



Wee Care Newsletter

Guidelines for Article Submission

The Wee Care Newsletter is a bi-annual newsletter designed specifically for **operators and staff of licensed child care centres in Durham Region** to provide information and resource material to aid in their operation. The newsletter is coloured and usually consists of six pages (each 8.5 inches x 11 inches). This resource may also contain an insert (for example informational poster which may or may not be printed in colour). The newsletter is produced and published by Public Health Inspectors in the Infection Prevention & Control Program, Environmental Health Division. It is distributed by the Environmental Health Division both electronically and by regular mail to all licensed child care centres in Durham Region.

1. Article submissions are open to child care staff, health department staff and any other approved stakeholder.
2. The spring/summer edition is published during the first week of April and the fall/winter edition is published the first week of October.
3. Deadlines for article submissions are:
 - a. **Third Friday of January** for the spring/summer edition
 - b. **Third Friday of July** for the fall/winter edition
4. All content must be approved by the program manager prior to submitting electronically to the editor: Agnes.Kim@durham.ca
5. All articles must have a title/name.
6. Criteria for acceptance of articles for any edition will be based upon **timeliness and relevance** of the subject matter, in addition to space available. Priority will be given to topics relating to infection control, food safety and health hazards in child care centres.
7. Article submissions will be reviewed by the Editorial Board (editor and co-editor of newsletter, Sr. Public Health Inspector and Program Manager on the Child Care Committee of the Environmental Health Division). Editorial changes may be made and any significant changes will be discussed and approved by the article submitter.
8. If articles fail to meet the submission criteria, submitters will be notified by the Editor.
9. Article contributors will be recognized for their submission in the Wee Care Newsletter's Acknowledgements section. **Please provide both your division and program information** upon submission.

Previous editions can be accessed by visiting [Child Care Health](#) or by visiting durham.ca

(Click on Department, Health, Educator Resources, Child Cares, Wee Care Newsletter).

Questions and/or comments may be directed to:

Wee Care Newsletter

c/o Agnes Kim (Editor) or Veronica Memme (Co-Editor)

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