

CHILD CARE LICENSURE INFORMATION MEMORANDUM

Number 4

January, February and March

Volume FY 2009

Announcements of Interest

Happy New Year! It is always interesting to look forward to the beginning of a new year and anticipate changes and growth that will come our way. Sometimes growth causes us to look at things from a different angle or to examine our current way of doing things, but just as we encourage children to grow through changes, adults continue this process in our lives as well. The Training Unit of the Child Care Licensure Division has also undergone some growth and changes during the past several months. We hope these changes will benefit you, the childcare provider. Here are some reminders:

- 1) The Training Unit is now divided into three areas, but providers are free to obtain training in any of these areas. When you register for trainings, however, please make sure that the registration form is sent to the trainer in the area where you want to attend.
- 2) Training schedules and registration forms are available from the Health Department website. Go to: www.HealthyMS.com, click on Regulation and Licensure, then Child Care.
- 3) Even though you may find our trainings advertised elsewhere, our trainers are the only ones who can take your registration. Please make sure that you are using the proper MSDH Registration Form when you register for a training that is taught by the Department of Health.
- 4) The **Regulations Governing Licensure of Child Care Facilities** require all New Owners, Directors, and Director Designees to take *Child Care Regulations*, *Playground Safety*, and *New Directors Orientation* within six months of issuance of a new license or within six months of appointment. For new facilities and existing facilities, these classes must be taken before **June 30, 2009**. Remember, for licensure purposes, you must maintain copies of your certificates of completion for each required course.
- 5) In addition to the three required trainings (for Directors, Owners, and Director Designees *Child Care Regulations*, *Playground Safety*, and *New Directors Orientation*), the

training unit is now offering several new trainings. These trainings currently include: *Behavior Management, Hand Washing and Sanitation, Infant and Toddler Regulations, After School Regulations, Nutrition, and Menu Writing*. Beginning **April 1, 2009**, there will be a fee of \$10 per participant for each of these new non-required trainings. Checks can be made out to the Mississippi State Department of Health and must be submitted along with a registration form.

- 6) In an effort to ensure quality training to childcare providers, the department has implemented new standards and criteria by which each training course is evaluated. All current training providers have been informed of these changes and the new instructor qualifications. If you wish to become a staff development provider, please contact Jessica Hardwell at 601-364-2827 for an application. Effective **April 1, 2009**, an application fee of \$50.00 must accompany each request for program review/ approval.
- 7) There are many staff development providers who have standing approval. These providers will not need to make application or pay the new fee. Please see the list of providers with standing approval in any issue of the Information Memorandum.
- 8) Trainings will start at the scheduled time. Participants who arrive more than 15 minutes after the scheduled start, or who leave early, will not be given credit for the training. Please do not hesitate to contact the listed trainer prior to the scheduled training should you need to verify the time/ location.

The Training Unit is available to assist you to understand and comply with the Regulations Governing Licensure of Child Care in Mississippi. Should you need assistance, please do not hesitate to call: Area 1: Nancy Nunley, 662-323-7313, Area 2: Jessica Hardwell, 601-364-2836, Area 3: Josie McCoy, 228-867-6236.

Approved Individual Trainers Effective Jan. 1, 2009

Name	Courses	Telephone Number
1. Marilyn Hathorne	Various	662-746-9919
2. Rachell Vicknair	Various	225-567-6981
3. Dorothy Lewis	Various	601-736-4915
4. Tori Hayes	Signing With Tots	601-487-8176

* For a complete listing of providers with standing approval, please refer to the last page of the Information Memorandum.

ChildCare Education Institute

This month, CCEI discusses Child Safety and Protection.



According to the American Academy of Pediatrics, nearly 300 children under 4 years old die every month in the United States because of accidents - most of which can be prevented. Children injure themselves in a variety of ways including in play spaces, on doors and gates, in kitchen and cooking areas and on inappropriate toys or broken toys to name just a few.

Play space injuries can be avoided in a classroom by making sure toys are properly stored when not in use and the room arrangement is designed to include a variety of activity centers with adequate space for children to explore.

Many children are injured each year because of the careless use of doors and gates. To avoid these injuries, make sure that doors and gates are kept closed. Never leave an open door unattended, remind parents and teach children to open doors carefully and slowly to avoid injuring a child playing on the other side.

To prevent injuries in cooking areas, it is best to restrict access to adults only, few things are safe for young children in the kitchen area.

Toys play a major role in the early childhood setting. Children love toys. However, many children are injured each year by toys. There are four major factors affecting toy safety: toy selection, toy maintenance, toy storage, and supervision and interaction.

Some toys can pose a risk if precautions are not taken. Select good quality toys that promote safe play. Consider the children's age, interests, and skill level when selecting toys. Follow age and safety recommendations on toy labels and read the label, as it contains important play guidelines.

Toys go through a lot of wear and tear in the early childhood setting. Proper maintenance of toys can prevent and reduce injuries. Inspect toys on a regular basis for damage or potential hazards and repair or discard damaged toys immediately.

Teach children to put toys away safely on shelves after playing. Proper storage will ensure that toys intended for older children will be stored separately from toys for younger children and reduce the number of injuries to children.

Supervising children while they play is essential to avoiding injuries. Never hesitate to stop reckless or improper play behavior. Always let the children know when their play is dangerous and demonstrate or discuss the proper play behavior.

These are just a few ways to prevent injuries to young children. Join the [CCEI Discussion Thread](#) and share the strategies you use to keep children safe in your classroom. To learn more about ways to provide a safe play environment for your early childhood classroom, log on to www.cceifame.com and take class CCEI110A, Indoor Safety in the Early Childhood Setting.



News Release

Dec. 9, 2008

Contact: Elizabeth F. Shores (501-749-9076)

Get Ready to Earn Your Stars In the Mississippi Child Care Quality Step System

Child care centers across Mississippi will begin advertising their “stars” in the state’s quality rating system next year. You can start now to earn your center’s stars by following the steps in the free *Earn Your Stars!* workbook from the Mississippi State University (MSU) Early Childhood Institute.

You can download the workbook at www.earlychildhood.msstate.edu (click on “Resources for Directors”) or call the MSU Early Childhood Institute at 662-325-4836 to request a copy by mail. The workbook contains step-by-step instructions for earning ratings of 1-Star to 5-Stars in the Mississippi Child Care Quality Step System. It also contains optional forms to use in planning quality improvements. The MSU Early Childhood Institute published the workbook with funding from the Mississippi Department of Human Services, Office for Children and Youth.

The Quality Step System is voluntary. In addition to the prestige and marketing advantage of quality ratings, centers that earn 2-Star to 5-Star ratings and participate in the Mississippi Child Care Assistance Program receive quality bonuses – increases of 7% to 25% in monthly certificate payments. The Child Care Facilities Licensure Branch of the Mississippi State Department of Health and the Mississippi Child Care Resource and Referral Network also will recognize quality ratings in their online databases for parents.

To earn stars in the quality rating system, participating centers must meet standards in the areas of the learning environment for infants through four-year-olds, staff qualifications, family involvement, and business administration. Trained evaluators measure the learning environments using standardized surveys of how teachers interact with children, the quality and variety of learning materials, and the physical design of classrooms.

During a four-year pilot phase, the Quality Step System has so far enrolled centers in most parts of the state. The system will expand throughout the state in 2009.

The Following Providers Have Standing Approval For Child Care Staff Development

- Any program related to child care sponsored or conducted by PROJECT PREPARE, Institute for Disability Studies at The University of Southern Mississippi. For information, contact Ann Henson at 601-331-7369
- Any program related to childcare sponsored by an accredited University, College, Community College, Mississippi State University Extension Service, the Mississippi State Department of Education, or Public School District.
- Mississippi Department of Human Services-Office for Children and Youth Director's Childcare Credentialing Project and any other training offered by MDHS-Office for Children and Youth.
- Any program related to childcare sponsored by a state or regional professional childcare organization, etc., including but not limited to Jackson Childhood Association, Mississippi Early Childhood Association, or local affiliate, Rankin Childcare Director's Association, Pine Belt Childcare Directors Network, and National Association of Child Care Professionals (NACCP).
- Any program related to childcare sponsored by a national childcare organization, National Association for the Education of Young Children, Child Welfare League of America, or National Child Care Association, Southern Early Childhood Association, etc., or their affiliates.
- Any program related to childcare presented by the Appelbaum Training Institute.
- Any program related to childcare offered by the Mississippi Low Income Child Care Initiative. Contact Carol Burnett at 228-374-2218.
- CPR and FIRST AID training that is provided by a CERTIFIED INSTRUCTOR and results in the certification of the attendee. Caregivers must take adult, infant, and pediatric First Aid and CPR.
- Learn Not to Burn® and Risk Watch® Train-the-trainer programs conducted/approved by the Mississippi Association of Public Fire Safety Educators.
- Any program related to childcare provided by the Mississippi Forum on Families and Children.
- Any program related to childcare provided by the Mississippi State University's Partners for Quality Childcare Project.
- Any program related to childcare by Natural Learning, 103 Sycamore St., Leland, MS 38756. Contact Mary Jo Ayers at 1-888-407-6021.
- Home-Study courses for child care providers through Care Courses. Contact Care Courses at www.carcourses.com or 1-800-685-7610.
- Any program related to childcare offered by the Mississippi SIDS Alliance (Sudden Infant Death Syndrome).
- Any program related to child development or childcare offered by New Dimensions Child Development Training Institute, 1065 Raymond Road, Jackson, MS 39204. Contact Jo Gregory at 601-502-2700.
- (CDA) Credentialing Director Associate Certificate and various topics offered by Collate Education For Mississippi, INC. P.O. Box 75664 / Jackson, MS 39282, Contact: Annie Thompson @ (601) 502-1707 or BAPTISM@PEOPLEPC.COM

MSDH Training Dates

Training	Date	Location and Region	Time
CC Regulations	March 5, 2009	Kosciusko, 1	9-12p.m.
Behavior Mgt.	March 5, 2009	Kosciusko, 1	1-3p.m.
Playground Safety	March 6, 2009	Kosciusko, 1	9-12p.m.
IT Regulations	March 6, 2009	Kosciusko, 1	1-3p.m.
New Directors	March 24, 2009	Hattiesburg, 3,	9-12 p.m.
Behavior Management	March 24, 2009	Hattiesburg, 3,	1-3 p.m.
IT Regulations	March 25, 2009	Hattiesburg, 3,	10-12 p.m.
Sanitation	March 25, 2009	Hattiesburg, 3	1-3 p.m.
AS Regulations	April 2, 2009	Leaksville, 3	10-12 p.m.
Playground Safety	April 2, 2009	Leaksville, 3	1-4 p.m.
Sanitation	April 3, 2009	Leaksville, 3	10-12 p.m.
Bus Driver	April 3, 2009	Leaksville, 3	1-2 p.m.
Behavior Management	April 3, 2009	Leaksville, 3	2-4 p.m.
New Directors	April 7, 2009	Ripley, 1	9-12p.m
CC Regulations	April 7, 2009	Ripley, 1	1-4p.m.
IT Regulations	April 8, 2009	Ripley, 1	9-11a.m.
CC Regulations	April 14, 2009	Byhalia, 1	9-12p.m.
New Directors	April 14, 2009	Byhalia, 1	1-4p.m.
Playground Safety	April 15, 2009	Byhalia, 1	9-12p.m.
Behavior Management	April 15, 2009	Byhalia, 1	1-3p.m.
Bus Driver	April 16, 2009	Jackson, 2	9-10a.m.
Sanitation	April 16, 2009	Jackson, 2	10-12p.m.
CC Regulations	April 20, 2009	Jackson, 2	9-12p.m.
New Directors	April 20, 2009	Jackson, 2	1-4p.m.
Behavior Mgt.	April 21, 2009	Jackson, 2	9-11a.m.
Nutrition	April 21, 2009	Jackson, 2	1-3p.m.
CC Regulations	April 22, 2009	Moss Point, 3	9-12 p.m.
New Directors	April 22, 2009	Moss Point, 3	1-4 p.m.
Playground Safety	April 23, 2009	Moss Point, 3	9-12 p.m.
Behavior Mgt.	April 23, 2009	Moss Point, 3	1-3 p.m.
IT Regulations	May 12, 2009	Columbia, 3	10-12 p.m.
New Directors	May 12, 2009	Columbia, 3	1-4 p.m.
Playground Safety	May 13, 2009	Columbia, 3	9-12 p.m.
Sanitation	May 13, 2009	Columbia, 3	1-3 p.m.
Playground Safety	May 14, 2009	Meridian, 2	9-12p.m.
Sanitation	May 14, 2009	Meridian, 2	1-3p.m.
AS Regulations	May 15, 2009	Meridian, 2	9-11a.m.
Bus Driver	May 15, 2009	Meridian, 2	11-12p.m.
Playground Safety	May 18, 2009	Greenwood, 1	9-12p.m.
Behavior Management	May 18, 2009	Greenwood, 1	1-3p.m.
New Directors	May 19, 2009	Greenwood, 1	9-12p.m.

IT Regulations	May 19, 2009	Greenwood, 1	1-3p.m.
New Directors	May 20, 2009	Collins, 3	9-12 p.m.
Behavior Management	May 20, 2009	Collins, 3	1-3 p.m.
IT Regulations	May 21, 2009	Collins, 3	9-11 a.m.
Bus Driver	May 21, 2009	Collins, 3	11-12 p.m.
New Directors	May 26, 2009	Macon, 1	9-12p.m.
Behavior Management	May 26, 2009	Macon, 1	1-3p.m.
Playground Safety	May 27, 2009	Macon, 1	9-12p.m.
Sanitation	May 27, 2009	Macon, 1	1-3p.m.
CC Regulations	May 27, 2009	Richton, 3	9-12 p.m.
New Directors	May 27, 2009	Richton, 3	1-4 p.m.
Playground Safety	May 28, 2009	Richton, 3	9-12 p.m.
Behavior Management	May 28, 2009	Richton, 3	1-3 p.m.
Playground Safety	May 28, 2009	Jackson, 2	9am-12pm
Sanitation	May 28, 2009	Jackson, 2	1-3pm
Bus Driver	May 29, 2009	Jackson, 2	9am-10am
AS Regulations	May 29, 2009	Jackson, 2	10-12pm
AS Regulations	June 2, 2009	Picayune, 3	9-11 a.m.
Sanitation	June 2, 2009	Picayune, 3	12-2 p.m.
Behavior Mgt.	June 2, 2009	Picayune, 3	2-4 p.m.
Playground Safety	June 3, 2009	Picayune, 3	9-12 p.m.
CC Regulations	June 4, 2009	Fulton, 1	9-12p.m.
New Directors	June 4, 2009	Fulton, 1	1-4p.m.
Playground Safety	June 5, 2009	Fulton, 1	9-12p.m.
Sanitation	June 5, 2009	Fulton, 1	1-3p.m.
IT Regulations	June 17, 2009	Hazlehurst, 2	9-11a.m.
New Directors	June 17, 2009	Hazlehurst, 2	12-3p.m.
Playground Safety	June 18, 2009	Hazlehurst, 2	9-12pm
Behavior Mgt.	June 18, 2009	Hazlehurst, 2	1-3pm
CC Regulations	June 23, 2009	Wade, 3	9-12 p.m.
New Directors	June 23, 2009	Wade, 3	1-4 p.m.
Playground Safety	June 24, 2009	Wade, 3	9-12 p.m.
Nutrition	June 30, 2009	Jackson, 2	9-12pm
Behavior Management	June 30, 2009	Jackson, 2	1-3pm

AS- After School
CC- Child Care
IT- Infant/ Toddler

MSDH CHILDCARE LICENSURE REGISTRATION FORM

REPRODUCE AS NEEDED

- 1) All forms must be filled out completely and legibly. Training certificates will be issued from the list on the registration form.
- 2) You will receive an email confirmation (if you do not have email, one will be mailed to you) which specifies exact location. Bring the email confirmation or verification notice to the training session on the date of your scheduled training . **Your acceptance into the training is verified only with a letter of confirmation.**
- 3) Pre-registration is required and will be accepted via mail or fax. Please refer to the Region listed on the Provider Training Schedule and mail to the following trainers:
 - a. Area 1 (Northern) – Nancy Nunley, P.O. Box 1487, Starkville, MS 39760 or fax (662) 324-1011
 - b. Area 2 (Central) – MSDH Child Care Licensure, P.O. Box 1700, Jackson, MS 39215-1700 or fax (601) 364-5058
 - c. Area 3 (Southern) – Josie McCoy, 1102 45th Avenue, Gulfport, MS 39501 or fax (228) 864-7940
- 4) Please bring your Regulation book to the scheduled training sessions.

Sessions Requested

Please check the sessions that you wish to attend and designate the location and date you wish to attend.

- | | |
|---|--|
| <input type="checkbox"/> Child Care Regulations _____ | <input type="checkbox"/> Playground Safety _____ |
| <input type="checkbox"/> Infant/Toddler Regulations _____ | <input type="checkbox"/> New Directors Orientation _____ |
| <input type="checkbox"/> After School Regulations _____ | <input type="checkbox"/> Handwashing/Sanitation _____ |
| <input type="checkbox"/> Behavior Management _____ | <input type="checkbox"/> Nutrition/Menu Planning _____ |

Individual Requesting Registration

_____	_____
_____	_____
_____	_____

Please type or print clearly. Training Certificates will be issued at the end of the each session. Names on training certificates will come from the registration list above.

Center Name _____	Director _____
Center Address _____	Owner _____
	Director Designees _____
_____	_____
City State Zip	_____
Center Telephone _____	
Center Email _____	

THIS FORM IS TO BE USED TO REGISTER FOR SESSIONS PRESENTED BY MSDH/CHILD CARE LICENSURE