



MISSISSIPPI STATE DEPARTMENT OF HEALTH

## CHILD CARE LICENSURE INFORMATION MEMORANDUM

Number 3

*January, February & March*

Volume FY 2018

### ANNOUNCEMENTS

1. The next Child Care Advisory Council Meeting is scheduled for Friday, February 9, 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 welcome Lakeisha Bland to the District 5 Complaint Unit while bidding a fond farewell to Latonya Lyles, Child Care Facility Inspector in District 5.
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 (CANCR) background checks must now be sent to 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](http://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](http://www.carecourses.com)
    - ii. Successful Solutions in Child Development [www.cdatraining.org](http://www.cdatraining.org)
    - iii. Ashford College [www.ashfordcollege.edu](http://www.ashfordcollege.edu)
    - iv. Penn Foster Career College [www.penfoster.edu](http://www.penfoster.edu)
    - v. Smart Horizons [www.smarthorizons.org](http://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](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](http://msdh.ms.gov/msdhsite/_static/30,0,183,225.html).
  11. The Agency encourages all providers to ensure that employees are trained 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.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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

143-B Lefleurs Square • Post Office Box 1700 • Jackson, MS 39215-1700  
Bureau of Health Facilities • Division of Professional Licensure • Division of Child Care Licensure  
Criminal History Record Check Unit  
601-364-1100 • Fax 601/364-5055 • [www.HealthyMS.com](http://www.HealthyMS.com)

*Equal Opportunity in Employment/Services*

## 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 <sup>1</sup> 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 (CFR), 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.<sup>2</sup>

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.<sup>3</sup>

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: \_\_\_\_\_

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> 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.

# Flu Prevention

Flu is a seasonal threat that can result in extended illness or hospitalization. Seasonal flu vaccination is the best way to protect adults and children from the flu.

Yearly flu shots are recommended by the CDC for everyone six months of age and older. Flu vaccination can reduce flu illnesses and prevent flu-related hospitalizations and death. It takes about two weeks after vaccination for protection against the flu to take effect.



## Prevent the Flu

**Clean your hands:** Clean hands prevent the spread of flu virus. Wash your hands frequently and thoroughly to stay healthy.

One of the most common ways to catch the flu is by touching the eyes or nose with contaminated hands. Hand washing prevents the spread of other communicable diseases as well: hepatitis A, meningitis, and infectious diarrhea among others.

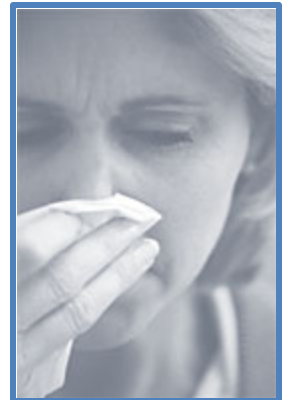
**Avoid touching your eyes, nose, or mouth:** The flu virus easily enters the body when you touch a contaminated surface and transfer the virus to the eyes, nose, or mouth.

**Stay home when you are sick:** You are more likely to catch the flu if you are already sick with a cold or other illness. If possible, stay home from work, school, and errands when you are sick to keep yourself & others well.

**Cover your mouth and nose:** Cover your mouth and nose with a tissue when coughing or sneezing to prevent the spread of any illness to others.

Wash your hands after using a tissue.

**Avoid close contact:** Flu spreads easily: avoid close contact with those who are ill. If you are sick, avoid contact with others to keep them well.



**For more information** on getting your flu vaccination, contact [the health department in your county](#).

## Protect Those at Risk



**Children six months of age and older:** Children, especially those six months through four years old, are more vulnerable to flu and its complications. Vaccination for all children and adolescents through 18 years of age is recommended to help protect them.

*The flu shot is not approved for use in children less than 6 months old.*

# Safe Sleep

## Reducing the risks of SIDS & SUID

Caregivers — including parents & licensed facilities — play a major role in ensuring safe sleep for infants and reducing the risk of **Sudden Infant Death Syndrome (SIDS)** and **Sudden Unexpected Infant Death (SUID)**.

About 1 in 5 sudden infant deaths occur when an infant is in the care of someone other than the parents.

When an infant is accustomed to safe sleep practices at home and encounters a different sleep position or crib environment away from home, the risk of sudden death increases.



**Safe Sleep Basics:** Follow the current recommendations for safe sleep. Always put infants to sleep:

- **Alone:** Infants should not sleep or nap in a bed, sofa or chair with adults, other children or pets.
- **On their back:** Unexpected infant deaths occur more often when infants sleep on their side or face-down on their stomach.
- **In a crib:** Infants are safest in an uncrowded crib that meets [current safety standards](#), without soft items that can trap an infant or obstruct its breathing.
- **In a smoke-free environment:** Living and sleeping in the same areas as smokers — even when smoking is done in a different room or at a different time — raises an infant's risk of dying.

Give babies a dry pacifier, not attached to strings to reduce the risk of SIDS.

Use a firm crib mattress covered by a fitted sheet.

Keep soft objects and loose bedding out of the crib. Remove pillows, quilts, comforters, crib bumpers, sheepskins, stuffed toys and other soft objects from the infant's sleeping area.



For a list of approved trainers, please visit [www.healthyms.com](http://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](mailto: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](mailto:Sandra.Smith@msdh.ms.gov)
  - c. **Region 3** (Southern) – Josie M. Smith, 300 CO Brooks Street, Carthage, MS 39051 Fax (601) 267-6277  
[Josie.Smith@msdh.ms.gov](mailto: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.

- |  |  |
|--|--|
| <input type="checkbox"/> Child Care Regulations _____                    | <input type="checkbox"/> Playground Safety _____               |
| <input type="checkbox"/> After-School Regulations _____                  | <input type="checkbox"/> Directors Orientation _____           |
| <input type="checkbox"/> Nutrition & Menu Writing _____                  | <input type="checkbox"/> Infant/Toddler Group Needs _____      |
| <input type="checkbox"/> Preschool Group Needs _____                     | <input type="checkbox"/> After-School Group Needs _____        |
| <input type="checkbox"/> Positive Discipline & Guidance _____            | <input type="checkbox"/> Identifying Infectious Diseases _____ |
| <input type="checkbox"/> Hand-washing/Sanitation _____                   | <input type="checkbox"/> Infant/Toddler Regulations _____      |
| <input type="checkbox"/> Promoting Physical Act. w/Preschoolers _____    | <input type="checkbox"/> Infant/Toddler Dev. w/Music _____     |
| <input type="checkbox"/> Promoting Physical Act. w/After-schoolers _____ | <input type="checkbox"/> 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**

**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.



# January 2018





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 <b>Yazoo: S. Smith</b> Playground Safety 5:30-8:30	10	11 <b>Meridian: J. Smith</b> Nutrition & Menu Writing 9-12 Nutrition & Menu Writing 1-4	12 <b>Meridian: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4	13
14	15 <b>Martin Luther King Day</b> 	16 <b>Columbus: C. Bishop</b> CC Regulations 9-4 <b>Vicksburg: S. Smith</b> Directors Orientation 10-1 Playground Safety 2-5	17 <b>Columbus: C. Bishop</b> Playground Safety 9-12 Directors Orientation 1-4	18 <b>Hattiesburg: J. Smith</b> CC Regulations 10-5 <b>Yazoo: S. Smith</b> Playground Safety 9:30-12:30 Directors Orientation 1:30-4:30	19 <b>Hattiesburg: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4 <b>Yazoo: S. Smith</b> Nutrition & Menu Writing 10-1	20 <b>Yazoo: S. Smith</b> CC Regulations 9-4
21	22 <b>Batesville: C. Bishop</b> Nutrition & Menu Writing 9-12 Nutrition & Menu Writing 1-4 <b>Hinds: S. Smith</b> CC Regulations 9-4	23 <b>Biloxi: J. Smith</b> CC Regulations 9-4 <b>Yazoo: S. Smith</b> Directors Orientation 9-12 Nutrition & Menu Writing 1-4	24 <b>Biloxi: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4 <b>Oxford: C. Bishop</b> CC Regulations 1-4	25 <b>Oxford: C. Bishop</b> Playground Safety 9-12 Directors Orientation 1-4 <b>Hinds: S. Smith</b> Nutrition & Menu Writing 9-12 <b>Hattiesburg: Josie S.</b> Nutrition & Menu Writing 9-12 Nutrition & Menu Writing 1-4	26	27 <b>Tupelo: C. Bishop</b> Nutrition & Menu Writing 9-12 Nutrition & Menu Writing 1-4
28	29	30	31			

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



# February 2018




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>Hinds: S. Smith</b> CC Regulations 9-4	2 <b>Columbus: C. Bishop</b> Nutrition & Menu Writing 9-12 <b>Starkville: C. Bishop</b> Nutrition & Menu Writing 1-4 <b>Hinds: S. Smith</b> Nutrition & Menu Writing 9-12	3 <b>Tupelo: C. Bishop</b> CC Regulations 9-4
4	5	6 <b>Brookhaven: S. Smith</b> Playground Safety 5:30-8:30	7 <b>Biloxi: J. Smith</b> Nutrition & Menu Writing 1-4 <b>Cleveland: C. Bishop</b> CC Regulations 9-4	8 <b>Pascagoula: J. Smith</b> CC Regulations 9-4 <b>Brookhaven: S. Smith</b> Directors Orient. 5:30-8:30 <b>Cleveland: C. Bishop</b> Playground Safety 9-12 Infant/Toddler Group Needs 1-4	9 <b>Pascagoula: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4  <b>Cleveland: C. Bishop</b> Directors Orientation 9-12 Nutrition & Menu Writing 1-4	10
11	12	13 <b>Booneville: C. Bishop</b> Nutrition & Menu Writing 9-12 <b>Corinth: C. Bishop</b> Nutrition & Menu Writing 1-4	Happy Valentine's 	15	16 <b>Meridian: Josie S.</b> Infant/Toddler Group Needs 9-12 Infant/Toddler Regs 1-3	17 <b>Tupelo: C. Bishop</b> Playground Safety 9-12 Infant/Toddler Regs 1-3
18	19 	20	21	22 <b>Laurel: J. Smith</b> CC Regulations 10-5 <b>Hinds: S. Smith</b> Playground Safety 9-12 Directors Orientation 1-4	23 <b>Laurel: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4	<b>Tupelo: C. Bishop</b> Directors Orientation 9-12 Infant/Toddler Group Needs 1-4
25	26	27 <b>Hattiesburg: J. Smith</b> Nutrition & Menu Writing 9-12 Infant/Toddler Regs 1-3	28 <b>Columbus: C. Bishop</b> Infant/Toddler Group Needs 9-12 Infant/Toddler Regulations 1-3 <b>Rankin: S. Smith</b> Infant/Toddler Group Needs 9-12 Infant/Toddler Regs 1-3			

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



# March 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 <b>Laurel: J. Smith</b> Preschool Group Needs 9-12 Nutrition & Menu Writing 1-4  <b>Vicksburg: S. Smith</b> Infant/Toddler Group Needs 9-12 Playground Safety 1-4	6 <b>Vicksburg: S. Smith</b> Promoting Physical Act. w/Preschoolers 10-12 Preschool Group Needs 1-4	7 <b>Hernando: C. Bishop</b> Infant/Toddler Group Needs 9-12 Nutrition & Menu Writing 1-4  <b>Philadelphia: Josie S.</b> Promoting Physical Act. w/Preschoolers 9-11 Infant/Toddler Group Needs 12-3	8 <b>Philadelphia: J. Smith</b> CC Regulations 9-4  <b>Vicksburg: S. Smith</b> Directors Orientation 9-12 Nutrition & Menus 1-4	9 <b>Philadelphia: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4  <b>Starkville: C. Bishop</b> Preschool Group Needs 9-12 Promoting Physical Act. w/Preschoolers 1-3	10
11	12	13	14	15	16	17 
18	19 <b>Madison: S. Smith</b> CC Regulations 9-4  <b>Tupelo: C. Bishop</b> Preschool Group Needs 9-12 Promoting Physical Act. w/Preschoolers 1-3	20 <b>Hattiesburg: J. Smith</b> CC Regulations 10-5  <b>Madison: S. Smith</b> Infant/Toddler Group Needs 9-12 Directors Orientation 1-4	21 <b>Hattiesburg: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4  <b>Southaven: C. Bishop</b> CC Regulations 9-4	22 <b>Southaven: C. Bishop</b> Playground Safety 9-12 Directors Orientation 1-4  <b>McComb: S. Smith</b> Promoting Physical Act. w/Preschoolers 10-12 Preschool Group Needs 1-4	23	24 <b>Olive Branch: C. Bishop</b> After School Group Needs 10-12 After School Regulations 1-3
25	26 <b>Madison: S. Smith</b> Nutrition & Menu Writing 1-4 Playground Safety 5:30-8:30  <b>Tupelo: C. Bishop</b> Infant/Toddler Group Needs 9-12 Nutrition & Menu Writing 1-4	27	28 <b>Biloxi: J. Smith</b> Nutrition & Menu Writing 1-4  <b>Brandon: S. Smith</b> After School Group Needs 9-12 After School Regulations 1-3	29 <b>Biloxi: J. Smith</b> CC Regulations 9-4	30 <b>Biloxi: J. Smith</b> Playground Safety 9-12 Directors Orientation 1-4	31

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