



CHILD & PARENT DEVELOPMENT CENTER

COLLEGE of EDUCATION & HUMAN SCIENCES

PRESCHOOL POLICIES AND PROCEDURES HANDBOOK

For Families and Visitors

MUW CHILD AND PARENT DEVELOPMENT CENTER

WELCOME TO THE CPDC FAMILY

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

Our primary goals include teaching children to:

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

The staff members of the 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.

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.

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

ADMINISTRATION and SCHOOL PERSONNEL

Child and Parent Development Center (CPDC)

1100 College Street MUW-219
Columbus, Mississippi 39701
Office Phone: 662-329-7196

Penny Sansing Mansell

Child and Parent Development Center, Director
psmansell@muw.edu
Cell: 662-574-8509

College of Education and Human Sciences

1100 College Street MUW-1637
Columbus, Mississippi 39701
Office Phone: 662-329-7175

Martin L. Hatton, Ph.D.

College of Education and Human Sciences, Interim Dean
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TEACHING STAFF

Our teaching staff is the most valuable part of our program. Teachers have, at a minimum, a four-year college degree. 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 15 hours of professional development each year. All of our morning teaching staff work from 7:15-2:00 and are benefits eligible.

Our teachers:

Mariah Conley, msconley@muw.edu, cell: 662-688-0269

Chandra Steele, CDsteele@muw.edu cell: 662-352-1009

Becky Morton, M.Ed., rsmorton@muw.edu, cell: 205-712-0259

Kayla Tate, M.CFS., katate@muw.edu cell: 662-251-4010

CAREGIVERS

Our four 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 hired through the MUW Department of Education who serve as teacher assistants and substitutes.

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

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

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

OUR PROGRAM

We have created thematic curriculum with a yearly theme calendar with a letter of the week, color of the week, and theme or concept for the week that will be of interest to our children. This allows our teachers to 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 teacher 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. All classrooms have circle time and calendar math, adapted to their age group.

Our three and four year old classrooms use the Early Learning Guidelines provided by the Mississippi Department of Education. The ones and twos classrooms use the Mississippi Early Learning Guidelines for Infants and Toddlers.

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.

Our program is fully licensed by the [Mississippi State Department of Health](#). We will use the Early Childhood Environmental Rating Scale (ECERS-R) and the Infant/Toddler Environmental Rating Scale (ITERS-R), which are national quality assessment programs.



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CLASSES

CPDC accepts children 1 year old as of September 1. We maintain four classrooms with a maximum of 47 students:

Green Room - Ones – Maximum 8 children (must be walking and eating table food)

Pink Room – Twos – Maximum 9 children

Yellow Room/PreK 3 – Threes - Maximum 14 children (must be completely potty trained)

Blue Room/PreK 4 – Fours – Maximum 16 children

Periodically we will rearrange children in classrooms based on the needs of a child. Parents will be notified if we discover your child would be a better fit in a different class.

WAITING LIST APPLICATION

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

- Priority siblings of current students, as long as the sibling remains enrolled and CPDC
- Children of MUW Students, followed by faculty and staff
- The community

REGISTRATION INFORMATION

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

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

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

CPDC APPLICATION FOR ENROLLMENT

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

TUITION and FEES

The CPDC is responsible for paying for all expenses of the center, including salaries, benefits, and Sodexo food from tuition payments. In order to operate, we must receive tuition in a timely manner. The University and CPDC reserves the right to modify tuition and fees without notice. Children are enrolled for the August-July school year. Parents or guardians are responsible for the payment of all fees and tuition charged by CPDC for the full school year. Summers are not optional, as we operate year round. CPDC would prefer students pay tuition in full by the month, due in full by the 5th of every month. If families pay weekly, payment is due on the Monday of the current week. There are no registration fees for summer terms only. Drop-ins are welcome when spots are available. Drop in cost is \$25 per day, no registration fees required.

Tuition is \$23 per day or \$115 per week August 2017-July 2018.

We have 4 slots in the three year old class and 5 slots in our four year old class that are reserved for our Monday-Friday morning only preschool session, available from 7:30 AM – 10:50 AM. Your child must be picked up on time. The morning



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only preschool session is \$14 per day until 10:50 AM, or \$16 per day including lunch, and the child must be picked up by 1:50 PM. These slots are first come, first serve.

Supply fees for September 2017 and January 2018 are \$50 per student.

Supply fees help cover basic necessities at our school. This fee does not cover all our necessities.

Curriculum fee is \$25 per student, charged during registration.

There is a \$10 fee per PreK4 student, paid to the PreK4 teacher in March, which goes towards supplies for our graduation program in May.

There is a \$10 per family discount for families with multiple children. There is also a \$10 per week discount per family for children of MUW students taking more than 6 hours per semester.

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 activities or projects into the classrooms. We encourage parents to regularly share daily concerns about your child with teachers and staff. Parent, teacher or director conferences and phone calls can be scheduled at any time a need arises by calling the CPDC office.

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

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

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

Teachers may not discuss the confidential information, needs or malicious behavior of classmates or families with other parents, or outside of the CPDC. We may share concerns with staff and faculty of the CPDC or necessary personnel and advisors at our University.

PRESCHOOL CALENDAR

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

PRESCHOOL HOURS OF OPERATION

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



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OTHER GENERAL PRACTICES

ABSENCES

There will be *no reduction in tuition* fees due to family vacations, sicknesses, absences, or inclement weather.

ACCIDENTS

Our teachers and staff work diligently to prevent accidents in the class. However, despite our best efforts, accidents do happen. All 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.

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.

BIRTHDAY POLICY

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

BITING POLICY

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. 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.

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 an older child bites, the preschool's policy is the child who bites will quickly be placed in time-out while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to time-out and speak with the offending child about what has happened. The child is reminded that teeth are for eating, not for biting. Both sets of parents will be told of the incident.



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

CARE OF SCHOOL PROPERTY

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

CHILD CARE CERTIFICATE PROGRAM

MUW does accept Child Care Certificates. Parents are responsible for paying any differences in any amounts. For more information and assistance, contact The Mississippi Child Care Payment Program at 1-800-877-7882.

CHILD ABUSE and NEGLECT

We are required by law to report any suspected neglect or abuse to the Mississippi Department of Human Resources.

CLOTHING

Please send your child in comfortable clothing that can be handled by the child alone. Preschool can be active and messy, and neatness is not guaranteed. Long dresses can be hazardous on play equipment. Comfortable closed toe tennis shoes should be worn. Boots, slip on shoes, flip flops and cleats can be distracting to preschoolers, and can make it hard to run and play.

We will spend a minimum of two hours outdoors a day. We will go outside if it is above 32 degrees. Always dress your child for the weather outside. We recommend hats for sunny days, if desired. Parents are asked to apply sun screen on their children before arrival. Teachers can reapply sunscreen for afternoon play, as needed. No aerosol sunscreen sprays are allowed.

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

CUSTODY ISSUES

The custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the school/center for child visitation.

DAILY ACTIVITIES

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

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities
- Music and Singing Activities
- Story Time (minimum of 30 minutes of reading for every class)
- Individual Activities
- Outdoor Activities

Lesson plans for each week are available on the hallway teacher bulletin boards showing how these activities are incorporated into the daily schedule. CPDC uses electronic today cards through the Brightwheel app. Paper today cards will only be used by request. Please make sure to check cubbies daily.

Each child needs to bring (clearly labeled):

- Extra set(s) of clothes in marked ziplock bag
- Small blanket (no large than beach towel) for 1s/2s
- Nap mat roll and/or kindermat with small blanket for naptime 3s/4s
- Diapers and wipes if needed (please label all diapers and wipes)
- Diaper cream (if needed)



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- Sunscreen (if needed) for Sun Safety (lotion only, no spray)
- Pacifiers or bottles are not allowed

Ones and Twos Daily Schedule

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|---------------|---|
| 7:30 - 8:20 | Flexible arrival/wellness check; teacher guided small groups; center free play |
| 8:20 – 8:50 | Wash hands, morning breakfast, cleanup from breakfast |
| 8:50-9:00 | Clean up, diaper check & toileting, transition song played |
| 9:00-9:10 | Morning meeting (may include: short story, song time, finger plays, letter/number/shape review, calendar math) |
| 9:10-9:45 | Center free play |
| 9:45-10:05 | Individual & group activities, project work, center free play |
| 10:05-10:15 | Transition to outdoor time. Diaper check & toileting, and dressing for outdoors |
| 10:15-11:00 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. (Monday/Wednesday/Friday Back Play yard; Tuesday/Thursday Front Playground) |
| 11:00-11:40 | Wash hands, prepare for lunch, story time while waiting for lunch to arrive, enjoy lunch, cleanup from lunch |
| 11:40 - 12:00 | Diaper check & toileting, start music for rest time |
| 12:00 – 1:45 | Naptime; quiet rest time |
| 1:45-2:00 | Transition to outdoor time. Diaper check & toileting, and dressing for outdoors |
| 2:00-2:45 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 2:45-3:15 | Wash hands, prepare for snack, enjoy snack, cleanup from snack |
| 3:15-3:45 | Story time, project work, center free play |
| 3:45-4:00 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 4:00-5:15 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 5:15-5:30 | Departure time. Wash hands and faces, diaper checks & toileting children. Clean up and organize classrooms. Snack served if needed at 5:15. |

Threes and Fours Daily Schedule

| | |
|---------------|---|
| 7:30 - 8:20 | Flexible arrival/wellness check; teacher guided small groups; center free play |
| 8:20 – 8:50 | Wash hands, morning breakfast, clean up from breakfast, center free play when done eating |
| 8:50-9:00 | Clean up centers, transition song played. Children move to their assigned spot on rug. |
| 9:00-9:30 | Morning meeting; group time. Calendar math, discussion of current events, stories and songs |
| 9:30-10:00 | Individual & group activities, project work |
| 10:00-10:05 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 10:05-11:00 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. (Monday/Wednesday/Friday Front Playground; Tuesday/Thursday back play yard) |
| 11:00-11:40 | Wash hands, prepare for lunch, enjoy lunch |
| 11:40 - 12:00 | Toileting children, prepare for nap, start music for rest time |
| 12:00 – 1:45 | Naptime; quiet rest time |
| 1:45-2:00 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 2:00-2:45 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 2:45-3:15 | Wash hands, prepare for snack, enjoy snack |



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| 3:15-3:45 | Story time, group games, puzzles or activities. |
| 3:45-4:00 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 4:00-5:15 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 5:15-5:30 | Departure time. Wash hands and faces, Toileting children. Clean up and organize classrooms. Snack served if needed at 5:15. |

Monday and Wednesday afternoons during MUW spring and fall terms – Jumpstart Days

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|--------------|--|
| 12:00 – 1:30 | Naptime; quiet rest time |
| 1:30-1:45 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 1:45-2:15 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 2:15-2:30 | Wash hands, prepare for snack, enjoy snack |
| 2:30-4:30 | Jumpstart Time |
| 4:30-4:40 | Transition to outdoor time. Toileting children and dressing for outdoors |
| 4:40-5:10 | Outdoor free play, weather permitting; or indoor gross motor play with songs and movement. |
| 5:10-5:30 | Departure time. Wash hands and faces, Toileting children. Clean up and organize classrooms. Snack served if needed at 5:15. |

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

DISCIPLINARY POLICY

CPDC seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach and lead our children to make better choices.

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

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

Distractions are the first step in any age group. Second, teachers will explain to the child why the behavior is inappropriate and suggesting if the behavior happens again, he/she will have to sit quietly alone and regroup or calm down. The third step for children over the age of three is a brief time-out, one minute per age of the child. Usually, for children of any age, a quiet minute by themselves removed from the situation is all it takes for the child to get it together.

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

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

If the child's behavior becomes threatening to the other children, to the staff, or when previous strategies have failed to produce the desired results, CPDC may recommend the parents seek the help of a behavioral therapist or mental health



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professional. If parents refuse to seek additional outside help or work with the staff to develop a behavior plan, the last option is for the director to remove the child from school.

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

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

Other prohibited actions:

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

CPDC will conduct yearly staff development review on our discipline policy. New staff is required to go through an orientation that includes procedural instructions on how to implement the outlined disciplinary policy.

DROP OFF AND PICK UP POLICY

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

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

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

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

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

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

EARLY INTERVENTION

For children under the age of three, contact Mississippi FIRST STEPS at 1-800-451-3903 and set an appointment to discuss services. For children three and older, you must contact the public school district where you live and ask for a special needs assessment.

- If you live in the county, the Lowndes County School District referral to placement case manager contact is Brandy Gardner, 662-244-5024.



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- If you live in the city school district, the contact phone number is 241-7160 x 2133. (Leave a detailed message.)

EMERGENCY PROCEDURES

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

If the MUW campus is closed, CPDC will also remain closed. Students, staff, and faculty of MUW are encouraged to log into your banner account to sign up for campus notifications. CPDC notifications will be sent through the Remind app or via text.

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

EVACUATION PROCEDURES

In the event the campus is evacuated during an emergency, we will transport all children to our safe zone using any means necessary and notify parents once all children are safe.

- Our campus evacuation site is Cromwell Communications Building.
- Our one-mile evacuation site is the Columbus Public Library.
- Our five-mile evacuation site is First Assembly of God Child Care. 2201 Military Rd, Columbus, MS

FIELD TRIPS and TRANSPORTATION

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

FOUNDATION ACCOUNT

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

GRADUATION / END OF YEAR CELEBRATION

CPDC has a graduation program for our PreK4 program participants during May. All students will participate in this program.

GUESTS

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

HEALTH POLICIES

In order to help prevent the spread of disease or infection and keep our children as healthy as possible, the Mississippi Department of Health and CPDC requires adherence to specific policies.

- Each child, staff, and teacher must have a current 121 Immunization form on file.



MUW CHILD AND PARENT DEVELOPMENT CENTER

- State regulations mandate parents report any communicable diseases immediately to the teachers or director for the protection of other children.
- **The below exclusions are NOT optional. The Mississippi Department of Health Licensing states that children CAN NOT ATTEND preschool with any of the below:**
 - Fever: Defined as 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally.
 - Diarrhea (three or more loose bowels in a 24 hour period). According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from child care settings regardless of the cause.
 - Rash with fever
 - Sore throat with fever
 - Eye discharge: Thick mucus or pus draining from the eye.
 - Vomiting: Defined as two or more times in a 24 hour period
 - Severe coughing
 - Jaundice
 - Irritability: Continuous irritability and crying

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

In order to prevent the spread of germs, your child should be symptom free for 24 hours without preventative medication before returning to school. If your child is sent home due to illness, he/she may NOT return to school the next day without a doctor's excuse stating they are not contagious. During flu and strep season, most doctors recommend they are fever free for 48 hours before returning to childcare or school.

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

- Make arrangements with friends or relatives for back-up childcare at the beginning of the school year.
- Please call, text, or email the preschool to report the illness; particularly if it is a communicable condition or disease.
- When an illness suspected to be due to a contagious disease or condition, we must have a doctor's note granting re-entry.
- Any child that is on antibiotics must be on the medication for at least 24 hours before returning to preschool.
- When you are called to pick up a sick child from the preschool, you must do so within 30 minutes of being contacted. The preschool has limited space and staff to care for sick children.
- Your child must be symptom free for 24-hours before returning to school.
- Medication will not be given unless it is in the original prescription bottle and it must be accompanied by a completed medication authorization form. All medication must be kept in the director's office. Medication authorization forms will be good for one week at a time. You must send a new form each week.
- If a child is too sick to go outside and play, he/she is too sick to attend preschool. Because of teacher/child ratios we are unable to keep a child from outdoor play. We will always go outside if the temperature is above 32 degrees.
- There is no reduction in tuition or fees for illness or absences.

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

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

INSURANCE

CPDC does not have accident or liability insurance.

NOTIFICATIONS

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



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

NUTRITION and MEALS

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

If your child will be later than 9 AM, you must text or call the teacher or director so your child will be included in our daily meal totals.

Please have all students in their classrooms by 8:15 for breakfast. A hot lunch is served at 11:00 AM. Afternoon snack is served at 2:45 PM, with an additional snack at 5:15 if needed. All meals are catered by Sodexo through the university cafeteria.

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

We have friends with major peanut and tree nut allergies. Please do not bring in any outside food to our center that may have been manufactured in a facility with nuts. We are a nut free facility.

PARENT ADVISORY BOARD

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

PAYMENTS

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

CPDC prefers online payments through Brightwheel. We accept checks, online payments, cash, or money orders. Payments should be made to the payment drop box on the check in station.

Checks should be made to: MUW CPDC. Tuition checks should be separate from any checks for fees. There is a \$50 fee for any returned checks. Please label the days or week that the tuition check covers. **Example – Student: John Doe, 8-26 – 9-2, 2016.**

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, 2016.**

Receipts will be given for ALL PAYMENTS. Families will be held responsible for any fees incurred while attempting to collect any debt owed to CPDC and Mississippi University for Women.

If your family needs additional assistance, please contact the Director immediately. CPDC does accept and encourage the use of child care certificates from the Mississippi Department of Human Services.

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 mats, but they are not required to sleep.



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All children need nap mats and/or a rolling padded napmat. Parents will be responsible for taking home blankets and cloth nap mats on Friday to launder and return Monday mornings.

TOILET TRAINING

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

Our general frame work for toilet training:

- Discuss with your child's teacher their readiness signs.
- Plan to spend a minimum of two solid days at home (great for a long weekend or break) and devote yourself wholly to potty training.
- Parents must sign a toilet training agreement with their child's teacher to have us help and assist in the toilet training process.
- We offer many books and training videos on toilet training.
- Please purchase pull-ups that have tabs on the side that make it easier for our teachers to change your child.
- Please remember to dress your child in clothing that they can operate and handle easily themselves.
- Although we strongly believe that underwear is best for toilet training, we recommend that your child be accident free in pullups for TWO WEEKS before wearing underwear every day at CPDC. First, it takes an enormous amount of time to change and clean your child after every accident, particularly after bowel movements. Second – it is extremely unsanitary to have a child eliminate on our carpets, toys, playgrounds, and furniture.

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

TOYS

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

VOLUNTEERS and PHILANTHROPY

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

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

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

Extra Optional Items CPDC Needs Regularly:

- Antibacterial cleaning wipes (Lysol or Clorox wipes)
- Extra baby wipes
- Dishwasher detergent/tablets
- Liquid dish detergent
- Laundry detergent
- Bleach
- Clorox Anywhere spray
- Paper plates
- Styrofoam bowls
- Facial tissue
- Inexpensive wash cloths, white
- Lysol spray



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Please also ask your teacher about their wishes and needs for their classroom. Our teachers buy all materials for their classrooms using their personal money, so every little bit helps. Teachers LOVE Hobby Lobby gift cards!

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.

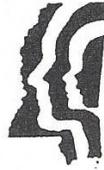
WEAPONS, SMOKING, and OTHER POLICIES

The CPDC is part of the MUW campus community. No weapons of any kind are allowed on campus. This is also a smoke free campus. Smoking is not allowed in our parking lots, buildings, or drop off circle. Children are growing! We request parents abide by all other [MUW policies](#) while on our campus.



MUW CHILD AND PARENT DEVELOPMENT CENTER

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

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

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

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

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

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

Equal Opportunity In Employment/Services

YEARLY THEMES
August:

Review Letters, Colors, Numbers, Shapes



MUW CHILD AND PARENT DEVELOPMENT CENTER

| | |
|------------|---|
| September: | Back to School, School Rules All About Me, Feelings, I am Special All About Me, Friends, Families Safety, 911, Community Helpers Transportation, Construction Apples |
| October: | Farmers/Farm Animals Manners and Etiquette Fall/Harvest/Pumpkins Scarecrows/Halloween Carnivals/Fair/Music |
| November: | United States, Elections, Presidents Math Week, Shapes, Money Thanksgiving, Explorers, Indians Opposites |
| December: | Christmas around the World, International Foods and Culture |
| January: | Nursery Rhymes, Kings and Queens Winter Animals, Teddy Bears Black History, Kindness, Peace, Diversity, Jazz My Senses |
| February | My Body, Health, Germs Nutrition, Wellness Valentine's Day, Love Dental Care |
| March | Fairy Tales, Reading, Dr. Seuss Baby Animals Plants, Shamrocks, Grass Tiny Critters (Bugs, Butterflies, Ladybugs) Wind and Kites |
| April | Zoo Animals Easter/Spring Weather, Rainbows Sports – Preschool Olympics |
| May | 4's Kindergarten Readiness, Other Classes Nursery Rhymes, Yearly Review Flowers Graduation Practice, Teacher's Choice Dinosaurs |
| June | Gardening and Plants Space, Rockets, Planets Rainforest |
| July | America Oceans, Sand, Sharks Luau, Water Weeks |

