



# A Friend of the Family



Summer 2007 News-

## How to Have a Successful Interview

How to Have a Successful Interview for a Consistent or Long – Term Assignment

Once you have been qualified for Consistent and/or Long Term Care thru the agency our Consistent and Long-Term Care Director, Kim Cino, will contact you about possible jobs available that meet your experience and availability, as well as the clients needs and requests. You, and other qualified Friend of the Family Caregivers, will be interviewing with clients and should be prepared, professional, and presentable.



Here are some key points Kim Cino submitted to help you with the interview process:

- First Impression is everything when applying for a caregiver position:
- Starts with your phone call. Be enthusiastic and prepared to answer questions.
- NEVER discuss money over the phone
- Bring a resume and letters of recommendation to your interview.
- Be on time or early! (I get the most complaints about Caregiver's arriving late)
- Have a list of questions prepared (not pertaining to money)
- Show interest in the children and interact with them
- Send a thank you email or phone call
- Let the client be the one to open the discussion of compensation.

### Resume Tips:

- Include most recent experience first
- Proofread resume, make sure spelling, names, dates, and grammar are correct
- Use easy-to-read font, such as Times New Roman or Arial
- Include a cover letter that briefly introduces yourself and your related experience

You can use resume templates found in programs such as Microsoft Word but you will need to pay extra close attention to details, including spelling and grammar.

### COMPENSATION:

Be **REALISTIC** as far as your expectations are concerned. Negotiate your rate by considering the following factors:

- What is your background?
- Do you have at least 3-5 years of full-time paid professional childcare experience?
- What do you have to offer the family to warrant what you want to earn?
- What is your educational background?
- Are you current with your CPR/1<sup>st</sup> Aid? (If not, call us to sign up today!)
- Are you certified in New Mother New Baby Care?
- Do you have any child related certifications?
- Do you have a resume and portfolio to present to clients?
- Are you able to give specific examples of how you will educate the children you want to care for?
- What were you making at your last job?
- Talk weekly GROSS not NET pay. Know the difference between the two:
  - Gross is what you make before taxes,
  - Net is what you take home after taxes

\*Remember that more and more families are focused on educating their children at a young age.

Most negative feedback I get from long-term clients:

1. She was late and didn't call until after she was late
2. She did not have a resume or letters
3. Didn't interact with my child
4. Seemed too focused on money.
5. Her rate was higher than I thought it would be
6. She didn't seem very enthusiastic
7. She talked too much and even shared some of her personal life.

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## Summer-Time Activities

"The kids are out of school and they have the long lazy days of July and August ahead. They could spend their summer days in front of the TV or your children could be using their imaginations to create projects that are a reflection of their own unique talents. Does it matter what kids do on their summer vacation? After all, they are in school 10 months of the year and most do take some art classes. Don't they get enough art classes in school?"

Creative and artistic are not the same thing. Creativity is an approach to life. Creative thinkers know that problems have many different solutions. When they encounter an obstacle, they find a way around rather than giving up. They have to be willing to take risks as they learn new skills. These are important life skills that need to be encouraged in children.

Summer activities, children's crafts and science projects give children the opportunity to learn and practice these skills. Even if they follow a project guide exactly, they will still to make decisions about shades of colors and where to place items. Once they are familiar with the project, most children will want to make it again. That is when they get really creative.

First the colors change, then the shapes, and suddenly it is a new project from their own imagination. Creative projects encourage children to find the resources to make what they want, rather than opening up a box that has all the supplies in one place. The first project in the weekly project list (see below) uses an old knee-hi or pair of pantyhose. What if none are available? Should the children wait until someone else finds all the 'right' materials?



No. Have them start thinking about what they could substitute. Would an old sock work? How about a dish-cloth? It is fun to sit back and watch children solve their own problems.

These Summer Activities encourage children to work with a wide variety of materials. One of the best things about summer projects is that they can be done outside. Less mess to clean up! By the end of the summer, the kids will have completed lots of great projects. More importantly they will have spent time thinking creatively."

Article used from: [www.creativekidsathome.com](http://www.creativekidsathome.com)

For list of projects, visit: [www.creativekidsathome.com](http://www.creativekidsathome.com)

## Fun & Affordable Activities

### Magic Mud

All you need is 5 tbs of cornstarch and 3 tbs of water. Mix together in bowl or cup. Pick up the "mud" with fingers. You can add food coloring to make the mud the child's favorite color. If too runny, add a little more cornstarch to get the original consistency.

### *Tornado in a Bottle*

Fill a water/soda plastic bottle with water almost full, add 1 tsp liquid dish soap and food coloring. Seal with cap, shake vigorously, then spin in circular motion.

### *E-Z Kool-Aid Frozen Treat*

Pour prepared Kool-Aid into ice cube tray, put in freezer. Check on every half hour. When Kool-Aid is slushy, insert toothpicks. After a few hours, Kool-Aid should be frozen, pull a cube out with toothpick and enjoy!

### *Paper Mache*

Mix equal part of white glue and water or white flour and water. Tear newspaper or tissue paper into strips. Soak strips in mixture then apply to shape, continue until covered, let dry over night.

# A Friend of the Family 2007 Summer Newsletter



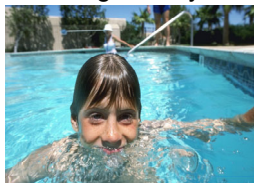
## Pool Safety Tips!

**NEVER EVER LEAVE A CHILD UNATTENDED - EVEN FOR A SECOND**

If there is a pool at your client's home, make sure you keep all doors locked at all times. If a child is missing, the pool should be the first place you check. Make sure there is a fence around the pool and the locks work properly. Talk with the parents about pool safety. Find out if the child can swim, even if parents say their child can swim, never leave a child of any age alone in or by the pool. Make sure there are safety devices at the pool, and be sure you know where flotation devices are and how to properly place on children. A flotation device does not take the place of supervising.

Here are some other pool safety tips:

- Always supervise children near and/or around water
- Do not answer the phone while children are in or around the pool area or in the bathtub. Let the answering machine pick up the call.
- Frequently check that the gate latches securely.
- Do not allow the children to play around the pool area. Experts recommend clearing any toys from the pool area or anything that would divert a child's attention to the pool area
- Be current in infant and child CPR and have CPR instructions on hand.
- Make sure there is lifesaving equipment located at the pool, such as life preserver, rope, and a pool pole. Have the equipment properly attached to fence, to prevent anyone from tripping.
- Have a phone handy by the pool but again do not answer or talk on the phone. This is for in case of emergency. If you forget to get the phone and are already at the pool, do not leave the children unattended, have all of the children go with you to get the phone.



**NEVER leave a child unattended in the pool**

## How Much Can I Charge?



### Atlanta Area:

Each Caregiver is different. Each job or family is different. One rate does not apply to all situations. The rate you quote should depend on the job description, and your individual background and education in childcare related fields.

\$11-\$13.00/hour for childcare, which includes housekeeping related to the children. This is a scale to use for the client and the Caregiver in negotiating a rate both can agree upon. You must be able to justify your pay rate. For example, you should not be charging \$13/hour if you only have a couple of years of childcare experience and no education background related to childcare. If you are not current in Infant and Child CPR you should not be charging the high end of the pay scale. Call the agency to sign up today for upcoming CPR class.

You may charge \$13-\$15.00/hour on jobs that require additional knowledge or additional duties above child care, such as childcare & Housekeeping for the family, newborn care, and after-school care where tutoring may be involved.

Again, this does not mean you can charge the upper end of the pay scale if you cannot justify your rate and if you do not have years of paid childcare experience, educational background, and are current infant/child CPR, etc.

## ATTENTION ALL CAREGIVERS!

EFFECTIVE DECEMBER 31st, 2007

All Active Caregivers listed with A Friend of the Family **must be current in infant and child CPR before December 31st, 2007.**

Any Caregiver not current after this date will NOT be active until they fulfill this requirement, and therefore will not be referred to ANY assignments.

Call the Agency today to sign up!  
Remaining Classes:  
August 18th & November 17th

Additional Classes may be added.

## Congratulations!



Christia Callaway  
Faye Ogletree  
Alicia Blakely  
Rebecca Nantz

### June Caregivers of the Month

Each month, up to 4 Caregiver's will be nominated for the Caregiver of the Month award. At the end of the year, we will be choosing two of the Caregiver's of the Month for the prestigious award of **Caregiver of the Year!**

### A Friend of the Family

Corporate Office:  
1 Huntington Road, Suite 702  
Athens, GA 30606  
Office: 770-725-2748  
Fax: 770-725-1650

Atlanta Office:  
4001 Presidential Parkway, Suite 704  
Atlanta, GA 30340  
Office: 770-725-2748  
Fax: 770-725-1650

Visit our website for upcoming events  
and available assignments!  
[www.afriend.com](http://www.afriend.com)

## Recruitment Needs:

We are currently recruiting Caregiver's for the following:

- Corporate Childcare for Kennesaw, Conyers, Canton, Woodstock, & Acworth areas
- Corporate Childcare for Greenville, SC
- Church Nursery
- After-School Care for the Fall School Year
- Caregiver's in and around Alpharetta
- House Manager & Cook for a part-time, Long-term Assignment in Atlanta, M-F 2-6 pm. Must have prior experience managing household and preparing nutritious meals for family.



### Meet Our Team:

Judi Merlin, President  
Allya MacDonald, Interim Director  
Kim Cino, Consistent & Long-Term Placement Director  
Teresa Hixson, Administrative Assistant  
Toya Stevenson, Team Leader  
Marie Ruark, Church Nursery Liaison  
Berlinda Eberhardt, New Mother/New Baby Coordinator  
Tameka Barksdale, Extended Care & Corporate Childcare  
Chaudel Moore, Same Day/Next Day Care Request  
Yolanda Dious, Temp Placement Director  
Nicole Godfrey, Caregiver Recruitment Director, Atlanta



## Summertime Word Search



A	C	T	I	V	I	T	I	E	S	S	S
R	A	R	O	O	D	T	U	O	O	U	Y
W	M	H	O	T	D	O	G	S	M	N	F
S	P	N	I	C	F	Y	F	M	P	B	R
U	I	W	T	K	O	A	E	R	O	L	E
N	N	C	A	J	I	R	N	S	P	O	V
S	G	K	E	Z	T	N	V	Y	S	C	I
H	O	P	Y	C	W	A	G	V	I	K	G
I	M	O	O	G	R	I	L	L	C	S	E
N	I	O	B	F	X	E	R	M	L	O	R
E	N	L	Q	A	U	P	A	O	E	Q	A
S	W	I	M	M	I	N	G	M	H	D	C

Activities	Swimming	Sunblock	Popsicle	Caregiver	
Outdoor	Grill	Icecream	Summer	Fun	
Pool	Camping	Sunshine	Hiking	Fan	Hotdogs