

IMPORTANT**ALL CHILD REGISTRATION FORMS
EXPIRE SEPTEMBER 30, 2021****** UPDATES ARE DUE BACK NO LATER THAN OCTOBER 15th. ******PLEASE REMEMBER TO SIGN THE TOP RIGHT OF EACH PAGE and MAKE A COPY OF YOUR UPDATES for your records before mailing them back to us.**

The update forms must be reviewed by the parent with changes made directly on the form, and signed by the parent. Please make a copy of your updates for your files before mailing them back to us. All updates must be received in our office NO LATER than October 15, 2021. Please do not wait until the due date or after to mail them in. If you have any questions, please call the office or your advisor. **THANK YOU** to those providers who have already returned their updates! As always, we appreciate everyone's quick response to this yearly project!

October & November PNI Training Opportunities

Class dates are subject to change due to COVID 19 throughout the community.

Rates for CPR/First Aid: PNI Providers: \$60.00 • Non-PNI Providers: \$65.00

Class fee is non-refundable. Payment must be received in our office prior to class date to secure spot.

**** PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES BY CONTACTING THE PNI OFFICE. ****

PEDIATRIC CPR/FIRST AID - LINCOLN

October 16, 2021 • 9:00 am - 12:00 pm

Instructor: Becky Burns



SAFE WITH YOU - LINCOLN

November 13, 2021 • 9:00 am - 1:00 pm

Instructor: Becky Burns • Cost: \$20.00

PEDIATRIC CPR/FIRST AID - COLUMBUS

October 16, 2021 • 9:30 am - 12:30 pm

(class date subject to change based on library availability)

2419 14th Street - Old Police Department

(across from the current library)

Instructor: Lisa Benson

PEDIATRIC CPR/FIRST AID - COLUMBUS

November 6, 2021 • 9:30 am - 12:30 pm

(class date subject to change based on library availability)

2419 14th Street - Old Police Department

(across from the current library)

Instructor: Lisa Benson

We recommend you bring a mask to class in case one will be needed.

Please bring your own writing utensil. Food and beverages will not be offered but participants are welcome to bring their own.

Signature on CRF's. After printing a CRF from KidKare, be sure the parent AND you are signing and dating the CRF before mailing it to the office.

Remember to add all non-school days for the year for each of your school-agers and preschoolers, regardless of claiming on-line or on paper. If claiming on-line, please add all non-school days for each school-ager or preschooler for the year in the child's calendar. If you claim on paper, be sure to record the child's first and last name, first day of school and any non-school days on the "Provider Claim Notation Sheet." Any school information not indicated on-line or on paper forms could result in deductions.

Always remember to contact the office or your advisor if you will be closed or away from your home during operating hours, AND to mark your day(s) off in your KidKare calendar or on your "Provider Claim Notation Sheet" if you utilize paper forms. If you are not on site when your advisor comes for her visit and your helper or staff is unable to conduct the visit with your advisor, you will be deducted for that meal.

We would like to
THANK and CONGRATULATE
Judy Brewer of Lincoln
for her provider referral!!

Judy will receive a \$50.00 Visa Gift Card and be entered into an additional drawing in December to possibly receive an additional \$50.00 Visa Gift Card.

We also want to **WELCOME Barb Gardner of Lincoln** Judy's referral, to the Provider's Network family!
We are so excited to be working with you!

Don't forget.... You too can receive a \$50.00 Visa Gift Card for any new eligible provider referrals to PNI and be entered into a drawing in December to receive an additional \$50.00 Visa Gift Card just in time for the holidays! Please contact us with any questions and make sure that your referral provider gives your name when they call to sign up!

September claim reimbursement paid in October

Tentative Direct Deposit Date: October 22nd

Reminder: These payment dates are subject to change from month to month depending on when we receive these grant funds from the Nebraska Department of Education. Please keep that in mind when setting up your own monthly budgets.

IMPORTANT MONTHLY REMINDERS:

- ✓ **Per USDA Regulations:** all meals and attendance must be recorded by 11:59 pm every day. If you run into login issues, you must call and leave a message at the office the same day of occurrence for reimbursement consideration.
- ✓ On-line claims should always be submitted the last day of the month, after your last meal has been entered. Paper claims must be received in the office **NO LATER** than noon on the 4th of each month.
- ✓ Do not wait to mail your CRF's. All Registration Forms must be received by the end of each month. Mail your CRF's right away when a child starts in your care instead of waiting until the end of the month.
- ✓ You must contact the office if you plan on moving or changing directors **PRIOR TO THE MOVE OR CHANGE**. If you contact licensing, you are responsible for contacting PNI as well.
- ✓ Review your claim summary each month and contact the office or your advisor right away if you have any questions.
- ✓ Add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions.
- ✓ Check your postal mail, email and voice mails daily so you are not missing important information from the PNI office or your advisor.
- ✓ We cannot be held responsible for the mail service or delays. Please refer to a calendar monthly and plan accordingly. You can utilize our drop slot to drop off paperwork anytime.
- ✓ If you call the office and no one answers, please leave a detailed voice mail and your call will be returned within 24 hours. You can also email your advisor, Lara, or Carrie at anytime.