

TERRACE TOWNE HOMES OF WOODLAWN

www.terracetownehomes.com

COMMUNITY NEWSLETTER Fall 2017



Inside this issue:

Furnace Tips	2
Dryer Vent Tips	
Trash Issues & Schedule	3
Excessive Noise/Speeding	
Water Use, Selling, Pest	4
Parking Passes, Towing	
Pets	5
TTHW needs you	
Neighborhood Watch	6
Common Elements	
Important facts	
Arch items	7
Pool passes & Handbooks	
Office - Board items	
Tot Lot - Basketball Court	
Sewer Backups	
Time Change	
TTHW Directory	8
Holiday Tips	

Reminder the Speed limit is 10 M.P.H.

When parking please leave one (1) foot between the bumper of your vehicle and the curb.

Car Towed?

If your car is towed **DO NOT** contact any of the Board Members. Contact A-I Towing directly at (703) 971-2600



Community Items Children, Assessments, & Issues

There are issues with the children in the community running around screaming, playing in landscaped areas, ripping the limbs off trees pulling up bulbs, flowers, throwing trash on the grounds and Tot Lot area. The children have been seen climbing on top of the tube slide, for which it is not designed. Your child could get hurt from a fall.

The Annual Board Meeting was held Wednesday, May 17, 2017 at 7 p.m., at the South County Building, 8320 Richmond Highway Alexandria, VA. Meeting recap: projected income \$484,660, projected expenses \$340,660 and reserves \$144,000; no increases in the condo fees for FY 2018. Unfortunately, Adrian Vaughn, who served faithfully as the Board's Secretary for many years, passed away in January 2017. By acclamation, Cheryl Jelks was elected to continue serving as the Board's President. Evie Butts has volunteered and been appointed to fill the Secre-

tary position until the next Annual Meeting.

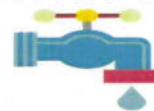
Our thanks to those who have cleaned up the areas around their unit of items placed on Common Elements and/or the removal of unapproved improvements. We still have some units with issues and they are being addressed.

OWNERS: BCM does email blasts to get out important information quicker. To register, please go to <https://advantage.cincweb.com/>. Click on the **Register** button (to right of the **Log In** button). Fill in the all the boxes and **Submit**, once they verify that you are the owner they will approve you to join. You will get an automated email response with password.

Please join us at the Association's Office December 20th at 6:30 p.m. for cookies, cider, and crafts for the children.



Hose Bibs



Now that the cooler weather is here, it is time to **turn off the outside water faucets**. All units that have an outside water faucet must **completely turn off the inside water shut-off valves** (faucets are located on the units ending in 0, 2 & 8). Please be sure to open the outside water faucet and allow it to drain completely. This must be done by **November 1, 2017** or it could result in frozen pipes and water damage.

**** Please note that repair costs are NOT the responsibility of the Association. Rather, the unit owner may be held liable for all costs. ****



Keeping Your Home Safe And Warm

Follow these safety tips from CDC, the National Fire Protection Association, and the U.S. Consumer Product Safety Commission to prevent injuries and deaths related to heating your home.

• Install smoke alarms near bedrooms and on each floor of your home. Test them monthly. If they have 9-volt batteries, change the battery once a year.

• Make sure heating equipment is installed properly. Have a trained specialist inspect and tune up your heating system each year.

• Keep portable space heaters at least three feet from anything that can burn, including bedding, furniture, and clothing. Never drape clothing over a space heater.

• Keep children and pets away from space heaters. Never leave children in a room alone when a space heater is in use.

• Never use your range or oven to heat your home, even for a short time.



Furnace Tips



When fall arrives we tend to get more focused on the things we need to do to prepare for winter. Here are some helpful furnace tips to keep it running smoothly and save your pocket book.

1. Have your furnace serviced and cleaned by a qualified service person, at least once a year.
2. Change your furnace filter a minimum of every three months and use a filter that has a MERV rating of 10 or higher. Once a month is optimum for replacing filters.
3. When you first turn your furnace on in the fall, open your windows so that the stale air is ventilated. If there are allergies in your home, make sure occupants are away for a couple of hours.
4. Set your thermostat to a comfortable temperature that you can live with then leave it alone. You can also invest in a programmable thermostat.
5. Make sure your registers are all open and that furniture or drapery isn't blocking them.
6. Use register reflectors, if needed.
7. Use your kitchen fan and bathroom fan as little as possible. In one hour one of these fans can pull out an entire house of warm air.
8. When replacing your furnace choose an energy efficient model that can save you a bundle on heating costs.
9. Make sure that you vacuum out all ducts before starting the furnace for the season.
10. Before you call a repairman, check to see that the thermostat is turned on and check the breaker box to ensure it hasn't tripped.
11. Close doors to rooms that are not in use and then shut off the heat to those rooms.
12. Check your duct work for leaks and repair as necessary.

A furnace that's running smoothly is important. After all you don't want to face a cold winter's night without any heat do you?

Dryer Exhaust Duct Cleaning and Dryer Vent Safety Tips

Dryer duct cleaning is often neglected by homeowners: failure to clean dryer ducts is the number one cause of over 15,000 clothes dryer fires reported annually.

Other Causes of Dryer Fires

Improper dryer exhaust ducts are also a fire hazard. Vinyl dryer exhaust ducts tend to sag, allowing flammable lint to build up. Flexible foil dryer exhaust ducts can be crushed behind the clothes dryer, trapping lint and restricting air flow.

Dryer Safety Tips

Have your new washer and dryer professionally installed.

Electric Dryer - A licensed electrician should inspect the electrical service to be sure the dryer has the right size breaker and that it is properly grounded.

A dryer exhaust specialist should install a proper dryer vent system of rigid or semi-rigid metal.

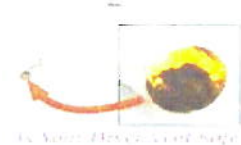
Clean the lint trap after each load of laundry. Wash the screen every few months with soap and water to remove residue from dryer sheets.

Do not store combustible materials, cardboard boxes or flammable chemicals near the clothes dryer.

Check the dryer vent outside when the dryer is running to be sure it is working properly; you should see it opening as the dryer exhaust vent is releasing hot air. If the screen is clogged outside use a broom to clean it while the dryer is running.

Schedule a professional dryer exhaust cleaning at least once a year.

■ "Failure to clean" is the leading factor contributing to clothes dryer fires in residential buildings.



Trash Issues & Trash Schedule

Residents are again reminded that dumping trash on the streets, along the side of the streets, under cars, or in the wood line around the perimeter of the community is considered "littering", which is a violation of Virginia State Law. It is unnecessary and unwelcomed.



We need all residents to help curb this behavior. If you observe littering, please either ask the offender to stop or, note where they live, and/or record the license plate and make or model of the vehicle. Please report your findings to the Police at (703) 691-2131. Please also provide the information to our Property Management Company via phone at (703) 361-9014 or the Terrace Towne Homes website via e-mail tth-woodlawn@yahoo.com.

Putting Trash out to early: Please refrain from putting your trash out early. Please see schedule below for when to put trash out. Animals tend to tear open the bags and strew the trash all over, if you put out to early. It is also unsightly for people driving through our community and living here.



Additionally, for all scheduled trash pickups, all trash must be in tied trash bags or in garbage cans. Likewise, after trash collection, please retrieve your empty trash cans by the end-of-the-day.



TRASH SCHEDULE: Picked up from curbside on **Monday/Wednesday/Friday** morning(s).

DAY trash can be placed on curb	TYPE	TIME	FOR PICK-UP ON:
SUNDAY	<u>Regular and Recycled</u>	<u>After Dark 7:00 p.m.:</u> For pick-up the following morning.	MONDAY MORNING Trash must be out before 7:00 a.m.
TUESDAY	<u>Regular and Oversized</u>	<u>After Dark 7:00 p.m.:</u> For pick-up the following morning.	WEDNESDAY MORNING Trash must be out before 7:00 a.m.
THURSDAY	REGULAR ONLY	<u>After Dark 7:00 p.m.:</u> For pick-up the following morning.	FRIDAY MORNING Trash must be out before 7:00 a.m.



Excessive Noise & Speeding



Excessive Noise

There is a noise ordinance in Fairfax County and in this community. Noise refers to sound that is undesired by someone. Please be considerate of your neighbors and think about how loud you play your music, TV, loud talking outside or how loud the children are when they are playing. Let's all remember –one person's music is another person's noise (or visa versa!). **This also applies to the radio in your vehicle.**

Speeding

Please slow down! We have children in the community. Several residents & their visitors continue to speed through the community.



Water Use

Remember your Association Fee pays for the water you use – please be conservative! The Board has noticed excessive water bills from several buildings on the property. Our Association Rules state that **no home businesses are allowed**. Please use water wisely and conserve. If you have a leak at your outdoor water faucet, please contact the Management company so we can get it fixed.



Parking Passes

Parking passes are required for ALL vehicle parked overnight or past 10 p.m.

Motorcycles are required to obtain parking permits. All vehicles not in compliance with the LAW will be towed!



Virginia State Law

Within 60 days of moving here, you must obtain a Virginia driver's license. Within 30 days of moving here, you must: Title your vehicle in Virginia. Register your vehicle and obtain Virginia license plates.

Fairfax County

Vehicles purchased or moved into the county must be registered within 60 days of the purchase or move-in date.

Each resident must complete a Vehicle Registration form and attach a copy of the vehicle registration for each vehicle to obtain a parking pass(es). Once the registration form is received a unit may receive one permanent parking pass and one guest pass. A second permanent parking pass may be purchased for \$75. No unit will be issued more than two permanent parking passes. Replacement of a lost permanent parking pass is \$75 and replacement of a lost permanent guest parking passes is \$75. The form can be found on our website www.terracetownehomes.com or contact Burke Community Management Group at (703) 361-9014. Temporary pass(es) can be obtained from Burke Community Management Group at (703) 361-9014. When parking your vehicle, please refrain from parking over the curbs. The landscapers will not be able to clean the gutters since they cannot totally clean the area. It also risks damage to your vehicle.



Selling

The Board would like to remind owners that if you sell your unit, you are required by State law to order a resale packet for the new owner. Resale packets may be ordered by contacting Burke Community Management Group at (703) 361-9014 or 10494 Business Center Ct., Manassas, VA 20110 or e-mail office@burkecmg.com and leave your name, unit number and contact information.

Pest



The community has an agreement with Alexandria Pest Services to provide interior pest extermination of ants, spiders, crickets, roaches, rats and/or mice. Up to five (5) units per month may receive free treatments. Treatments must be scheduled in advance with Alexandria Pest, (703) 923-0925.



Services are provided on a first call, first served basis. Additional units over the 5 allotted to be billed to the unit owner.



Towing

If your vehicle is towed please contact A-1 Towing directly at (703) 971-2600.

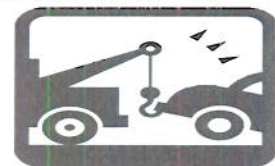
Any disabled vehicles or those without current tags will be tagged and towed.

Cars parked over or on the lines will be towed.

Remember that no parking is allowed at the yellow-painted curbs. ***These areas may be used only for short-term activities, such as unloading heavy items or washing cars. Vehicles must be moved promptly to an authorized parking space at the conclusion of these activities.***

No commercial vehicles are permitted to be parked on the property, unless, for the purpose of conducting business. ***A commercial vehicle is: any vehicle which make reference to any type of business or service either by signage, lettering on the vehicle or advertisement attached to the vehicle or by visible evidence that the vehicle is engaged in a business or service for hire as indicated by the nature of the materials carried either in or on the vehicle (i.e. vehicles with racks displaying ladders, truck beds, vans or station wagons with paint, building materials or miscellaneous tools of the owners trade).***

Please note that vehicles dripping fluids (oil, anti-freeze, etc.) are also violating the community's rules, and this will not be tolerated. Leaks and pools of oil or other fluids are not only an eye-sore, but are dangerous to children, animals and are damaging the parking lot – vehicles must be repaired promptly to avoid these problems.



Pets

Reminder: all pets should be walked only on the outer perimeter of the property - not on the lawns surrounding anyone's home.



Pets may not be tied or chained to any common area property or left unattended at any time.

Licenses & Vaccinations

Dogs over four months old must be licensed annually and vaccinated against rabies. A dog license can only be obtained after proof of inoculation by a licensed veterinarian. Dog licenses cost \$10.00. Licenses are good for one year and must be purchased annually. For more information go to: http://www.fairfaxcounty.gov/dta/dog_licenses.html. All dogs must have the license tag securely attached to a collar and it must be worn whenever the dog is off the owner's property. Cats are not required to be licensed, however, they also must be inoculated against rabies annually, if they are over four months old. An identification tag worn on the cat's collar is recommended.



Fairfax County offers Off-Leash Dog Areas, go to the following link to see the nearest one: <http://www.fairfaxcounty.gov/parks/offleash.html>.

Please Remember: **Scoop the Poop!**

It is a Class 4 misdemeanor (up to \$250 fine) to leave pet waste on public property or someone else's private property. Residents should call Animal Control at (703) 691-2131, if you see anyone not cleaning up after their pet(s).

Terrace Towne Homes of Woodlawn provides four dog stations with bags around the perimeter of the property for your convenience and ease of poop disposal.

Reminder at night you should carry a flashlight to aid you in seeing the poop.

Put pet waste in the proper place, in the trash. Putting the waste in a storm drain by-passes the sanitary sewer system and will pollute your local stream. Animal feces, like other pollutants, wash into our creeks and streams, posing a water contamination risk. Wading or swimming, even by your pet, in contaminated water is a health danger. Water quality also suffers from an excess of animal waste. Added nutrients will encourage weed and algae growth, turning otherwise clean and clear water cloudy and green. Reduced water quality may also threaten the ability of fish and invertebrates to thrive. Diseases and parasites may be transmitted from pet waste to humans or pets that have open wounds or depressed immune systems. Bacterial diseases like campylobacteriosis and salmonellosis can cause diarrhea and flu-like symptoms. Cryptosporidium, a protozoan parasite carried by many animals, can cause diarrhea, stomach cramps, nausea and dehydration. Toxocariasis or roundworms are usually transmitted from dogs to humans, often without noticeable symptoms, but may cause vision loss, a rash, fever or cough.

It only takes a few extra seconds to scoop the poop when you are out walking, on trails, playgrounds and athletic fields or anywhere in your watershed. It is time well spent to protect natural resources and human and canine health.

What should Fairfax County residents do with animal waste? Scoop it up and bag it with the rest of your household garbage.



Terrace Towne Homes needs you



The Association is in need of volunteers. Currently, there are four Board members and NO committee chairs. At this time, the Board members are pulling double duty and acting as committee chairs. This is a volunteer organization, and there is so much we would like to accomplish; but it is difficult to get things done when we don't have the manpower. This is your Association! If you have some spare time to help to welcome new homeowners, work on landscaping, architectural, translating, social committee, or any other projects, we would like to do, please contact us. We know that with your help we can do so much more. Please contact a Board member if you are interested in joining the effort.



Neighborhood Watch

If you observed a stranger taking items out of the house next door and loading them into a vehicle, would you be curious? If you observed a strange vehicle repeatedly driving slowly through the neighborhood and the occupant was attempting to talk to kids on the street, would you become alarmed? If you observe a resident's door standing open or a front window broken out, would you want to investigate?

Now imagine that it was your house that had just been burglarized or was being cased, or your child that had been solicited. Would you be upset that no one bothered to investigate or call the Police?

We realize that most people value their privacy. However, if your neighbor came over and knocked on your door in an emergency, would

you recognize him or her as your neighbor? Likewise, if you went to your neighbor's in a panic for help, would they know who you are and let you in?

That's what the neighborhood watch is all about - neighbors getting to know one another and working in a program of mutual assistance; training to assist neighbors in recognizing and reporting suspicious activities in their neighborhoods.

Neighborhood Watch Characteristics:

1. Watch groups are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors.
2. Members learn how to make their homes more secure, watch out for each other and the neighborhood, and report activities that raise their suspicions to the

police or in case of an emergency, call 911.

Neighborhood Watch Activities:

1. Distribute anti-crime information to citizens within the neighborhood.
2. Hold public meetings with local law enforcement agencies about crime in the community and what can be done about it.
3. Welcome new members to the neighborhood and encourage them to join in the Neighborhood Watch Program.
4. Include articles in neighborhood newsletter that gives prevention tips and local crime news.
5. Organize regular meetings that focus on current crime-related issues.



Common Elements

Do you have something on the Common Elements?

If you are one of several homeowners the Association's Board has identified as having something currently sitting/installed on the Common Elements portion of the Association's property, be aware that you **MUST** have the item(s) situated **WITHIN** your property and **NOT ON COMMON ELEMENTS**. This is written in the Association's covenants. This includes trash cans, recycling bins, grills, patio items, etc. It is not only required that you comply with this specific covenant, but that the Common Elements need to be clear. If you are currently in violation of this, please move

the item(s). The Association's Management Company will be checking all areas for violators will be formally notifying any homeowner still in violation.

Do you know what Common Elements are?

Common Elements are considered **all the property outside of your front door**. This property belongs to the TTHW Community Association. The Board of Directors and the Management Company are responsible for upkeep of Common Grounds. This property's maintenance & upkeep is paid for from your Association fees. Alterations must have written Board approval. Patios are considered Limited Common Elements -

Important Facts

Association Dues

While many homeowners pay their dues on time, we want to share some of the unnecessary cost our budget incurs when dues are not paid on time. Our funds are used each time a reminder notice is sent to a homeowner who has not paid on time. Additionally, if dues are still not paid, we forward the file to the Association's attorney for immediate action. Once it goes to the attorney all fees, lien and court costs incurred are billed to the respective homeowner. Please avoid the situation and pay your dues on time because fees can quickly add up!



Covenants Violations

Costs are incurred each time the management company sends out violation notices to homeowners who are not in compliance with TTHW's covenants. When these homeowners still do not comply, the file can be sent to our attorney for further action. As mentioned above, any costs incurred in the attempt to correct the violation becomes the responsibility of the homeowner in violation. Please help avoid all this unnecessary action by following our Covenants. If you are not sure if you are in violation, please contact a Board member or the Management Company.

Architectural Modifications/Satellites

Certain interior/exterior improvements require the approval of the Board of Directors.

These include:

Patios

Windows - replacement windows must have grids.

Doors - replacement doors MUST be painted the same color as the shutters on the unit. If unit owner does not paint the new door, it will be painted per instruction from the Association and the owner will be billed.

Satellites - the satellite company should provide a general area on your patio for installation and the Board must approve it **BEFORE** installation.

The form can be found on our website or these forms are available from Burke Management or can be requested in person from the Board at one of the monthly Board meetings. Please

submit the Architectural form with a detailed description and drawing of the proposed change(s) to Burke Community Management Group, 10494 Business Center Court, Manassas, VA 20110 or call them at (703) 361-9014.

The request will be reviewed and voted upon during the monthly Board of Directors meeting. You will be notified of the outcome after the meeting.



Sewage Backups

We have had some plumbing problems in the complex please do not put any kind grease down any of your drains. The grease hardens and causes the pipes to become clogged and causes backups in yours and your neighbors units. You can be held liable for any damages caused. Please DO NOT put anything down your toilet other than toilet paper (NO paper towels, Kleenex &/or sanitary napkin products). Please contact Burke Community Management Group if you are experiencing any problems.

Board Meetings

Monthly Board Meetings

The TTHW Board of Directors meet the 3rd Wednesday of every month in the office above the pool, 8646 Walutes Circle, at 6:30 p.m.

All owners and renters are welcome!



Pool Passes & Handbooks



Reminder

Pool passes were to be returned by October 1st to the Office located at 8646 (Place passes in an envelope with your unit marked on it thru office door mail slot).

After Oct. 1st the unit owner will be assessed a \$20.00 fee for each pass not returned.

Handbooks:

If you have questions or concerns, please refer to your unit handbook. You can find most of the answers to your questions in there. All new window must have grids and be approved. DIRECTV satellites must be connected into the Associations central system. NO satellite dishes may be installed on Common Grounds, patios only. If you do not have one, drop a note in the office door.



Office/Website



The Office is located at 8646 Walutes by the pool, but is not staffed. If you are having any issues contact Burke Community Management Group.

Please visit our website: www.terracetownhomes.com

All the forms can be found under the Documents link; information on who to contact can be found under the Contact Us link; forgot what day the trash goes out check under the Community Items and Schedules link.

Time Change (Fall back)

November 5th clocks will be set back one hour, starting at 2:00 AM, which is the first Sunday in November.



Tot Lot

Children are often observed on the Tot Lot without adult supervision. Adults are responsible to accompany their child age 13 and under to the Tot Lot. Children are climbing on top of the tube slide, which it is not designed for. They are standing up on the spring animals, which it is not designed for. When children are asked where their parents are their responses are, "They told me to go there, it was OK." There are two signs posted stating Adult Supervision required. If your child is seen on the Tot Lot without a parent they will be asked to leave. Management is not responsible for accidents.

For the safety of our children, please provide adult supervision.

Hours 9 a.m. until dark



Basketball Court

Last year the Board received several complaints about people playing Basketball at all hours.

The hours are now posted and they are **9 a.m. until dark.**

We have been having problems with people while playing running into and knocking over the new tree tubes that are there. People are also using them to hang items on while playing. Please avoid running into or hanging items on the tubes. The tubes are in place to insure the trees grow straight and are not cut down by the landscape company.



**PROPERTY MANAGER:
TERRI JENKINS**

Terri has 10+ years of experience in Community Association related matters including Property Management. Please contact her if you are experiencing any problems (703) 361-9014.

Common Elements continued from page 6

they still belong to the Homeowner's Association.

Use of General Common Elements: A co-owner shall not place or cause to be placed in the general common elements any unintended objects of any kind. The sidewalks, driveways, roads and roadways shall be used for no other purpose than for normal transit through them. This includes storing bikes, trash cans, patio furniture, etc.

Terrace Towne Homes of Woodlawn/Directory Assistance		
ORGANIZATION	ADDRESS	CONTACT INFORMATION
A-I Towing Companies, Inc. Office: (703) 971-2600	5609 Vine Street, Alexandria, VA 22310	All Towing Matters
Burke Community Management Group (703) 361-9014 or fax (703) 330-5254 or Email: office@burkecmg.com	10494 Business Center Court Manassas, VA 20110	All concerns related to our property with the exception of towing. <i>Do Not Contact Burke Management or Board members in reference to Towed Vehicles. Contact the towing company directly.</i>
Board of Directors Office Office: (703) 780-5711 Fax: (703) 780-5711 Pool: (703) 780-5711 E-Mail: tthwoodlawn@yahoo.com WEBSITE: http://www.terrancetownehomes.com	8646 Walutes Circle Alexandria, VA 22309	All concerns addressed to the Board of Directors should be Submitted in Writing via E-Mail, fax, letter, or drop a note through the office mail slot at 8648. <i>Anonymous communications will not be addressed. Note: All property matters should be directed to Burke Management.</i>
Alexandria Pest Office: (703) 923-0925	Headquarters 7200 Bedrock Road Alexandria, VA 22306	Provides interior pest extermination services to up to five (5) units per month free, scheduled on a first call, first served basis. Additional units over 5 will be billed to the unit owners.
Fairfax County Police Main Dispatch (703) 691-2131	Main Dispatch Non-Emergency	All non-emergency police matters. <i>For emergency situations call 911.</i>
Fairfax County Police Mount Vernon Substation (703) 360-8400	2511 Parkers Lane Alexandria, VA 22306	All non-emergency police matters. <i>For emergency situations call 911.</i>

Holiday Tips

The holidays are an exciting time of year for kids, and to help ensure they have a safe holiday season, here are some tips from the American Academy of Pediatrics (AAP).

Trees

When purchasing an artificial tree, look for the label "Fire Resistant."

When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. The trunk butt of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.

When setting up a tree at home, place it away from fireplaces, radiators or portable heaters. Place the tree out of the way of traffic and do not block doorways.

Cut a few inches off the trunk of your tree to expose the fresh wood. This allows for better water absorption and will help to keep your tree from drying out and becoming a fire hazard.

Be sure to keep the stand filled with water, because heated rooms can dry live trees out rapidly.

Decorations

Use only non-combustible or flame-resistant materials to trim a tree. Choose tinsel or artificial icicles of plastic or nonleaded metals.

Never use lighted candles on a tree or near other evergreens. Always use non-flammable holders, and place candles where they will not be knocked down. In homes with small children, take special care to avoid decorations that are sharp or breakable, keep trimmings with small removable parts out of the reach of children to avoid the child swallowing or inhaling small pieces, and avoid trimmings that resemble candy or food that may tempt a young child to eat them.

Food Safety

Bacteria are often present in raw foods. Fully cook meats and poultry, and thoroughly wash raw vegetables and fruits. Be sure to keep hot liquids and foods away from the edges of counters and

tables, where they can be easily knocked over. Wash your hands frequently, and make sure your children do the same.

Always keep raw foods and cooked foods separate, and use separate utensils when preparing them.

Always thaw meat in the refrigerator, never on the countertop.

Foods that require refrigeration should never be left at room temperature for more than two hours.

Happy Visiting

When going out, keep a laminated list with all of the important phone numbers you or a baby-sitter are likely to need in case of an emergency. Include the police and fire department, your pediatrician and the national Poison Help Line, 1-800-222-1222.

Traveling, visiting family members, getting presents, shopping, etc., can all increase anyone's stress levels. Trying to stick to your usual routines, including sleep schedules and timing of naps, can help you and yours enjoy the holidays and reduce stress.