ANNOUNCEMENTS

1. The next Child Care Advisory Council Meeting is scheduled for Friday, August 17, 2018, at 1:00 p.m., in the Professional and Child Care Licensure Conference Room located at 143B LeFleurs Square, Jackson, MS 39211.

2. The Child Care Licensure Division would like to bid a fond farewell to Latise Strong as our Investigation Unit’s Intake/Triage staff in District V.

3. In response to recent injuries, the Child Care Licensure Division would like to warn facilities 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.

4. 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 601-576-2584.

5. 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.

6. 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)
  
i. Care Courses  www.carecourses.com
  
ii. Successful Solutions in Child Development  www.cdatraining.org
  
iii. Ashford College  www.ashfordcollege.edu
  
iv. Penn Foster Career College  www.penfoster.edu
  
v. Smart Horizons  www.smarthorizons.org

7. 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.

8. 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.

9. 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.

  a.  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.

  b.  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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 get 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.

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

Please forward this important email to child care providers and interested parties as a public service.

Thank you.

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 “Child Care Provider” i.e., either an owner of a licensed child care facility or is an employee of a licensed child care facility.

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

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 August 31, 2018.
Please contact Chad Allgood at 601-364-2827 if additional information is required.

The deadline for submitting an application is August 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 06/30/2020 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 (Required):

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.
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.

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: _______________________

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:

Should you have questions, you may contact the child care licensing office at 601-364-2827.
Kids are taught the importance of learning to swim and are advised on following safety rules in pools. They are also instructed on the extra care they must take when at the seashore, and the need to follow safety rules when they are in open boats. Clearly written in brief passages that are easy for younger children to absorb and understand, the *Watch Out!* series of color-illustrated books give kids safety advice that applies inside and outside the home, while they are traveling in a car, and when they are enjoying nature and having outdoor fun. The lessons illustrated in all *Watch Out!* books help children identify safety issues and avoid potentially dangerous situations. Appealing cartoon-style illustrations on every page.

Pre-hydrate before going outdoors and keep plenty of handheld fans and water misters handy while you are out. *Children’s bodies* produce less sweat than those of full-grown adults and thus have a tougher time cooling down. An excited child may not realize they are overheating and won’t be able to warn you they’re in danger. Give him plenty of easy opportunities to stay cool while he plays, and be sure to keep some water or Gatorade on-hand so he can replenish his fluids. Because he won’t sweat as much regardless of his body’s condition, it will be more difficult to tell if he’s getting too hot, so make it a habit to call him in for a cool-down period every 30 minutes or so.

Drowning is the leading cause of unintentional death in *children ages one to four*, according to PoolSafely.gov.

Caregivers should also pay special attention to drains. Children’s hair, small limbs, jewelry, and bathing suits can get stuck in drains and suction openings, trapping them under the surface of the water. To reduce the risk of this happening to your child, you should check drains prior to entering.

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Release Date: May 30, 2018
Release Number: 18-169

**CPSC Calls for Increased Water Safety Efforts as Summer Swim Season Arrives**

*New data shows, drowning is still the leading cause of unintentional death among children 1–4 and the second leading cause among children 5–14*

[https://www.cpsc.gov/Newsroom/News-Releases/2018/CPSC_Calls_for_Increased_Water_Safety_Efforts_as_Summer_Swim_Season_Arrives](https://www.cpsc.gov/Newsroom/News-Releases/2018/CPSC_Calls_for_Increased_Water_Safety_Efforts_as_Summer_Swim_Season_Arrives)

WASHINGTON – A new report released today by the [U.S. Consumer Product Safety Commission](https://www.cpsc.gov) (CPSC) indicates that the number of reported fatal child drowning incidents in swimming pools involving children younger than five—the most vulnerable population—has not increased significantly from last year’s reports.

Although the number of reported child drowning numbers have remained nearly the same year over year, fatal and nonfatal child incidents in pools and spas continue to pose a public health risk across the United States.
CPSC Acting Chairman Ann Marie Buerkle is urging families and caregivers nationwide to remain vigilant while children are in and around the water this summer.

“While it is promising that the drowning rate did not increase, there are still too many children who drown each year in pools and spas across the country,” said Acting Chairman Buerkle. “These incidents are preventable. As a mother, grandmother and registered nurse, I raised my kids, and now my grandkids, with a respect for water. Swimming should be a fun way for families to be active, as long as everyone knows how to pool safely.”

Buerkle also emphasized the importance of parents and caregivers following the CPSC Pool Safely campaign’s simple water safety steps that can help prevent drowning tragedies. Constant adult supervision, along with four-sided fencing, knowing how to perform CPR and teaching children how to swim are all critical ways to continue the decline in child drownings.

CPSC’s latest data show there were, on average, 351 reported fatal child drownings in pools and spas in 2015 involving children younger than 15. Of those 351 reported fatal child drownings in 2015, 266 (76 percent) involved children younger than five. Other key findings include:

- Annually, 73 percent of the hospital emergency room-treated nonfatal drowning injuries from 2015 through 2017 involved children younger than five. Male children younger than 15 had twice as many fatal drownings as female children of the same age.
- From 2015 through 2017, an estimated average of 6,400 children younger than 15 years old were reportedly treated in hospital emergency rooms for nonfatal drowning injuries in pools or spas.
- Between 2015 and 2017, residential locations made up 74 percent of reported fatal drowning incidents, and at least 45 percent of reported nonfatal drowning incidents for children younger than 15.
- In addition, residential locations dominated reported incidents involving victims younger than five, with 54 percent of nonfatal drowning injuries among that age group from 2015 through 2017—and 85 percent for fatal drownings from 2013 through 2015—all occurring at a residence.
- The majority of the estimated hospital emergency room-treated, nonfatal drowning injuries for 2015 through 2017, and the reported fatal drownings for 2013 through 2015, were associated with pools (versus spas).

Today, CPSC also released an updated report on suction entrapment incidents in swimming pools, spas, and whirlpool bathtubs. Key findings include:

- Since the Virginia Graeme Baker Pool & Spa Safety Act went into effect in December 2008, there have been no reported fatalities involving a child being entrapped on a suction outlet cover in a public pool or spa.

You can read the full report on PoolSafely.gov.

Note: CPSC’s report addresses nonfatal drownings for the period 2015 through 2017 and fatal drownings for the period 2013 through 2015, reflecting a lag in the reporting of fatal drowning statistics.

Pool Safely, a national public education campaign supporting the requirements of Section 1407 of the Virginia Graeme Baker Pool and Spa Safety Act, works with partners around the country to reduce child drownings, nonfatal drownings and entrapment incidents in swimming pools and spas. Parents, caregivers, and the media are encouraged to visit: PoolSafely.gov or @PoolSafely on Twitter and facebook.com/poolsafely/ for vital safety information regarding the prevention of child drownings in and around pools and spas.

The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of injury or death associated with the use of thousands of types of consumer products under the agency’s jurisdiction. Deaths, injuries, and property damage from consumer product incidents cost the nation more than $1 trillion annually.
Every 10 days, across the United States, a child dies while unattended in a hot car. It only takes a few minutes for a car to heat up and become deadly to a child inside. As summer temperatures rise, more kids are at risk.

July 31 is National Heatstroke Prevention Day. Safe Kids is working to get the message out about the dangers of heatstroke and how to prevent these tragedies from occurring. We can prevent heatstroke with your help.

**Share a message about the importance of never leaving a child alone in the car.** Did You Know?

- A child’s body heats up three to five times faster than an adult’s body.
- Heatstroke deaths have been recorded in 11 months of the year in nearly all 50 states.
- More than half of heatstroke deaths occurred when a distracted caregiver forgot a quiet child was in the vehicle.

**Reduce the number of deaths from heatstroke by remembering to ACT.**

**A:** Avoid heatstroke-related injury and death by never leaving your child alone in a car, not even for a minute. In addition, make sure to keep your car locked when you are not in it so kids do not get in on their own.

**C:** Create reminders by putting something in the back of your car next to your child such as a briefcase, a purse, or a cell phone that is needed at your final destination. This is especially important if you are not following your normal routine.

**T:** Take action. If you see a child alone in a car, call 911. Emergency personnel want you to call. They are trained to respond to these situations. One call could save a life.

To help prevent tragic and unnecessary deaths due to heatstroke, Safe Kids Worldwide and the General Motors Foundation teamed up to launch *Never Leave Your Child Alone in a Car*, an education and awareness campaign geared toward parents and caregivers.

Safe Kids also supports NHTSA’s heatstroke education campaign, *Where’s Baby? Look Before You Lock*, and welcomes the increased national coordination on the issue.
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 will be offered in upcoming months.
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 __________________________________________________________

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

Mississippi State Department of Health

Revised: 12/13/17

Form 1055
Instructions for Form No 1055, MSDH Child Care Licensure Training Registration Form
Date 12-13-17

**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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** All Nutrition & Menu Writing Classes will be limited to 25 people per class**
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September 2018

**Philadelphia: (J. Smith)**
- CC Regulations 9-4
- Playground Safety 9-12
- Directors Orientation 1-4

**Corinth: (C. Bishop)**
- CC Regulations 9-4
- Playground Safety 9-12
- Directors Orientation 1-4

**Copiah: (S. Smith)**
- CC Regulations 9-4
- Playground Safety 9-12
- Directors Orientation 1-4

**Laurel: (J. Smith)**
- Infant/Toddler Gr. Needs 9-12
- Preschool Group Needs 1-4
- Nutrition/Menu Writing 9-12
- Directors Orientation 1-4

**Columbus: (C. Bishop)**
- Preschool Group Needs 9-12
- Preschool Physical Act. 1-3
- CC Regulations 9-4

**Hinds: (S. Smith)**
- CC Regulations 9-4
- Playground Safety 9-12
- Directors Orientation 1-4

**Yazoo: (S. Smith)**
- Infant/Toddler Gr. Needs 9-12
- Preschool Group Needs 9-12
- Preschool Physical Act. 1-3

**Picayune: (J. Smith)**
- Playground Safety 9-12
- Nutrition/Menu Writing 9-12
- Directors Orientation 1-4
- Preschool Physical Act. 1-3

**Tupelo: (C. Bishop)**
- CC Regulations 9:30-4:30
- Playground Safety 9-12
- Directors Orientation 1-4

**Picayune: (J. Smith)**
- Playground Safety 9-12
- Directors Orientation 1-4

**Tupelo: (C. Bishop)**
- Playground Safety 9-12
- Directors Orient. 1-4

****All Nutrition & Menu Writing Classes will be limited to 25 people per class****