



**First
Baptist
Day School
OF MEMPHIS**

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Memphis, TN 38112

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**2018-2019
Parent Handbook**

www.fbcmemphis.org/dayschool

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Our School and Church Welcome You

Director of First Baptist Day School -
Holly LaBarreare

Office Manager - **Kristin Zapien**

Senior Pastor - **Rev. Dr. David Breckenridge**

Minister to Children and Families - **Rev. Mary Kaylor**

Purpose

The First Baptist Day School exists as a ministry of the church to provide quality education and care for infants, toddlers and preschoolers by helping them reach appropriate developmental milestones in a safe and nurturing environment.

2018-2019 School Closings

August 6	First day of school
September 3	Labor Day
October 11-12	Fall Break
November 21-23	Thanksgiving Holidays
December 21	½ day - close at 11:30
Dec 24-Jan 4	Christmas Holidays
January 7	Spring semester begins
January 21	Martin Luther King, Jr. Day
March 11-15	Spring Break
April 19	Good Friday
May 24	½ day - close at 11:30
May 27-31	Summer Break
June 3	Summer Session begins
July 4-5	Fourth of July
July 29-Aug 2	Summer Break
August 5, 2019	First Day of School

*Policies and Dates are subject to change at The Program's discretion.

Hours of Operation

Monday - Friday
9:00 a.m. until 3:00 p.m.
Early arrival: 7:30 - 9:00
Aftercare: 3:00 - 5:30

Children may not be dropped off before 9:00 a.m. unless enrolled in early arrival. Any early drop off will result in a charge \$10 per 10 minute increment. All children must be picked up no later than 3:00 p.m. unless enrolled in extended care. There will be a late pickup charge. Parents who do not pick up their child at the designated time will pay \$10.00 per child for each 10 minute increment they are late, and after 5:30 p.m., the fee is doubled.

Early arrival will be held from 7:30-9:00 a.m. The Aftercare program will be held from 3:00-5:30 p.m.

Drop-ins are welcome on a first come, first served basis provided there is an available space. The director must approve drop-ins because FBDS must adhere to the acceptable teacher/student ratio. Please fill out drop-in request forms in the office. Fees will be applied to your next bill. Please make every effort to have your child at school by 9:00 a.m. No child will be able to enter the classroom after 9:30 a.m. without permission from director. The children participate in a planned curriculum; late arrivals can disrupt the classroom and the other children. With prior approval from the director, children can arrive no later than their class's scheduled lunch time, with a doctor's excuse.

Building Access

In order to better serve you and to safeguard your child, we have implemented a card system. Cards will be issued on the first day that your child attends. Parents may only gain access to the facility during FBDS operating hours, 7:30 a.m. to 5:30 p.m. **PLEASE** keep your card with you at all pick up and drop off times.

Each family will receive two cards at no cost to them. In the event that a card becomes lost or stolen the parents must replace the card at a cost of **\$50.00**. You must return all your keycards to the office on your last day of enrollment or you will be charged for each keycard. We encourage all parents to keep track of their cards because lost cards may result in someone with bad intentions gaining access to the building. Please contact us immediately upon discovering your card lost or stolen so that we may deactivate it and issue you a new one. Also, we would ask that parents be mindful of holding the door open for others. Please do not do so unless you recognize that parent. Instead, you may alert a member of the office staff to another's presence. This system's success depends on everyone doing their part to keep the children of FBDS safe. Please contact the office staff immediately if you see anyone who is not a staff member or parent trying to gain access to the building or loitering in the parking lot. First Baptist Day School is not responsible for lost or stolen items.

Building Access

How to Use Your Card...

Simply place your card in front of the Card Reader, located below the buzzer, until the light turns green and enter through the right hand door.

Admission Requirements

1. The parent must complete an online enrollment form and sign the permission slip for emergency medical care on the child's first day.
2. Each child must have a current immunization record on file at the school before attending and everyone under three must have a current physical examination. Update your child's immunization record with the center as you receive them throughout the year.
3. Payment for registration must be paid upon enrollment.
Ages of Children: We accept children ages 12 weeks through 4-year old pre-kindergarten.
4. A Tuition Express application must be submitted for approval before your child can attend FBDS.

Daily Schedule

Preschoolers learn by doing, by repetition, by imitating, by making choices, by using their senses and by pretending. Working and playing in our activity centers allow them to be happy, well rounded learners.

Our basic schedule for the day includes:

Free Choice/Center Time - children choose where to work and play

Group Time - includes storytelling, sharing time, singing, drama and readiness activities

Outdoor Play - our playground provides opportunities for running, jumping, climbing, sliding, and playing ball as children develop physical coordination and gross motor skills

Lunch/Snack Time - is a happy time of conversation as we eat and practice good table manners

Nap Time - is filled with calm music to help the children rest and relax

Afternoons - includes snack, outdoor play, stories, games and free-choice activities

Daily Schedule Cont.

Our program includes a Bible story and a weekly chapel service based on Christian principles. Children attend our library twice a month and enjoy story time with our librarian.

Extra activities offered to the children at no extra cost to the parents include Kindermusik and Spanish class. An interactive computer class and Theater class is optional for 2s, 3s and 4s at an additional cost to the parents. There is also a gymnastics class offered after school hours at an additional cost to parents.

Each classroom has its own schedule that is center-based and age appropriate. The class schedule is posted outside the classroom. Every child is offered a form of quiet rest time that is age appropriate.

Waiting List

Children will be enrolled according to availability based on room capacity and teacher to child ratios. Some will be able to register and enroll immediately while others have the option of being placed on the Waiting List. There is a required \$75.00 waiting list fee to be placed on the list. This fee is non-refundable and does not guarantee your child a spot at any time. An e-mail receipt of your waiting list fee is confirmation you are on our waiting list. The child will remain on the waiting list for 12 months. Parents are responsible for renewing their status and/or updating any contact information. Openings in the program may come available at any time throughout the year. However, the majority of our openings occur in August. May is graduation time for our students that will be entering Kindergarten the following fall. Students will move up to the next room at the beginning of the fall semester in August.

Priority enrollment is given in order to:

1) Siblings of children already in program 2) Staff member's children 3) Active church members. All other parents are placed on the list in the order that their waiting list applications and fees are received. We encourage each parent and child to visit their classroom prior to enrollment. This will allow for a better relationship between the family and our program.

Automatic Payment

FBDS requires enrollment in Tuition Express. All parents are required to enroll in this program for their child to attend FBDS. Tuition Express works in conjunction with the software we use for billing. Your tuition payment will be withdrawn from your checking or savings account, or charged to your credit card on the 5th day of each month. If the 5th day is on a weekend day or holiday, your payment will be processed on the following Monday. We allow one account per family please. Registration, supply fees, drop in fees, late pick up fees, sign in/out fees, field trip costs & lost key card charges will be added to your statement and deducted along with your monthly tuition.

Fees and Payments

Due to the fact that we offer infant care and bill monthly, we may mimic a daycare, however, we are a pre-school and are structured as such. For example, the cost for a child of pre-school age to attend five days a week from 7:30 a.m. to 3:00 p.m., for one semester is approximately \$3,100.00, dependent on the age of the child. We realize that many families may be inconvenienced if we

ask to pay the entire amount in one payment, thus we have divided this amount into five monthly payments. There are two semesters per school year and our summer program is a separate eight week session. Many preschools offer this payment option with an added finance charge. We at First Baptist Day School do not charge this fee to the families who have chosen to educate their small children in our program. We will be offering those willing to pay for the full semester in one payment a 5% discount on their tuition for that semester. FBDS offers a family discount. Families with more than one child attending will receive a 5% discount off the tuition of the least expensive child. Only one discount per family will be given regardless of the number of children attending.

Our summer program is a separate eight week session. Due to strict state guidelines and licensing, we are required to employ staff based on the number of children in each class. Therefore, we are unable to refund or credit any tuition for days that your child is absent for any reason including illness. There is an annual registration fee of \$150. This fee registers your child for the fall and spring semesters (August through May). Summer registration (\$85) is a separate fee when you register your child for our eight week summer session. There is a \$80.00 supply fee per semester, \$90.00 for Pre K. Parents will be billed in August and January for these fees. A monthly statement will be sent out via e-mail for tuition due the following month. We only receive payments through Tuition Express.

Fees and Payments Cont.

1. Non Sufficient Funds Fees-Tuition Express is deducts the tuition payment on the 5th of each month. Any tuition or fees returned due to insufficient funds will incur a \$35.00 NSF payment fee. Parents that have not cleared up any NSF tuition & fees by the 10th will not be allowed to bring their child back until all tuition has been paid. Those parents are to report to the office first to pay, before taking their child to their room. Tuition & fees must be paid whether or not the child continues to attend. We will only allow two returned payments per semester. The third NSF payment may result in immediate dismissal from the program.
2. Late pick up charges-Parents who do not pick up all their children at the designated time (3:00) or (5:30) will pay \$10.00 per child, \$20 for aftercare, each ten minute increment that they are late. If you arrive at 3:01 or 5:31, you will be charged. Late fees will also be applied to drop-ins. The charge will be on the next bill. All late pick up fees will be added to the tuition account. After the third late pick up, your fees will be doubled. Habitual tardiness can result in removal from the program.

Fees and Payments Cont.

3. Unauthorized late clock in - You will be charged \$10 for clocking your child in past our drop off time of 9:30 without prior approval from the office staff.
4. Early check in - You will be charged \$10 for clocking in before your designated arrival time.
5. Sign-Out fees- A \$5.00 fee will be added to a bill when a parent neglects to clock their child in or out each day. The fee is per child. DHS requires proof that ALL children are signed in or out by a parent, guardian, babysitter, etc.
6. Lost key card fee- Each family is assigned 2 key cards for their use while at FBDS. If a card is lost or stolen the fee to replace that card is \$50.00. If a family would like additional cards for various reasons, the fee is also \$50.00. Keycards must be returned on last day of enrollment or you will be charged per card.
7. Activity fees- are fees incurred because of field trips or special events.

Receipts for Tuition and Tax Credit

Any parent participating in a pre-tax plan may request a signed receipt at any time. Please see the office for any receipts that may be needed. Parents will receive a tax statement in January for income tax reporting. Many may qualify for a tax credit under provisions of the Federal Tax Reform Bill of 1976.

Withdrawals and Schedule changes

A written 30 day notice must be given to the director if you plan to withdraw your child from the program during the session. If proper notice is not given, you will be charged for that month's tuition. No refunds will be given for pre-payment. We MUST receive 30 days notice prior to your child's withdrawal, so we can fill the vacant spot. Children who withdraw and then want to re-enter the program must fill out a waiting list form and wait for the next available opening. Parents sign up for a specific arrival/departure schedule upon registration. If a change is needed, parents must communicate this to the director and complete a Schedule Change Request Form. Changes may be granted only if there is an available spot in the classroom. If a change is needed before the session begins or if a parent needs to lessen the days that their child attends, the director must be contacted one month prior to the month of the desired change. Failure to do so will require that parents be responsible for the full payment for the following month, so that the director has the opportunity to fill the spot vacated.

What to Bring

- All items should be labeled with your child's first and last name or initials in permanent marker including diapers, bottles and their caps and pacifiers (pacifiers not allowed in classes past toddler rooms, except at nap time).
- All children need a healthy snack & lunch (finger foods that do not require warming for those who feed themselves), a blanket, a crib sheet and a 2" mat for rest time. All children need cups with lids and any utensils for their meal times.
- Infants, toddlers and potty trainers should bring 2 changes of clothes, including socks (and underwear for trainers). Preschoolers will need one complete change of clothing. All clothing should be appropriate for the season, placed in a plastic zip-loc bag and labeled with your child's name.
- Please send shoes which give support and allow freedom of movement. No loose sandals, dress shoes, shoes that slip off easily like Crocs, or any backless shoe.
- Do not send gum, candy, or money from home unless requested by a teacher for class party or project.
- Personal toys are not permitted. Toys brought from home may cause a disruption and create distractions. They may get lost or broken. We cannot be responsible for toys brought from

home. Occasionally a teacher will ask parents to send curriculum related items.

How to Prepare

A new environment can be scary for any child. The following are some guidelines to make it a smooth transition:

1. Only speak to your child in a positive manner about his/her new school.
2. Bring your child in for a visit before their start date and discuss with them about what they saw or who they met on their visit. Talk about exciting elements of the classroom and/or playground. Talk about their teachers and refer to them by name and frequently so that your child can be familiar with them.
3. Each classroom has a daily schedule that your teacher will provide you. Talk with your child about the things coming up that you feel will be of particular interest to them.
4. Plan ahead so the child does not feel rushed or hurried. Provide your child with a nutritious breakfast.
5. Keep a positive attitude about your choice in child care, your child can sense any apprehension or anxiety you may have about your preschool decision.
6. A quick drop off is always best, a lingering parent may confuse a child. Always say goodbye

and never sneak out. Your child's teacher is there to calm any separation anxieties.

7. Children should arrive each school day clean, dry and fed. If your child has soiled themselves on the way to school, please make use of facilities to see to their needs. Drop off time can be a very difficult time for the teacher to facilitate this.

Arrival and Departures

When picking up and dropping off your child, parents may park in any of the marked spaces on the church property. There is never a time when it is okay to park under the porte-cochere. This is strictly a safety policy and protects children entering and leaving the building. Also, do not park alongside the building; it can be difficult for others who parked in the spaces to back out if you are blocking their exit.

1. Do not leave children unattended in vehicles. Please bring in all valuables during drop off or pick up time. First Baptist Church cannot be responsible for any items stolen or damaged.
2. Upon arrival, all children must be accompanied to their room by an adult. Please do not allow your children to run in the center or in the parking lot- we ask you to remind your child of "walking feet" within the building. The adult **must** sign the child in on the lap top and make sure the teacher has seen the child enter the classroom. You and your

child **MUST** wash your hands upon entering the class. **This is a DHS Regulation.**

3. FBDS cannot be responsible for a child who has not been properly released to their teacher.

4. Upon the child's departure, the adult must come to the child's room and electronically sign out the child on the classroom laptop.

5. Should the parent need someone who is **not** listed on the child's enrollment form to pick up the child, the parent must:

- a) Call the director, giving the name of the person and time the child will be picked up.
- b) Instruct the person to check in with the office upon arrival. The designated person must present a picture I.D.
- c) The teacher will greet the authorized person at the door where instructions will be given how to sign out the child and receive any information to be sent home for the day.

6. Remember: please make every effort to send your child **ON TIME**. Many curriculum related activities take place before lunch. Late arrivals cause a distraction and can be disconcerting to classmates. Tardy children have trouble getting into the daily routine.

7. Parents, please be respectful of your teacher's time when you come in right at 3:00 or 5:30. Some of our staff have evening classes,

family commitments, or second jobs. If you would like to meet with your teacher, please schedule an appointment at a mutually convenient time.

8. We ask parents not allow children that are not enrolled in a classroom to enter that classroom. DHS prohibits children of different ages from intermingling depending on their age and their assigned classroom.

9. We ask any parent who picks up at 3:00 to not linger in the classroom or on the playground. Our aftercare program begins at 3:00. Extra children in those spaces means we could be out of DHS ratios.

10. Parents are not allowed to be on cell phones when dropping or picking up children. The teacher must have the parent's undivided attention to relay any important information about the child.

Snack, Meals, and Rest

Children require healthy food to focus and learn. Highly processed, sugary foods and ones with large amounts of color hinder that process.

- ❖ A healthy snack and lunch will be provided by parents for children daily.
- ❖ Each child must bring a lunch and drink in a thermos. Please label the lunch box and thermos with your child's name. Please provide hot/cold packs if needed. No glass containers.
- ❖ Do not send foods that require extra preparation. Your child's lunch should be ready to eat. Finger foods are best.

- ❖ Lunches and snacks should be healthy and appealing.
- ❖ Sugary foods, "fast foods", and sodas will not be allowed and will be sent home.
- ❖ All children including infants will need to eat breakfast before they come to FBDS.
- ❖ Meal times are served family style; children will help with the table setting and clean-up.
- ❖ Meal times are great opportunities to work on table manners and to learn about healthy eating habits.
- ❖ Parents of infants must provide formula and/or breast milk.
- ❖ Bottles will be heated in a crock pot to insure safe temperature.

Potty Training

The key to potty training is consistency. Each child is different and requires different techniques that work for that child. The staff at FBDS will work with each family to meet the child's specific needs. We will keep close communication with you during this important learning process. Accidents that occur are handled by the child cleaning up himself/herself and changing his/her clothes. This teaches the young child responsibility. Children having an accident one or more times per week are not considered completely potty trained and should

not be sent in underwear. All children must be fully potty trained by the time they enter our three year old classrooms, regardless of medical conditions.

Parent and Staff Interaction

We will not allow any staff member to be rude or disrespectful to any parent or child. We expect the same from parents as well. If you cannot resolve an issue with a teacher in a calm manner, please come to the office so that we may facilitate a resolution. Parents that have issues with our policies and procedures that have been implemented by the administration should come to the office to deal with those problems. We ask that you not complain to teachers about things that are out of their control. It puts them in an awkward situation and can make it an uncomfortable working environment.

First Baptist Day School also reserves the right to remove children and parents from the program if their behavior adversely impacts the class, the staff, the school or church in any way.

Discipline

FBDS staff uses positive reinforcement as a form of behavior management. This includes praise for good behavior, obeying rules, etc. Rules set in each classroom will be age appropriate and enforced on a consistent basis. When inappropriate behavior is

constant, children over 24 months will be placed in time-out. The duration of time-out is conclusive to their age (i.e. 2 years old 2 minutes, 4 years old 4 minutes). There will be no physical punishment administered; this is against DHS regulations. FBDS does retain a bullying policy and will administer at our own discretion. If there is a need to discuss inappropriate behavior, the first step will be a meeting between the parents and teachers resulting in a written action plan. If a second meeting is needed, it will then be between parents, teachers, and director in which all parties will come to an agreement if further improvement is needed. The third meeting will be to evaluate the child's progress and establish what actions need to be taken; if no progress is made, the parents will then be asked to withdraw their child immediately. Full cooperation from the family is expected. Parents not willing to meet with their child's teacher or director, or not willing to take action to help solve the problem will be asked to withdraw their child.

Program and Curriculum

At FBDS we believe the best way for young children to learn is by hands-on experience and interacting with their environment. Teachers will encourage several skills such as social,

language, and cognitive skills. Our curriculum is theme based, and centers around learning stations that let the child explore independently. Each week is a new theme with new topics to learn. The topics teach the children about number concepts, language skills, writing and letter recognition, and Christian values. The learning stations will include art, books, puzzles, blocks, dramatic play, and music. We have many exciting programs at FBDS.

Our curriculum, High Reach Learning, is committed to creating high-quality; developmentally appropriate learning materials that allow teachers to easily facilitate a creative, integrated, hands-on learning experience for the whole child. Our goal as a program is to enhance the development of readiness skills, encourage a love for learning, and promote family involvement in the learning process. As we mentioned before we have Spanish, Music, Chapel, Library, Computer and Theater classes added to our program.

Visiting and Conferences

We invite you to visit us whenever you like. The best time for visits is in the morning during our activity times. You are always welcome to join us for meals, story time, or activity times. Any special events going on in the classroom are an open invitation. Parent and Teacher conferences are scheduled twice a year for our 3 and 4 year old

classes. This gives the teacher an opportunity to share with you all information concerning your child throughout the year. Conferences also give the parents time to share important ideas they have for the program.

Parent Participation

For parent participation, communicate daily with your child's teachers. Ask questions and give input about your child. Get to know your teachers and allow them to get to know you and your family. Please always read information that is sent home in their bags or through e-mails. We have learned that all successful students have involved parents.

Health and Illness

In compliance with Department of Human Services and to help protect your child, children with these symptoms can not be brought to the center:

- ❖ Temperatures over 100 degrees in last 24 hours
- ❖ Diarrhea or vomiting in the last 24 hours
- ❖ Any undiagnosed rash
- ❖ Sore or discharging eyes, ears, and nose
- ❖ Chicken Pox
- ❖ Conjunctivitis
- ❖ Lice

If your child becomes sick at the center, the staff will make every effort to contact you. If we cannot contact you, we will call the contact(s) you have on your emergency contact list. Sick children must be picked up within 30 minutes of the sick call because contagious children must be isolated from all other children. Children must be free from symptoms without the aid of a fever reducer for 24 hours before returning to center. Tylenol or other medications cannot be given to mask a fever. Some contagious illnesses (such as pink eye, ring worm, strep throat, etc.) will require proof of treatment to return to center. A doctor's note is required for all medications to be administered during the school day. If your child needs to be given medicine while at school, our staff can administer medication if a medication form is filled out on each medication, and the medicine and the form are turned in to the office each morning. No medicine should be left in your child's bag. No medicine will be accepted in feeding bottles.

Doctor's notes are required for over-the-counter medication and should include the dosage amount for the medication. Examples of these medications are: Tylenol, Advil, gas drops, teething tablets etc.

School is not a suitable environment for sick children and the health of all the children is one of our main responsibilities. Parents should have alternate care when their child is sick. Our policies are designed to protect the well-being of all children and to help safe-guard against absences for health reasons.

Any unusual behaviors will be watched closely and parents will be notified if any abnormal symptoms develop or if the child is not able to participate in regular group activities. Examples of such symptoms would be:

- ❖ Irritable or less active behavior
- ❖ Crying more than normal
- ❖ Discomfort of any kind
- ❖ Loss of appetite

When returning to school, the child should be well enough to participate in regular school activities.

Please note that certain illnesses may have more strict parameters for when a child may return to school. These parameters will be under the Director's discretion. We often get conflicting information from different pediatricians and choose to err on the side of caution.

Suspected Child Abuse and Child Abuse Training

Child protective services requires any individual or organization having knowledge or suspicion of suspected child abuse or neglect to report to a law enforcement official or agency. All school staff must be instructed in Child Abuse Training each school year.

Insurance

In the event medical attention is required while your child is at school your personal health care plan must provide primary benefits. Any coverage provided by First Baptist Church will be secondary in line of payment after all available coverage is exhausted.

Inclement Weather

We will follow the Shelby County School's schedule for inclement weather. Snow days will not be made up and tuition will not be reimbursed for days missed. When the schools are closed for bad weather (snow and/or ice), we will be closed also. When there is a code orange or heat advisory all children will stay indoors for all activities. In the event the Shelby County Schools are not in session, closings will be under the discretion of the director.

Note from the Director...

Dear Parents,

The staff and I are very excited about the opportunity to work with your child here at First Baptist Day School.

Our mission is to educate children ages 12 weeks through 4 years in a challenging, loving environment which empowers them to become efficient, independent, excited learners. We consistently provide students with a strong foundation of academic and social skills, high ethical standards, and a positive attitude towards school.

My staff and I look forward to meeting and working with you and your child. Please contact the school if you have any questions.

Sincerely,

Holly LaBarreare
First Baptist Day School Director

TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

This summary is a guide for parents of children in child care centers. It outlines some of the requirements child care providers must meet in order to be licensed. The Department of Human Services is legally responsible for licensing child care centers with 13 or more children. **The purpose of licensing is to protect your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your provider to see the complete set of center rules or you can access the rules through the Department's website at: <http://state.tn.us/humanserv>

Ownership, Organization, and Administration

- Every child care center shall have an on-site director.
- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children under six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and child care policies & practices prior to enrolling the child.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children.
- Children shall be signed in and out of the center by the parent or other person specifically authorized by the parent or the appropriate staff person.
- Children's Records
 - Written consent for emergency medical care.
 - Written plan stating to whom the child shall be released.
 - Written transportation agreement between parent and the center regarding daily transportation.
 - Daily attendance that includes time in and time out for each child.
 - Prior written permission of parent for each off-site activity.
 - The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not

satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.

- Incidents, accidents and injuries shall be reported to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.
- Incidents, accidents and injuries to children shall be documented immediately and must include: date & time of occurrence, description of circumstances, and actions taken by agency.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.

During hours of operation the current license and agency report card shall be posted near the main entrance in a conspicuous location.

Supervision

- All areas of the building and grounds shall be visually inspected for children prior to closing the agency for the day.
- Children six (6) weeks through nine (9) years of age:
 - Adult must be able to hear the child at all times, be able to see the child with a quick glance, and be able to physically respond immediately.
 - Exception: during mealtime an adult must be in the direct sight and sound of children ages six (6) weeks through five (5) years of age, not in kindergarten, while the child is eating.
- Children ten (10) years of age and older:
 - Adult must know the whereabouts and activities of the children at all times.
 - Each child shall be greeted and received by a specific caregiver who will have ultimate responsibility for their supervision and care.
 - When children leave a caregiver's assigned area and go to another, the center shall implement a system to track the whereabouts of each child and recognize the transfer of responsibility from one caregiver to another.
- When children ages ten (10) and above are grouped with children under ten (10) the minimum supervision requirements for children six (6) weeks through nine (9) years shall apply.
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- When more than twelve (12) children in first grade and above are present, a separate group, space and program shall be provided for them.
- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall not be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall be kept with the same group throughout the day and shall not be moved, shuffled, or promoted to a new group until required based upon the developmental needs of the child, however

- Groups, excluding infants & toddlers may be combined for short periods for special activities of no more than thirty (30) minutes per day
- Groups, excluding infants & toddlers may be combined for up to one (1) hour at the beginning & end of the day as outlined in the A:C ratios:

Ratio Chart - First/Last Hour of Each Day Only

Group Size ▶	10	15	20
2.5 – 12 Years	1:10		
3 – 12 Years		1:15	
4 – 12 Years			1:20

A:C ratios must be maintained while children are indoors and on the playground.

- A:C ratios and group sizes may exceed the required limit by up to ten percent (10%) no more than three (3) days per week, provided however:
 - Infant & toddler groups may never exceed the required ratios & group sizes.
 - The licensed capacity of the classroom may not be exceeded.
- Adult: Child ratio and grouping chart:

Age of children at beginning of school year	Minimum Adult: Child Ratio	Maximum Group Size
Infants (6wks. - 15 mos.)	1:4	8
Infants/Toddlers (6wks. - 30 mos.)	1:5	10
Toddlers (12 mos. - 30 mos.)	1:6	12
2 years (24-35 mos.),	1:7	14
2 –4 years	1:8	16
2 ½ - 3 yrs. (30 - 47 mos.)	1:9	18
2 ½ - 5 yrs.	1:11	20
2 ½ - 12 yrs.	1:10	10
3 years	1:9	18
4 years	1:13	20
3 - 5 yrs.	1:13	22
4 - 5 yrs.	1:16	24
5 years	1:16	20
5 - 12 yrs.	1:20	No Max
School-Age (K & above)	1:20	No Max

Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).

- Supervision During Off-Site Activities
 - A:C ratios for preschool children doubled during off- site activities.
 - A:C ratios for school-age children during off-site activities must equal the number of trained caregivers required in the classroom plus additional adults:

Number of Children	Trained Caregivers	Additional Adults	Total Adults Required
1 - 20	1	1	2
21 – 30	2	1	3

31 – 40	2	2	4
41 - 50	3	2	5

- A minimum of two (2) adults is required for any off-site activity.
- Supervision During Swimming:

Age Group	Ratio
Infants (6wks – 12 mos.)	1:1
Toddlers/Twos (13 – 35 mos.)	1:2
Three Year Olds	1:4
Four Year Olds	1:6
Five Year Olds	1:8
School-age & Above	1:10

- Group swimming is not prohibited but it is also not recommended due to the high risk.
- Sudden Infant Death Syndrome Precautions:
 - Infants positioned on backs when placed in crib for sleeping.

Soft bedding is prohibited for infants to avoid risk of smothering.

- Infants touched by caregiver every fifteen (15) minutes in order to check for breathing and body temperature.

Staff

- At least one adult available on the premises at all times during child care hours must be able to read & write English.
- Caregivers must be at least 18 years of age.
- Staff under 18 years must be supervised by an adult while in the presence of children.
- Each group of children must have at least one caregiver present who has a high school diploma or equivalent.
- Substitutes providing services for 36 or more hours in a calendar year must have a physical and a criminal background check.
- Volunteers can not be used to meet the adult:child ratios unless they meet the qualifications for substitutes.
- Criminal background checks are required for employees who have contact with children.

Equipment for Children

- Individual lockers or cubbies, separate hooks and shelves or other containers, placed at children's reaching level, shall be provided for each child's belongings.
- In infant/toddler rooms, equipment and space shall be provided for climbing, crawling, and pulling without the restraint of playpens or cribs.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least three (3) choices during play time.
- Climbers, swings and other heavy equipment must be anchored even if they are designed to be portable.
- Resilient surfacing is required in fall zones around playground equipment.

- A quiet rest area and cots or mats shall be available for all children who want to rest but no child shall be forced to nap.
- For health & safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his own bedding.

Program

- Each caregiver shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record-keeping for the child, communication, general interaction with and routine care of the child.
- Children shall not be left in restraining devices such as swings, car seats, or high chairs (in excess of thirty (30) minutes). Stimulation shall be provided to children in those settings.
- Programs, movies, computer games, and music with violent or adult content (including "soap operas") shall not be permitted in children's presence.
- If television, video tapes/DVDs, video/computer games, and/or movies are used, they shall be limited to two (2) hours per day, or the length of a movie if more than two (2) hours in the case of school-agers.
- Other activity choices shall be available to children during television/movie viewing or computer use.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive.

Children shall be provided an opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.

- During outdoor play caregivers shall be alert for signs of dehydration, heat stroke, frostbite, etc., dependent upon the season.
- Spanking or any other type of corporal punishment is prohibited.
- Discipline that is potentially shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- Discipline shall not be related to food, rest, or toileting.
- Staff shall plan ahead for developmentally appropriate activities; written lesson plans shall be provided for children of each age group.
- For ages three (3) through school-age, a curriculum shall be offered that shall include instruction, at least once a year, in personal safety – parents notified of and given an opportunity to review the curriculum.
- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.

Health & Safety

- Children shall be checked upon arrival and observed for signs of communicable disease during the day.
- Symptomatic children shall be removed from the group until parents are contacted and health issues are resolved.
- At least one staff with certification in first aid and one certified in CPR on duty at all times.

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.
- All home/work contact numbers for parents shall be readily available to all staff.
- Impetigo and diagnosed strep shall be treated appropriately for 24 hours prior to readmission to the center.
- Children diagnosed with scabies or lice shall have proof of treatment and be free of nits prior to readmission.
- Serious injuries or signs of serious illness shall be reported to the parent immediately to arrange for emergency treatment.
- Accidents, injuries, and every sign of illness shall be reported, or a reasonable attempt made to report, to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.
- All medications, prescribed and non-prescribed, shall be received from the parent by a designated staff person or management level staff person.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children.
- Unused medication shall be returned to the parent.
- Smoking is not permitted in the presence of children.
- The use of alcoholic beverages is not permitted in child care centers during the hours of operation of the center.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child.
- Staff's personal belongings(purses, backpacks, coats, etc.) shall be inaccessible to children at all times.

For the protection of children and adults, the Centers for Disease Control guidelines for hand washing and diapering procedures shall be followed.

- If older children are enrolled who lack independent toileting abilities, rules regarding diapering of preschool children shall apply; they shall be changed in a location designated for that purpose and which provides privacy from other children and adults.
- In order to avoid the spread of airborne diseases children shall be positioned on mats in a face to feet alternating pattern during naptime.
- All staff, substitute staff, volunteers are required to immediately report any reasonable suspicion of child abuse or neglect.

Food

- If any agency provides meals, the agency shall provide developmentally appropriate meals, snacks, and drinks for each child

that are of sufficient proportions and nutritional value to meet each child's health needs.

- A meal shall be offered to children who arrive before 7:00 a.m. and have not had breakfast at home.
- All special needs diets shall be prepared as prescribed by a physician or by the written instructions of the parent.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Caregivers and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and adults shall sit with them.
- Frozen breast milk shall be dated when expressed.
- All formulas remaining in bottles after feeding shall be discarded.
- Microwave ovens, bottle warming devices, and crock pots, including cords, shall not be accessible to preschool children.
- School-age children shall use microwaves only under direct supervision.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Children shall never be left without adult supervision while eating.
- Home canned food and raw milk are prohibited.

Physical Facilities

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working, land-line telephone shall be present in the agency.
- If used, answering machines/voice mail shall be monitored at thirty (30) minute intervals except when staff and children are off premises.
- Parents informed that answering machines/voice mail are used.
- A minimum of thirty (30) square feet of usable indoor play space must be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- Window blind cords and electrical cords on equipment shall be inaccessible to children.
 - All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.

Transportation

- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.

- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- If a monitor was on the vehicle they shall walk through the vehicle as well.
- A designated agency person who did not ride on the vehicle shall also conduct a walk through of the vehicle.
- Drivers must obtain certification from Department of Safety.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors have certification in CPR and First Aid.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Effective January 1, 2007 all child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- Child passenger restraints must be used in accordance with TN law.
- Signage that includes the agency name and phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.
- Children shall not spend more than forty-five (45) minutes traveling one way to or from the agency's facility or to and from school (this provision does not apply to field trips).

Care of Children with Special Needs

- When children with disabilities are enrolled, all reasonable and appropriate efforts shall be made to provide each child an equal opportunity to participate in the same program activities as their peers.
- The agency shall have written individualized emergency plans for each disabled child who requires more assistance in emergencies.

Sick Child Care

- This type of care includes the supervision, protection, and meeting the basic needs of children who have short term illness, symptoms of illness, or who have a medical or technological dependency that requires continuous nursing intervention. Agencies that provide sick child care either as an exclusive service or as a component of an existing child care service must comply with additional rules specific to this type of care.

You can access the Department's website at:

<http://state.tn.us/humanserv>

A wealth of child care information can be found on the Departments website.
You can:

- Learn more about the rules
 - Learn more about the types of regulated care
 - Locate a child care provider
 - Learn more about the Report Card and Star Quality Program
 - Locate the local child care licensing office
 - Review the current personal safety curriculum
 - View recent correspondence to providers
 - Read about new initiatives
 - Locate the nearest child care certificate office
 - Find info on choosing child care
 - Locate a resource and referral center
- And much more!

Child Care Center Rules

The full set of the official child care center rules can be found on the
Secretary of State's Web Site:

<http://state.tn.us/sos/rules/1240/1240-04/1240-04.htm>

Report Card & Star Quality Program

<http://tnstarquality.org>

Child Care Resource & Referral Centers

Currently, there are eleven CCR&R centers located throughout the state.
The centers help parents find the type of care that is the best for their
child or children. These community resources also give providers
technical assistance to better serve the children in their care. Contact
information for the CC&RR centers can be found on the Child Care
Services web page.

Child Care Resource & Referral – Complaint Hotline

Nashville area: 615-313-4820

Long Distance: 1800-462-8261

If you have a concern about existing child care agency or wish to report
an illegal operation you can call the Department's complaint hotline.

Department of Children's Services
Report Child Abuse or Neglect Hotline

1877-237-0004

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