

July 21, 2009

Dear Provider:

As part of our child care resource & referral services, Sierra Nevada Children's Services is putting together a new resource for families, a **hands-on 'Child Care Resource & Referral Binder'** to provide parents with information on available child care programs in our service area.

The *Referral Binder* will contain the enclosed 'information / profile sheet' for each child care program that chooses to participate. Each completed 'profile sheet' will be included in the binder specifying your particular program attributes. The binder will also include basic information regarding various forms / types of child care programs, what defines quality child care, and Community Care Licensing contact information.

To make sure your information is included in the *Referral Binder*, please complete the enclosed form and return it to our office. We will unveil this new resource binder at Kid's Corner during the Fair in August – so be sure to **return your completed form to us by July 31st** to be included!!

Also, you can include pictures of your program by simply copying them on the backside of the form. **Please do not send photographs to us.** Simply copy your photographs onto the back of your form or onto an 8 ½ x 11 piece of white paper and we can attach it to the back of your form. Just be sure to include your name and your program name on the paper.

You can request a new form to update your information any time you have program changes by calling our office. SNCS will also mail you a new update form on an annual basis.

Act now! The first five providers to return the enclosed information sheet will receive a FREE children's book courtesy of the School Readiness Program.

Sincerely,

Jackie L. Herring
Regional Director