



MISSISSIPPI STATE DEPARTMENT OF HEALTH



CHILD CARE LICENSURE INFORMATION MEMORANDUM

Number 5

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Volume FY 2011

Announcements of Interest

1. Child Care Licensure bids a fond farewell to Karen House, Licensing Official, District IX; and Mattye Wilson, Licensing Official, District V and congratulates them on their retirement from public service.
2. The Child Care Licensure Division welcomes a new member to the team. Anna L. Walters will join us as a licensing official on March 1, 2011. Ms. Walters will work out of the District IX Jackson County Child Care Office in Pascagoula.
3. Is your facility operating under a new owner, director, center administrator, or manager? Do you have a new director designee? If so, please ensure that your licensing official has been informed of the change and has documentation to update this information in the database. (i.e., owners, directors, designees, center administrators, managers and mailing addresses)
4. The Child Care Licensure Division would like to remind all providers that diaper-changing sinks are to be used solely to wash the children and staff's hands after a diaper change. The diapering sinks **cannot** be used for any other purposes. For example: The hand washing sink may not be used for washing cups, baby bottles, food, dishes, utensils, etc.
5. In an effort to better serve child care providers, the Child Care Licensure Division would like to extend an invitation to contact us (your licensing official or the Central Office) for solving conflicts, providing technical assistance or simply to answer questions. In addition, an information package and the *Director's Orientation* presentation are available free of charge to assist child care providers in running a center more efficiently. Thank you for all you do in caring for Mississippi's children!
6. The Child Care Licensure Division would like to remind all providers that unless an individual (speech therapists, respiratory therapists, gymnastics teachers, etc...) has an approved Letter of Suitability from the MS State Department of Health on file, they **cannot** be left alone with children.
7. Please keep in mind the following Regulatory issues when taking children out this summer:
 - a. Field trips – Each parent must provide written authorization consenting to all field trips, excursions, or events taking place outside the child care facility. (*Section 105.07, 3b; page 23*)
 - b. Swimming & water activities – An American Red Cross certified lifeguard must be present for all water activities taking place in more than one (1) foot of water. The lifeguard does **not** count in the staff-to-child ratio (even if they are an employee of the child care facility). (*Section 118.02; page 51*)
 - c. Transportation – For any child care facility whose license covers children under the age of five (5) years, the driver does not count in the staff-to-child ratio (*Section 114.04; page 49*), on each vehicle used to transport children, at least one staff member must be present that holds a valid CPR and valid First Aid certification. (*Section 107.01, 4 & 5; page 25*)
8. The next Child Care Advisory Council meeting will be held on April 29, 2011, at 1:00 p.m. at the Child Care Licensure Office at 143 B Lefleurs Square, Jackson, MS 39215.

ALERT - Important Notice - ALERT

Because of new FEDERAL REGULATIONS, drop side baby cribs will no longer allowed in licensed child care facilities after December 28, 2012.

If you are opening a new facility and plan to take care of infants and toddlers, all baby cribs in your facility must meet the new **FEDERAL REGULATIONS**, i.e., **DROP SIDE** cribs will no longer be allowed to be used in child care facilities.

If you currently have drop side baby cribs in your facility you will have to replace them before December 28, 2012.

It is recommended that when buying cribs that you purchase “commercial grade” cribs.

Please contact this office at 601-364-2827 before you purchase any baby cribs.

ALERT - Important Notice - ALERT

ANNOUNCEMENT

CHILD CARE ADVISORY COUNCIL VACANCIES

The Mississippi State Department of Health, Child Care Facilities Licensure Division has three (3) upcoming vacancies on the Child Care Advisory Council. We are now taking applications from those individuals that would like to serve on the council. All terms are for three years and the selected individuals will be eligible for reappointment to the Council at that time. Individuals appointed will begin serving July 1, 2011.

The purpose of the Child Care Advisory Council is to assist and advise the licensing agency in the development of regulations governing the licensure and regulation of child care facilities.

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.

Individuals eligible to serve on the Council must either be:

1. **Provider** - A licensed child care provider, i.e., either an owner of a licensed child care facility or an employee of licensed child care facility. Documentation of ownership or employment is required.
2. **Professional** - A person officially representing a child care professional organization, child advocacy group, or a state agency that provides child care funding or services. The entity the individual wants to represent must officially nominate them in writing to serve on the Council.

The vacancies that are available in each of the Supreme Court Districts are listed below.

See attached map:

1. Supreme Court District One (1) - One Vacancy, Professional
2. Supreme Court District Two (2) - One Vacancy, Provider
3. Supreme Court District Three (3) - Two Vacancies, Provider and Professional

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

1. Complete the enclosed *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. If you are applying for a Professional vacancy, you must submit a letter of nomination from the organization you want to represent.

Mail all required documents to the following mailing address:

**Mississippi Department of Health
Child Care Licensure
143 LeFleurs Square
PO Box 1700
Jackson, MS 39215**

Incomplete applications will **NOT** be considered.

All applications **must be received** in this office no later than March 15, 2011.

Please contact Festus E. Simkins at 601-364-2827 if additional information is required.

**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 06/30/14 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: _____

HOME MAILING ADDRESS: _____

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

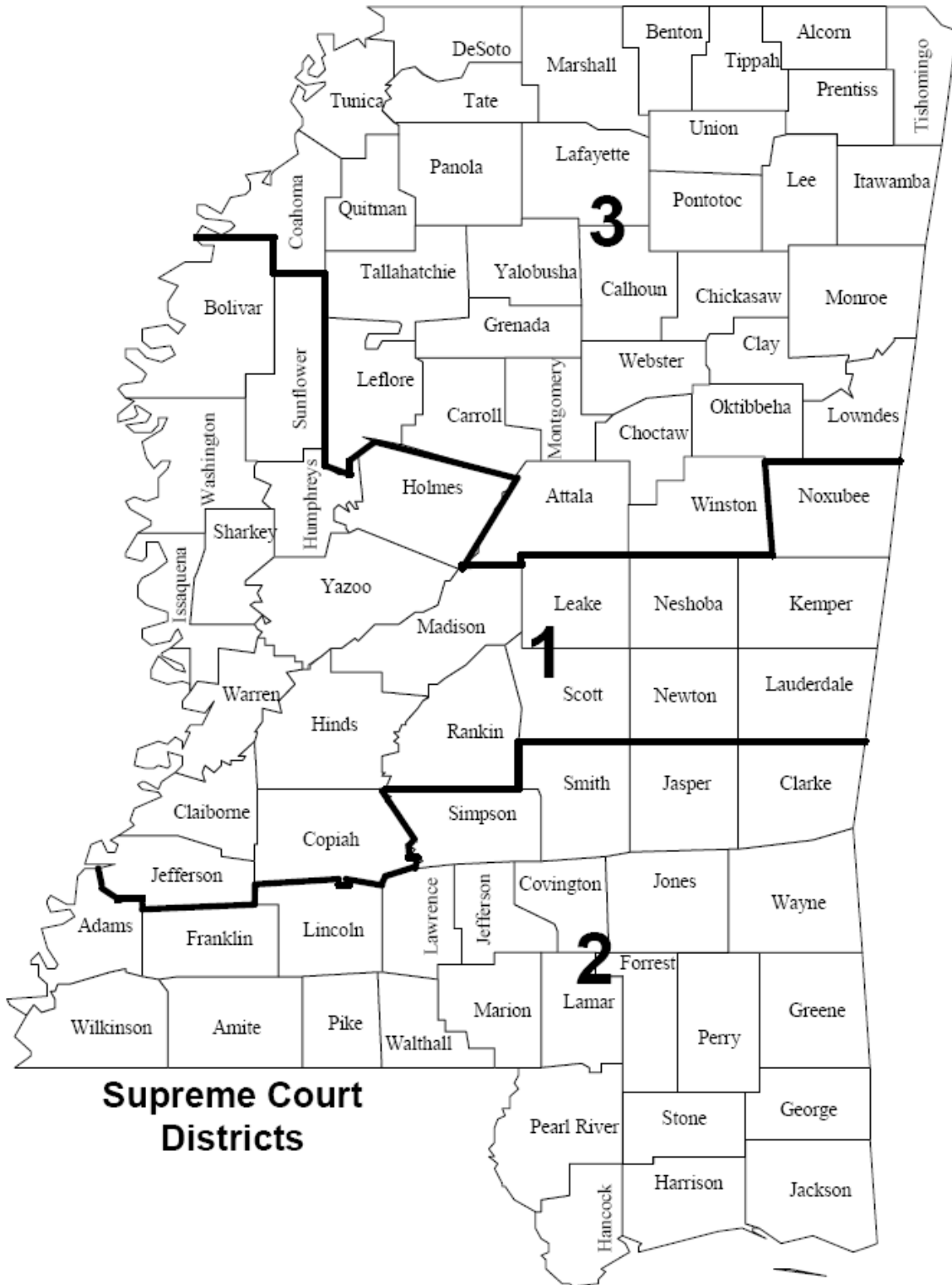
MEMBER CATEGORY (Check ALL that apply):

() 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)

Child Care Advisory Council



**Supreme Court
Districts**

How to Properly Clean a Daycare Room

By Mackenzie Wright, eHow Contributor

With young children playing in a room all day, dirt and germs can spread very quickly. Laws and guidelines for daycare cleaning vary from state to state, so you should familiarize yourself with the laws and abide by your state's requirements. If you want your daycare to be spic and span to keep parents happy and children healthy, follow these guidelines for a proper cleaning.

Difficulty: Moderately Easy

Instructions:

Things You'll Need...

- Spray bottles
- Bleach Water
- Broom
- Mop
- Rags
- Garbage liners
- Scrub brushes
- Toilet brush



1. Make a bleach solution for general disinfecting and cleaning purposes with 1/4 cup of unscented bleach to 1 gallon of water for heavily soiled areas. The solution should be made fresh daily, as it loses strength quickly and remaining solution should be discarded at the end of the day. Put this into a clean spray bottle. Be sure that it does not mix with other chemicals or cleaning solutions, as some can have a toxic reaction when mixed with bleach.
2. Clean soiled areas with soapy water and a rag, then rinse with a clean water rag. After dirt and soil is removed, spray them, and all heavily handled areas, with the bleach solution. Wipe with a clean, damp rag and allow them to air dry. Areas you should clean at the end of every day and throughout the day when necessary, are tables and other surfaces, chairs, rubber mattresses, changing tables and rubber pads, crib and changing table railings, stair railings, toy boxes, play or nap mats, all bathroom surfaces, fixtures, light switch plates, cabinet handles and around door knobs.
3. Scrub toilet bowls daily with the bleach solution. Wipe the entirety of the bowl, as well as the base of the bowl where it connects to the floor. Scour sink basins daily. At least twice a week, wipe down bathroom walls and stalls with the bleach solution.
4. Place any eating utensils, dishes, and cups that are not disposable in a dishwasher for sanitizing daily. Wash any teething [toys](#) or plastic toys that frequently go in the mouth daily with warm water and dish soap in a sink. Use a rag or scrub brush reserved for toys to remove any stuck-on debris. To disinfect, immerse them in a mixture of one gallon of cool water with 1 tablespoon of bleach for one minute. Allow the toys to air dry.
5. Clean larger toys that are dirty with a soapy rag, rinse with a water-soaked rag, then spray and wipe toys handled frequently with the bleach solution and clean rag. Less frequently handled toys should be wiped down at least once a week to remove any dust or debris.
6. Change crib sheets, pillow cases and cloth changing table covers on a daily basis if the children are put in direct contact with them and wash them in a washing machine before reusing. If you use paper or cloth liners, they should be changed after every use. If you use rubber or plastic liners, they should be

wiped down after every use, and then change the cloth sheets or covers at least once a week, or more if needed. Stuffed [animals](#) or cloth toys and costumes should be washed in a washing machine weekly.

7. Wipe any mirrors or windows that the children come into contact with on a daily basis. Any that the children do not reach or come into contact with can be washed as needed.
8. All trash bags should be removed and clean liners should be put into them every night. If soiled, wash with soapy water and then rinse with a clean water rag, and spray and wipe with the bleach solution. Even if not visibly soiled, trash receptacles should be taken out, hosed down and cleaned with a bleach solution once a week.
9. Pick up and shake out small rugs on a daily basis and vacuum carpeting daily. Steam clean rugs once per month or on an as-needed basis. Sweep all floors and mop each night with an Environmental Protection Agency approved commercial cleaning solution mixed with water. Once a week, or as necessary, scrub the baseboards and creases where the floor meets the wall before mopping to prevent a build-up of debris.
10. Wash mop heads nightly and soak in a bleach solution for 10 minutes. Then rinse them, wring them out and hang them to dry. Any used rags should be collected in a laundry bag at the end of the night and washed in a washing machine before the next use.

Read more: [How to Properly Clean a Daycare Room | eHow.com](http://www.ehow.com/how_4815083_properly-clean-daycare-room.html#ixzz1Bymp4gIh)
http://www.ehow.com/how_4815083_properly-clean-daycare-room.html#ixzz1Bymp4gIh

Children's Nutrition Information, from the desk of:

Donna Speed, MS, RD, LD, Nutrition Services Director of MSDH

Information regarding WIC (Women, Infants & Children)

With the economy the worst it's been in years, people who have never had to fear not having enough money to buy groceries or pay the bills are now losing their jobs and left feeling hopeless. WIC may be able to help. WIC serves pregnant, breastfeeding and postpartum women, infants and children up to five years of age who meet the financial, nutritional and residency requirements of the program. WIC provides supplemental nutritious foods (including infant formula), nutrition counseling and referrals for other health care services.

Who is eligible for WIC? Eligibility is determined on income standards and nutritional risk factors. Did you know that a woman who is pregnant counts as two people in the household? When determining income eligibility the number of people living in the household is looked at compared to the total household income per year, month or week. For example: a pregnant woman and the unborn baby's father with a combined salary of less than \$33,874 a year would qualify because the unborn child makes this a family of 3 who make less than the income guidelines for WIC.

Things to bring with you to apply: proof of ID, proof of residency, proof of income, Medicaid card (if you have one), bring your child if you have never applied before, bring your baby and crib card (height, weight, head circumference given at hospital) if you are wanting to certify your baby, and bring proof of pregnancy if you are a pregnant mother. Call your local health department to make an appointment. More detailed information can be found at www.msdh.org (click on services and programs.)

Information regarding SNAP (Supplemental Nutrition Assistance Program)

The Supplemental Nutrition Assistance Program (SNAP) is the first line of defense against hunger. Nationally, about 37 million Americans received SNAP benefits to purchase healthy food for their families. With one in eight Americans relying on Feeding America agencies across the nation, the demand for SNAP outreach is greatly needed. SNAP, in Mississippi alone, serves approximately 250,000 households, with the average benefit being about \$284. The number of participants has risen by about 160,000 people within the last three years due to drastic economic changes and lack of employment.

SNAP benefits come on a card that looks and works like a bank debit card. Shopping with SNAP is easy and discreet. Many working families receive SNAP. Who is eligible for SNAP? If you fall within the income guidelines, you may be able to participate. Plus, you can deduct the full amount of your child care expenses, which may help you qualify for a higher benefit. You can receive SNAP benefits and still be eligible for USDA commodities and meals-on-wheels. Some college students may be eligible to receive SNAP benefits. You can own a home and vehicles and still receive SNAP.

Things to bring with you to apply:

- Personal identification (such as a driver's license, library card, Medicaid card, or doctor's bill)
- Social Security numbers for everyone for whom you are applying
- Proof of your rent and utility expenses (such as bills, receipts, lease agreement or mortgage)
- Proof of your income (such as pay stubs or verification of pensions)

Once your application is processed, you will be notified no later than 30 days from the date the office received your application, provided all verifications necessary to process your application are received within the 30 day period. More detailed information can be found at <http://www.mdhs.state.ms.us> (click on SNAP)