



**CHILD & PARENT  
DEVELOPMENT CENTER**

**DIVISION OF EDUCATION AND OUTREACH**

# **PRESCHOOL POLICIES AND PROCEDURES HANDBOOK**

For Families, Visitors, Staff, and University Students

**2018-2019 Handbook  
REVISED MAY 18, 2018**

# MUW CHILD AND PARENT DEVELOPMENT CENTER

## WELCOME TO THE CPDC FAMILY

Our mission is to offer a high quality neighborhood preschool that works collaboratively with parents and our University community to ensure every preschooler 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 Professionals 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.

Children can explore the materials, solve problems, develop skills, increase knowledge, or be creative in ways that help them to solidify their abilities at one level to be ready to move on to the next. The teachers engage with the children in ways that develop strong language skills.

All activities are developmentally appropriate and allow children to engage in activities at their own levels. Every child is able to develop fully according to his/her own interests and capabilities.

Our program strongly believes that quality early childhood education is important and worth the investment. If children have the proper social and emotional foundation, the academics of school will follow easily. We use academic curriculum as well as Conscious Discipline by Becky Bailey as our socio-emotional curriculum.

CPDC (Child and Parent Development Center) is a part of Academic Affairs on the Campus of Mississippi University for Women. CPDC was established in 1984 uniting the Child Development Laboratory (1937) and the Center for Infants and Parents (1974). We have a long history of quality care and education in the Columbus community.

## ADMINISTRATION and SCHOOL PERSONNEL

### Child and Parent Development Center (CPDC)

1100 College Street MUW-219 Columbus, Mississippi 39701

Office Phone: 662-329-7196

### Penny Sansing Mansell

Child and Parent Development Center, Director

psmansell@muw.edu Cell: 662-574-8509

### Martin Hatton, Ph.D.

Associate Vice President for Academic Affairs

Phone: 662-329-7231 [mlhatton@muw.edu](mailto:mlhatton@muw.edu)

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. Teachers have, at a minimum, a four-year college degree and years working in a quality early childhood program. They have an understanding of 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 make adjustments as necessary. All teachers receive a minimum of 20 hours of professional development each year. All of our morning teaching staff work from 7:15-2:00 and are benefits eligible.

## EARLY CHILDHOOD PROFESSIONALS – AFTERNOON CAREGIVERS, FLOATERS, SUBSTITUTES

Our afternoon teachers and caregiving staff have a minimum of an associate's degree or two years of college. All caregiving staff receives a minimum of 15 hours of professional development each year. We also have high-quality interns and energetic work study students who serve as teacher assistants and substitutes.

All afternoon staff will be assigned a certain classroom and teacher, for consistency in the classroom. These teachers will prepare an activity that reinforces the curriculum of the morning teacher based on a specific need or theme of the week. Our afternoon teachers work from 1:45-5:30 each day.

All teachers, caregivers, staff, and volunteers with more than 120 hours have been cleared through a criminal records check (fingerprinting), child abuse central registry check, sex offender registry check, and we have obtained a Mississippi Department of Health Letter of Suitability for Employment.

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

## DIRECTOR'S DESIGNEES

All benefited 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 MUW student workers to take these classes as well to become confident in licensing requirements and laws.

## OUR PROGRAM

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

The ones and twos classrooms use the Mississippi Early Learning Guidelines For Infants and Toddlers. Our younger students also use the formal FrogStreet curriculum and other activities developed from Learn Every Day curriculum from Kaplan.

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 Professionals 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. The ECP is responsible for providing experiences and opportunities related to the child's level of learning. 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 Becky Bailey's methods.



# MUW CHILD AND PARENT DEVELOPMENT CENTER

Our program also uses the resources provided by our campus community. Our relationship with MUW allows our children access to visual arts, musical performances, cultural exhibits, and other activities on campus. We also rely on the talent of our MUW 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:

- Caterpillars/PreK1 (Young Toddlers) – Maximum 8 children
- Butterflies/PreK2 (Older Toddlers) - Maximum 9 children
- Busy Bees/PreK 3 (Young Preschool) – Maximum 14 children
- Wise Old Owls/PreK 4 (Older Preschool) – 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 amount 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. It is not uncommon for some of our children to spend two years in the same classroom.

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 you before officially moving your 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 their routine.

## WAITING LIST APPLICATION

The first step in the application process is a waiting list application. CPDC maintains a waiting list in the Director's office. Because we are a laboratory school, we strive to maintain a balance of ages, cultures and ratio of boys to girls. When a vacancy occurs, priority is given in the following order:

- The need as based on the class and determined by the Teacher and Director
- Priority siblings of current students, as long as the sibling remains enrolled at CPDC
- Children of MUW Students, followed by faculty and staff
- The community

## REGISTRATION INFORMATION

The registration fee of \$100 per child for preschool is payable at the time of registration. 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 and paid waiting list 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.



# MUW CHILD AND PARENT DEVELOPMENT CENTER

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 officially starts the first 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. 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 MUW.

## 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.

**Tuition for 2018-2019 is \$5,635 for the entire 245-day school year at \$23 per day. The tuition amount is based on CPDC providing education and care for 245 school days, not including 15 holidays for the University calendar. The tuition amount is divided into a payment plan for all 52 weeks or 12 months. You are making payments on the entire amount due, not paying for the week at a time. Payments are due every week or every month for the entire calendar year.**

<b><i>Parents can select your tuition billing plan for 2018-2019:</i></b>			
	Full Time Yearly (245 Days)	Tuition for 2018-2019 School Year; August 6, 2018 to August 9, 2019	\$5,635.00
	Full Time Every Month	<b>(PREFERRED METHOD)</b> Monthly Bank Draft, All 12 Months, Deducts on the 2nd of Every Month	\$470.00
	Full Time BiWeekly	Biweekly Deduction on Bank Draft, Every other week, Deducts on the Monday of other week	\$217.00
	Full Time Every Week	Weekly Deduction on Bank Draft, All 52 Weeks, Deducts on the Monday of every week	\$109.00
	MWF - Monthly Total	Monthly Bank Draft, All 12 Months, Deducts on the 2nd of Every Month	\$280.00
	Tu/Thurs - Monthly Total	Monthly Bank Draft, All 12 Months, Deducts on the 2nd of Every Month	\$195.00
	Mississippi Child Care Certificate		
Drop Ins	Drop in Rate; if spots are available		\$30.00
Regular Daily Rate	Amount used to prorate months when family enters or exits middle of the month.		\$23.00
ACH FEE	Billing amount charged by Brightwheel for each transaction		\$1.50
4/1/2018	CPDC 2018-2019 Registration; Per Child		\$100.00
9/1/2018	Fall Supply Fee (Foundation Deposit)		\$50.00
1/3/2019	Spring Supply Fee (Foundation Deposit)		\$50.00
4/1/2019	CPDC 2019-2020 Registration; Per Child		\$100.00
Deductions:	Deductions of 10% per month for MUW students or CPDC families with multiple <u>full time</u> children. Families who have multiple children and are MUW students receive a 15% discount on their entire account bill. <b>Discounts only applies to accounts established on bank draft.</b> <b>For families with multiple children, the discount does not apply to the first child account, only to additional children accounts.</b>		



## 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, along with prepayment of one month's tuition and registration fees.

CPDC strongly encourages all payments through Brightwheel. We will accept checks, cash, or money orders. Payments should be made to the payment drop box on the check in station. Online payments through Brightwheel are the preferred method. Brightwheel will bill on the first of the month and on Mondays for other options.

Checks should be made to: MUW CPDC. Tuition checks should be separate from any checks for fees. Returned checks incur any fees set by MUW accounting. Please label the days or week that the tuition check covers in the memo line.

**Example – Student: John Doe, 8-26 – 9-2, 2019.**

Cash should be in a sealed envelope. The front of the cash envelope should state the child's name and the days or week the cash covers. **Example – John Doe, 8-26 – 9-2, 2019.**

Receipts will be given for ALL PAYMENTS. Families will be held responsible for any fees incurred while attempting to collect any debt owed to CPDC and Mississippi University for Women. We do have the ability to make credit card payments as a last resort if a family cannot pay by cash or check.

If your family needs additional assistance, please contact the Director immediately.

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## OTHER GENERAL PRACTICES

### ABSENCES

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, or inclement weather.

### ACCIDENTS

Our teachers and staff work diligently to prevent accidents in the class. However, despite our best efforts, accidents do happen. The majority of CPDC staff is Red Cross Certified in CPR, AED, and First Aid. There will always be someone at CPDC who has proper training. We administer first aid, including antiseptics and wound cleaning unless otherwise advised by the parents.

We notify parents by phone for serious emergencies. We notify parents by written accident reports on the day of the incident. 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 communication folder 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.

### ALLERGIES

Parents must provide copies of all necessary information associated with 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.

- Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.
- Parents of students with food allergies need to provide a physician plan in writing for the student's specific needs.
- Students requiring the use of an Epi-pen or Inhaler must have current information and the prescription medication in the director's office.
- Parents of students with food allergies are required to provide the substitutions needed for their diet.





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- We will not withhold any food or milk from a child without a written physician plan or doctor's note.
- We may go nut free at any time during the year based on the needs of a child or family.

## BIRTHDAY POLICY

We love any reason to celebrate! Birthdays are a very special day for your child. Please notify the teacher in advance or 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, hoping to intercept the next bite to correct the situation.

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. All families should be patient in understanding that bad habits take time to be broken.

The child who continuously and maliciously bites cannot be tolerated. If biting continues to be a problem teaching staff will meet to determine the next step, including possible time at home to work on redirection and to break biting habit. If it continues, CPDC staff may recommend behavioral therapies or removal from the program for the remainder of the school year.

<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. 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).



## CHILD CARE CERTIFICATES

MUW 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 Preschool and the preschool'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. Preschool can be active and messy, and neatness is not guaranteed. Long dresses can be hazardous on play equipment. Comfortable closed toe tennis shoes should be worn. Boots, slip on shoes, flip flops and cleats can be distracting to preschoolers, and can make it hard to run and play. Please put play shorts underneath dresses of the older PreK girls.

We will spend a minimum of two hours outdoors a day. We will go outside if it is above 32 degrees. Always dress your child for the weather outside. We recommend 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.

Constructive criticism of the CPDC is welcome when it is motivated by a desire to improve the quality and efficiency of our program. The first step is addressing the concern immediately with the teacher or staff member. The next step would be with the Director, either in casual conversation, email, text, or a scheduled meeting. The third step is a meeting with the director, staff, and the parent together. The final chain of command for resolution and disputes would be a scheduled meeting with the Associate Vice President of Academic Affairs.

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 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 at the check-in station. Printed newsletters will be on the hallway bookcase at check in.

Teachers may not discuss the confidential information, needs or malicious 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.





**All parents should download and use the Brightwheel app for constant communication with CPDC. This is our main means of notification.**

## CUSTODY ISSUES

The custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the school/center for child visitation. Our contract is with the parent who registers the child for school at CPDC and creates/maintains the pickup list. We must have a court document to allow a child to leave with anyone, even a parent, who is not on the pickup list for a child. Licensing policy is to release the child to an officer of the court and not to any person who is not on the contracted parent's pick up list.

## 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 (minimum of 30 minutes of reading for every class)
- 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. Paper today cards will only be used by request. 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 labeled with name (no larger than beach towel)
- 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)
- Pacifiers or bottles are not allowed
- Inexpensive swimsuit and inexpensive towel with their name clearly marked to leave at the center

## Toddlers Daily Schedule (Caterpillars and Butterflies)

7:30 - 8:20	Arrival / Center Time
8:20 – 8:30	Wash Hands
8:30 - 9:00	Eat Breakfast
9:00 – 9:40	Diaper Checks / Bathroom / Wash / Clean Up / Centers
9:40 – 9:50	Circle Time
9:50 - 10:00	Transition to Outdoor Time / Bathroom
10:00 - 11:00	Outdoor free play
11:00 – 11:15	Diaper Checks / Bathroom / Wash Hands / Prepare for Lunch / Start Nap Music
11:15 – 11:45	Eat Lunch
11:45 – 12:15	Diaper Checks / Bathroom / Wash / Clean Up / Prepare for Nap
12:00 – 2:00	Nap Time
1:45 - 2:15	Diaper Checks / Bathroom / Wash / Clean Up / Prepare for Snack
2:15 – 2:30	Eat Snack
2:30 – 2:45	Transition to Outdoor Time / Bathroom



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2:45 – 3:45	Outdoor Free Play
3:45 – 4:15	Wash Hands / Diaper Checks / Bathroom
4:00-5:00	Centers
4:45-5:00	Diaper & Face Checks / Bathroom / Wash / Clean Up / Prepare for Snack
5:00-5:15	Eat Snack
5:15 – 5:30	Centers / Clean Up Time

## Preschool Daily Schedule (Bees and Owls)

7:30 - 8:20	Arrival / Center Time
8:20 – 8:30	Wash Hands
8:30 - 9:00	Eat Breakfast
9:00 - 9:15	Bathroom / Wash / Clean Up
9:15 - 9:30	Circle Time
9:30 - 9:50	Small Group / Center Time
9:50 - 10:00	Transition to Outdoor Time / Bathroom
10:00 - 11:00	Outdoor free play
11:00 – 11:15	Bathroom / Wash Hands / Prepare for Lunch / Start Nap Music
11:15 – 11:45	Eat Lunch
11:45 – 12:00	Bathroom / Wash / Clean Up / Prepare for Nap
12:00 – 1:45	Nap Time
1:45 – 2:00	Wash Hands
2:00 – 2:15	Eat Snack
2:15 – 2:30	Transition to Outdoor Time / Bathroom
2:30 – 3:30	Outdoor Free Play
3:30 – 3:45	Wash Hands / Centers
3:45 – 5:00	Centers
5:00-5:15	Eat Snack
5:15 – 5:30	Centers / Clean Up Time

**This schedule is flexible based on the needs of the children, the weather, and any spontaneous learning opportunities.**

## DISABILITIES or DIFFERENCES

CPDC welcomes any child into our program, as long as we all agree we can encourage growth and development in our program.

## DISCIPLINARY POLICY

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.

All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child. Individual teachers are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues
- Look for a deeper problem

Distractions are the first step in any age group. Second, teachers will explain to the child why the behavior is inappropriate and suggesting if the behavior happens again, he/she will have to sit quietly alone and regroup or calm down. The third step is a brief time-out in the cozy corner to collect their thoughts and regain control of the situation.



Usually, for children of any age, a quiet minute by themselves removed from the situation is all it takes for the child to get it together.

If a friend is involved or hurt during their behaviors, our typical policy is for the offending child to take the hands of the child he/she harmed, look the child in the eyes, and for the hurt child to tell his friend he doesn't like his friend's bad choice. (Hitting, snatching, biting.) Our goal is for both children to have empathy for their behaviors and choices.

If the unacceptable behavior continues, parents may receive a note about the child's behavior in order to work together on a plan with the teachers and/or the director. A child may be sent to the Director's office for a chat or brief break from friends. **At no time will any form of corporal punishment be threatened, encouraged, or used.**

A parent/teacher/director conference may be called so all involved are using the same methods of encouragement or discipline. Consistency between all groups usually makes a world of difference.

If the child's behavior becomes threatening to the other children, to the staff, or when previous strategies have failed to produce the desired results, CPDC may recommend the parents seek the help of a behavioral therapist or mental health professional. If parents refuse to seek additional outside help or work with the staff to develop a behavior plan, the last option is for the director to remove the child from school.

Prohibited behaviors by anyone (staff, parents, or caregivers):

- Any corporal 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 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.
- 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.

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.

## **DROP OFF AND PICK UP POLICY**

All children must be accompanied by an adult to their classroom when arriving. The child must be signed in to their classroom clipboard in our hallway. Parents must come in 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 first and last names, no initials please.** If the child is to be picked up by someone not on the approved list, the parent must provide a written note, text, or email providing permission to the child's teacher or the director.

Please try to be off the phone when picking up your child. They are excited to see you!

It is important that you pick up your child on time. Please plan to pick up your child BEFORE 5:30. This will allow you time to gather all belongings and be out the door by 5:30. If you know you are going to be late, please call the preschool. Parents will be allowed one late pickup. After your one courtesy, a \$25 late fee will be charged to your account per occurrence, per child.

Faculty and staff of MUW can have their ID card activated for entrance into our CPDC main front door during normal operating hours. We also will provide families one access card. These cards may not be loaned to anyone other than the parent who originally signed the access card agreement. Failure to comply will result in loss of the access card. Any individual without a card may ring our doorbell at the main door.



# MUW CHILD AND PARENT DEVELOPMENT CENTER

Children are not allowed to be at CPDC more than 10 hours a day. If you are more than 30 minutes late and CPDC staff cannot reach any emergency contacts, CPDC will call MUW police department and DHS will be called.

Please abide by the directional arrows in the drop off circle.

Children may combine ages during drop off and pick up times typically before 8:15 and after 4:45 to allow teachers to prepare classrooms or clean up from the day's activities.

## EARLY INTERVENTION

Please discuss any concerns with your child's teacher. We strongly believe that early intervention can help children exponentially. Early intervention can assist with speech, behaviors, development, or physical therapies. These qualified therapists will come to the center and screen your child free of charge. Their services are provided free by the State of Mississippi and are typically performed during their regular school day at the center. For children under the age of three, contact Mississippi FIRST STEPS at 1-800-451-3903 and set an appointment to discuss services. For children three and older, you must contact the public school district where you live and ask for a special needs assessment.

- If you live in the county, the Lowndes County School District referral to placement case manager contact is Brandy Gardner, 662-244-5024.
- If you live in the city school district, the contact phone number is 241-7160 x 2133. (Leave a detailed message.)
- If you prefer private agencies, the MUW Speech and Hearing Center provides services for our children during their school day on campus.
- We have other contacts available on request.

## 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 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 Schools or MUW close early 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.

If the MUW campus is closed, CPDC will also remain closed. 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 the Remind app or via text.

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 MUW 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 notify parents once all children are safe.

- Our campus evacuation site is Cromwell Communications Building.
- 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 MUW 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. 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 MUW 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 MUW student. As we are building our account, we would like to ask all MUW staff, faculty, and friends to tag their MUW foundation donation to the CPDC.

## GRADUATION / END OF YEAR CELEBRATION

CPDC has a graduation program for our PreK4 program participants based on the end of our academic year. All students will 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.

## 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.

- Each child, staff, and teacher must have a current 121 Immunization form on file.
- State regulations 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 preschool with any of the below:**
  - Fever: Defined as 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally.
  - Diarrhea (three or more loose bowels in a 24 hour period). According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from child care settings regardless of the cause.
  - Rash with fever
  - 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: Continuous irritability and crying

CPDC will contact you when your child is ill and needs to be picked up. Sick children will be isolated from other children until the parent arrives. You must pick up your child immediately and comply with all CPDC and MSDH regulations regarding illnesses.

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 without a doctor's excuse stating they are not contagious. During flu and strep season, most doctors recommend they are fever free for 48 hours before returning to childcare or school.

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

- Make arrangements with friends or relatives for back-up childcare at the beginning of the school year.
- Please call, text, or email the preschool to report the illness; particularly if it is a communicable condition or disease.
- 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 preschool.
- When you are called to pick up a sick child from the preschool, you must do so within 30 minutes of being contacted. The preschool has limited space and staff to care for sick children.
- Your child must be symptom free for 24-hours before returning to school.
- Medication will not be given unless it is in the original prescription bottle and it must be accompanied by a completed medication authorization form. All medication must be kept in the director's office. Medication authorization forms will be good for one week at a time. You must send a new form each week.

# MUW CHILD AND PARENT DEVELOPMENT CENTER

- If a child is too sick to go outside and play, he/she is too sick to attend preschool. Because of teacher/child ratios we are unable to keep a child from outdoor play. We will always go outside if the temperature is above 32 degrees.
- There is no reduction in tuition or fees for illness or absences.

Please remember, we have friends at school with immune systems that cannot tolerate additional sicknesses. We must be diligent in controlling the spread of communicable diseases and conditions.

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

## INSURANCE

CPDC does not have accident or liability insurance.

## NOTIFICATIONS

CPDC will use the free Remind/Remind101 app. CPDC's class code is **muwcpdc**. All parents and guardians need to sign up for an account to receive important updates. You can use the remind app and find our group, or you can text @muwcpdc to 81010, or texting @muwcpdc to (662) 731-5214.

CPDC also uses the BRIGHTWHEEL app to communicate with parents. Please download the app to your phone and make sure to provide your email address on the CPDC application.

## NUTRITION and MEALS

We offer a variety of healthy foods catered by Sodexo for your child. Monthly menus will be posted by our check in station for your convenience. All meals are served family style within each classroom. 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 9 AM, you must text or call the teacher or director 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 11:00 AM. Afternoon snack is served at 2:45 PM, with an additional snack at 5:15 if needed. All meals are catered by Sodexo through the university cafeteria.

Food costs are a major and expensive part of our program. CPDC will supplement our costs through the USDA and state food reimbursement programs. Every family will be required to complete the necessary paperwork to help us gain additional funding.

## OTHER POLICIES and MUW NONDISCRIMINATION POLICY

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.





# MUW CHILD AND PARENT DEVELOPMENT CENTER

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.

## PARENT ADVISORY BOARD

CPDC has a parent council as the additional advisory branch of the CPDC.

## PRESCHOOL CALENDAR

CPDC is open throughout the year, August 1-July 31. We abide by the MUW Staff Holiday Calendar <http://www.muw.edu/hr/employees/holidays> and any officially declared holidays or closures, including early release. We may also close three days during the year for intense staff training. Parents will be notified in advance of these closures. Parents do not pay for any days on the official MUW Staff Holiday Calendar. There is no reimbursement for unscheduled early release. Typically, CPDC and the W will close at 11:30 on the day before the July 4<sup>th</sup> Holiday, Thanksgiving Break, and Christmas Break. (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.)

## PRESCHOOL 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 are not allowed in CPDC before 7:30. If your child is absent, please notify your teacher (call or text) or call the preschool office by 9 AM. **All children must arrive by 8:15 to begin their day with breakfast.**

## RESTING TIME

Rest is important for preschoolers. All of our children rest on nap mats after lunch until 1:45. Children are encouraged to lay on their cots, but they are not required to sleep.

## TOILET TRAINING

Please talk to your child's teacher when beginning toilet training. It is imperative that teachers and families all agree to the same toilet training plan.

Our general frame work for toilet training:

- Discuss with your child's teacher their readiness signs.
- Plan to spend a minimum of two solid days at home (great for a long weekend or break) and devote yourself wholly to potty training.
- Per licensing requirements, parents must sign a toilet training agreement with their child's teacher to have us help and assist in the toilet training process.
- We offer many books and training videos on toilet training.
- Please purchase pull-ups that have tabs on the side that make it easier for our teachers to change your child.
- Please remember to dress your child in clothing that they can operate and handle easily themselves.
- Although we strongly believe that underwear is best for toilet training, we recommend that your child be accident free in pullups for TWO WEEKS before wearing underwear every day at CPDC. First, it takes an enormous amount of time to change and clean your child after every accident, particularly after bowel movements. Second – it is extremely unsanitary to have a child eliminate on our carpets, toys, playgrounds, and furniture.
- Once your child is toilet trained, please encourage them to call for help from the teacher when help with wiping is needed; particularly after bowel movements. Our children go to the restroom with varied amounts of independence. The teacher may be unaware that your child has had a bowel movement.
- Please continue to bring flushable wipes to the classroom to help them learn to clean themselves.

Our individual teachers have their own classroom plans. Please discuss any training with your child's teacher.

## TOYS

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. Play guns, weapons and other toys that encourage aggressive play are never welcome in our classrooms. Items that promote aggression, competition and hostile feelings are not permitted in the Preschool.



## USDA NONDISCRIMINATION POLICY

### **SNAP and 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), 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. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## 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

Extra Optional Items CPDC Needs Regularly:

- Antibacterial cleaning wipes (Lysol or Clorox wipes)
- Extra baby wipes
- Liquid dish detergent
- Laundry detergent
- Bleach
- Clorox Spray
- Paper plates
- Styrofoam bowls
- Facial tissue
- Lysol spray

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 MUW 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.



## MISSISSIPPI STATE DEPARTMENT OF HEALTH CHILD CARE REGULATION SUMMARY



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
Records	Transportation	Programs
Reports	Diapering and Toileting	Hourly Child Care
Staff requirements	Rest Periods	Hearings, Emergency Suspensions
Program of Activities	Feeding of Infants & Toddlers	Legal Action and Penalties
Equipment, Toys and Materials	Swimming & Water activities	Release of Information

#### APPENDICES

Appendix A - Child Abuse and Neglect Reporting Statutes	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.msdc.state.ms.us](http://www.msdc.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.msdc.state.ms.us](http://www.msdc.state.ms.us)

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