



The  
**W** SCHOOL OF  
EDUCATION

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**CHILD & PARENT  
DEVELOPMENT CENTER**

# PRESCHOOL POLICIES AND PROCEDURES HANDBOOK

For Families, Visitors, Staff, and University Students

2020 Handbook  
REVISED Summer 2020

# MUW CHILD AND PARENT DEVELOPMENT CENTER

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## 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. CPDC strives to make a positive impact in our children and families, as well as our university students.

Our primary goals include teaching children to:

- Grow in understanding and appreciation of their friends
- Learn to listen and follow directions



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- 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.

Our program is unique because we are a living laboratory and strive to serve as a model for early childhood best practices.

CPDC (Child and Parent Development Center) is a part of the School of Education 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). MUW has provided child care and parent training since 1929. We have a long history of quality care and education in the Columbus community.

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## 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.

Dean of Education  
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](http://www.ms.gov).

<https://msdh.ms.gov/msdhsite/ static/resources/78.pdf>

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## 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 (in education/family studies/early childhood) 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 30 hours of professional development each year. Our morning Prek3/4 teaching staff work from 7:15-2:00, and our toddler classroom teachers work 40 hours (rotating schedules 7:30-5:30). All four of our primary teachers/ECPs are benefits eligible and earn retirement and health benefits with the State of Mississippi.



## 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. The MUW HR department also conducts a separate background check on all employees, including student employees, of CPDC and MUW.

**(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, substitutes, or volunteers with over 120 hours at CPDC, we must have all of the below as outlined in licensure:

- Mississippi Department of Health letter of Suitability for Employment (formal background check)
- 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)
- State of Mississippi Health and Safety Training (available online or from the Early Childhood Academies)
- All benefited positions are required to have current First Aid and CPR Training, preferred with all other paid employees
- 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 MUW student workers to take these classes as well to become confident in licensing requirements and laws.

We will utilize education majors, family studies majors, Jumpstart, work study students, interns, and trained volunteers as 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)
- (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.

## 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. Teachers are allowed to change our plans based on the unique needs of the individual children.

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



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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.

Our program is unique because we are a living laboratory and strive to serve as a model for early childhood best practices. 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.

- College students serve as assistants, participants, and observers
- College students carry out assignments as part of their coursework as designed by the MUW faculty and approved by the CPDC director, Chair of Education, and Dean of the School of Education
- College student presence often means higher ratios and an enriched environment
- Our program can be used as a setting for faculty research
- Our program strives to serve as a model for early childhood best practices and offer our university and community practical life experiences

Attending an early childhood education lab school is rewarding experiences for all!

## 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.

(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 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 routine.

## WAITING LIST APPLICATION

The first step in the application process is a waiting list application. CPDC maintains a waiting list on our MUW website. 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

As a laboratory school, the director and the classroom teacher has the discretion to make sure that the classrooms are balanced. We do not always prioritize by application date.

## 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



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automatically hold a spot for your child if registration forms are not complete and fees are not paid by the end of the month you 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. We will email out a link for registration.
- 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.

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.

Registration is used to confirm interest in slots for August. The director will create rolls and rosters based on the needs of the program and classrooms.

## 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.

**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.**

Full Time Yearly (240 Days)	Tuition for 2020-2021 School Year (beginning August 3, 2020, ending July 28, 2020.)	<b>\$6,000</b>
Full Time Every Month	Monthly Bank Draft, All 12 Months, Deducts on the 2nd of Every Month	<b>\$500</b>
Full Time Every Week	Weekly Deduction on Bank Draft, All 52 Weeks, Deducts on the Monday of every week	<b>\$116</b>
Full time Biweekly	Biweekly Deduction on Bank Draft, All 26 Weeks, Deducts on the Monday of every other week	<b>\$231</b>
Drop in Rate	Availability Dependent on Vacancies	<b>\$35 Per Day</b>

## PAYMENTS

Payments are due BEFORE services are received. CPDC would prefer families 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.

**CPDC strongly encourages all payments through Brightwheel.** We will accept checks, cash, or money orders only with permission from the director. 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.



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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. Electronic payments will automatically generate receipts 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. We do have the ability to make credit card payments through MUW accounting 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, university/state closures, 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 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.

### 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.
- 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 and CELEBRATION 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 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>

## **BREAST FEEDING**

5B.6 Breast milk should be labeled with the child's full name and date the milk was expressed. Any parent who wishes to breast feed will have access to do so in the classroom, in the breast feeding lounge, or wherever most comfortable.

## **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. For 2020, CCC allow for 5 absences in a one month period. 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 shoes should be worn that are made for playing and running. Please put play shorts underneath dresses of the older PreK girls.

We will spend a minimum of two hours outdoors a day per licensure. It rarely gets cold enough in our area to stop outdoor play. 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 for sun safe practices. 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.**

**This is our main means of notification.**

Please remember to update the teaching staff and director of any family issues (death, illness, travel, and /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. Daily contact and notes can be shared through Brightwheel. The CPDC administration will send home a newsletter or letter monthly, or more often if needed. Monthly menus are posted on the hallway bulletin board.

Any CPDC staff or volunteers 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.

## CUSTODY ISSUES

CPDC understand that families may live apart in a variety of circumstances. We are sensitive to the needs of children and will do our best to support them. It is also important that the teachers and CPDC maintain positive relationships with parents. We feel strongly that teachers and staff should not be involved in any family controversy. CPDC will provide referrals to assure a resolution of any controversy affecting the operation of the school or the teacher/child/parent relationship. CPDC requires that families living apart work out mutually agreed upon, or have legally provided, plans for the child's care and that they present these plans to the center.

If the custodial parents cannot agree on the care and treatment for their child, CPDC will not accept responsibility for that child until a plan is in place that is acceptable by both the custodial parents and the school. If a written legal resolution is needed, the school requires a document that clearly defines who is authorized to make decisions regarding the child's care and education. CPDC will then require a written plan and reasonable procedure to follow from the authorized person before we accept responsibility to care for that child.

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 checked out by either parent. The legal custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information in writing and with a copy of proper court documents in the child's center file. MUW CPDC cannot be used for child visitation.

Our contract is with the parent who registers the child for school at CPDC and creates/maintains the pickup list. Licensing policy (and CPDC policy) is to release the child to an officer of the court (typically a campus police officer) and not to any person who is not on the contracted parent's pick up list. If custody is in dispute, we will also release to a campus police officer and they will determine who should have the child. (Provided proper documentation.) We understand parents are passionate about their children. However, please handle custodial disputes outside of CPDC.

**Again, if there is a custodial difference in opinion that has not been settled and could cause drama or controversy at school, CPDC will not accept responsibility for the child.** Any family with custodial differences must provide CPDC a copy of legal documentation and be settled outside of CPDC.

## 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



# MUW CHILD AND PARENT DEVELOPMENT CENTER

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)
- Bug spray (if needed)
- Pacifiers or bottles are not encouraged
- Inexpensive swimsuit and inexpensive towel with their name clearly marked to leave at the center for summer water play

## 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
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 and help meet the needs of the child and family. We strongly believe inclusion is the best policy.

## DISCIPLINARY POLICY

**10B.18** 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 and help them learn to problem solve issues and situations. Our goal is to provide positive guidance through misbehaviors. CPDC can mentor and guide positive behavior by creating clear and predictable routines and expectations, and modeling kindness and respect for all. If we are attentive and kind, we can create classrooms of kindness and compassion and help children feel confident and secure.

All disciplinary actions will be positive in nature and should use compassion as the foundation. As a matter of policy, the following is a general framework for discipline.

- **Adult first, child second. As the adult, are we calm and in control of our own emotions?**
- Strive to make the connection with the child and recognize and value their feelings
- Encourage STAR or other calm down techniques (Smile, Take a Deep Breath, And Relax)
- Describe the behavior and concerns to the child (use words so they can identify and label their emotions)
- Separate or Redirect the child from the behavior (when appropriate)
- Give acceptable choices and allow older children to offer solutions to develop problem solving skills on their own
- Use positive language (tell the child what to do and do not state what not to do)
- Look for a deeper problem
- Make sure you have developmentally appropriate expectations

Encourage these steps with a child:

1. I AM: Help children be aware that something has triggered the emotion.
2. I CALM: Help children use breathing or other techniques to calm themselves. (Sometimes us, too!)
3. I FEEL: Identify and name the emotions. (Name it to TAME it!)
4. I CHOOSE: Accepting the feeling and choosing a calming activity to encourage self-regulation. (often our calm down center materials can help.)
5. I SOLVE: When calm, how do we solve the problem and come up with a solution?

One important part of the process is for the teacher or caregiver to reevaluate and analyze what led up to the behavior and have compassion. What caused the melt down? Was the child hungry? Are they tired? Has mom been out of town? Sensory overload? Do we need more gross motor activities? How can we appropriately support the need to climb? Antisocial? New baby? So few toys they are fighting? Does the child need more supports during transitions? How can I (the adult) mitigate this for the future?

Conscious Discipline helps us **ACT**.

**A**cknowledge Emotions: "You wanted the toy." "You were hoping to have longer in this center."

**C**larify Helpful Skills: "When you want the toy, we should ask our friends if they will let you know when they are done playing with the item." "When you are upset and frustrated, we should find our words to let our friends know how we feel."

**T**ake Time to Practice: "Now you say (or do/try) it for practice."

Some other great Conscious Discipline suggestions:

- Take play breaks to reconnect with a child. Filling their love bucket often negates negative behaviors.
- Use touch and conversations. Extra cuddles, hugs, and conversations work for conversation and cooperation.
- Weave rituals throughout the day. Special songs, moments, or routines add consistent and meaningful connections.

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 and guide children through discussing and



labeling emotions and feelings. At a minimum children need to learn to be free to tell others how they feel and set their own expectations (and be heard) when appropriate.

Most behaviors are part of social-emotional learning and are handled within the classroom environment. On occasion, behaviors may become consistent or concerning enough to discuss with parents. 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, or document a concern. A child may be sent to the Director's office for a chat or brief break from friends. (This is typically in an effort to find the root problem and offer a safe place to discuss feelings.) A parent/teacher/director conference may be called so all involved are using the same methods of encouragement or suggestions for what works. Consistency between all groups usually makes a world of difference.

**At no time will any form of corporal punishment be threatened, encouraged, or used.**

If the child's behavior becomes threatening to themselves, the other children, to the staff, or when strategies have failed to produce the desired results, CPDC may recommend the parents seek the help of their pediatrician, therapist or mental health professional. If parents refuse to seek additional outside help or work with the staff to develop a consistent behavior plan, the last option is for the director to remove the family from school. CPDC will work with the family until all means are exhausted first.

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. This includes threats or corporal punishment.
- 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**

**10D.9** All children must be accompanied by an adult to their classroom when arriving. The child must be signed in and out in the hallway binder. **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 in 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 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, brightwheel message, or email providing permission to the child's teacher or the director. Please try to be off the phone when picking up your child. Your child is excited to see you!

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 preschool 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 occurrence, per child, per semester. 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.

**If you are at 5:31, you will be charged \$25. At 5:46, you will be charged \$50.**

**10B.19** 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 with an access code for their child's classroom. Any individual without a card may ring our doorbell at either door.

Children are not allowed to be at CPDC more than 10 hours a day. 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. We will maintain ratios during these times.



5A.25 CPDC discourages the idling of vehicles in parking areas except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

## 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. We will gladly make these calls if needed.

- 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 and screeners available on request.

## EMERGENCY and EVACUATION PROCEDURES 10B.19

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 MUW 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 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 Brightwheel, Remind app or via GroupMe. Brightwheel is our official means of communication.

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.

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. 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 Speech and Hearing Center.
- Our one-mile evacuation site is the First Methodist Early Learning Center.
- Our five-mile evacuation site is First Assembly of God Child Care. 2201 Military Rd, Columbus, MS

## EMERGENCY and REGULAR COMMUNICATION

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 primarily 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. You may add additional family members as needed.

## 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 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 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 in April. 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

**10B.19** 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 or temporal, 101°F taken orally, or 102°F taken rectally.
  - Diarrhea (three or more loose bowels in a 24-hour period, or one watery stool 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 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. We will try to keep sick children 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. 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, but your cooperation is extremely important on this.

**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. We will notify parents within the center if we have contagious illnesses.
- 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 for the specific child 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.
- 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.



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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.

5A.20 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.

## MUW 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. 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

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, 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 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 by 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.

**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.)**

## 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 will also close days during the year for intense staff training and building upkeep. Typically, these days are at the end of July/First of August for floor cleaning and staff orientation, as well as the first days after the January 1 holiday. 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 or closures that are beyond our control. 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.) CPDC may also close for training or conventions as deemed necessary.



## 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 or after 5:30. If your child is absent, please notify your teacher (via brightwheel) 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.

## TUITION INCREASES

CPDC's financial plan includes small increment increases in tuition every year beginning Fall 2020. Our teaching salaries are paid through tuition and not through university funds. Our hope is this will help encourage and retain our high quality staff. They deserve more. We do not wish for tuition to be an undue burden on any family. If you are having difficulties paying tuition, please see the director and apply for Mississippi Child Care Certificates.

## 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.
- 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.
- 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 pull-ups 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.

## TERMINATION

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
- Continuously sending a sick or ill child to school
- A child is absent 5 or more days in a row without explanation or payment
- CPDC determined that the health, safety, or welfare of the program is threatened by the continued presence of the family

## 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.

## 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





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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

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.

## **PANDEMIC POLICY CHANGES DUE TO COVID – ADOPTED JUNE 2020**

For pandemics or national emergencies, like the recent Covid-19 outbreak, CPDC will use due diligence to follow state, local, and federal recommendations. CPDC monitors recommendations specifically from the CDC, MS Department of Health and Human Services (for certificates/emergency care), and MS Department of Health (licensure). Parents must assume some of the risk of exposure for allowing children in the care of CPDC during any outbreak or period of disease or sickness.

- a. Parents will not be allowed inside the building until further notice per Center for Disease Control and Prevention (“CDC”) recommendations.
- b. Morning Drop-Off is permitted between 7:30-9 AM. Afternoon Pick-Up may occur at any time. Parents are to message CPDC through Brightwheel when in the circle for pick up/drop off.
- c. Temperature checks of children will be conducted each day before a child may enter the building. Any child who has a fever of 100.4 degrees or higher will not be allowed inside and must remain outside of school until the child is fever free for 7 days.
- d. Screening questions will be asked each day for families regarding potential household exposure to COVID-19. If a parent believes anyone in their household has come in close, direct contact with an individual who has tested positive for COVID-19 in the last 14 days, their child will not be permitted to stay.
- e. Teachers will wear face masks and children will be encouraged to wear facemasks unless outside or during nap time. CDC recommends masks for all children over age 2, and CPDC will encourage, but not require, masks for children.
- f. Parents are required to keep their children home if sick and to inform the center if anyone in their immediate household tests positive for COVID-19.
- g. In the event there is a reported positive COVID-19 case in the center, the center will be immediately closed and CPDC will work with local health officials to implement appropriate cleaning and disinfectant protocols.
- h. In the event of a positive COVID-19 case at the center, the name of the child, family or staff will remain confidential to other CPDC families and staff.
- i. In the event MUW CPDC closes to mitigate the spread of COVID-19 for longer than a two consecutive week period, parents are not required to pay tuition. If CPDC does close longer than two consecutive weeks payment plans will complete for the current month of service and payments will stop. No refunds will be issued. However, if CPDC is open, parents are required to pay tuition or risk forfeiture of their child’s spot on roster.



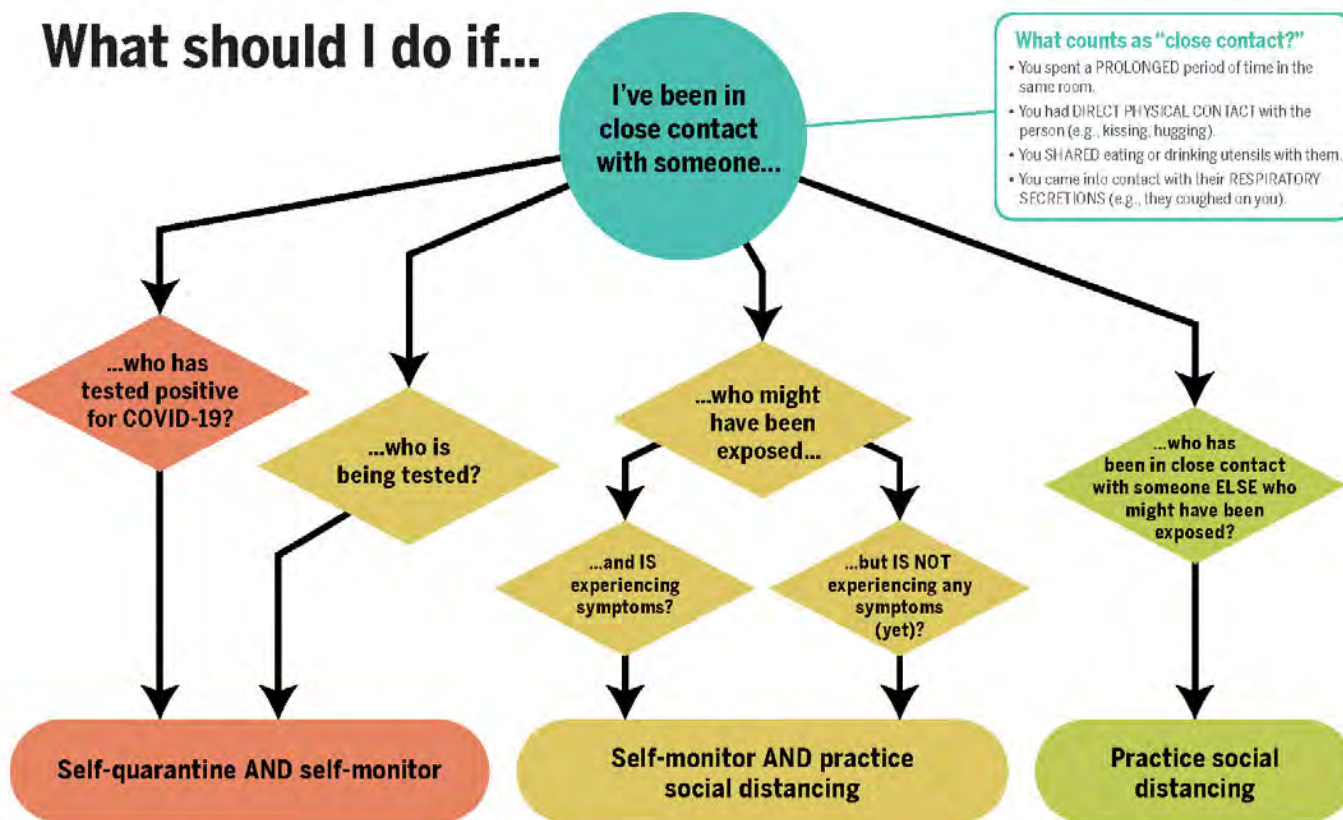
- j. If the individual has symptoms that could be COVID-19 and wants to return to the Center before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. **The minimum 48 hours without fever policy still stands, even with physician's note.**

*A physician's note MUST in writing state, "\_\_\_\_\_ was seen and evaluated for \_\_\_\_\_. This individual does NOT have COVID-19 and is able to return to child care without placing another individual at risk."*

- k. If COVID-19 is confirmed (tested positive) in a child, staff member or other adult who has been present in the Center, the Center will:
- o inform all parents, the Mississippi Department of Health licensure office and MUW officials (HR)
  - o close off areas used by the person who is sick for at least 24 hours,
  - o open outside doors and windows to increase air circulation in the areas,
  - o wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle,
  - o follow CDC guidance on how to disinfect the Center by cleaning and disinfecting **all areas** used by the person who is sick, such as classrooms, offices, bathrooms, and common areas, and continue routine cleaning and disinfection.
  - o will likely close for a two-week self-quarantine all staff and students.
  - o the identity will remain confidential to other staff and CPDC families.

**These practices may change at any time based on the quickly changing advisories from the CDC, MSDH, University, or State.**

# What should I do if...



# How do I...

## ...self-quarantine?

**STAY HOME** for 14 days.  
**AVOID CONTACT** with other people.  
**DON'T SHARE** household items.  
 Learn more at [medical.mit.edu/HowTo#self-quarantine](https://medical.mit.edu/HowTo#self-quarantine)

## ...self-monitor?

**BE ALERT** for symptoms of COVID-19, especially a dry cough or shortness of breath.  
**TAKE YOUR TEMPERATURE** every morning and night, and write it down.  
**CALL** your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).  
**DON'T** seek medical treatment without calling first!  
 Learn more at [medical.mit.edu/HowTo#self-monitor](https://medical.mit.edu/HowTo#self-monitor)

## ...practice social distancing?

**STAY HOME** as much as possible.  
**DON'T** physically get close to people; try to stay at least 6 feet away.  
**DON'T** hug or shake hands.  
**AVOID** groups of people and frequently touched surfaces.  
 Learn more at [medical.mit.edu/HowTo#distance](https://medical.mit.edu/HowTo#distance)

## And practice great hygiene!

**WASH** your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly

## 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 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 Statuses	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*

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