Hours:** 1.0

**Training Level:**

**Program Type:** CypherWorx

**Cost:** Free

**Core Content Subject Areas:** Child growth and development.

**CDA Subject Areas:** Positive ways to support children's social and emotional development.

**Target Audience:** All Staff

**Training Types:** DCC Approved Event, School Age (5-12 yrs)

**Delivery Methods:** Web-based On-Demand Learning

**Sponsor:** CypherWorx

**All Stars Standards:**

**Credit Process:** Agency File Submission (allow 30 days)

**Registration Contact Info:**

**CypherWorx**

**Email:** [cypherworxregistry@cypherworx.com](mailto:cypherworxregistry@cypherworx.com)

**Phone:** (888)685-4440

**URL:** <https://collaboration.net/login/kyosa>



10. Use the Registration information to register for the training!

For more information use the Tip Sheet:  
<https://ece.trc.ky.gov/ece/resources/files/247> or email ECE TRIS at [ecetris@ky.gov](mailto:ecetris@ky.gov)!





# Did You **KNOW?**

**Providers shall ensure children are accounted for during transitions from one location to another using NAME-TO-FACE recognition.**



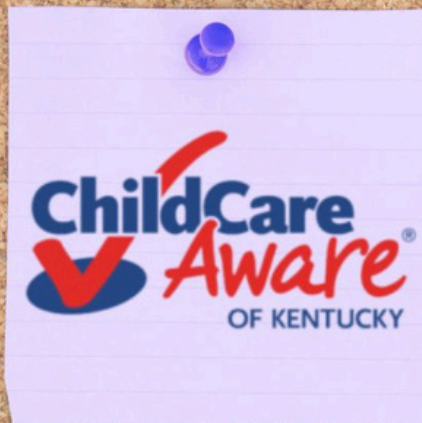
To ensure the safety of children in a childcare setting, name-to-face checks are crucial. These checks involve verifying each child's presence by calling out their name and visually matching it with their face. This practice helps prevent incidents like children being forgotten, left unattended, or wandering off unsupervised.

Often child care staff know the expectation to follow a name-to-face procedure, but the procedure is not in written form.

Be sure that your procedure is written to be in compliance with 922 KAR 2:120:

(e) A child-care center shall develop a written procedure to always maintain supervision, ratios, and group size including during:

1. The beginning of the day;
2. Staff breaks; and
3. Movement from the classroom to another location.



Your Child Care Aware Health and Safety Coach is a great resource for additional support around Active Supervision. Contact your Coach today!

<https://www.childcareawareky.org/about-child-care-aware/coaches/>



# Name-To-Face Tip Sheet

## 922 KAR 2:120. Section 2. Child Care Services.

(3)(a) Each center shall maintain a child-care program that ensures each child shall be:

1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:

- a. Within scope of vision and range of voice;
- b. For a school-age child, within scope of vision or range of voice;
- c. Accounted for during movement from one (1) location to another using name-to-face recognition by visually identifying each child;

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### What Is Name-to-Face:

"Name-to-face" means **looking at each child and matching them to their written name**—not just counting.

It ensures:

- Every child is accounted for
- You're not relying on memory or guesses
- Safety during movement and transitions

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### When to Do It:

- **Transitions:**
  - Going outside
  - Coming inside
  - Bathroom breaks
  - Moving to gym, cafeteria, another classroom, etc.
- **Arrival & Dismissal**
- **Fire drills & emergencies**
- **Field trips or walks**

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### How to Do It (feel free to get creative if you'd like!):

1. **Look** directly at each child
2. **Say their name** (to them or quietly to yourself)
3. **Match it** to your attendance sheet or list
4. **Repeat** the process every time you move or change settings

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### Do I Have to Write It Down?

No, you do not have to record every check. Just make it part of your routine and be able to explain it during a licensing visit.

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### Sample Script:

"Every time we move with kids—even just down the hall—stop and match every face to a name. Don't just count heads. Use the list. If someone's missing, you'll know right away."

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**Quick Reminder:** It's not just counting. It's seeing + naming every child.



# Learning Spotlight

This Learning Spotlight is DCC Professional Development section's effort to help support child care programs with meaningful resources, trainings, and information about both the Pyramid Model Framework and Conscious Discipline in each month's ECE-Insider! These resources will continue to show how Pyramid Model and Conscious Discipline can work together in your program.

As teachers and children start back after the holiday break it's a great time to get back to the basics of relationship building. Intentionally reconnecting with children in your care is an impactful way to reduce challenging behaviors and build trust between teachers, children and families.

**Conscious Discipline offers this free resource (Page 9) with ideas to reconnect including:**

- Ideas to build safety and Connection.
- Set visual agreements using visual schedules and classroom agreements.
- Practicing routines with visuals.
- Supporting emotional regulation with breathing techniques and the safe place.
- Collaboration with families to reinforce routines at home.
- Ways to notice the acts of kindness, and helpfulness in your programs.

**Pyramid Model offers these free resource for ideas to reconnect: Click the "English" or "Spanish" to access the resource links below!**

- Reconnecting with Infants after a break: [English](#), [Spanish](#)
- Greeting board: [English](#), [Spanish](#)
- Resources on visual routines for the classroom: [English](#), [Spanish](#)
- Resources for parent collaboration with visual routines: [English](#), [Spanish](#)
- Visual for calm down strategies: [English](#), [Spanish](#)
- Practice routines with transition cards: [English](#), [Spanish](#)



# Reset & Reconnect in 2026

*\*The emotional climate of the classroom is set by you! Regulate yourself first.\**

## Build Safety & Connection First

- Start with a greeting
- Reboot your Safekeeper Ritual
- Engage in the Wish Well Ritual



## Simplify & Visualize Agreements

- Prioritize your visual schedule (refer to it often)
- Review your School/Classroom Agreements



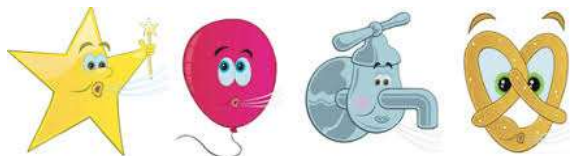
## Practice Routines

- Reteach all routines with visuals
- Practice! Practice! Practice!



## Support Emotional Regulation

- Practice breathing techniques
- Re-introduce the Safe Place



## Partner with Families

- Share classroom routines so families can reinforce at home



## Notice!

- Go overboard with noticing—acts of kindness, helpfulness and success
- You \_\_\_\_ so \_\_\_\_\_. That was helpful.



# REMEMBER!

## Join the DCC- List Serv!

Email your preferred email address to: [DCCListserv@ky.gov](mailto:DCCListserv@ky.gov)

All regulated child care educators can benefit from messages from the DCCListserv!

**Encourage your staff to also sign up to stay informed!**



## Additional Resources:

### Division of Child Care

<https://www.chfs.ky.gov/agencies/dcbs/dcc/Pages/default.aspx>

### Division of Regulated Child Care (DRCC)

<https://www.chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx>

### Child Care Aware Tips and Tools

<https://www.childcareawareky.org/tips-and-tools/>

### Family Child Care Network

<https://www.fccnky.com/>

### ECE-TRIS

<https://ece.trc.ky.gov>

[ecetris@ky.gov](mailto:ecetris@ky.gov)

8:00 AM - 4:30 PM EST, M-F

### Child Care Health Consultants

<https://www.kentuckycchc.org/>

### Help Me Grow Kentucky

<https://www.childcareawareky.org/tips-and-tools/>  
<https://www.chfs.ky.gov/agencies/dcbs/dcc/Pages/hmg.aspx>