**Child Care Providers Coalition of Kansas**

**2021 Provider of the Year Guidelines**

**Documentation Requirements Include:**

1. Complete Notebook – Notebook guideline included in packet
2. Three Parent Recommendation Letters – Letter to Parent Included in packet
   * Letters are to be place in a sealed envelope and sent directly to CCPC POY Chair

Stacy Hook – PO Box 121, Emporia KS 66801

1. Three Community Involvement Recommendation Letters – Letter to Community Member Included in packet
   * Letters are to be place in a sealed envelope and sent directly to CCPC POY Chair

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**Notebook Details:**

* 3 Inch, 20 by 11 ½ in three ring binder with clear plastic window cover
* Documentation should be place in clear sheet protectors
* Include 3 empty sheet protectors for recommendation letters
* Notebook should be organized, and dividers used for each section.

**Timeline:**

**February 1, 2021 – Recommendation Letter Due**

* POY Chair will notify you and let you know if letters have not been sent.

**February 28, 2021 – Completed Notebook Due**

* Late or incomplete notebooks will be returned and will not be considered for award.

**Conference attendance:**

The award recipient and nominees are expected to attend the 33rd Annual CCPC Virtual Professional Development Event and Conference “Planting Seeds…Growing Dreams” Saturday, April 17th – 23rd. The award recipient, first and second runner will be highlighted on the CCPC Website.

**Award:**

Award recipient will receive complimentary 2021 conference registration, recognition during our virtual event and a one year CCPC of Kansas Inc. membership.