



The **W** SCHOOL OF  
EDUCATION

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**CHILD & PARENT  
DEVELOPMENT CENTER**

# SCHOOL POLICIES AND PROCEDURES HANDBOOK

For Families, Visitors, Staff, and University Students

REVISED July 10, 2024

# The W CHILD AND PARENT DEVELOPMENT CENTER

## WELCOME TO THE CPDC FAMILY

*Our mission is to offer a high-quality neighborhood school that works collaboratively with parents and our university community to ensure every scholar learns and grows in a nurturing and fun environment, setting the foundation for a lifelong love of education and success in school and life.*

Our primary goals include teaching children to:

- Grow in understanding and appreciation of their friends
- Learn to listen and follow directions
- Enjoy creative expression through music, art, and other activities
- Have positive multicultural experiences and learn to embrace diverse backgrounds
- Develop gross motor skills along with body and space awareness
- Think and make choices for individual and small group activities
- Feel confident, secure, and loved in the school setting
- Establish healthy eating and handwashing habits
- Develop a lifelong love for learning and exploration

The Early Childhood Educators at CPDC share a common philosophy that children learn best when they can actively interact with their environment. We share a common commitment to helping each child develop fully – physically, socially, emotionally, and cognitively. Each child is valued as a unique individual. CPDC uses researched-based quality curriculum and state learning standards to guide our classroom learning environment.

CPDC (Child and Parent Development Center) is the university's laboratory school and part of the School of Education on the Mississippi University for Women campus. The MUW campus has provided high-quality childhood education services since 1929.

- Licensed by the [Mississippi Department of Health](#)
- Working towards [National Association of the Education of Young Children](#) (NAEYC) National Accreditation
- Special Needs School and Toddler Credentials from USM's [Mississippi Early Childhood Inclusion Center](#)
- We follow the Mississippi Department of Education State [Early Learning Guidelines and Standards](#)
- We follow MDE/USDA's [Food Program](#) for Nutritious and Health Meals
- We accept [Mississippi Child Care Certificates](#) for Payment
- [Benefited Teachers/Early Childhood Professionals](#) with a minimum of a bachelor's degree in every classroom

## ADMINISTRATION and SCHOOL PERSONNEL

### Child and Parent Development Center (CPDC)

1100 College Street W-219; Physical address 511 10<sup>th</sup> Street South

Columbus, Mississippi 39701

Office Phone: 662-329-7196 [cpdc@muw.edu](mailto:cpdc@muw.edu)

### Georgia Graham

Child and Parent Development Center, Director [glgraham@muw.edu](mailto:glgraham@muw.edu) [cpdc@muw.edu](mailto:cpdc@muw.edu)

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The Child & Parent Development Center follows the policies and established procedures of Mississippi University for Women. <http://www.muw.edu/policy>

Our program is fully licensed by the [Mississippi State Department of Health](https://msdh.ms.gov/msdhsite/_static/resources/78.pdf). [https://msdh.ms.gov/msdhsite/\\_static/resources/78.pdf](https://msdh.ms.gov/msdhsite/_static/resources/78.pdf)



## EARLY CHILDHOOD PROFESSIONALS - TEACHING STAFF

Our teaching staff is the most valuable part of our program. They understand child development and teaching methods; allowing them to promote children's social and cognitive development. Our staff is trained to engage children in meaningful conversation, expand their knowledge and vocabulary, use open-ended questioning, and encourage problem-solving skills.

Teachers teach important concepts such as mathematics and early literacy through projects, everyday experiences, collaborative activities, and active curriculum. Teachers regularly assess each child's progress and adjust as necessary. All teachers receive a minimum of 20 hours of professional development each year. All four of our primary teachers/ECPs are benefits eligible and earn retirement and health benefits with the State of Mississippi.

## STAFF REQUIREMENTS

(10E.1) Source: Miss. Code Ann. §43-20-8. MSDH LICENSURE **Rule 1.5.2 Criminal Record (Fingerprinting), Child Abuse Central Registry Checks, and Sex Offender Records Checks:** Pursuant to Section 43-20-1 et seq., of the Mississippi Code of 1972, all operators, employees and prospective employees of a child care facility and any individual residing in a residence licensed as a child care facility shall have a criminal history records check (fingerprint), child abuse registry check and a sex offender registry check.

(10E.1, 10E.2) For any and all staff, support staff, student workers, student interns, substitutes, or volunteers with over 120 hours at CPDC, we must have all of the below as outlined in licensure for employees to supervise children alone:

- Mississippi Department of Health letter of Suitability for Employment (formal background check with fingerprinting). As of May 2022, interstate background checks are required if the educator lived out of state within 5 years. LOS are required to be ran every 5 years.
- Mississippi 121 Immunization form
- Formal and full orientation from CPDC about the program and the job requirements.
  - Also including: Health, safety, and emergency procedures
  - Acceptable and unacceptable guidance, discipline, and classroom management techniques
  - Child abuse and neglect reporting procedures
  - A review of pertinent regulatory requirements (Mississippi Licensure, CACFP Program, The W)
- State of Mississippi Health and Safety Training
- All benefited positions are required to have current First Aid and CPR Training, preferred with all other institutional paid employees
- The W HR department also conducts a separate background check on all employees, including student employees, of CPDC and The W.
- All benefited lead teachers are required to take the 16 hours required by licensing to become qualified director's designees. We strongly encourage our other early childhood professionals and The W student workers to take these classes as well to become confident in licensing requirements and laws.

We will utilize education majors, family science majors, work study students, interns, and trained volunteers as paraprofessionals, assistants, and extra hands and eyes in our classrooms.

- (10E.2) All volunteers and lab students before beginning any classroom assignment must go through orientation about the program and the job requirements. Training includes:
  - Health, safety, and emergency procedures
  - Acceptable and unacceptable guidance, discipline, and classroom management techniques
  - Child abuse and neglect reporting procedures
  - A review of pertinent regulatory requirements (Mississippi Licensure and CACFP)
- (10E.3) Support staff and volunteers who are not qualified as per CPDC and licensure standards may not work alone with children. They must be with, and supervised by, regularly scheduled teaching staff at all times.

**Any staff or volunteer that does not have a letter of suitability on file with the CPDC office may not be alone with any child under any circumstances.**

## PAY, BENEFITS, and POSITIONS

The CPDC budget, including all teacher pay and benefits, is paid out of the tuition from parents and are not paid by the University. All reconciliation of the budget is completed by the director as per the University requirements.

(6A.11, 6A.12, 6A.14) The director's position and lead teacher positions are benefited positions. They include health insurance, retirement, and life insurance like all MUW and state teaching employees. These positions get 15 paid employee holidays a year and sick and personal leave, and flex time. Benefited employees do not receive paid or discounted tuition. More information can be found at <https://www.muw.edu/hr/employees>.

(6A.13) Benefited staff has access to take courses at MUW at no cost. CPDC encourages all staff to take coursework in early childhood, elementary education, child development, family studies, or marketing and administration. One 3-hour university course counts as 45 contact hours for professional development.

Due to university and state IHL regulations, all other non-benefited employees must work a maximum of 19 hours or less per week. Our future growth plan encourages the addition of more part time classroom aides before considering moving any other employees to a benefited position. Benefits add approximately 40% to an employee's salary.

Positions at CPDC paid from our budget:

**(6.C3, 6.C4) The Director** serves as both Pedagogical and Operational Administrator. As such, the director should have a minimum of a bachelor's degree with 36 hours in early childhood and 9 hours in business and program administration. CPDC prefers the director to have Master's level hours in Early Childhood so the director can work as a pedagogical advisor and a faculty instructor within the School of Education.

**(6.C1) Teacher Educational Qualifications.** It is best practice in the ECE profession for teachers to have formal educational qualifications in order to ensure the core competencies necessary to carry out their role. Because CPDC is a laboratory school, ideally all teachers would have a bachelor's degree with a major in early childhood education, child development, elementary education, or early childhood special education. Alternatively, teachers with a higher



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education degree for a different major must show they have earned at least 36 college credits in early childhood education, family science, child development, elementary education, and/or early childhood special education.

**(6.C2) Assistant Teacher/Teacher Aide/Substitute Educational Qualifications.** A CDA is preferred, but aides can have qualifications equivalent to a CDA, which is currently 12 college credits in early childhood education, child development, elementary education, and/or early childhood special education. 19.75 hours per week maximum position.

**Food Services Assistant.** This is a 19.75 hour per week part time position.

(6A.9) All employees have access to work life balance information and resources. These may include stress management, prevention and treatment of depression, general wellness, and elder care. See more at <https://www.muw.edu/hr/employees/worklife> Student employees have access to the resources at the campus counseling center. All employees and students have access to the university gym and Campus Health Center.

## OUR PROGRAM

Our three and four-year-old school classrooms use the Mississippi Early Learning Standards provided by the Mississippi Department of Education. The primary curriculum used in our PreK4 and PreK3 classrooms is the research-based based Frogstreet. All lesson plans correspond with state learning standards. <http://www.frogstreet.com/curriculum/>

The ones and twos early school classrooms use the Mississippi Early Learning Standards for Infants and Toddlers. Our younger students also use the formal FrogStreet curriculum.

CPDC utilizes a yearly theme calendar and pacing guide with a theme or concept for the week that will be of interest to our children at all ages from the Frogstreet curriculum. This allows our Early Childhood Educators to further develop curriculum and concepts, classroom special learning centers, motor skill projects, pre-reading, pre-math skills based on the age and ability of the child. Teachers are responsible for providing experiences and opportunities related to the child's learning and interests. Each teacher plans the daily, weekly, and monthly learning activities, which will be posted on the board outside their classroom door.

See the State of Mississippi Early Learning Standards: <http://www.mde.k12.ms.us/ESE/EC>

We also believe that in order to educate, we must take care of the whole child. Our program utilizes Conscious Discipline to guide our behavior and relationships within the classroom. <https://consciousdiscipline.com/> We encourage our families to watch the many videos that support Dr. Becky Bailey's methods.

Our place-based education program also uses the resources provided by our campus community. Our relationship with The W allows our children access to visual arts, musical performances, cultural exhibits, and other activities on campus. We also rely on the talent of our The W student body. Some come through the center as philanthropic volunteers and others as part of their courses in education, health and kinesiology, music therapy and other fields.

## CLASSES

CPDC accepts children who have turned 1-year-old until they transition to kindergarten. We maintain four classrooms with a maximum of 47 students:

Our classroom ratios:

- PreK1 (Early Preschool) – Maximum 8 children
- PreK2 (Early Preschool) - Maximum 9 children
- PreK 3 (Preschool) – Maximum 14 children
- PreK 4 (Prekindergarten) – Maximum 16 children

State licensing ratios are based on the age of the youngest child in the classroom or outdoors:

- 1 year – 9 children per one adult
- 2 years – 12 children per one adult
- 3 years – 14 children per one adult
- 4 years – 16 children per one adult
- 5 years – 20 children per one adult

CPDC may adjust the age break date based on the needs of children and the number of children clustered by ages and stages together. We will move based on what is best for the classroom and the child – either based on age, maturity, gender, or the child's readiness and willingness to be moved.

(10B.24) CPDC prefers to keep children with their age-specific classroom of friends for the August – May main school months. Summer schedules and lower numbers make it the perfect time to start the transition to new classrooms. CPDC uses a staggered approach by moving a child or two at a time during the summer to balance out our classrooms. We will talk with the parent of record before officially moving a child to a new homeroom. Unofficially, they may visit or check out their new rooms often. Although we will strive to keep classes in all four rooms open during the summer months and around holidays, there may be days where our numbers allow us to combine. All classes will continue with lesson plans, daily schedules, and curriculum so it does not interfere with routine.

## WAITING LIST APPLICATION

The first step in the application process is a waiting list application. CPDC maintains a waiting list pool of families online. <https://www.muw.edu/education/cpdc/cpdc-wait-list-enrollment>

Due to our strive for quality and small size, it is not uncommon for families in the waiting pool to wait for 1-3 years, especially for the youngest of children.

When a vacancy occurs, the waiting pool priority is given in the following order:

- The need as based on the class and determined by the Lead Teacher and Director
- Priority siblings of current students; as long as the sibling remains enrolled at CPDC
- Children of The W full time (12+ hours) Students, followed by faculty and staff



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- The community

## REGISTRATION INFORMATION

The registration fee of \$100 per child for school is payable at the time of registration with a confirmed classroom slot. All registration fees are non-refundable. In order to register your child/children for the next school year, all past due fees must be paid and your account up to date. We will not automatically hold a spot for your child if registration fees are not paid by the end of the month you should register. Our school year runs August – July, including summer.

- Existing students will register for the next year during the month of February.
- Siblings will register in the month of March.
- Campus students, staff, and the remainder of the waiting list will register in the month of March.
- We will open for the Columbus public community in April.
- Rosters for fall are set during the month of May.

If spots are available, students may begin at any time, prorated for the day they begin. Otherwise, students will begin at the start of our school year in August, which typically starts the second Monday in August.

## CPDC APPLICATION FOR ENROLLMENT

Parents are required to sign the CPDC Application for Enrollment before the child's first day of class each school year. These forms must be renewed before the first day of school in August. This document is our binding contract for the entire August-July school year. This form contains information REQUIRED by licensing and The W.

## TUITION and FEES

The CPDC is responsible for paying for all expenses of the center, including salaries, benefits, and Sodexo food from tuition payments. In order to operate, we must receive tuition in a timely manner. The University and CPDC reserves the right to modify tuition and fees without notice. Children are enrolled for the August-July school year. Parents or guardians are responsible for the payment of all fees and tuition charged by CPDC for the full school year. Summers are not optional, as we operate year-round. Every family must sign a tuition agreement as part of the application for enrollment. Families will be held responsible for any fees incurred while attempting to collect any debt owed to CPDC and Mississippi University for Women.

## FINANCIAL AGREEMENT:

The CPDC tuition amount is based on CPDC providing education and care for 233 school days. CPDC is closed for 15 holidays on the [University calendar](#) and to children on other days for [trainings](#) and work days.

- **The tuition amount is divided into a payment plan for all 52 weeks or 12 months. CPDC only has full-time slots.**
- **Families are making payments on the entire yearly amount due, not paying for the week at a time.**
- **Payments are due every week or every month for the entire 52-week calendar year.**

**PLEASE MAKE SURE YOU UNDERSTAND THAT PAYMENTS ARE CHARGED EVEN WHEN WE ARE CLOSED AS YOU ARE MAKING PAYMENTS ON ONE TOTAL AMOUNT OF TUITION.**

- Deductions of 10% per month for MUW students -OR- CPDC families with multiple full-time children.
- **Discount only applies to accounts established on bank draft.**
- For families with multiple children, the discount applies to the oldest child's account.
- CPDC is a non-profit program. All of our tuition goes directly back into our program to staff pay and benefits.
- All staff with childcare-age children should qualify for Child Care Certificates. There are no other staff discounts.
- All plans are set up for bank draft through the Brightwheel app. CPDC does not accept/handle/deposit cash or checks. Any cash or checks must be paid to MUW's Accounting Window in Welty Hall. All tuition must run through the Brightwheel system.
- All meals and snacks are included. Parents are responsible for diapers, wipes, and other child-specific consumables.

## Tuition for 2024-2025 School Year for Toddler 1 and Toddler 2 Early Preschool Classrooms

### Children 1 or 2 as of August 1

Full Time Yearly (233 Days)	<i>Why the cost difference? LOWER RATIO: Classroom ratio 1:8 or 1:9 (Beginning August 1, 2024 and ending July 31, 2025.)</i>	<b>\$7,140 (\$30.64 per day)</b>
Full Time Every Month	Monthly Bank Draft, all 12 Months, Deducts on the 2nd of Every Month	<b>\$595</b>
Full Time Every Week	Weekly Deduction on Bank Draft, all 52 Weeks, Deducts on the Monday of every week	<b>\$137</b>
Full time Biweekly	Biweekly Deduction on Bank Draft, all 26 Weeks, Deducts on the Monday of every other week	<b>\$275</b>



## Tuition for 2024-2025 School Year for Preschool and Prekindergarten Classrooms Children 3 or 4 as of August 1

Full Time Yearly (233 Days)	Why the cost difference? HIGHER RATIO: Classroom ratio 1:14 or 1:16 (Beginning August 1, 2024 and ending July 31, 2025.)	<b>\$6,641</b> <b>(\$28.50 per day)</b>
Full Time Every Month	Monthly Bank Draft, all 12 Months, Deducts on the 2nd of Every Month	<b>\$553</b>
Full Time Every Week	Weekly Deduction on Bank Draft, all 52 Weeks, Deducts on the Monday of every week	<b>\$128</b>
Full time Biweekly	Biweekly Deduction on Bank Draft, all 26 Weeks, Deducts on the Monday of every other week	<b>\$255</b>

MUW Child and Parent Development Center accepts [Mississippi Child Care Certificates](#). ALL low income and MUW students are encouraged to apply for certificates to help offset their child care bill. Currently, child care certificates cover almost all of the child care costs at CPDC. For more information and assistance, contact The Mississippi Child Care Payment Program at 1-800-877-7882. OR VISIT: <https://www.mdhs.ms.gov/eccd/parent-information/>

### PAYMENTS

Payments are due BEFORE services are received. CPDC would prefer students pay tuition and fees by the month, due in full by the 5<sup>th</sup> of every month. If families pay weekly, payment is due on the Monday of the current week. Payment is considered late if not paid by the last attended day of each week. If we do not have payment by Friday of the last attended week, we will add an additional \$10 to your child's weekly tuition. We will continue to add \$10 a week until the account is current. If an account for a family with CPDC becomes negative to \$400 or more, the child/children will be dropped from CPDC and required to reenroll when all accounts are paid in full, assuming we have a spot available, along with prepayment of one month's tuition and registration fees.

- All plans and invoices are set up for bank draft through the Brightwheel app.
- Families on child care certificates are responsible for the copay and any difference in costs paid by the program or run the risk of losing their child care certificate.

Receipts will be given for ALL PAYMENTS through Brightwheel. Families will be held responsible for any fees incurred while attempting to collect any debt owed to CPDC and Mississippi University for Women. If your family needs to pay by cash or check, special accommodations must be made with the Director for payments made directly to the accounting department in Welty Hall. CPDC does not take cash or checks on site. If your family needs additional assistance, please contact the Director immediately.

Donations, supply fees, registration fees and any other payments other than tuition can be made to the MUW foundation c/o CPDC. Faculty, staff, and The W supporters and friends are invited to utilize automatic payments and paycheck donations to CPDC. (Tag your general foundation fund donations to the CPDC!) <https://longblueline.muw.edu/child-parent-development-center-give-now>

### OTHER GENERAL PRACTICES

#### ABSENCES OF CHILDREN

Parents should notify their classroom teacher using Brightwheel if their child will be absent. There will be *no reduction in tuition* fees due to family vacations, sicknesses, absences, university/state closures, inclement weather. For families on childcare certificates, only 5 absences are allowed each month. After those absences, the family will be responsible for any costs that occur. Children are considered absent if they are not at school by 8:30. Drop-off is from 7:30-8:30 daily.

#### ABSENCES OF STAFF

As we must make other arrangements to care for our children, all absences of staff and work study students must be approved by the Director.

- Staff must notify Director or Support Specialist via GroupMe and get a response. If no response, message a lead teacher.
- NO SHOWS are not tolerated. Your teammates and shift mates depend on you to be here to run smoothly. One person out puts a major kink in the system.
- For time off, benefited employees must submit a MUW leave request form to the director to approve leave time. CPDC-benefited employees may have earned time to use for paid time off.
- All other CPDC employees and work study students must submit a CPDC leave request sheet. All staff and Classroom Assistants and Aides are responsible for working with the director to make sure their classes will have appropriate supervision and lesson plans for the scheduled days off.
- Morning teachers may serve as substitutes in the afternoon, up to 40 hours a week in earned time. Aides may serve as morning teacher substitutes with prior director approval. Classroom Assistants and Aides may not go over 20 hours a week without prior MUW HR approval. We contact our dependable work-study students to serve as substitutes first.
- The director will determine what time can be made up and what changes in schedules are approved for pay based on The W's policies. Time can only be made up during normal 7:15-5:30 hours.



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## ACCIDENTS OVERVIEW

Our teachers and staff work diligently to prevent accidents in the class. However, despite our best efforts, accidents do happen. We notify parents by phone for serious emergencies that may need further treatment or observation. We notify parents by written accident reports on the day of the incident and post in Brightwheel. If a friend was involved in the injury, the parent of the offending child will also be notified with an incident report. Please check your child's Brightwheel account and cubby for notes or reports on a daily basis. **Parents should sign to acknowledge receipt of accident reports** and keep the white copy. The yellow duplicate copy stays at the center for your child's file.

Our general policy, at a minimum, is to have written documentation for any incident that leaves a mark on a child or adult.

## ACCIDENTS, INCIDENTS, and EMERGENCY PROCEDURES

Fire, Tornado, and lockdown drills are carried out monthly so that children are familiar with sounds, locations, and directions in case of emergency. All evacuation routes are mandated to be posted in classrooms and should remain up at all times. Students, staff, and faculty of MUW are encouraged to log into your banner account to sign up for campus notifications. CPDC notifications will be sent through Brightwheel. The Director or Director Designee is the ONLY person who should notify and update parents in emergencies as we must have clarification on messaging from other departments before sending.

In a medical emergency involving a child, the staff of CPDC will make decisions using their best judgment. Immediate first aid will be administered by staff with first aid certification. If the child can be transported to the hospital by a parent, the parent will be notified first. If the emergency is serious and requires additional services, CPDC staff will call 911 and MUW Campus Police Department. CPDC does not provide insurance coverage for injuries. Please ensure all lists of emergency contacts are current throughout the year in the CPDC office and in Brightwheel (for children and all staff).

If an accident happens, all staff should IMMEDIATELY contact and get help from the Director or Director Designee. There is protocol on how to call and contact parents and call and document for licensure. The first responder should always be staff with First Aid/CPR training that can remain calm and collected. Please be mindful that the other children are safe and removed from the situation as necessary. Serious occurrences that follow with a doctor's visit will require additional reporting.

**It is important to remember that licensure requires us to have these individuals on-site at all times:**

- a director and/or director designee (with qualifications and certifications as mandated by licensure)
- a person certified in First Aid/CPR/AED
- classroom staff supervising children with specific licensure training and qualifications, including a Mississippi Letter of Suitability and 121 Immunization Form.
- enough qualified staff to meet licensure and accreditation ratio requirements

## ACCIDENT (INJURED CHILD) OR SERIOUS OCCURANCE RESPONSE BY DIRECTOR/DIRECTOR DESIGNEE

To have director designee immediately available to staff and to allow for coaching and persistent technical assistance, CPDC will utilize and have the designee working the hall and mentoring playground/classroom spaces in the afternoon or at any time when the director is not on site and staffing allows.

- The on site administrator (director or director's designee) will determine the best way to contact parents. With major injury, **phone call first**, then documentation via Brightwheel. The leads/director/designee will know the parents and their preferred methods best. If parent is not immediately reachable, the director/designee will post in brightwheel or text to have them call you immediately.
- Immediately complete the documented paper accident report for the adult to sign when picking up the child.
- Make sure to give the parents as many details as possible so they understand what happened exactly. This will build their trust with the situation. Do not provide a vague response.
- Make sure the director and all designees/leads know the situation, as parents may contact the staff member they trust most for follow-up.
- Will need a VERY documented report to send to licensure for the investigations unit if medical care is needed. They will want to know –

✓ All staff or adults present, responding, and witnessing	✓ Any children present and number / ratio
✓ Date and time of the incident	✓ Specifically, where the incident occurred
✓ Photos of the injuries on the child	✓ Photos of where the injury happened
✓ What was happening before, during, and after the injury (including describing first aid treatment)	✓ Any present, witnessing, or responding adults need to provide a detailed statement; signed and dated

- When the report goes to licensure as a serious occurrence, all photos, scans, screenshots, signed reports must go, along with a scanned copy of the child's application. Copy Dean of School of Education for MUW protocol. Licensure recommends that a brief contact is made when the incident occurs (immediately following child pick up), then follow up when all the above information is available to send. If parents still have questions or need reassurance, copy the parent on the full report.
- FOLLOW-UP: Meet with all leads and staff involved to determine best practices or changes moving forward. If technical assistance or corrections should be made, ensure all employees sign a documented report stating the new changes or policy. Any agenda and signed notes should be documented and recorded.

## EMERGENCY CLOSURE RESPONSE PLAN

**In the event of an emergency closure, parents will be notified via Brightwheel.**

**Licensure dictates when closures are necessary. See guidelines here:** <https://msdh.ms.gov/msdhsite/static/resources/78.pdf>

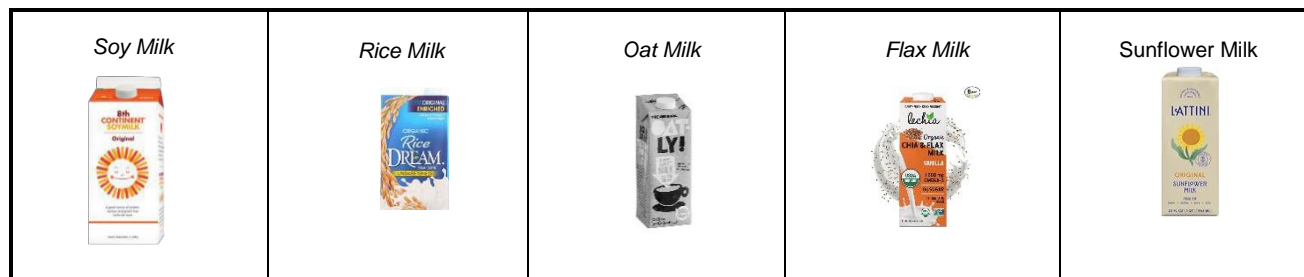
## ALLERGIES

Parents must provide copies of all necessary information about a child's allergy. This includes doctor's excuse, explanation of care and treatment, medicines used, and continuity of care. Parents must inform the school of any changes that may occur immediately after notification of the changes.



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The USDA/CACFP/MDE food reimbursement program only allows certain forms of milk substitutions that meet the requirements. Some examples are listed below. Please let us know if you need help navigating a choice in milk alternative.



## BIRTHDAY and CELEBRATION POLICY

We love any reason to celebrate! Birthdays are a very special day for our children. Please notify the teacher in advance of any party plans. However, formal parties and swapping gifts are not allowed at school. Parents may furnish store-bought (no homemade) mini-cupcakes or cookies for their child's class for dessert after lunch or afternoon snack. Fresh fruit, cheese cubes, and other healthy treats are preferred, or books, crayons, stickers, and non-food treats. Please think outside of the box as well! You can donate books or supplies in honor of your child on their birthday or come to school as a surprise special reader. Check our themed weeks and think of something related to our school theme. The possibilities are endless! We will gladly send home party invitations provided ALL children in the class are invited.

## BITING POLICY

Biting is extremely common in the early childhood setting. No parent wants their child to be bitten, or to bite. Unfortunately, this is a typical and developmentally appropriate phase that children go through as they are growing and developing communication skills. Whenever a child is bitten, the teacher's first task is to comfort and reassure the bitten child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, first aid will be administered. Both sets of parents will be advised of the incident at dismissal, or sooner if the bite was severe. We try to notify parents first in Brightwheel. When a child under the age of 2 bites, it is generally due to lack of language skills, out of curiosity, teething, ownership, or even affection. In the instance of these youngest children, the teachers will try to determine which type of biting scenario has taken place. Teachers will closely monitor the situation with shadowing, hoping to intercept the next bite to correct the situation and determine a cause. When children are older than 24 months, biting is less common. Language is developing and friends learn to use words and make better choices. It becomes easier to redirect the playmates involved.

When the children are developmentally ready, our approach is to have the child who bites to go to the child that she has bitten and hold their hands and see the face of their wounded friend. The teacher will help both friends navigate the conversation together so they can learn how they make their friends feel and develop empathy. Both sets of parents will be told of the incident, although we will not share the names of the children involved.

We will do all we can to work with families when biting is an ongoing problem. Sometimes the CPDC staff may be able to offer solutions with language therapies or sensory connections. All families should be patient in understanding that bad habits take time to be broken. The child who continuously and maliciously bites (especially over the age of 4) cannot be tolerated. If biting continues to be a problem teaching staff will meet to determine the next step to break biting habit. If it continues, CPDC staff may recommend additional behavioral therapies or interventions.

<https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>

## CARE OF SCHOOL PROPERTY

Parents will be responsible for any property witnessed to be maliciously damaged by their child.

## CHILD ABUSE and NEGLECT

CPDC falls under MANDATED REPORTERS. We are required by law and licensing requirements to report any suspected neglect or abuse to the Mississippi Department of Human Resources. We report any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. **It's important to note, we are not the experts in the field of abuse. We make the report, CPS/DHR sorts out and determines what warrants an investigation or additional thought.** The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of DHR or the police when they are called. **Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.** CPDC staff has the right to hold your child if they deem a situation as possibly unsafe until verified by Campus Police. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html). **Please note – the safest place for any child served by CPDC is the back seat of the vehicle in a 5-point harness car seat. All children should be safely secured in appropriate restraint and safety devices before leaving CPDC. Lack of car seats are a reportable offense. Please let the director know if you need assistance installing or purchasing car seats.**

## CHILD CARE CERTIFICATES

The W CPDC accepts Mississippi Child Care Certificates. We can be found under Mississippi University for Women CPDC. Families are responsible for any fees or tuition not covered by the child care certificate program. CPDC is paid for days that children are present on the certificate program. **Parents or guardians are responsible for all days/fees not covered by the child care certificate program.** As per <http://www.mdhs.state.ms.us/early-childhood-care-development/for-parents/child-care-certificate-program/> "The Child Care Certificate Program is a federally funded program designed to provide parents with assistance with child care tuition. Parents may choose any type of child care while participating in this program. Parents who meet the income and work requirement for participation in the Certificate Program will be responsible for paying their child care provider a monthly co-payment fee. In addition, parents will be responsible for published tuitions rates. For example, if a parent has a child enrolled in AZQ School and the school's published tuition rates are \$390 per month and the Child Care Certificate Program pays \$300 per month, the parent is responsible for paying the \$90 difference to the child care provider in addition to their monthly co-payment." For more information and assistance, contact The Mississippi Child Care Payment Program at 1-800-877-7882.





## CLOTHING

Please send your child in comfortable clothing that can be handled by the child alone. School can be active and messy, and neatness is not guaranteed. Long dresses can be hazardous on play equipment. Long pants with ruffles are adorable - but difficult for children to run and play. Rompers are difficult for diapering and potty training. Comfortable closed toe shoes should be worn that are made for playing and running. Please put play shorts underneath dresses of the older schoolers. We are a very active and messy hands-on learning environment!

We will spend a minimum of two hours outdoors a day as required by licensure. We will go outside no matter the temperature, but in shorter spurts for cold (less than 32) and hot days (over 95). Always dress your child for the weather outside and send proper accessories, including hats and mittens or hats for sunny days, if desired. Parents are asked to apply sun screen on their children before arrival. Teachers can reapply sunscreen for afternoon play, as needed. No aerosol sunscreen sprays are allowed.

We ask that each child send a change of clothing (something old), underpants, socks, ALL LABELED in a clearly marked Ziploc bag at the beginning of the school year. For younger children and potty training, please send multiple changes of clothing. These clothes will need to be updated with each weather change.

## COMMUNICATION

Our program was created to serve parents as well as children. Parents are encouraged to participate in their child's activities whenever possible. We would like parents to preview our calendar of themes for the year and let us know how you can help bring talents, activities or projects into the classrooms. We encourage parents to regularly share daily concerns about your child with teachers and staff. Parents and families are invited into the center for special functions throughout the year or our yearly developmental check-in meeting. Parent, teacher, or director conferences and phone calls can be scheduled at any time a need arises by calling the CPDC office. We have an open-door policy with our families.

**All parents should download and use the Brightwheel app for constant communication with CPDC.**

Please remember to update the teaching staff and director of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to the changing environment. It helps our staff know which child needs the extra patience, attention and love.

Teachers will send home classroom newsletters a minimum of once a month, usually through Brightwheel. The CPDC administration will send home a newsletter or letter monthly, or more often if needed. Monthly menus are posted in the hallway. Printed newsletters will be on the hallway bookcase at check in.

Teachers may not discuss the confidential information, needs or behavior of classmates or families with other parents, or outside of the CPDC. We may share concerns with staff and faculty of the CPDC or necessary personnel and advisors at our university or discretely as part of our program education.

*While we strive to communicate on most issues immediately, our hours are 7:30-5:30 and we will communicate during our open weekday hours. Please also know that our teachers are attending to the children completely during their shift and do not always have adequate time to respond immediately to parent needs while meeting their first priority – the needs of the children. Safety concerns will always be addressed by staff before other concerns or parent needs for information. Please be mindful that we prioritize responses based on emergencies or other urgent safety or behavioral needs that you may not be privy to within the classroom.*

## CUSTODY ISSUES

Any parent who desires to restrict access to their child's other parent must provide legal documentation establishing the lack of custody. Otherwise, a child will be able to be checked out by either parent.

## DAILY ACTIVITIES

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities
- Music and Singing Activities
- Story Time
- Individual Activities
- Outdoor Activities

Lesson plans for each week are available on the hallway teacher bulletin boards showing how these activities are incorporated into the daily schedule. CPDC uses electronic today cards through the Brightwheel app. Please make sure to check cubbies daily to sign any accident/incident reports.

Each child needs to bring (clearly labeled):

- Extra set(s) of clothes in marked Ziplock bag; more clothing necessary in younger classrooms
- Small blanket, pillow, etc. (must fit in your child's cubby)
- Diapers and wipes if needed (please label all diapers and wipes)
- Diaper cream (if needed)
- Sunscreen (if needed) for Sun Safety (lotion only, no spray)
- Bug spray (if needed)
- Pacifiers or bottles are not encouraged, especially over the age of 2.
- Inexpensive swimsuit and inexpensive towel with their name clearly marked to leave at the center during the summer months



## DISCIPLINARY and BEHAVIOR POLICY (1B.10)

CPDC seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach and lead our children to make better choices. (1E.1) CPDC discipline policy acknowledges that it complies with federal and state civil rights laws, and NAEYC accreditation requirements and licensure requirements for the state of Mississippi.

At no time will any form of corporal or physical punishment, psychological abuse, or coercion when disciplining a child be threatened, encouraged, or used. Restraining a child should only be used for safety reasons. (1B.10)

(1B.8) Prohibited behaviors by anyone (staff, parents, or caregivers):

- Any corporal or physical punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.
- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separated from staff.
- Any other discipline that is not age appropriate or is excessive in time or duration.
- Any coercion when disciplining or other psychological abuse
- Any withdrawal of food, rest, playing outside, or toileting.

Other prohibited actions:

- No child will be disciplined for lapses in toilet training.
- No child will be disciplined for not sleeping during rest time.
- No child will discipline any other children.
- (1B.10) No child will be physically restrained for any reason other than the time to secure the situation or ensure their own safety or the safety of other children or adults.

(1B.9, 1E.1) CPDC will conduct yearly staff development review on our discipline policy. New staff is required to go through an orientation that includes procedural instructions on how to implement the outlined disciplinary policy. Parents are to read and sign off on this policy yearly during the application process.

All discipline actions will be positive in nature. Natural consequences are encouraged. The method of discipline will vary with the age and action of the child. As a matter of policy, the following is a general framework for discipline.

- Help the child navigate and name their emotions and feelings, understand that all feelings are valid
- Redirect the child's behavior and give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues (You must use kind hands. Kicking and hitting hurts.)
- Look for a deeper problem
- Let the child go to the calm down center or agreed area to cool off and be more reset for redirection if needed

CPDC seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach and lead our children to make better choices. Our primary model for social and emotional development is Conscious Discipline.

### **If choosing to use a consequence: natural consequences should be: Related, Respectful, Reasonable, Helpful**

- ❖ **Related** means the consequence must be related to the behavior. (*Example: once we are regulated and calm, clean up mess we made while angry*)
- ❖ **Respectful** means the consequence must not involve blame, shame or pain; and should be kindly and firmly enforced. It is also respectful to everyone involved. (*Teacher should go TO the child and not shout across the room or playground. Teacher should help navigate emotions and behaviors and come up with solutions so it doesn't happen again.*)
- ❖ **Reasonable** means the consequence is reasonable from the child's point of view as well as the adults. (*Teacher could ask the child how they can help solve the situation and let the child lead their natural consequence. Whether through cleaning up, talking with the friend, drawing a picture of how it feels, etc. Sitting in time out does NONE of the things necessary to solve the problem for the future. Time out doesn't TEACH a child how to solve the problem.*)
- ❖ **Helpful** means just that—it helps rather than hurts. CPDC is NOT a punishment-based center. While we do want children to learn accountability, suffering through punishment does not give a child the tools they need to improve their behavior.

**Consistency between all groups (including teachers, assistants, and parents) usually makes a world of difference.**

## DISABILITIES, DIFFERENCES, BEHAVIORS, & EARLY INTERVENTION

CPDC welcomes any child into our program, as long as we all agree we can encourage growth and development and help meet the needs of the child and family. We strongly believe inclusion is the best policy and we help teach all our friends to value our similarities and our differences and encourage compassion and empathy. The lead teaching staff is trained in development to help identify needs or behaviors that need further screening and evaluation from First Steps early intervention (birth-3), the pediatrician, or the school district (3-21). The family is encouraged to seek out any needed screenings or evaluations and develop family or individualized educational plans. Inclusion only works with parents and families as partners. Please discuss any developmental or behavioral concerns with your child's teacher and the director.

***Per federal regulations and state policies, referrals should be made as soon as possible, but not later than seven (7) days, after determining an infant, toddler, or child is in possible need of services.***

We strongly believe that an early intervention team can help us include all children in our classrooms. However, we **must** have family support on these processes. For more profound special needs, we recommend families research programs with more extensive intervention and mental health resources. (Optional alternative part-time scheduling at CPDC, TK Martin, Head Start/Early Head Start, public school programs, The Autism Center, ABA, etc.).



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## Subchapter 20: CHILDREN WITH SPECIAL NEEDS Rule 1.20.1 Facility Adaptation:

1. The child care facility areas to be utilized by a child with special needs shall be adapted as necessary to accommodate special devices that may be required for the child to function independently, as appropriate.
2. A separate area shall be available for providing privacy for diapering, dressing, and other personal care procedures. *Source: Miss. Code Ann. §43-20-8.*

**Rule 1.20.2 Activity Plan:** A child with special needs shall have an individual activity plan. The individual activity plan shall have been developed by a person with a bachelor's or advanced degree in a discipline dealing with disabilities, as appropriate. The individual activity plan shall be reviewed, at a minimum, once every 12 months. *Source: Miss. Code Ann. §43-20-8.*

**Rule 1.20.3 Caregiver Staff Development:** Caregivers serving children with special needs shall receive staff development related to the specific needs of the children served. *Source: Miss. Code Ann. §43-20-8.*

**Rule 1.20.4 Staffing:** Caregiver staffing shall be appropriate and adequate to meet the specific physical and/or developmental needs of the special needs children served at the childcare facility. Staff-to-child ratio shall be determined by the needs of the child rather than child's chronological age as based upon the child's individual plan (i.e., individual education plan, individual habilitation plan, individual family service plan, etc.). The facility is encouraged to be an active participant in the child's individual plan development.

	<p><b>CHILD FIND</b> Children birth-3 who reside in the state of Mississippi should contact FIRST STEPS Early Intervention:</p> <ul style="list-style-type: none"> <li>• Early Intervention: 601-576-7427 or 1-800-451-3903</li> <li>• Referral form available online</li> </ul>
	<p><b>CHILD FIND</b> Children 3-21 who reside in the CITY school district should contact: (662) 241-7160 ext. 162 or (662) 241-7160 ext. 161</p>
	<p><b>CHILD FIND</b> Children 3-21 who reside in the COUNTY school district should contact:</p> <ul style="list-style-type: none"> <li>• Special Services Phone: 662-244-5023</li> <li>• Director of Special Services (662) 244-5024</li> </ul>
	<p><b>PRELIMINARY SCREENINGS</b> <b>Mississippi Early Childhood Inclusion Center (MECIC)</b> The University of Southern Mississippi Institute for Disability Studies Kristie Bowlin or Shelby Gann    Kristie: <a href="tel:662-397-1902">662-397-1902</a>    Shelby: 662.321.0686 <a href="mailto:kristie.bowlin@usm.edu">kristie.bowlin@usm.edu</a>    <a href="mailto:shelby.gann@usm.edu">shelby.gann@usm.edu</a></p>

## ONGOING CHALLENGING BEHAVIOR AND EXPULSION AS LAST RESORT

(IE.1) CPDC believes the use of suspension, expulsion and other exclusionary measures are utilized as a last resort in the early childhood setting and will do our best to prevent measures. **Exclusionary measures are not considered until all other possible interventions have been exhausted or behaviors are repeatedly documented for hurting other children and staff. If exclusionary measures must be taken, CPDC will help access services and an alternative placement.**

*While CPDC believes in inclusion, we do have limits to the care we can provide, and we depend on families to support our efforts with early intervention or mental health resources when continued violent behavior and abuse of staff or friends is occurring. Our ultimate goal is to best meet the needs of all children. Families must be aware that this is a group learning program. We must ensure the whole group, including the teaching staff, is safe and cared for above the needs of one child.*

**If parents refuse or delay seeking additional help or delay working with the staff in partnership to develop a behavioral or intervention plan and complete the intervention or counseling process, or the intervention plan cannot keep the needs of all students safe, the last option is for the director to remove the child or family from the school.**

## DROP OFF AND PICK UP POLICY

All children must be accompanied by an adult to their classroom when arriving. Drop-off is from 7:30-8:30 daily. Children must be signed in via Brightwheel daily by the drop-off adult. They must also be signed out by the approved pick-up adult. **THIS IS MANDATORY FOR LICENSING, MSDH CHILD CARE CERTIFICATES, AND USDA GUIDELINES.** Repeatedly not signing in will result in a \$25 fine. Parents must come to their classroom to retrieve their children. Each child must be signed out by an adult on the approved pick-up list. **You must sign in and out with your individual (BY PERSON, NOT BY CHILD) Brightwheel code.** If the child is to be picked up by someone not on the approved list, the parent must provide a written note, text, Brightwheel message, or email providing permission to the child's teacher or the director.

CPDC is a CELL PHONE FREE ZONE!! Your child and their teacher want to talk to you. Please come to the center ready to communicate with us!

It is important that you pick up your child on time. **Please plan to pick up your child BEFORE 5:25.** This will allow you time to gather all belongings and be out the door by 5:30. We do not have the funds to pay our staff overtime if they leave CPDC late. If you know you are going to be late, please call the school or message us in Brightwheel. Parents will be allowed one late pickup. After your one courtesy, a \$25 late fee will be charged to your account per 15-minute



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occurrence, per child, per semester. If you are more than 30 minutes late and CPDC staff cannot reach any emergency contacts, CPDC will call The W police department and DHS will be called. **If you are at 5:31, you will be charged \$25 per child. At 5:46, you will be charged \$50 per child.**

## EMERGENCY PROCEDURES

In case of fire, tornado, child injury, or lockdown, the CPDC staff has been trained and prepared to handle the situation according to the policies sent forth in our staff procedures manual. Fire and Tornado drills are carried out monthly so that children are familiar with sounds, locations, and directions in case of emergency. All evacuation routes are posted in classrooms. The staff is Red Cross Certified in CPR, AED, and First Aid. In the event the Columbus City/Lowndes County Schools or The W close early or start late due to weather or other emergency, we will close at the same time. No tuition will be reimbursed or reduced due to school closings for severe or inclement weather or other emergency.

If the W campus is closed, CPDC will also remain closed. Students, staff, and faculty of The W are encouraged to log into your banner account to sign up for campus notifications. CPDC notifications will be sent through Brightwheel.

If we have an on-campus emergency (lockdown/tornado) and we are in our secure location, we will NOT release to parents and will remain in our safe place until given the all clear from university entities. You may NOT check out children during those times.

In the event of a medical emergency involving a child, the staff of CPDC will make decisions using their best judgement. Immediate first aid will be administered by staff with first aid certification. If the child can be transported to the hospital by parent, the parent will be notified first. If the emergency is serious and requires additional services, CPDC staff will call 911 and The W Security. CPDC does not provide insurance coverage for injuries. Fees for medical care are the responsibility of the parents. Please make sure your list of emergency contacts is current throughout the year in the CPDC office and your information is current in the Brightwheel app.

## EVACUATION PROCEDURES

In the event the campus is evacuated during an emergency, we will transport all children to our safe zone using any means necessary and will notify parents once all children are safe. We have a campus policy that if we require evacuation, our campus officials and EMA will work to arrange emergency transportation.

- Our campus evacuation site is Turner Hall Speech and Hearing Center.
- Our one-mile evacuation site is the Columbus Public Library.
- Our five-mile evacuation site is First Assembly of God Child Care. 2201 Military Rd, Columbus, MS

## FIELD TRIPS and TRANSPORTATION

Field trips are an important way to spark a child's imagination by immersing in an experience. We will use The W campus as a regular part of our learning experiences. We may go to the health center, tennis courts, art museum, or just a wagon ride around our campus community. If we have special or paid event on campus, parents will be notified. We may request parent volunteers for special activities. CPDC does not provide any transportation for children as all of our children should still ride in car seats and liability. We will require parent permission slips and ask parents to transport their own children to any off-campus activity.

## FOUNDATION ACCOUNT

The CPDC has an account with The W Foundation to help cover basic expenses. In the future, we would like to use this account to cover scholarships to help cover CPDC tuition for a full time W student. **As we are building our account, we would like to ask all The W staff, faculty, and friends to tag their The W foundation donation to the CPDC.**

## GRADUATION / SPRING PROGRAM AND CELEBRATION

CPDC has a graduation program for our PreK4 program participants based in April. All CPDC students and classes participate in this program.

## GUESTS

We have an open-door policy with parents and families. Parents are welcomed and encouraged to visit. If it is someone other than immediate family that will be visiting our school, please let the teacher or director know in advance, and upon arrival. Please remember nap time is from 11:30 until 2 PM when making plans. Please also share your talents with us! We love special readers, special visitors, and special events.

## HEALTH POLICIES

In order to help prevent the spread of disease or infection and keep our children as healthy as possible, the Mississippi Department of Health and CPDC requires adherence to specific policies. **CPDC is only licensed to provide care to well children; therefore, we cannot accept any unwell child.**

- Each child, staff, guest, and teacher must have a current 121 Immunization form on file.
- State regulations from licensure mandate parents report any communicable diseases immediately to the teachers or director for the protection of other children.
- **The below exclusions are NOT optional. The Mississippi Department of Health Licensing states that children CAN NOT ATTEND school with any of the below:**
  - Fever: Defined as 100°F or higher taken under the arm or temporal, 101°F taken orally, or 102°F taken rectally. (CPDC checks temps and provides general wellness checks multiple times throughout the day. We will only send a child home when we have checked multiple times with different thermometers both temporally and under the arm. We do not take sending any child home lightly.)
  - Diarrhea (three or more loose bowels in a 24-hour period, or one watery stool that cannot be contained if in diapers or if child lacks control of bowels). According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from childcare settings regardless of the cause.
  - Rash with fever or sore throat with fever
  - Eye discharge: thick mucus or pus draining from the eye.
  - Vomiting: Defined as two or more times in a 24-hour period
  - Severe coughing
  - Jaundice
  - Irritability or the appearance of unwell: Continuous irritability and crying



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CPDC will contact you when your child is ill and needs to be picked up. We will try to keep sick children isolated from other children until the parent arrives, especially if we think they may be contagious. You must pick up your child immediately and comply with all CPDC and MSDH regulations regarding illnesses. We are responsible for the health and well-being of many children so we will closely follow health department regulations when it comes to illness. We understand and respect your need to be at work and what your doctor may say, but your cooperation is extremely important on this. CPDC and Health Department policy will trump any doctor's decision.

- **In order to prevent the spread of germs, your child should be symptom free for 24 hours without preventative medication before returning to school. If your child is sent home due to illness, he/she may NOT return to school the next day. (CPDC checks temps and provides general wellness checks multiple times throughout the day. We will only send a child home for fever when we have checked multiple times with different thermometers both temporally and under the arm. We do not take sending any child home lightly.)**
- **During flu, viral colds, and strep season, most doctors recommend they are fever free for 48+ hours before returning to childcare or school. CPDC may adopt a 48+ hour policy during times of spread.**

**Even with a doctor's note, our policy of 24 hours out fever free will stand; especially during times of cold, strep and flu virus spread. (Example, if we send your child home but your child's doctor says your child "just" has an ear infection and can come back, they are STILL excused until 24 hours after their last fever temperature was read. We do not care for sick and unwell children. Please have a backup plan.)**

For more details on the health policies, please see the [Mississippi Department of Health website](#).

- Plan with friends or relatives for back-up childcare at the beginning of the school year.
- Please immediately message (in Brightwheel) the school to report the illness; particularly if it is a communicable condition or disease. We will notify parents within the center if we have contagious illnesses. (Strep, flu, covid, pink eye etc. are all considered reportable and communicable.)
- When an illness suspected to be due to a contagious disease or condition, we must have a doctor's note granting re-entry.
- Any child that is on antibiotics must be on the medication for at least 24 hours before returning to school.
- When you are called to pick up a sick child from the school, you must do so within 30 minutes of being contacted. The school has limited space and staff to care for sick children.
- Your child must be symptom free for 24-hours before returning to school.
- If a child is too sick to go outside and play, he/she is too sick to attend school. Because of teacher/child ratios we are unable to keep a child from outdoor play. We will always go outside – even with hot and cold weather.
- There is no reduction in tuition or fees for illness or absences.

Medication will not be given unless it is in the original prescription bottle for the specific child and it must be accompanied by a completed medication authorization form signed by the pediatrician or prescribing doctor. All medication must be kept in the director's office or in an approved classroom location with director's permission. The staff administering the medication will report in Brightwheel when the medication is administered. A medication authorization form must be completed by the family and pediatrician. Medication will not be dispersed if the parents can dispense independently. We would prefer for the parent to come to the center to give any medication. CPDC may only be used if and when this is not possible. If the medicine is deemed as a controlled substance, the parent is responsible for providing CPDC with a lock box and key.

CPDC cannot administer over the counter medications. Only medications with prescriptions may be administered, and only by the child's primary teacher or the director who has received training to administer medication. No part time staff may administer medication.

(10D.10) If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present. (Example – feeding tubes.)

## INSURANCE

CPDC does not have accident or liability insurance.

## NUTRITION and MEALS

We offer a variety of healthy foods catered by Sodexo for your child. Monthly menus will be posted in the hallway for your convenience. All meals are served family style within each classroom, and staff is encouraged to eat with the children. Our food and nutrition program is paid through each child's tuition and reimbursement through the child and adult nutrition reimbursement program.

If your child will be later than 8:30 AM, you must message in Brightwheel so your child will be included in our daily meal totals. Please have all students in their classrooms by 8:15 for breakfast. A hot lunch is served at 11:15 AM. Afternoon snack is served by 2:15 PM, with an additional snack at 5:15 if needed. All meals are catered by Sodexo through the university cafeteria.

**Per Mississippi Department of Health regulations and USDA regulations children are not allowed to bring food (for example: breakfast or lunch) into the school. Children who bring their meals must have a special diet request completed and approved. Children should finish all food and snacks BEFORE coming into CPDC. Children are welcome to bring in treats to share with all friends, with prior teacher approval. (See the Birthday & Celebration Policies.)**

## OTHER POLICIES and The W NONDISCRIMINATION POLICY

The CPDC is part of the W campus community. No weapons of any kind are allowed on campus. This is also a smoke free campus. Smoking is not allowed in our parking lots, buildings, or drop off circle. No alcohol or drugs are allowed at any time on CPDC's campus. All other medications should be kept in a secure location and out of the reach of all children. We request parents, staff and volunteers abide by all [The W policies](#) while on our campus.



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Mississippi University for Women is committed to providing an environment that is free from discrimination and harassment based upon race, color, ethnicity, national origin, sex, pregnancy, religion, disability, age, sexual orientation, gender identity, genetic information, veteran status or any other status protected by state or federal law. The University will not tolerate discrimination or harassment in any of its programs or activities and is committed to preventing and stopping discrimination or harassment whenever it may occur at the University or in its programs.

This policy will be interpreted so as to avoid infringement upon First Amendment rights of free speech or academic freedom. A determination as to whether discrimination or harassment has occurred will be based upon the context in which the alleged conduct occurs.

This policy applies to all employees, students, visitors, volunteers, applicants and program participants. Any person who has experienced or observed any discrimination and/or harassment must report it as soon as possible. No student or employee should assume that an official of the University knows about a particular situation unless it has been reported. To make a report, go to <http://web3.TheW.edu/reporting> or contact EthicsPoint (1-877-310-0424) or online at [www.TheW.ethicspoint.com](http://www.TheW.ethicspoint.com). Reporters may remain anonymous if desired.

It is a violation of this policy for a supervisor or administrator to disregard or delay reporting an allegation of discrimination or harassment. In addition, retaliation against a person who has made a report or filed a complaint, is a witness to, or has participated in the investigation of a complaint of discrimination or harassment is prohibited.

## SCHOOL CALENDAR

Please see the published CPDC calendar. **(Please note, the W campus may close the day before major holidays. As a state institution, we may not know about additional closures until closer to the date.)**

## SCHOOL HOURS OF OPERATION

CPDC opens at 7:30 AM and closes promptly at 5:30 PM; using the clock with university time in the hallway. Children who are not directly related to CPDC staff are not allowed in CPDC before 7:30. If your child is absent, please notify your teacher (via Brightwheel) or call the school office by 9 AM. **All children must arrive by 8:15 to begin their day with breakfast.**

## TOILET TRAINING ASSISTANCE

Please talk to your child's teacher when beginning toilet training. We have toilet training contracts. This is a team effort! It is very important that we all work together towards this goal.

## TERMINATION OF FAMILIES

CPDC reserves the right to immediately terminate our contract for childcare service. Some of the reasons for termination may be:

- Failure to pay
- Routinely late picking up your child
- Differences in philosophy between the family and provider
- Failure to complete required forms or turn in required forms
- Failure to assist and cooperate with staff with behavior plan, or failure to have services if they are deemed necessary
- CPDC determined that the health, safety, or welfare of the program is threatened by the continued presence of the family

## TOYS BROUGHT BY CHILDREN

Please do not bring any toys to CPDC, as we cannot guarantee they will not be broken or misplaced. Please only bring items when asked by the teacher as part of show and tell or other requested special times.

## USDA NONDISCRIMINATION POLICY

Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Program on Indian Reservations (FDPIR) state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-QASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. **mail:** Food and Nutrition Service, USDA 1320 Braddock Place, Room 334 Alexandria, VA 22314; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

This institution is an equal opportunity provider. 7/10/2024



## **VOLUNTEERS and PHILANTHROPY**

Families and volunteers are an important part of our program! In order to keep our caliber of teachers and program running smoothly, we need your help! Some tasks may be out of the classroom (cutting or laminating games, gathering supplies, running copies, organizing our CPDC library) or in the classroom (helping at circle time, sharing jobs or culture, reading one-on-one with a student, helping with art or centers, or sharing a special book.) We will have scheduled weekend work days each year.

For safety reasons, volunteers, students or parent helpers MAY NOT be alone (without teacher supervision) under any circumstances with children unless we have ALL of the below on file:

- Mississippi Department of Health criminal record/fingerprint check and Letter of Suitability
- Current 121 Immunization form
- Completed staff and volunteer orientation

Please also ask your teacher about their wishes and needs for their classroom. Our teachers buy materials for their classrooms using their personal money, so every little bit helps.

We have an [amazon wish list](#). We encourage our The W students, local businesses, churches and youth organizations to think of the CPDC for volunteer opportunities, work days, or philanthropic opportunities! We have lots of needs, and we welcome the help. See the director for more information.

## **WITHDRAWAL**

In the event a child must withdraw from the CPDC program, a **two-week notice** must be provided in writing to the CPDC office on a CPDC withdrawal form. If this notice is not provided, the tuition will continue to be billed to your account and you will be responsible for payment. Families will be held responsible for any fees incurred while attempting to collect any debt owed to CPDC and Mississippi University for Women. If no contact has been made with CPDC within 5 days – two weeks maximum, we will assume your child has withdrawn and will fill the spot with another child.

## **MISSISSIPPI STATE DEPARTMENT OF HEALTH CHILD CARE REGULATION SUMMARY**

**[Child care licensure manuals can be retrieved here.](#)**



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

### CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents:

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Buildings and Ground	Children with Special Needs
Right of Entry and Violations	Health, Hygiene and Safety	Night Care
Facility Policies and Procedures	Nutrition and Meals	School Age Care
Personnel Requirements	Discipline and Guidance	Summer Day Camp & School Age Programs
Records	Transportation	Hourly Child Care
Reports	Diapering and Toileting	Hearings, Emergency Suspensions
Staff requirements	Rest Periods	Legal Action and Penalties
Program of Activities	Feeding of Infants & Toddlers	Release of Information
Equipment, Toys and Materials	Swimming & Water activities	

#### APPENDICES

Appendix A - Child Abuse and Neglect Reporting Statues	Appendix B- Reportable Diseases
Appendix C - Nutritional Standards	Appendix D - Playground Safety Standards
Appendix E - Dishwashing Procedure	Appendix F - Handwashing Procedure
Appendix G - Diaper Changing Procedure	Appendix H - Cleaning and Disinfection Procedure
Appendix I - Communicable Disease/Conditions and Return of Child Care Guidelines	

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.msdh.state.ms.us](http://www.msdh.state.ms.us), (go to Websites by Program, then Child Care Licensure). You may direct your questions to your local licensing official Mary Hampton at (662) 240-4013, or you may contact the Child Care Licensure office in Jackson at 601-576-7613.

Should you have a complaint concerning your child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-8734.

*Brian W. Amy, MD, MHA, MPH, State Health Officer*

570 East Woodrow Wilson • Post Office Box 1700 • Jackson, Mississippi 39215-1700  
1-800-489-7670 • Fax 601/576-7931 • [www.msdh.state.ms.us](http://www.msdh.state.ms.us)

*Equal Opportunity In Employment/Services*





## ADDITIONAL POLICY FOR EMPLOYEES, VISITORS, STUDENT OBSERVERS, AND VOLUNTEERS

### ACCIDENTS AND SUPERVISION OF CHILDREN FOR STAFF

**All accidents must be reported immediately to the Director or the Director Designee.** Safety is a joint effort of all staff and employees requiring all to become risk managers.

All CPDC paid budget staff should be Red Cross Certified in CPR, AED, and First Aid. We administer first aid, including antiseptics and wound cleaning unless otherwise advised by the parents. We are required by licensure to have a minimum of one person on site with first aid and CPR training at all times. With NAEYC accreditation, we are recommended to have one person in each classroom at all times with CPR/First Aid.

(3C.9) The best policy for accidents is prevention. Caregivers of toddler's classrooms must be able to see AND hear all of the children and all times. (3C.11) Staff with sleeping toddlers should position themselves so they can always hear and see any sleeping children, even when staff is engaged with awake children.

(3C.12) Teachers and caregivers who supervise preschoolers must keep them in sight most of the time. Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight. (This is strictly for bathroom use when children are in the preschool classrooms and in the enclosed safe environment.)

If the accident requires a trip to the doctor or hospital, the guardian should notify the teacher or director, and the director will notify our licensing official within 12 hours of the incident.

(3C.13) According to the American Academy of Pediatrics, "active and positive supervision" involves:

- Knowing each child's abilities
- Establishing clear and simple safety rules
- Being aware of and scanning for potential safety hazards
- Standing in a strategic position
- Scanning play activities and circulating around the area
- Focusing on the positive rather than the negative to teach what is safe for the child and other children
- Teaching children the appropriate and safe use of each piece of equipment (e.g., using a slide feet-first only and teaching why climbing up a slide can cause injury, possibly a head injury).

(3C.13) There are several important strategies for ensuring that all children are accounted for at all times, according to *Caring for Our Children*:

- Count children by matching name to face.
- Count on a scheduled basis, at every transition, and when leaving one area and arriving at another. You should count children approximately every 15 minutes.
- Be sure you can state the number of children in your care at all times.
- Record the count on an attendance sheet or Brightwheel.
- Mentally or physically note any children who leave the group (e.g., those who go with another adult to get the breakfast cart, or those who leave to visit another room). If they check out of school, document in Brightwheel.

### ANECDOTAL NOTES FOR FILES

Just like we keep files on every child in the office, every teacher should keep a file with anecdotal notes on each child. These notes will be used when assessing children's development, and monitoring behavioral concerns.

### STAFF BREAKS

If you need a moment to step away, take an important phone call, or use the restroom, one of our work study students, director, or Jumpstart students can cover. **Please make sure we have a letter of suitability on file for the staff or student that may cover momentarily. We understand this is a stressful job at times. Please ask for help when needed.**

**CAMERAS** CPDC has cameras that are intended for security purposes only. All classrooms are recorded, as well as both playgrounds and the hallway. For the sake of our student's confidentiality, no parent will be allowed to view any footage that includes a child other than their own. Parents can request that the CPDC Director review footage on their behalf. If further clarity is wanted, parents can request that the Dean of College of Education view the footage as well. Any footage requested by legal authorities or Mississippi Department of Health Child Licensure will be supplied by CPDC.

3C.10 Cameras do not replace the direct sight and sound supervision of any children.

### CELL PHONES

Cell phones are not allowed in the presence of children, in the classrooms, or on the playgrounds. Brightwheel is used for family communication, and walkie-talkies are used for staff communication. If you have an emergency and need to monitor your cell phone, please let the office know. Once children are settled and the nap time checklist has been signed off by a lead staff member, you are welcome to quietly use your phone.

### CHILD ABUSE and NEGLECT

We are required by law to report any suspected neglect or abuse to the Mississippi Department of Human Resources. Report any suspicions immediately to the director. We are not exclusive experts in abuse or neglect. Our policy is to report any suspicions or patterns of behavior and allow the experts to determine if enough information exists to investigate any reports.

#### Rule 1.24.10 Abuse and Neglect Reports:

- All employees will be informed by the hourly child care facility director of the individual's responsibility in reporting suspected abuse and neglect. Copies of the child abuse law shall be provided to each employee (Appendix "A"). (ALWAYS available in the MSDH State Regulation handbook and on the MSDH website.)



# The W CHILD AND PARENT DEVELOPMENT CENTER

- Reports of suspected child abuse or neglect will be made to the Mississippi Department of Human Services and/or local law enforcement officials in accordance with state law. Because abused or neglected children requiring immediate attention are often identified after traditional business hours of the Mississippi Department of Human Services, reports of this nature shall also be made to local law enforcement.
- Hourly child care facility operators and/or directors are encouraged to establish a working relationship with local law enforcement authorities and the Mississippi Department of Human Services. In extreme situations where local county Department of Human Services staff cannot be reached, operators and/or directors will report to the statewide 24-hour Child Abuse Hotline at 1-800-222-8000.
- Operators and/or directors will work in conjunction with the local law enforcement and the Mississippi Department of Human Services to establish a workable procedure for reporting cases when a child has been left at the hourly child care facility for an extended period of time after business hours or when allowing a child to leave.
- MUW's Minors on Campus Policy: Inform University Police (662-241-7777) or other appropriate law enforcement agency (911), and if the suspected assault or abuse presents an imminent danger to a minor, contact should occur immediately; and
- Report the activity to the Mississippi Department of Human Services (MDHS) by calling the abuse hotline (800-222-8000) and provide a written report to MDHS notifying who is believed to be involved and what was observed; and
- Inform the Director of Outreach & Innovation (662-241-6101).
- (10D.5) Staff who report suspicions of child abuse/neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.
- (6A.10) Staff who is accused of abuse will be placed on administrative leave immediately and will not have further contact with children from the time the accusation is reported. The CPDC director or designee will discuss the information with MUW's University Counsel, Human Resources, Licensure, and any other pertinent bodies to determine the next steps.

## CLASSROOM ACTIVITIES and ORGANIZATION

- **CURRICULUM FRAMEWORK:** Our curricular framework supports school readiness for all children. The design is comparable to the design of a house. The "foundation" of the curriculum is built on well-organized classrooms, research-based instructional interactions between teachers and child, and social-emotional support. The "pillars or walls" of the framework are the curriculum goals, learning experiences, materials, roles for parents and staff, and the ongoing assessment and screening that guide the planning that is done for each individual child. The roof of the model defines the modifications and instructional strategies that will be used to support children's learning.
- **LESSON PLANNING:** Lesson plans are not optional.
  - Teachers are required to turn in a copy of their lesson plan to the director by the WEDNESDAY before the week of the lesson. Lesson plans for each week are available on the hallway teacher bulletin boards showing how these activities are incorporated into the daily schedule. Lesson plans should also be kept in the classroom binder (FOR THE YEAR) in the event of an emergency or absence.
  - Teachers are REQUIRED to post their classroom lesson plan WEEKLY in Brightwheel, as well as send a brief note to parents about their goals for the week.
  - In lieu of paper daily today cards, we use the Brightwheel app. All activities must be recorded in the ones and twos classrooms. All classrooms and teachers will use Brightwheel to share pictures and daily activities with families.
  - Afternoon teachers should speak with the morning teachers about their current unit and drive their afternoon play, center times, and art around the center wide thematic unit.
- **CENTERS:** The bulk of activities in classrooms are devoted to center play. Please be diligent in maintaining the rules in every classroom with the children. Our rules transcend every classroom.
  - Manipulatives and puzzles are to be used on the tables only.
  - There is a maximum number of children that can be in each center at a time.
  - Children should clean up their center before they move to another center.
  - Centers are free choice for children. However, teachers are welcome to encourage friends to mix and encourage socialization; or to use specific friend groups for classroom management.
  - Teachers should change materials in the centers with every 5-week unit to incorporate units and themes into centers.
- **FURNITURE PLACEMENT:** Furniture may NOT be moved in the classroom without a prior discussion with the director for planning. Keep doors to classrooms closed and locked if necessary.
- **ART:** Artwork must be kid driven and not craft kit based. WE DO NOT USE COLORSHEETS!! Teachers should keep artwork on the wall for the entire 5-week unit. Classroom walls should be covered in kid-driven artwork.
- **ASSESSMENT:** *Classrooms, Teachers AND children will be assessed throughout the school term. We have a one-week review after every unit to review and assess knowledge gained.* In addition to this, observational assessments will be done to provide us knowledge on child development, and areas of concerns. Anecdotal notes are an important part of observational assessment.
- **CIRCLE TIMES AND SMALL GROUP WORK:** Classrooms of all ages should maintain the daily structure of circle times and small group activities. All teachers should have "class meetings" as needed to promote a sense of community within the classroom.

## CLOSING TIME

Before you leave CPDC:

- As the children clear out in the afternoon, afternoon care givers are responsible for wiping down all surfaces in each classroom with water and soap. Follow up with our house-made bleach water spray. Especially be diligent during periods of illness. This is particularly important for the one and two-year-old classroom.
- Make sure all toys and manipulatives are put back in their proper location. If you got it out, put it back up.
- Wipe down all chairs, tables, and surfaces with bleach water cleaning solution.
- File the classroom attendance sheets on the check in station, prepare the attendance sheets for the next day.
- Verify all kitchen trays and carts are set up and ready for breakfast the next morning, including cups, and utensils as needed.
- On Friday, verify all CPDC garbage is out of the center. Verify the Sodexo meal pans are rinsed.
- Set the air or heat on for the next morning. Particularly important for heat in the winter.
- Lock the EDHS playground door.
- Lock the EDHS hallway door.
- Lock the CPDC kitchen door.
- Lock both doors on the back-play yard.
- Turn out all lights in the center.
- Check the attendance sheets to verify all children are picked up and gone.
- Turn on the porch lights.



- Lock the main door.

## CONFIDENTIALITY

Teachers, staff and volunteers may not discuss the confidential information, needs or malicious behavior of classmates, personnel, or families with other parents, or outside of the CPDC. We may share concerns with staff and faculty of the CPDC or necessary personnel and advisors at our university. CPDC staff should never discuss other children with other parents. Please be mindful not to discuss personal business of our students in the hallway. Request a private meeting at another time to discuss sensitive information. All MUW staff must sign a confidentiality agreement.

## STAFF COMMUNICATION RESPONSIBILITIES

Classroom teachers and caregivers are the first face and voice of communication with parents. Parents need and expect conversation! Please be positive and responsible in sharing news and concerns with parents. If in doubt, always have another person present for the discussion. **Please involve the director before you discuss anything negative or uncomfortable with parents.** The numbers for all parents will be in the staff binders in each classroom and/or in Brightwheel. As technologies change and improve, teachers should become familiar with new approaches. Currently, we are using Brightwheel as an app so parents, teachers, and afternoon caregivers can share information with each other. Brightwheel should become the preferred method of contacting parents.

For work study students and volunteers, address your immediate concern with the CPDC classroom teacher or caregiver in the room you are assigned. Teachers and caregiving staff may address concerns directly with the director. Of course, any issues with each other should be addressed with each other. In the event we cannot solve a problem among ourselves, we can use the services of the university to mediate a discussion.

**Remember the praise sandwich! Start with something good, discuss areas of concern, end by reassuring the family that we're all on the same team and we love their child!**

Teachers will send home newsletters a minimum of once a month. The CPDC administration will send home a newsletter or letter monthly, or more often if needed. Monthly menus are posted in the hallway at the check-in station.

The bulk of staff communication happens through the GroupMe app. We send out reminders, ask questions, and promote group discussions so all staff members are notified at the same time. This is a great tool; however, we miss out on a lot of the fabulous group ideas that can come from real talk. Please know CPDC encourages all collaboration. We have an open-door policy with our staff and team.

## CPDC CODE OF CONDUCT FOR STAFF

As early childhood staff, we should understand that all behaviors, positive and negative, have a function. Children exhibiting inappropriate behaviors are usually trying to escape something (i.e., an activity such as circle time) or to obtain something (i.e., a toy or attention from a classmate or teacher). It is important that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result.

Our early childhood staff will take the time to speak with students about their feelings that led to the inappropriate behavior. Preschoolers will be encouraged to use their words to express their feelings and solve their problems. Staff will help students verbalize their feelings and facilitate conflict resolution and problem-solving when necessary.

Preschool staff use a variety of age-appropriate, research-based behavior intervention strategies including:

- Maintaining realistic expectations of children.
- Providing clear and simple limits.
- Preventive practices.
- Modeling appropriate behaviors.
- Positive redirection.
- Teaching of replacement skills.
- Conflict resolution/Problem-solving techniques.
- Providing logical and natural consequences for children's actions.
- Removing children from the situation until individual counseling is possible.

## CUSTODY ISSUES / PICK UP

DO not, under any circumstances, let a child go with anyone who is not on the pickup list in the office. If in doubt, ALWAYS CHECK. This is reason for IMMEDIATE DISMISSAL from the program. DO NOT allow children to hit the exit buttons in the hallways.

## DIAPERING and TOILETING POLICY

For the comfort of the child, children who are wet or soiled need to be changed when discovered. Staff will check diapers no less than every two hours. Soiled clothing will be placed in a sealed bag and returned to the parent at the end of the day. To protect the health of all children, soiled clothing will not be cleaned in the center's washing machine. If you are in a classroom with diaper aged children, familiarize yourself with the MSDH state requirements for diapering as well as the ITERS-R and ETERS-R guidelines.

Please also remember to wipe and clean faces throughout the day, particularly checking to make sure children are neat and tidy before going home.

Licensing is extremely particular that our diapering surfaces remain clean and do not contain any clutter. Only wipes/tissues/gloves or items needed for the immediate diapering need should be set on the changing surface. Please make sure to LIFT THE CHANGING PAD and wipe underneath when cleaning the top surface.

Young children should not be expected to wipe themselves thoroughly and will need assistance when learning. Please make sure they are clean and change underwear as needed while becoming proficient in toileting themselves. Please encourage your children to ask for assistance in the bathroom when needed.

## DRESS CODE FOR STAFF

Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation. Clothing should be modest, clean, and in good repair at all times. Working with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Shorts should be long Bermuda style and hit above the knee. Crop tops are not appropriate.



## ELECTRONIC DEVICES AND TV IN CLASSROOMS

The Mississippi Department of Health Guidelines state:

Television viewing, including videotapes and/or electronic media, is not allowed for children under the age of two or for staff in the infant and toddler area. The playing of soothing music in the infant and toddler area is acceptable. Television viewing, including video tapes and/or other electronic media, cell phone, or other digital media, e.g., computer, iPad®, iTouch®, etc., for children, age two and older, is limited to one hour per day, must be of educational content and a scheduled part of the approved daily plan of activities posted in the facility. The use of an "audio player" to play music is acceptable. *Source: Miss. Code Ann. §43-20-8.*

CPDC does allow very little educational electronic media in the ones and twos classrooms. This may be in the format of learning a new song, or doing a motor skill while using a video. (Like head, shoulders, knees, and toes.) This should amount to no more than 5 minutes at a time for no more than 15 total minutes a day.

For the threes and fours classrooms, students are allowed to use media in an educational format only. No mainstream movies or TV shows may be shown. Classes are encouraged to use media for reading books, learning new songs related to the curriculum or themes, or for indoor recess type activities, as part of the daily classroom activities.

All video usage in the afternoons must encourage movement of some kind. Children are welcome to do indoor recess, brain breaks, Go Noodle, or exercise and dance videos for preschoolers. No videos may be shown after 4 PM, as most children will go home and sit in front of a TV for the remainder of the evening. CPDC should encourage free play and movement during the afternoon hours.

TV or electronic media cannot be used during snacks and meal times. CPDC computers and iPads are for CPDC use only. Top priority for iPad usage is for Brightwheel to connect us with our CPDC families.

## FACEBOOK and SOCIAL MEDIA

CPDC has a Facebook page, @muwcpdc and Instagram @muwcpdc. We also use Brightwheel to connect with our parents. Teachers and staff are welcome to send photos and information to the director for posting onto social media sites. Lead teachers are responsible for posting classroom level activity to Brightwheel. (See Brightwheel section for more information.)

**Do not post any pictures of ANY CPDC children or CPDC related information to any personal social media sites. CPDC believes that all communication regarding ANY CPDC incident, emergency, or child should go through official channels for documentation. Only leads, directors, or director designees should share information about any serious occurrence or anything that could have negative connotation. (WE DO NOT use private text directly with parents.) Staff and families are welcome to share anything posted to public social medias (Facebook/Instagram).**

## FIELD TRIPS - ANY TIME OUT OF THE BUILDING

If you take children out of the CPDC building, there must be more than one adult present for safety and emergencies, and the ratios are lowered.

- 1 Year Olds – Maximum 8 children with one adult per 3 children
- 2 Year Olds – Maximum 9 children, with one adult per 4 children
- 3 Year Olds – Maximum 14 children, with one adult per 5 children
- 4 Year Olds – Maximum 16 children, with one adult per 6 children

You must notify the director if you are not in the CPDC building or established play yards. You must have a reservation to go to the gym or athletic facilities.

## GENERAL HOUSEKEEPING

One of the most important roles of CPDC is helping us maintain cleanliness and order.

### KITCHEN:

- Breakfast Duty at 8:15 – 9:15 AM Deliver breakfast to each classroom by 8:30, clean up, wash dishes, set trays for next meal.
- Lunch Duty at 10:45 – 12:45 Deliver lunch to each classroom by 11:10, clean up, wash dishes, set trays for next meal.
- Snack Duty at 2:45 – 4 PM – Deliver snack to each classroom by 3, clean up, wash dishes, set trays for next meal.

### NAP MAT/COT:

- Responsible for cleaning/wiping down all cots and nap mats daily and when soiled.

### TRASH:

- Responsible for taking out diaper trash from the ones and twos classroom at naptime and 5 PM.
- Responsible for taking out kitchen trash after EVERY meal.

### TOYS:

- Responsible sanitizing toys from each classroom in a bleach water solution in the kitchen.
- At any time, if a child has mouthed a toy, the toy must be washed and sanitized.

### WASHING MACHINE:

- Responsible for washing smocks, towels, and wash cloths.
- All wash cloths and towels should be bleached to prevent the spread of germs.
- DO NOT OVER FILL THE WASHER or DRYER.

GENERAL: MAKE SURE ALL OUTLETS HAVE COVERS FOR LICENSING.

Do not remove cleaning items or tissue from individual classrooms. Use items in the custodial closet.

**PLEASE SEE THE CLEANING CHECK LIST FOR EVERY CLASSROOM AND FOR THE KITCHEN.**

## APPENDIX H CLEANING AND DISINFECTION PROCEDURES

### Recipe for Bleach Disinfecting Solution

(For use on non-porous surfaces such as diaper change tables, counter tops, door and cabinet handles toilets, etc.)

¼ - ¾ cup bleach



1 gallon of cool water

**OR**

1 - 3 tablespoon bleach

1 quart of cool water

Apply as a spray or poured fresh solution, not by dipping into a container with a cloth that has been in contact with a contaminated surface. Add the household bleach (5.25% sodium hypochlorite) to the water.

### **Recipe for Weaker Bleach Sanitizing Solution**

**For food contact surfaces sanitizing, e.g., dishes, utensils, cutting boards, highchair trays, and toys, that children may place in their mouths, and pacifiers.**

1 tablespoon bleach

1-gallon cool water

Add the bleach to the water

### **Washing and Disinfecting Toys**

To wash and disinfect a hard plastic toy: Scrub the toy in warm, soapy water. Use a brush to reach into the crevices. Rinse the toy in clean water. Immerse the toy in a mild bleach solution (see above) and allow it to soak in the solution for 10-20 minutes. Remove the toy from the bleach and rinse well in cool water. Air dry.

### **Washing and Disinfecting Bathroom and Other Surfaces**

Bathroom surfaces, such as faucet handles and toilet seats, should be washed and disinfected several times a day, if possible, but at least once a day or when soiled. The bleach and water solution or chlorine-containing scouring powders or other commercial bathroom surface cleaner/disinfectants can be used in these areas. Surfaces those infants and young toddler are likely to touch or mouth, such as crib rails, should be washed with soap and water and disinfected with a nontoxic disinfectant, such as bleach solution, at least once every day, more often if visibly soiled. After the surface has been drenched or soaked with the disinfectant for at least 10 minutes, surfaces likely to be mouthed should be thoroughly wiped with a fresh moistened with tap water. Be sure not to use a toxic cleaner on surfaces likely to be mouthed. Floors should be washed and disinfected at least once a day and whenever soiled.

### **Washing and Disinfecting Diaper Changing Areas**

Diaper Changing Areas should: **Only be used for changing diapers.** Be smooth and nonporous, such as Formica (NOT wood). Have a raised edge or low fence around the area to prevent a child from falling off. Be next to a sink with hot and cold running water. Not be used to prepare food, mix formula, or rinse pacifiers. Be easily accessible to providers.

Be out of reach of children. Diaper changing areas should be cleaned and disinfected after each diaper changer as follows:

Clean the surface with soap and water and rinse with clear water. Dry the surface with a paper towel. Thoroughly wet the surface with the recommended bleach solution. Wipe dry with a clean disposable towel or air dry. If using a commercial disinfectant/sanitizer, follow labeled manufacturer's instructions.

### **Washing and Disinfecting Clothing, Linen, and Furnishings**

Do not wash or rinse clothing soiled with fecal material in the child care setting. You may empty solid stool into the toilet, but be careful not to splash or touch toilet water with your hands. Put the soiled clothes in a plastic bag and seal the bag to await pick up by the child's parent or guardian at the end of the day. Always wash your hands after handling soiled clothing. Explain to parents that washing or rinsing soiled diapers and clothing increases the chances that you and the children may be exposed to germs that cause diseases. Although receiving soiled clothes is not pleasant, remind parents that this policy protects the health of all children and providers. Each item of sleep equipment, including cots, blankets, etc., should be cleaned and sanitized before being assigned to a specific child. The bedding items should be labeled with that child's name, and should only be used by that child. Children shall not share bedding. All blankets shall be changed and laundered routinely at least once a week.

The CPDC washing machine should not be overfilled. Fill no more than half full or it will overflow when washing.

### **Cleaning up Body Fluid Spills**

Spills of body fluids, including blood, feces, nasal and eyed discharges, saliva, urine, and vomit shall be cleaned up immediately. Wear gloves unless the fluid can be easily contained by the material (e.g., paper tissue or cloth) that is being used to clean it up. Be careful not to get any the fluid you are cleaning in your eyes, nose, mouth or any open sores you may have. Clean and disinfect any surfaces, such as counter tops and floors, on which body fluids have been spilled. Discard fluid-contaminated material in a plastic bag that has been securely sealed. Mops used to clean up body fluids should be (1) cleaned, (2) rinsed with a disinfecting solution, (3) wrung as dry as possible, and (4) hung to dry completely. Be sure to wash your hands after cleaning up any spill.

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention (as amended by MSDH).

Source: *Miss. Code Ann. §43-20-8.*

### **GUESTS**

CPDC employees, staff, work study, and volunteers are not allowed to have guests at any time on CPDC property. This includes playgrounds, classrooms, hallways and field trips. Unapproved guests cause a distraction when your attention should be on the care and instruction of children. We have an open-door policy with parents and families.

### **HAND WASHING**

As part of the state licensing requirements from the Department of Health, we must become accustomed to washing our hands on a regular basis, both the staff and the children. Handwashing for BOTH children and adults should take place on arrival into classroom, before and after meals, before and after diapering and bathroom visits, before and after water play or messy play, after dealing with bodily fluids (cough/snotty noses), after touching contaminated objects such as trash cans or pets.

AREAS AROUND SINKS CAN NOT BE USED FOR STORAGE AS THIS IS A LICENSING VIOLATION.

### **APPENDIX F HAND WASHING PROCEDURE**

- Always use warm, running water and a mild, preferably liquid, soap. Antibacterial soaps may be used, but are not required. Pre-moistened cleansing towelettes do not effectively clean hands and do not take the place of hand washing.
- Wet the hands and apply a small amount (dime to quarter size) of liquid soap to hands.



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- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds.
- Be sure to scrub between fingers, under fingernails, and around the tips and palms of the hands.
- Rinse hands under warm running water. Leave the water running while drying hands.
- Dry hands with a clean, disposable (or single use) towel, being careful to avoid touch the faucet handles or towel holder with clean hands.
- Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
- Discard the used towel in a trash can lined with a fluid-resistant (plastic) bag. Trash cans with foot-pedal operated lids are preferable.
- Consider using hand lotion to prevent chapping of hands. If using lotions, use liquids or tubes that can be squirted so that the hands do not have direct contact with container spout. Direct contact with the spout could contaminate the lotion inside the container.
- When assisting a child in hand washing, either hold the child (if an infant) or have the child stand on a safety step at a height at which the child's hands can hang freely under the running water. Assist the child in performing all of the above steps and then wash your own hands.

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, Department of Health and Human Services, U.S. Public Health Service, Centers for Disease Control and Prevention. *Source: Miss. Code Ann. §43-20-8.*

## HEAD COUNTS

It is imperative that you count children at ALL times. Any time you leave or enter your room or playground, count heads. Do not leave any children unattended.

## MUW POLICIES

The CPDC is part of the MUW campus community. No weapons of any kind are allowed on campus. This is also a smoke free campus. Smoking is not allowed in our parking lots, buildings, or drop off circle. No alcohol or drugs are allowed at any time on CPDC's campus. All other medications should be kept in a secure location and out of the reach of all children.

We request parents, staff and volunteers abide by all [MUW policies](#) while on our campus.

Mississippi University for Women is committed to providing an environment that is free from discrimination and harassment based upon race, color, ethnicity, national origin, sex, pregnancy, religion, disability, age, sexual orientation, gender identity, genetic information, veteran status or any other status protected by state or federal law. The University will not tolerate discrimination or harassment in any of its programs or activities and is committed to preventing and stopping discrimination or harassment whenever it may occur at the University or in its programs. This policy will be interpreted so as to avoid infringement upon First Amendment rights of free speech or academic freedom. A determination as to whether discrimination or harassment has occurred will be based upon the context in which the alleged conduct occurs.

This policy applies to all employees, students, visitors, volunteers, applicants and program participants. Any person who has experienced or observed any discrimination and/or harassment must report it as soon as possible. No student or employee should assume that an official of the University knows about a particular situation unless it has been reported. To make a report, go to <http://web3.muw.edu/reporting> or contact EthicsPoint (1-877-310-0424) or online at [www.muw.ethicspoint.com](http://www.muw.ethicspoint.com). Reporters may remain anonymous if desired.

It is a violation of this policy for a supervisor or administrator to disregard or delay reporting an allegation of discrimination or harassment. In addition, retaliation against a person who has made a report or filed a complaint, is a witness to, or has participated in the investigation of a complaint of discrimination or harassment is prohibited.

## NUTRITION and MEALS

Staff is expected to participate by eating with the class during mealtime in order to model appropriate behavior, nutritional choices and manners. When feeding a class of children, do not let the serving spoon touch their plate, bowl, or other utensils because it contaminates the food item. Food that is taken to the rooms should be disposed of and cannot be redistributed at another meal.

Staff is expected to only eat center food that is offered to all children in your care while in the presence of children. If you bring food from home or order out, please consume such food away from the children or during nap when all the children are asleep. You would not want someone to eat something that smells delicious in your presence and not offer to share the food with you. Please be extra cautious drinking hot beverages around the children to avoid possible burns. Any beverages other than those being offered to children must be consumed from a closed container and kept away from the children. (Please remember to keep respect for all of the children in your care.)

Staff must keep up with daily attendance and meal counts daily for USDA reimbursements.

Staff should tidy and straighten lunch carts before they return to the kitchen. Children should learn to separate items on the cart as part of their cleaning routine. Plates should be scraped and stacked neatly. Paper plates can be trashed within the classroom and not returned to the kitchen.

## OUTSIDE PLAY

CPDC has two playgrounds – the big playground and the back porch. We will spend a significant amount of time outdoors a day. Minimum of two hours are required by licensing. During the cold or heat, time will be limited and broken down into smaller increments. Please allow children to drink plenty of water as needed during warmer weather.

If inside toys are taken outdoors, please remember to take them inside. Toys and playground should be cleaned before coming students come back in the building. Mulch should only be allowed in designated areas, and should stay off of concrete and porches. Any paper or trash should be picked up.

## OVERTIME

Benefited part-time teachers are paid up to 33.75 hours, and earn straight comp time for every hour up to 40. 40-hour full time staff earn 1.5 hours for comp time over 40. Classroom Assistants and Aides should not work over 20 hours, but will earn straight paid time up to 40 hours. Work-study students may not earn more than 20 hours, with NO exceptions.

Any benefitted employee or aftercare worker must have Director and HR approval to be paid or comped for time over their normal allotted time. Due to budget restraints, we must try to keep all overtime kept to a minimum. Time may only be worked between 7:15 AM and 5:30 PM. Any outside training must have documented explicit approval to be considered.

## PARKING

Benefited staff will receive a faculty/staff parking decal. Student workers should utilize on street parking and NOT the lot with green lines.



## PLAYGROUND or PLAYYARD DUTY

Teachers, volunteers, Jumpstart members, teacher assistants, and work study – the most important part of playground duty is to prevent injury. In order to be proactive to incidents, please roam the playground and avoid standing in one place. Be visible and circulate. Encourage children to interact with other children. Engage the children in play and movement. Do not yell across the playground, go to the child.

***Do not use your phone on the playground. Tour the playground with a staff member to understand our rules.***

## PROFESSIONAL DEMEANOR AND EXPECTATIONS

***The community places high emphasis on the moral compass of educators and teachers.***

Demeanor involves your manner and your non-verbal tone and gestures. Every teacher must be conscious of their emotional undertone.

- Pleasant Smile and Gentle Approach
- Friendly Greeting/Adult Tone/Conversation
- Maintaining Professionalism

All staff will greet every parent, child, and family with a smile; to let them know that you are truly happy to care for their child.

***If you can't be happy and pleasant, this is not the right setting of employment for you.***

We expect our employees to display character at CPDC and away from our school. We expect all staff to serve as role models to our children. We expect our staff to teach character by making good decisions and teaching and acting with dignity, respect, and responsibility. Please be cautious of how you act and what you post to your personal social media sites. Parents and little eyes are watching everything you do. All staff and teachers are encouraged to mentor our younger and inexperienced staff through encouragement and direction. All are required to abide by the Teacher Dispositions set by Educator Preparation Programs throughout the state of Mississippi.

## REPORTABLE OFFENSES

The following behaviors are not allowed by any staff, volunteers, or work-study students at CPDC:

- Leaving a child unsupervised
- Allowing a child to leave the center with an unauthorized person
- Allowing unapproved guests access to CPDC, or having visitors not approved by the Director enter CPDC.
- Any other behaviors not allowed on the campus of MUW as per the MUW HR website.
- Conviction of a felony for any offense committed while employed by the center
- Failure to implement curriculum and classroom management techniques
- Failure to report to work without proper notification
- Falsification of center records (i.e., employment application, time clock, and your records)
- Gross disrespect such as threatening, fighting, threatening behaviors, boisterous or disruptive activity, profanity, or yelling at any person or child while in CPDC. This includes parents, children, and other staff. ***Disrespectful behavior and attitudes will not be tolerated.***
- Habitual absenteeism, calling out, or tardiness without notice or unauthorized absences from workstation during the workday
- Inappropriate behavior toward parents. All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your director or Dean to handle the situation.
- Leaving a child unattended (inside or outside)
- Neglect or physical abuse of a child (INCLUDING snatching, grabbing, or inappropriate pickups not under the arm)
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Non-fraternization or inappropriate behavior outside of normal interactions at the center. Please report immediately any uninvited attention or advances.
- Promoting and sharing rumors or negative information about CPDC.
- Sexual or other unlawful or unwelcome harassment
- Sharing confidential information about the center, children, or any of its employees
- Sleeping while supervising children
- Smoking in prohibited areas (all campus is smoke free) or having strong inappropriate odors
- Unauthorized use of telephones, printers, computers, mail system, or other W-owned equipment
- Unsatisfactory performance or conduct
- Use of cell phones or apple watches or ear buds while you should be supervising children.
- Withholding of food, nap or other comfort from a child
- Working under the influence of alcohol or illegal drugs

### **Our process for problem behaviors depending on severity:**

- Give an employee notice that there is a problem through oral hints, coaching, direct statements, redirection, and/or written warnings.
- Provide an opportunity for the employee to change behavior, possibly through additional professional development, coaching and mentoring. Plan of Improvement with CPDC/MUW HR is required.
- Update and involve HR and the Dean of EDHS on issues, or when after mentoring and warnings, the employee is not making improvements to initiate dismissal.

MUW does have a 90 Day Review Process as well as Yearly Employee Review. CPDC will abide by all policies of MUW and MUW's HR department. ***ALL MUW EMPLOYEES are evaluated first and foremost on their job description with HR and are expected to meet the goals they were hired to achieve. (THIS IS ALL EMPLOYEES – Benefited employees and students.) All employees are subject to Plan of Improvements (PIP) with Human Resources which can lead to termination.***

## RESTING TIME

Rest is important for preschoolers. Children are encouraged to lay on their mats, but they are not required to sleep. CPDC staff is encouraged to use the two hours of rest time daily, ten hours for the week, as your planning period, particularly in making sure your lesson plans are current. This time can also be used for cleaning chairs, equipment, and toys. All staff is encouraged to use the time wisely and constructively.



## RATIOS

Ratios with one teacher:

1's – Maximum 8 children (CLASSROOM CAN HAVE NO MORE THAN 8 CHILDREN)

2's - Maximum 12 children (CLASSROOM CAN HAVE NO MORE THAN 9 CHILDREN)

3's – Maximum 14 children (CLASSROOM CAN HAVE NO MORE THAN 16 CHILDREN with 2 teachers)

4's – Maximum 16 children (CLASSROOM CAN HAVE NO MORE THAN 24 CHILDREN with 2-3 teachers)

## SCHEDULES FOR CLEANING

KITCHEN / WORK STUDY HELPERS ARE RESPONSIBLE FOR LICENSING COMPLIANCE WITHIN KITCHEN

MAKE SURE THIS LIST IS CHECKED BEFORE YOU LEAVE THE KITCHEN. IF YOU ARE OUT OF TIME DELEGATE THE RESPONSIBILITY TO ANOTHER WORK STUDY STUDENT.

- No items are in the handwashing sink (left sink can ONLY be used for handwashing)
- All dishwashers are completely unloaded/empty or running; all clean dishes are dried and returned to their proper cabinet home.
- Garbage disposal ran and cleaned
- Cleaning items stored back under the sink
- Sink area and sink cleaned are washed and wiped down
- If trash is more than half full, take it to the dumpster
- All carts are cleaned using the three-step process of soap, water, and bleach solution
- All counter tops are cleaned using the three-step process of soap, water, and bleach solution
- Floor swept and spot mopped as needed
- Dust pan rinsed to remove food
- Laundry taken to laundry room and make sure a load of clothes is washing
- Any clean laundry is folded and returned to kitchen or classrooms
- Check Refrigerator. Personal use items do not belong in the kitchen fridge. NO CANNED ITEMS in the refrigerator.
- Any opened items in cabinet all have date written for when they are opened.

CLASSROOM TEACHERS ARE RESPONSIBLE FOR LICENSING COMPLIANCE WITHIN CLASSROOMS AND ARE RESPONSIBLE FOR DELEGATING DUTIES.

First thing at 7:15

- Check to be sure room is neatly in order and clean, including all chairs at tables.
- Bleach water mixed fresh for the day.
- Materials pulled for the day
- Early table games/activities out for 7:30
- Cleaned toys put back where they belong
- Make sure diaper area is cleaned both top/ AND bottom; only gloves and tissues on table
- Make sure diaper bins for individual children are stocked
- Tables and center shelves cleaned using the 3-step process
- Teacher's belongings placed high and out of sight
- All cleaning items out of reach of children
- Make sure all plugs have outlet covers

After Breakfast

- All trash neatly in wastebasket
- Tables and chairs cleaned using the three-step process
- Chairs pushed back under tables
- Floor swept and spot mopped as needed
- All cleaning items out of reach of children
- Be sure all children's personal belongings are in cubbies (not on floor) coats and items can not touch

AFTER LUNCH/DURING NAP TIME

- Brightwheel updated; CPDC uses as mandatory communication. Meals, diapers, and LEARNING must be documented.
- Be sure each child has a blanket and cot
- All trash thrown in wastebasket
- Tables & chairs cleaned using the 3-step process
- Floor is free of papers, toys, cereal, milk, juice, etc.
- All toys, materials, & equipment returned to assigned areas/shelves
- Sort all toy baskets and make sure items are in proper locations
- Sink area clean; health department states no materials can be on counters
- Diaper area clean; health department states no materials can be on changing surface
- Diaper area cleaned under changing pad
- Diaper bins restocked with wipes and diapers; parents notified if low on wipes/diapers
- All shelves neatly organized
- Tables & chairs in proper places
- Dust pan rinsed to remove food
- Bathroom area tidy, bathroom sink, floor and toilet area clean
- Clean walls in classroom, including bathroom area
- All cleaning items out of reach of children





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- Make sure all plugs have outlet covers
- Have trash and dirty laundry rounded up and sit outside the door. Morning person take their trash and laundry to proper place.
- Children's personal belongings neatly in cubbies (not on floor)

## AFTER NAPTIME

- Cots cleaned using three step process and stack neatly
- Neatly fold all blankets and return to proper location (BLANKETS CAN NOT TOUCH!)
- Wash blankets on assigned week/day. WASH ON HOT WATER.
- All toys, materials, equipment returned to assigned areas during shift changes
- Afternoon teacher pulls any needed toys, materials, equipment needed for PM.

## After SNACK

- All trash neatly in wastebasket
- Tables and chairs cleaned using the three-step process
- Chairs pushed back under tables. Do not stack chairs.
- Floor swept and spot mopped as needed
- All cleaning items out of reach of children
- Diaper and counter areas thoroughly cleaned; both on top and under diaper pad. NO ITEMS CAN SIT ON COUNTERS OR DIAPER CHANGING AREAS.

## END OF DAY CLASSROOM TASKS

- Brightwheel updated; CPDC uses as mandatory communication. Meals, diapers, and LEARNING must be documented.
- Plug in Ipad and walkies for charging
- Tables and chairs (including chair legs) cleaned using the three-step process
- Chairs stacked on tables for Ms. Mary to clean floors.
- Diaper and counter areas thoroughly cleaned; both on top and under diaper pad. NO ITEMS CAN SIT ON COUNTERS OR DIAPER CHANGING AREAS.
- Dirty washcloths and laundry taken to laundry area and load started.
- All children's personal belongings in cubbies (not on floor)
- All toys, materials, equipment returned to assigned areas
- All shelves tidy (be sure items are stored according to labels)
- Floor free of toys, paper, debris, etc.
- All items from other classrooms returned
- All teacher materials & supplies stored in classroom closet/cabinets
- Chairs, tables, counters & sink cleaned using the 3-step process
- Empty trash & wash wastebasket as needed
- Pillows put on tables so Ms. Mary can vacuum
- All windows closed & locked
- In the Ones and Twos classrooms, all dishes and items mouthed washed when mouthed, at minimum DAILY at end of day and left on counter for morning teacher to return
- Toilets flushed
- Bathroom area tidy, bathroom sink, floor and toilet area clean
- Clean walls in classroom, including bathroom area
- All center items wiped with disinfecting wipes
- Center Cleaning Schedule to wash/bleach items:
  - Monday: ART/Gross Motor
  - Tuesday: Manipulatives
  - Wednesday: Home Living
  - Thursday: Books/Cozy
  - Friday: Blocks
  - Items should be wiped clean, center items washed, and left to dry for the morning teacher to return to proper place in the morning.
- Make sure all plugs have outlet covers
- All trash with dirty diapers taken out back to the dumpster.
- All cleaning items out of reach of children and off counter tops
- Set heat or air for next morning
- Turn off all lights

## REMINDERS:

- Check outlet plugs continuously
- Check to make sure surfaces/tables/sink/countertop are clean continuously
- Check to make sure diapering surface is clean and no items are on surface continuously
- Make sure no one eats in your classroom while the children are present, unless they are consuming exactly what the children are eating.
- Make sure all cell phones are put away and out of sight.
- Make sure time sheets for payroll are current DAILY. Must be completed EVERY FRIDAY by noon, or THURSDAY before you leave if you want to get paid.

## STAFF FRIDGE

The staff refrigerator is in the three-year-old room. Per state regulations, please make sure you mark any food, beverage, or medicine with your name.

## TIME CARDS

All CPDC staff must sign in and out using the hall Brightwheel iPad, including work study, special intervention guests, and student volunteers.



All CPDC staff must document their own time on the electronic computer time card, and sign and date the appropriate locations.

## **TRAINING and STAFF DEVELOPMENT**

All child care staff, directors, director designees, and caregivers shall be **required** to complete 15 contact hours of staff development, accrued annually during the licensure year. Five hours are required to be age specific based on the age range taught. MUW CPDC encourages 30 hours or more annually.

NAEYC recommends annual training based on the needs of the program and the pre-service qualifications of the staff. Training should address the following:

- Health and safety
- Child growth and development
- Nutrition
- Planning learning activities
- Guidance and discipline techniques
- Linkages with community services
- Communications and relations with families
- Detection of child abuse
- Advocacy for early childhood programs
- Professional issues

All CPDC staff must participate in orientation yearly for a minimum of 3 contact hours.

MUW CPDC will provide employees with contact hours necessary for licensure during scheduled work hours. An employee may also obtain up to 15 hours of **contact hours** outside of his/her regularly scheduled work hours. The training costs will be paid by MUW and the employee will be compensated at their regular hourly rate if **approved in writing by the director in advance before the training**.

One college course count as 45 contact hours. Benefited staff is encouraged to use MUW's course reimbursement and take classes to continue their career in early childhood or family studies. One college course count as 45 contact hours. College coursework is not compensable time.

## **(PPDP) PROGRAM WIDE PROFESSIONAL DEVELOPMENT PLAN**

All staff receives a professional evaluation by their immediate supervisor during March each year. During this evaluation period, all staff will conduct a plan for professional development for the next year. (This plan is required for CACFP, NAEYC, and Licensure.) Based on the needs, the director will plan for center wide professional development and outline items for staff meetings and yearly training.

