ANNOUNCEMENTS

1. The next Child Care Advisory Council meeting will be held November 16, 2018, at 1:00 p.m., at 143B LeFleurs Square, Jackson, MS 39211.

2. The Child Care Licensure Division would like to welcome Genna Berry as a new Investigator in Region 1 and Portia Hinton as the new Investigation Unit Intake statewide.

3. The Child Care Licensure Division would like to remind providers that ALL childcare staff, (directors, owners, director designees and caregivers, including part-time and substitute teachers) are required to obtain a minimum of 15 contact hours per year from approved sources regarding approved topics, which are listed in the Regulations Governing Licensure of Child Care Facilities, in Subchapter 5, page 26.

4. In response to recent injuries, the Child Care Licensure Division would like to advise child care providers as to the dangers associated with unsafe usage of crock-pots to warm bottles. Keep children safe from burns with the following steps:
   - Move all bottle warmers/crock pots to rooms uninhabited by children
   - If not possible, please keep them on counters or in cabinets out of reach of children and plugged into counter-level outlets, with no dangling cords
   - If warmers (or any device) must be plugged in within reach of children, cords should be secured or covered to be inaccessible to children.
   - In no instance should a warmer or crock-pot be near a changing station or within reach of children.

5. The Child Care Licensure Division would like to inform providers that the address for forms sent to the Central Registry Unit has changed. Any Child Abuse and Neglect Central Registry (CANCER) background checks must now be sent to the Central Registry Unit, MS Department of Child Protective Services, PO Box 346, Jackson, MS 39205. This form may also be faxed to 601-364-5056.

6. The Child Care Licensure Division wants to ensure that providers are receiving the correct training for food manager certifications. ServSafe© is one of four certifications for individuals wishing to become a Certified Food Safety Manager for a licensed child care facility. The certification to be a food manager is approved, while a food handler certification is not approved.

7. The Child Care Licensure Division would like to provide the following information regarding providers who wish to have employees obtain or complete the Child Development Associate Credentialing process.
To review requirements and steps to obtain a Child Development Associate (CDA) credential, go to www.cdacouncil.org. This site includes information regarding the application process, 120 hours of formal early childhood training, 480 hours professional work experience, CDA Professional Portfolio, CDA Professional Development Specialist, the CDA verification visit and the CDA Exam.

On-line training sites for the 120 hours of formal early childhood training: (all courses taken from the following are considered approved staff development hours for Mississippi)

- Care Courses  www.carecourses.com
- Successful Solutions in Child Development  www.cdatraining.org
- Ashford College  www.ashfordcollege.edu
- Penn Foster Career College  www.penfoster.edu
- Smart Horizons  www.smarthorizons.org

As of January 11, 2016, the Agency began posting a listing of child care facilities that, based on their most current inspection, were found to be in violation of one or more of five regulatory requirements the Agency feels has the most potential to endanger children: failure to maintain the minimum staff to child ratio, leaving children unattended, failure to conduct a criminal background check, and failure to ensure that a staff person with current CPR and basic first aid certification is present at all times where children are present. The link to this list is http://msdh.ms.gov/ccviolations. By making the compliance status of licensed child care facilities available to Mississippi’s citizens, the Agency feels the public will be better able to make informed decisions when seeking child care in our state.

If you are interested in becoming approved to offer contact hours to child care providers, the document, “How to Become An Approved Staff Development Trainer” has been placed on the MSDH website under the “Child Care Provider Training” section and then beneath “Related Resources.” For additional information, please contact Ms. Carol Bishop.

The Child Care Licensure Training Unit wishes to remind providers to check the calendars and sign up for classes more than 1 week prior to the training (not the day before or the day of), as your trainers need this information to properly prepare for classes. Training classes/schedules are posted on the MSDH website at http://msdh.ms.gov/msdhsite/_static/30,0,183,437.html.

- The location of the training is provided in the confirmation letter which is emailed (or mailed if no email address is provided) to the provider after registration.
- If you are attending training in an area unfamiliar to you, please allow extra time to find the training location. Registrants who arrive more than 15 minutes after a class has started will not receive a certificate for the class.

The Agency acknowledges that most individuals prefer to receive their materials electronically. Therefore, the Agency will no longer maintain hard copies of the child care licensing regulations. A copy of both sets of child care regulations, plus all addenda and attachments, can be reviewed and printed directly from the following MSDH website: http://msdh.ms.gov/msdhsite/_static/30,0,183,225.html.

The Agency encourages all providers to ensure that employees receive training on how to discipline children by providing positive re-enforcement. Subchapter 14 of the Regulations Governing Licensure of Child Care Facilities and Regulations Governing Licensure of Child Care Facilities for 12 or Fewer
*Children in the Operator’s Home* addresses Discipline and Guidance. The Agency encourages all operators and child care staff to review this chapter of the regulations.

13. It has always been the philosophy and policy of the child care division to encourage “family style” meals in child care facilities. Once an adult has placed food on the table, children are allowed and encouraged to serve themselves. Children must be supervised and instructed on how to properly serve themselves and pass food or drinks to other children. Make sure children do not put their hands or their utensils in the community food bowls. **It is recommended that very hot food be served by the adults so children will not be burned if the food spills.** It is also important to ensure that parents are aware that children will be serving themselves at meal times.

14. **Director Credentials Renewals** – According to Rule 1.5.3 (4) P. 23 in the Regulations Governing Licensure of Child Care Facilities, a Child Care Director Qualification may be a “Mississippi Department of Human Services (MSDH) Division of Early Childhood Care and Development (DECCD) Child Care Director’s Credential or MDHS OCY Child Care Director’s Credential.” Since the closure of the Early Years Network, a renewal process for these credentials is not available. Until a process has been identified, these credentials will be accepted without renewals as long as there are 15 documented CE hours. When a new process is identified, individuals with this credential will be required to follow that procedure.

15. As all of you are aware, on August 21, 2017, the MSDH Child Care Facilities Licensure Division went live with a new database called LARS. One of the advantages of this database system is the ability for us to reduce significantly material that must be mailed through the U.S. Postal Service; thereby, reducing cost and providing faster service to child care providers.

Each Owner, Director, and Designated Person was mailed via U.S. Postal Service a PIN number with instructions to go into the LARS system and update the material that is in your official licensure file, specifically, to update and provide **correct email addresses** for the Owner, Director, facility, and anyone else you may designate to receive information we will be sending. For those items you could not change, you were instructed to contact your licensing official to make the change for you. Many of the licensed child care providers have not made these updates resulting in incorrect information in a lot of the official child care electronic files. Remember, the public can access information about the services your facility provides, so complete information in your file could help your business.

Beginning January 1, 2018, all correspondence (with very few exceptions) will be sent by email. It is **absolutely necessary** that all licensed providers go into the LARS system and correct missing information about your facility such as EIN numbers, the name associated with your EIN number, email addresses, a working facility phone number, the private phone number of the Owner and Director (private phone numbers will not be released to the public unless it is the phone number listed as the facility phone number) and ages and number of children served, etc.

Please address this situation as soon as possible. If you need assistance, please contact your assigned licensing official for assistance. Thank you for your cooperation in this very important matter, and thank you for caring for our state’s most precious asset – our children.

16. There are important changes to the child care fingerprinting requirements for child care facilities. Please see the following information regarding these changes.
ANNOUNCEMENT

CHILD CARE ADVISORY COUNCIL VACANCY

The Mississippi State Department of Health, Child Care Facilities Licensure Division has one (1) vacancy on the Child Care Advisory Council. The vacancy is in the northern part of the state (Supreme Court District 3). See attached map for counties in Supreme Court District 3.

The Department is now taking applications from those individuals that would like to serve on the council. All terms are for three years.

Per Statute: It shall be the duty of the advisory council to assist and advise the licensing agency in the development of regulations governing the licensure and regulation of child care facilities and to advise the licensing agency on matters relative to the administration and interpretation of the provisions of this chapter.

Council members are required to attend meetings at least four (4) times a year and more often if necessary. The Department reimburses the council members for their travel according to the rates established by state law.

The vacancy in the northern part of the state (Supreme Court District 3 – the YELLOW area on the attached map) are for representatives from a “Professional Organization,” i.e., An individual officially representing a child care professional organization, child advocacy group, child care association, or state agency that provides child care funding, education, or services. NOTE: If you are representing an Agency/Professional Organization or Child Advocacy Group, you must also submit a letter from your organization that nominates you to serve on the Council.

To be considered for appointment to the Council, you must apply in the following manner.

1. Complete the attached Child Care Advisory Council Application form
2. Prepare a cover letter explaining why you want to serve on the Council
3. Prepare a resume
4. Include a letter from the organization that is nominating you for service on the Council

Send the application, cover letter, and resume to the address listed below.

Mail all required documents to the following mailing address:

Mississippi Department of Health
Child Care Licensure Division
PO Box 1700
Jackson, MS 39215-1700

Incomplete applications will NOT be considered.

All applications must be received in this office or postmarked no later than December 31, 2018. Please contact Chad Allgood at 601-364-2827 if additional information is required.

The deadline for submitting an application is December 31, 2018.
CHILD CARE ADVISORY COUNCIL
APPLICATION

Please refer to the attached map to identify the Supreme Court District in which you reside. Please complete and mail this form with a cover letter and resume to the:

Mississippi Department of Health
Child Care Licensure – Advisory Council
P.O. Box 1700
Jackson, MS 39215
Phone: (601) 364-2827

I desire to be considered for appointment to the Child Care Advisory Council. The information I have provided below details my credentials and the category in which I am eligible for consideration. I have submitted a cover letter detailing why I desire to serve on the council as well as a complete resume detailing my experience, training, and role in childcare. If appointed, I understand that the term will last until 06/30/22 and that I may be required to attend four (4) or more meetings per year.

NOTE: If you are representing an Agency/Professional Organization or Child Advocacy Group, you must also submit a letter from your organization that nominates you to serve on the Council.

__________________________  ______________
Signature                        Date

Please PRINT the following information:

NAME: ________________________   PHONE #: ________________________

HOME MAILING ADDRESS: ________________________

EMAIL ADDRESS: ________________________

SUPREME COURT DISTRICT (Refer to Attached Map):  Circle one:  1  2  3

MEMBER CATEGORY (Check ALL that apply):  
( ) Licensed Provider: Facility Name & License #:

( ) Agency/Professional Organization Representative (Please provide name of Agency or Organization):

( ) Child Advocacy Group (Please provide name of Advocacy Group):

NOTE: If you are representing an Agency/Professional Organization or Child Advocacy Group, you must also submit a letter from your organization that nominates you to serve on the Council.

The deadline for submitting an application is August 31, 2018.
January 5, 2017

Dear Childcare Director:

During a recent audit from the Federal Bureau of Investigations (FBI), a determination was made that the State did not comply with the following three areas of federal law:

- The State Agency cannot notify an entity that an applicant may have a disqualifying event;
- Prior to an applicant being fingerprinted, the applicant must be provided a copy of their Rights, which notifies the applicant that their fingerprints are to be used to check for a criminal record in the FBI database, that the applicant has the right to challenge the accuracy of the information on the FBI record, and should the applicant choose to challenge the accuracy of their record, that a reasonable time be allowed prior to an entity making an employment determination; and
- The procedure for which the applicant may use to challenge, correct and/or update erroneous information that may be on their record.

As you are aware, per state law and agency policy, the State Agency provides the RAP sheet only to the employee applicant. Therefore, the FingerPro Notification Page on the web has been amended to read “Applicant Notified.” In accordance with law, legal staff within the Department of Health reviews and determine the suitability for employment of each child care applicant in licensed child care facilities. A copy of the Letter of Suitability is mailed to the provider. Should the applicant have a criminal record, the letter to them that accompanies the RAP sheet explains the procedure should an applicant wish to contest/challenge the results as reflected on their record.

Attached you will find a document titled “NON-CRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS.” Per federal law, each fingerprinted applicant must be notified of his or her rights prior to fingerprinting. Please have each fingerprinted applicant review and sign this document prior to fingerprinting. In order to verify your compliance with federal law, you may wish to retain a copy of this signed document in the employee’s applicant or personnel file. The Department’s licensing officials will be monitoring compliance with this portion of the federal law as part of your facility’s routine inspection(s).

The Department truly appreciates your efforts to partner with us to assure that we, as a state agency, and you, as a licensed entity, remain in compliance with federal and state laws. Should you have any questions, please do not hesitate to contact me at 601-364-1101.

Sincerely,

Molly Chew, Division Director
Division of Criminal History Records

cc: Melissa Parker, Director of Licensure
Cassandra Walter, JD, SAAG, Legal Counsel
NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification \(^1\) that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or another benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations CCFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.\(^2\)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.\(^3\)

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at [http://www.fbi.gov/about-us/cjis/background-checks](http://www.fbi.gov/about-us/cjis/background-checks).

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and requests the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Your signature on the fingerprint card and/or this document indicates that you have been informed of your privacy rights and understand that your fingerprints are being run through the criminal history records of the FBI.

Date: __________________________ Applicant’s Signature: _______________________________________

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\(^1\) Written notification includes electronic notification, but excludes oral notification.

\(^2\) See 28 CFR 50.12(b).

\(^3\) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV (c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
EFFECTIVE IMMEDIATELY

The MSDH Child Care Licensure Division will no longer accept Checks, Certified Checks, or Money Orders for payment of any licensing fees, late fees, reinstatement fees, or monetary penalties. All payments must be made electronically through the LARS Child Care Database system. Payment may be made by Master Card, Visa, American Express, Discover, Debit Card, or ECheck (Electronic Check).

All checks, certified checks, or money orders received in the child care office will be returned to the sender with instructions to go to the following link and make the payment electronically.

You may make an electronic payment at: https://www.msdhcc.webapps.ms.gov/home.aspx.

Should you have questions, you may contact the child care licensing office at 601-364-2827.
For a list of approved trainers, please visit www.healthyms.com. These lists are being updated/revised to bring you more comprehensive information regarding approved training for child care providers.

Please Note: the following Registration Form has been updated with a list of classes that will be introduced gradually during the upcoming months. Please refer to the training calendars below to see which classes will be offered. If you see a class on the registration form that is not listed on the calendar, please be assured that it is under development and will be offered soon.
MSDH CHILD CARE LICENSURE
TRAINING REGISTRATION FORM

REPRODUCE AS NEEDED

1) All forms must be filled out completely & legibly. Training certificates are issued from this form.
2) You will receive an email confirmation (if you do not have an email, one will be mailed to you) which specifies the exact location.
3) Pre-registration is required on this form and will be accepted via mail, email, or fax. Please refer to the Region listed on the Provider Training Schedule and send your registration form to the following trainers:
   a. Region 1 (Northern) – Carol Bishop, MSDH Child Care, 1742 Cliff Gookin Blvd, Tupelo, MS 38801-6497
      Fax (662) 842-3045.Carol.Bishop@msdh.ms.gov
   b. Region 2 (Central) – Sandra Smith, MSDH Child Care, PO Box 1700, Jackson, MS 39215-1700 Fax (601) 364-5058
      Sandra.Smith@msdh.ms.gov
   c. Region 3 (Southern) – Josie M. Smith, 300 C O Brooks Street, Carthage, MS 39051 Fax (601) 267-6277
      Josie.Smith@msdh.ms.gov
4) Please bring your Regulation book to the scheduled training sessions.

   Sessions Requested

   Please check the sessions you wish to attend & write the location & date you wish to attend on the blank provided.

   □ Child Care Regulations ___________________________ □ Playground Safety
   □ After-School Regulations __________________________ □ Directors Orientation
   □ Nutrition & Menu Writing _________________________ □ Infant/Toddler Group Needs
   □ Preschool Group Needs ___________________________ □ After-School Group Needs
   □ Positive Discipline & Guidance ___________________ □ Identifying Infectious Diseases
   □ Hand-washing/Sanitation _________________________ □ Infant/Toddler Regulations
   □ Promoting Physical Act. w/Preschoolers ____________ □ Infant/Toddler Dev. w/Music
   □ Promoting Physical Act. w/After-schoolers __________ □ Maximizing Teacher Potential

   Individual(s) Requesting Registration

   ___________________________________________ ___________________________________________
   ___________________________________________ ___________________________________________
   ___________________________________________ ___________________________________________
   ___________________________________________ ___________________________________________

   Please type or print clearly. Training Certificates will be issued at the end of each session, preprinted for registered participants. Walk-ins will have a certificate mailed to them.

   Center Name __________________________________________________________________________
   Mailing Address _______________________________________________________________________

   Date Requested: __________ City ______ State ______ Zip ______
   Director __________________________________________
   Center Telephone ______________ Owner __________________________________________
   Center Fax _____________________ Center Email _________________________________________
   Director Designees __________________________
   Participant’s Email __________________________

   THIS FORM IS TO BE USED TO REGISTER FOR SESSIONS PRESENTED BY MSDH/CHILD CARE LICENSURE
Purpose
The form was created to provide a means for child care providers to register for training provided by the Child Care Facilities Licensure Division.

Instructions
1. Individual requesting to attend a child care training session should complete the following:

Check the box on the session they desire to attend.
Provide the names of those individuals requesting registration.
Provide the complete child care center name as it appears on the child care license.
Provide the complete mailing address of the child care facility.
Provide the name of the child care facility director.
Provide the center telephone number.
Provide the name of the child care facility owner.
Provide the Fax number of the child care facility.
Provide the child care facility email address.
Provide the name of the director designees.
Provide the participants’ email address.

Office Mechanics and Filing
Completed records will be filed in the Child Care Facilities Licensure Division or workstation of the child care trainers.

Retention Period
Records will be retained in accordance with the Child Care Facilities Licensure Division’s policies.
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**November Events**

- **November 1:**
  - **Louisville:** (J. Smith)
  - Nutrition & Menu Writing 9-12
  - Infant/Toddler Group Needs 1-4
- **November 2:**
  - **Louisville:** (J. Smith)
  - Playground Safety 9-12
  - Directors Orientation 1-4
- **November 3:**
  - **Mini-Conference**
  - MS Valley State Univ.
  - (C. Bishop & S. Smith)
  - CC Regulations 9-4
  - Preschool Group Needs 9-12
  - Preschool Physical Act. 1-4
- **November 4:**
  - **Winona:** (C. Bishop)
  - Preschool Group Needs 5:30-8:30
- **November 5:**
  - **Olive Branch:** (C. Bishop)
  - CC Regulations 9:30-4:30
  - **Simpson:** (S. Smith)
  - CC Regulations 9:30-4:30
- **November 6:**
  - **Biloxi:** (J. Smith)
  - Preschool Group Needs 1-4
  - **Olive Branch:** (C. Bishop)
  - Playground Safety 9-12
  - Directors Orientation 1-4
  - **Simpson:** (S. Smith)
  - Playground Safety 9:30-12:30
  - Directors Orientation 1:30-4:30
- **November 7:**
  - **Laurel:** (J. Smith)
  - CC Regulations 9-4
  - **Cleveland:** (S. Smith)
  - Playground Safety 10-1
  - Directors Orientation 2-5
- **November 8:**
  - **Laurel:** (J. Smith)
  - CC Regulations 9-4
  - **Cleveland:** (S. Smith)
  - Playground Safety 9-12
  - Directors Orientation 1-4
- **November 9:**
  - **Cleveland:** (Dr. Allgood)
  - Credential Directors Renewal 9-4
  - **Laurel:** (J. Smith)
  - Playground Safety 9-12
  - Directors Orientation 1-4
- **November 10:**
  - **Tupelo:** (C. Bishop)
  - Nutrition & Menu Writing 9-12
  - Max. Teacher Potential 1-4
- **November 11:**
  - **Veterans Day**
- **November 12:**
  - **Olive Branch:** (C. Bishop)
  - CC Regulations 9-4
  - **Simpson:** (S. Smith)
  - CC Regulations 9:30-4:30
- **November 13:**
  - **Biloxi:** (J. Smith)
  - Preschool Group Needs 1-4
  - **Olive Branch:** (C. Bishop)
  - Playground Safety 9-12
  - Directors Orientation 1-4
  - **Simpson:** (S. Smith)
  - Playground Safety 9:30-12:30
  - Directors Orientation 1:30-4:30
- **November 14:**
  - **Pascagoula:** (J. Smith)
  - CC Regulations 9-4
  - **Simpson:** (S. Smith)
  - Nutrition & Menu Writing 9:30-12:30
- **November 15:**
  - **Pascagoula:** (J. Smith)
  - CC Regulations 9-4
  - **Simpson:** (S. Smith)
  - Nutrition & Menu Writing 9:30-12:30
  - **Tupelo:** (C. Bishop)
  - Playground Safety 9-12
  - Directors Orientation 1-4
- **November 16:**
  - **Pascagoula:** (J. Smith)
  - CC Regulations 9-4
  - **Simpson:** (S. Smith)
  - Nutrition & Menu Writing 9:30-12:30
- **November 17:**
  - **Southaven:** (C. Bishop)
  - Nutrition & Menu Writing 9-12
  - Nutrition & Menu Writing 1-4
- **November 18:**
  - **Madison:** (S. Smith)
  - Nutrition & Menu Writing 9-12
- **November 19:**
  - **Hinds:** (S. Smith)
  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 20:**
  - **Hinds:** (S. Smith)
  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 21:**
  - **Hinds:** (S. Smith)
  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 22:**
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  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 23:**
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  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 24:**
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  - After-School Regulations 1-3
- **November 25:**
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  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 26:**
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  - After-School Regulations 1-3
- **November 27:**
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  - After-School Regulations 1-3
- **November 28:**
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  - After-School Regulations 1-3
- **November 29:**
  - **Hinds:** (S. Smith)
  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
- **November 30:**
  - **Hinds:** (S. Smith)
  - Infant/Toddler Regulations 10-12
  - After-School Regulations 1-3
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