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**FIRST
BAPTIST
MEMPHIS
DAY SCHOOL**

2021 - 2022 Parent Handbook

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Our School and Church Welcome You

Director of First Baptist Day School
Mary Anne Waddell

Business Manager
Sally Fethi

Minister to Children and Families
Holly Hatton

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 Christian environment.

2021-2022 School Calendar

*FBDS will be closed these dates

August 10, 2021	First day of school
*September 6	Labor Day
*October 13 - 15	Fall Break
*November 22 - 26	Thanksgiving Holidays
*December 17	½ day - close at 11:30
*Dec 20-Jan 2	Christmas Holidays
*January 3	Spring semester begins
*January 17	MLK Jr. Day
*February 21	President's Day (school closed, teachers in session)
*March 14 - 18	Spring Break
*April 15	Good Friday
*May 27	½ day - close at 11:30
*May 30 - June 3	Summer Break
*June 6	Summer Session begins
*July 4	Independence Day
*Aug. 1 - 5	Summer Break
August 9, 2021	First Day of School (This is a Tuesday, so teachers can be in session for In-service meetings, Monday, 8/08).

*Policies and dates are subject to change should an unforeseeable event arise. If this happens, parents will be notified by email. Monthly Newsletters also contain up-to-date schedules and closing notifications.

Hours of Operation

Monday - Friday
9:00 a.m. until 3:00 p.m.
Morning Care: 7:30 - 9:00
After Care: 3:00 - 5:30

Children may not be dropped off before 9:00 a.m. unless enrolled in Morning Care. Any early drop off will result in a charge of \$10 for every 10-minute increment. All children must be picked up no later than 3:00 p.m. unless enrolled in After Care. There will be a late pickup charge. Parents who not pick up their child at the designated time will pay \$10.00 per child for each 10-minute increment they are late. After 5:30 p.m., the fee is doubled. Late/Early fees double after the third instance.

Morning care is held from 7:30-9:00 AM The Aftercare program is held from 3:00-5:30 PM

Please make every effort to have your child at school by 9:00 AM. Children will not be allowed to enter the classroom after 9:30 a.m. without a doctor note and permission from the director. Each classroom follows a schedule including a planned curriculum; late arrivals can be disruptive to the classroom setting and the other children. With prior approval from the director, children may arrive no later than their class's scheduled lunch time, with a doctor's note.

Building Access

Entry to FBDS helps maintain a secure campus by using a key card access 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 upon enrollment at no cost. In the event a card becomes lost or stolen, the parents must replace the card for a cost of \$50.00. All key cards must be returned to the office on your last day of enrollment or you will be charged per keycard. Lost cards threaten the security of our facility, so please contact us immediately upon discovering your card has been lost or stolen so that we can deactivate it and issue a new one. Also, we ask that parents be mindful of holding the door open for others. Please do not allow unfamiliar individuals to enter with you. The 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.

How to Use Your Card...

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. If access cannot be gained by using a card, please ring the bell.

Admission Requirements

Ages of Children: We accept children ages 12 weeks through 4-year old pre-kindergarten.

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. All children under three must have a current physical examination. Please update your child's immunization record with the school office as you receive them throughout the year.
3. Payment for registration must be paid upon enrollment.
4. A Tuition Express application must be submitted for approval before your child can attend FBDS.

Daily Schedule

Preschoolers learn through play, imitation, repetition, and exploration.

Our basic schedule for the day includes:

- Free Choice/Center Time - children choose from a wide variety of learning materials designed for 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
- Rest Time - is peaceful and is filled calm music to help the children rest and relax
- Afternoons - include snack, outdoor play, stories, games and free-choice activities

Extra activities offered to the children at no extra cost to the parents include Kindermusik, Spanish, and Chapel. Wings Gymnastics, HappyFeet Soccer, and Sunfish Theater classes are offered for 2s, 3s and 4s at an additional cost to the parents.

Each class has a schedule that is designed for preschool age children. Learning material and activity choices are planned to help

children meet developmental milestones. Class schedules are posted outside each room. 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 families will be able to register and enroll immediately while others have the option of being placed on the Waiting List for a fee of \$75. This fee is non-refundable and does not guarantee your child a spot at any time. You will receive an e-mail confirmation after the fee is paid. Children 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. Students will move up to the next room at the beginning of each fall semester in August.

Priority enrollment is given to siblings of enrolled children, staff members' children, and active church members. All others are placed on the list in the order that their waiting list applications and fees are received. Parents are required to tour the facility and sign this handbook prior to the first day of class, per DHS policy.

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. Tuition payments 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 falls on a weekend day or holiday, your payment will be processed on the following Monday. We allow one account per family. Registration, supply 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. There will be a 3% charge for the use of a credit card for payments.

Fees and Payments

Although we offer infant care and bill tuition monthly, 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. is approximately \$3,100.00, per semester, depending on the age of the child. We realize that many families may be inconvenienced if tuition is billed in full, thus we have divided this amount into monthly payments at no additional

cost. FBDS offers a discount for families with more than one child attending. We will give 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.

FBDS offers an eight-week Summer Session in addition to the August-May school year. 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, camps, vacations, etc. There is an annual registration fee of \$155 per student. This fee registers your child for the fall and spring semesters (August through May). Summer registration (\$85) is a separate fee. There is an \$80.00 supply fee per semester, \$90.00 for Pre-K students. Parents will be billed in August and January for supply fees. Monthly statements will be sent out via e-mail for tuition due the current month. We only receive payments through Tuition Express.

Additional Fees and Payments

1. **Non-Sufficient Funds Fees-Tuition Express** 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 who 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. Parents should 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, for each ten-minute increment they are late. A parent arriving at 3:01 or 5:31 will be charged. 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.
3. **Early check in** - You will be charged \$10 for clocking in before your designated arrival time.
4. **Sign in/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.

5. **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.
6. **Activity fees-** are fees incurred for 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, FBDS must charge for that month's tuition. No refunds will be given for pre-payment. 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. A 30-day written notice is required for withdrawal and schedule changes, so that the director has the opportunity to fill the vacant spot. If less than 30 days is given, parents will be responsible for all expected charges.

What to Bring

All items should be labeled, showing your child's first and last name or initials, with a permanent marker: including pacifiers, diapers, and bottles. Pacifiers will be allowed in Toddler and younger classes only.

- All children need a healthy snack and lunch. Children attending aftercare need two snacks daily. Warming and refrigerating food is offered in **infant classes only**. Children in older classes should be sent food they can feed themselves. All foods should be sliced or prepared in a way that minimizes the risk of choking.
- Toddlers, 2s, and Preschoolers need a blanket, a crib sheet and a 2" mat for rest time.

- All children need cups with lids and any utensils needed for their meals.
- 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 that 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. Point out the ways your child will connect socially and make positive references about his/her new school.
2. Bring your child in for a visit before their start date and talk with them about what they saw or who they met. Talk about exciting elements of the classroom and/or playground. Talk about

their teachers and refer to them by name and frequently so your child will become familiar.

3. Each classroom has a daily schedule that your teacher will provide. 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. Keeps a positive outlook regarding your choice in preschool.
6. A quick drop off is always best. Communicate with your child's teacher about his or her well-being; say a quick good-bye, and then exit. A lingering parent may confuse a child or divide a teacher's attention.
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. Parking in the

driveway is strictly prohibited. This is a safety policy and protects children entering and leaving the building. Park in marked spaces only. Never leave children of any age in an unattended vehicle. Please do not leave any valuables in your vehicle during drop off or pick up time. First Baptist Church cannot be responsible for any items stolen or damaged.

1. Upon arrival, children must be accompanied to their room by an adult. Please keep all children by your side while traveling through the building. Running and rambunctious play can be dangerous and disruptive.
2. Sign your child in on the computer upon entering the building and out as you are exiting. At no time should any child be in a classroom before completing check-in or after checking-out.
3. You and your child **MUST** wash your hands upon entering the class. **This is a DHS Regulation.**
4. FBDS cannot be responsible for a child who has not been properly released to their teacher.
5. Upon the child's departure, the adult must come to the child's room in person.
6. 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. A 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.

7. Children will not be permitted to enter the classroom after 9:30 without the director's prior approval **AND** documentation of a scheduled appointment. Approval will not be given for any child to come in after his or her scheduled lunch time. Many curriculum related activities take place before lunch. Late arrivals disrupt routines and can be disconcerting to classmates.
8. Campus opens at 7:30 and closes at promptly 5:30 (3:00 for those not enrolled in aftercare). Please respect the time of our teachers and staff by dropping off and picking up only within these times.
9. 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.
10. Parents picking up at 3:00 should not linger on campus. Our aftercare program begins at 3:00pm. Children lingering in the classroom, on the playground, in the halls,

etc. make it difficult for staff to ensure all students are appropriately monitored.

11. Phone conversations are not allowed during drop-off or pick-up times. 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 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 warm water to insure safe temperature. (Never microwaved.)
- Teachers will inform parents of how snack is purchased and distributed. (Ex. Sent from home daily, "snack fund", parent sign-ups, etc.)

Potty Training

The key to potty training is consistency. Each child is different and requires different techniques that work for him or her. The staff at FBDS will work with each family to meet the child's specific needs. We will keep close communication with parents during this important learning process. Children will be encouraged to learn selfcare under teacher supervision during the potty-training time. Children having more than two accidents 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 he or she enters a three-year-old classroom,

regardless of medical conditions. Pull-ups may be used during rest times.

Parent & Staff Interaction

Our program at FBDS is designed to partner with parents; therefore we encourage positive communication with teachers and administration. If an issue arises, we are always open and willing to listen and work together to find a solution. We hold high standards regarding respect for families and hope that families will do the same for our teachers and administration. Classroom teachers are asked to hold parents accountable to the policies stated in the Parent Handbook. Discussing complaints or disputes can create an uncomfortable work environment, so please see the Director if you feel you need support to resolve an issue.

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

Discipline

The teachers and administration of FBDS use positive reinforcement as a form of behavior management. This incorporates praise for good behavior, obeying rules, etc. The rules set in each classroom are age appropriate and enforced on a

consistent basis. If an inappropriate behavior becomes a pattern, the teacher and parents will be asked to create a plan to modify the behavior in a positive direction. If there is a need to discuss inappropriate behavior, the first step will be a meeting between the parents and teachers to create a written action plan. If a second meeting is needed, it will include parents, teachers, and the director. At this meeting, all will determine what further action needs to be taken on behalf of the student in order to set them up for success. 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 may be asked to withdraw their child and seek an alternative environment more suited to the child's individual needs. Full cooperation from the family is needed. Parents who are 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.

Curriculum

At FBDS we believe the best way for young children to thrive and grow is by experiential learning in a relationship driven environment. The school provides a wide variety of learning materials and teacher lead hands on

experiences designed to help children grow in cognitive, language, fine & gross motor, as well as social/emotional development. We use The Creative Curriculum which is theme based, and centers around learning stations that allow the students to explore independently. The teachers use a Theme each week to teach emerging language/reading skills, letter recognition, beginning writing skills, number and math concepts all with Christian values intertwined. The learning centers in the classroom include art, reading/literacy, puzzles, blocks, dramatic play, and music.

We are committed to providing high-quality; developmentally appropriate learning materials that allow teachers to easily facilitate a creative, integrated, hands-on learning experience which will encourage growth 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. We also provide Spanish, Music, Chapel, Library, and Theater classes added to our program.

Visiting and Conferences

Parents are always welcome to visit. 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 open to parents and

guardians. For safety reasons, we ask that siblings not accompany parents during visits. Parent and Teacher conferences are available twice a year. This gives the teacher an opportunity to share with pertinent information concerning your child throughout the year. Conferences also give the parents time to share important ideas they have for the program.

Parent Participation

We encourage you to participate in your child's learning experience. 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 day school:

- Temperatures over 100.4 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 school, the teacher or office administration will 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 call to limit exposure and to ensure the comfort of the sick child. Children must be free of symptoms **without** the aid of a fever reducer for 24 hours before returning to school. 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 school. A doctor's note is required for all medications to be administered during the school day. Our staff can administer medication only if a medication form is filled out on each medication, and the medicine and the form are turned in to the office each morning. Medicine should not 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. Each family should have a backup plan in place and make arrangements for

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 also be closed. You will also be notified by email. 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 teachers 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.

Please contact the school if you have any questions.

Sincerely,

Mary Anne Waddell
First Baptist Day School Director

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

Revised November 2018

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for 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 agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at:

<https://www.tn.gov/humanservices/for-families/child-care-services.html>
Ownership, Organization, and Administration

- 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 less than 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 parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- 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, unless legal documents prohibit or restrict access.
- 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 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.

- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator / director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and
- have a physical exam prior to beginning duties.
- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.

Record Keeping

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released
- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- 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.

- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.
- All child care agency staff shall receive annual training regarding proper procedures to report child abuse and neglect.

Supervision

- All areas of the building and grounds shall be visually inspected after closing the child care agency for the day to ensure no children have been unintentionally left in any part of the child care agency's facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with child care agency's policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet that includes each child's printed full name, date, time of entry, time of departure and space for the printed name and signature of parent or authorized representative.
- Educators providing supervision to children during meal and snack times are prohibited from performing activities/ duties unrelated to food service.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult: child ratios shall be doubled and attendance shall be checked upon departure and arrival at each destination and at the beginning and end of each activity (in family and group homes the adult: child ratio shall be increased by one (1) during field trips).

- When children are engaged in activities in or near a body of water, the following requirements shall be met:

Age Group	Adult: Child Ratio
6 weeks–12 months	1:1
13 months – 35months	1:2
Three (3) years	1:4
Four (4) years	1:6
Five (5) years	1:8
School-age (Kindergarten and above)	1:10

One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.

- Safe sleep supervision procedures must be followed to prevent suffocation and deaths in infants:
 - ✓ Infants shall sleep in cribs or play yards.
 - ✓ Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
 - ✓ Bibs shall be removed prior to placing a child in a crib for sleeping.
 - ✓ Soft bedding, mobile toys and other toys that attach to any part of the crib are prohibited.
 - ✓ Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- Any practice that is an exception to the Department's safe sleep supervision procedures shall not be used without written authorization from a physician.
- **Health and Safety**
- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
- A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be
- Maintained for all children, and the parent shall be contacted and arrangements made for pick up.
- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- Impetigo and diagnosed strep shall be treated according to a licensed medical professional's instructions prior to readmission to the child care agency.
- Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.
- All medications and preventative products such as non-prescription diaper cream, sun screen and insect repellent, shall be received

from the parent by a designated staff person and administered by a designated staff person.

- Unused medication shall be returned to the parent.
- 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 unless a physician's authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Smoking is not permitted in any indoor area or vehicle of the child care agency at any time.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- 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. (In a private residence, these items must be locked, out of sight and inaccessible to children).
- All items labeled "keep out of reach of children" shall be stored so that they are inaccessible to children.
- Personal belongings of residents and staff (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- Children's diapers should be checked throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting needs, shall receive assistance in a location designated for that purpose which provides privacy from other children and adults.
- Staff members with signs of a communicable disease shall not be present.

Food and Food Service

- Educators and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers and microwaves:
 - ✓ Crock pots are prohibited as bottle warmers.
 - ✓ Crock pots shall be kept in kitchen and inaccessible.
 - ✓ Microwave ovens and surrounding area, including cords, shall not be accessible to children.
 - ✓ School-age children shall use microwaves only under direct supervision.

- In order to prevent choking:
 - ✓ Solid foods, including cereal, shall not be given in bottles

Equipment for Children

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own bedding.
- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

Program, Language and Literacy

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.

- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- 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 or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily 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 educators shall be alert for signs of weather-related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.

- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

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 telephone shall be available in the agency and the number made available to parents.
- 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.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area prior to use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- 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.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- 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.
- Reptiles and amphibians shall not be kept as pets.

Transportation

- Child care agencies shall not transport children without prior written approval by the Department.
- Vehicle emergency evacuation drills conducted quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- 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.
- A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk through of the vehicle.
- Family and group homes with a single educator shall develop a Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle's child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.

Emergency Preparedness

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.
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Specific Requirements for Child Care Centers

- Adult: child ratios must be maintained at all times.
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- Child Care Ratio and Group Size Charts

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years	1:13	20
5 years	1:16	20
School-age	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 – 4 years	1:8	16
2 ½ – 3 years	1:9	18
2 ½ – 5 years	1:11	20
2 ½ – 12 years	1:10	10
3 years – 5 years	1:13	22
4 years – 5 years	1:16	24
5 years – 12 years	1:20	No max

- Ratio Chart first/last hour and one-half (½) of each day only:

Age of Children	Adult: Child Ratio	Maximum Group Size
2 ½ years – 5 years	1:10	10
3 years – 12 years	1:15	15
4 years – 12 years	1:20	20

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).

- Infants shall never be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult: child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- 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).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child's belongings.
- In an infant or toddler room with more than one educator, each educator 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.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

You can access the Department's website at:

<http://tn.gov/humanservices>

A wealth of child care information can be found on the Department's 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
 - Read about new initiatives in child care
 - Locate the nearest child care certificate office
 - Find info on choosing child care
 - Locate a resource and referral center
- And much more!

Report Card and Star Quality Program

<http://tnstarquality.org>

Child Care Resource and Referral Centers

Currently, there are eight (8) CCR&R service delivery areas located throughout the state. Child Care Resource and Referral helps parents find the type of care that is best for their child / children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services website.

Child Care Complaint Hotline

NASHVILLE AREA: (615) 313-4820

TOLL FREE: 1-800-462-8261

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

Department of Children's Services Hotline

Report Child Abuse or Neglect

1-877-237-0004

Information about child health, education, and development as well as available state services: <https://www.kidcentraltn.com/>