# OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START

"Where Oak Ridge Schools' Excellence Begins"

PARENT HANDBOOK
2020-2021

## Home of the Preschool Pups

157 Carver Ave
Oak Ridge, TN 37830
Office: 425-9101
www.ortn.edu/preschool/

Child:_____

Teacher: _____

Teacher Assistant(s):_____

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# Welcome to Oak Ridge Schools' Preschool/Head Start!

The entire ORS Preschool Staff is so glad you are here! We are looking forward to forming a great partnership and having a wonderful school year with you. We are very excited about getting to know you and your child. The staff has worked hard to prepare many exciting learning opportunities.

Anytime you enter the Preschool doors, you will find children going about the business of learning. It may look like they are playing (we certainly hope the kids see coming here as play) but actually, the kids are working very hard. All activities are planned with a purpose in mind. The activities are developmentally and age appropriate and designed to maximize learning.

The ORS Preschool is a comprehensive, child-focused and family-centered Preschool program with the goal of ensuring children are ready to start kindergarten. We provide a wide range of individualized services in the areas of education, early childhood development, medical and dental care, mental health, nutrition, family support, and parent involvement. We work with families to make sure that children receive health services, which include health and dental check-ups. The Preschool staff works alongside parents in setting goals and accessing community resources. Classes at the Preschool are full inclusion which means that in each classroom you will see children from different cultures and backgrounds, as well as a wide range of cognitive and developmental levels. All children benefit from being fully included with a diverse group of peers as learning partners.

It is our hope and desire that you, as the parent and/or caregiver, will be actively involved with your child here at the Preschool. We provide you the first opportunity to become involved in the Oak Ridge School system and in your child's formal educational process. Please become an active participant! Come visit us often – you are always welcome!

Once again, we are excited about having your child with us this year. Please drop by and say hello so that we can meet you. Our doors are always open and we look forward to getting to know you and your child.

## TOGETHER WE BUILD THE PATH TO SUCCESS!

# OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START MISSION STATEMENT

## Our Mission

The mission of Oak Ridge Schools' Preschool is to provide all children with the opportunities that prepare them for success in school and life.

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# OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START VISION

## Our Vision

Oak Ridge Schools' Preschool/Head Start: Where families and staff work together to prepare children for success as life-long learners.

### We Believe

- Parents/guardians are a child's first and most important teacher.
- The most effective education for children occurs when the family, early childhood educators and community all work together.
- Children thrive when there is a collaborative partnership with families and schools.
- A happy, healthy, and secure environment for children provides the optimal foundation for learning.
- Every family has different needs and we strive to serve families and children on an individual basis.
- Cultural diversity enriches all of our experiences in and out of the classroom.

# PARENTS' RIGHTS AND RESPONSIBILITIES

## You have the right to:

1. A supportive learning environment that promotes literacy, self-regulation, language development, focused attention, memory, and self-confidence for your child.
2. Communication between home and school that is regular and meaningful.
3. Participate in program decision making by volunteering for the Parent Committee or Policy Committee.
4. An Individualized Education Plan (IEP) for your child, if necessary.
5. Expect that your child will receive nutritional experiences including balanced meals and nutritious snacks.
6. Expect that information about your child and family is kept confidential unless you have given written permission for this information to be shared with designated persons and/or agencies.
7. Expect that all staff will treat your child and your family with respect at all times.
8. Expect that ORS Preschool staff will work with you to establish goals for you and your family.
9. Request a translator in your native language if needed. Please speak to the Family Service staff for more information.

## You have the responsibility to:

1. Bring your child to school on time.
2. Pick up your child from school on time.
3. Notify the school if your child will not be in school. Upon on return, please send a parent note or doctor's note concerning the absence.
4. Notify the school if your child has an illness and/or injury.
5. Notify staff if your child has special dietary needs.
6. Provide ORS Preschool staff with all required documents including: Dental Exam, Physical Exam, and current Immunization Record for your child before they are enrolled.
7. Communicate any concerns you have about the services you are receiving from the ORS Preschool.
8. Treat staff with respect.
9. Attend parent committee meetings.
10. Participate in two home visits during the school year.
11. Participate in two family (parent/teacher) conferences per year.
12. Notify staff if you have a change in phone numbers, address, emergency contacts and/or person(s) authorized on the contact list to pick up your child.

## Parking Lot Expectations – Safety is our Number One Priority!

## Please...

Arrival is from 7:45-8:15. You must follow our program's Arrival/Dismissal procedures. This plan will be shared during Parent Orientation. This may include the requirement to park, walk your child to his/her classroom and check them in on a daily basis or utilize the car loop to permit Preschool staff to walk your child to his/her classroom.

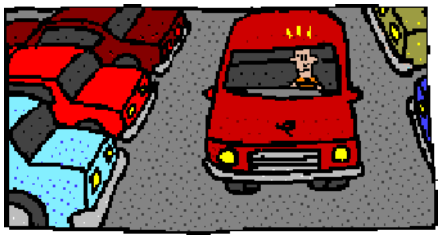
Please do not ever leave a car running, unattended in the parking lot.

Bring all children inside the school with you – never leave a child in a car or in the car loop unattended, even for a minute during drop off or pick up.

Have all children properly secured in appropriate child-age car seats. If you need help getting a car seat, please see the Family Services staff.

Hold your child's hand in the parking lot and while walking into and out of the building.

Your patience is greatly appreciated. If you have any concerns or issues in the parking lot, please see staff in the front office.



## Smoking is not permitted on school grounds:

All Oak Ridge Schools are smoke free zones. There is no smoking allowed anywhere on school property. This also includes vapor/e-cigarettes. Thank you for your cooperation.

## Oak Ridge Schools' Preschool/Head Start Location

157 Carver Ave
Oak Ridge, TN
865-425-9101

## Hours of Operation

Monday, Tuesday, Thursday, and Friday
7:45-1:45 PM for Children
7:30-3:00 PM for Staff
Wednesday
7:45-11:45 PM for Children
7:30-4:00 PM for Staff

***All sessions run from August to June

**School Calendar** We follow the Oak Ridge City School's Calendar, not Anderson County's calendar.

## Closures

OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START WILL BE CLOSED FOR THE FOLLOWING DAYS:

| | |
|---|---|
| Labor Day: | Monday, September 7, 2020 |
| Fall Break: | Monday, September 28 thru October 9, 2020 |
| Election Day: | Tuesday, November 3, 2020 |
| Thanksgiving: | Wednesday, November 25-Friday, November 27, 2020 |
| Winter Break: | Monday, December 21, 2020-Tuesday, January 4, 2021 |
| Martin Luther King Day: | Monday, January 18, 2021 |
| Winter Home Visits: | Thursday, February 11 & Friday, February 12, 2021 |
| Spring Break: | Monday, March 15-Friday, March 26, 2021 |
| Good Friday: | Friday, April 2, 2021 |

## Early Dismissals

OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START EARLY DISMISSAL DAYS: Dismissal at 11:45 am.

Every Wednesday
Beginning of Year – Thursday, July 30 through Wednesday, August 5, 2020
Parent Teacher Conferences – Tuesday, October 20 & Wednesday, October 21, 2020
Winger Break – Friday, December 18, 2020
Students Last Day – Friday, May 28, 2021

# ATTENDANCE POLICY

Both regular attendance by your child and regular communication between parents and staff are important to your child's success in school. Please remember to call the school each time your child will be absent or tardy. The Family Services staff is required to document each child's absence with an explanation. Please remember to send a parent or doctor's note to school following each absence. You will be allowed five parent excuses for the year. Absences past these will require a doctor's note. If frequent absences continue to occur, your child may be dismissed from the program. We understand that special situations may arise, and we will take those into consideration. If your child is absent for three consecutive days and the Family Services staff is unable to contact you, they are required to do a home visit to ensure that everyone is ok. Family Services staff will also follow-up on students with a pattern of absences (e.g. every Monday), repeated tardiness or other attendance concerns. Please remember that a parent or doctor's note is needed when your child returns to school after being absent.

Regular attendance is required by Oak Ridge Schools' Preschool/Head Start. The attendance policy and method for reporting absences is explained in the letter of acceptance, contained here in this Parent Handbook, and reviewed during Parent Orientation.

Daily attendance is recorded by the classroom teacher and reported to Family Services. If your child is absent and you have not contacted the school, teachers are required to contact you within one hour to confirm the safety and well-being of your child.

The Family Services staff investigates all attendance issues in the following manner:
Phone call or home visit to the parent/guardian to determine the reason for the absence and review of the Preschool Policy regarding attendance.
Provide support and resource services if there are contingent problems such as family illness, child's unwillingness to come to school, etc.

If absenteeism without notification persists, the matter will be referred to the Principal for determination of continued enrollment.

# TARDINESS

7:45 – 8:15 Arrival
After 8:15 Tardy — Fill out tardy pass at the front office and accompany your child to class.
After excessive unexcused tardies, Preschool Family Services staff will contact the family to discuss a solution.

## COMMUNICATION

Preschool staff hours are 7:30 AM until 3:00 PM; an answering machine is available after hours. You may contact your child's teacher or other staff by written notes, email or by telephone at 865-425-9101. Although teachers may not be interrupted during teaching hours, you may leave a voicemail message at any time.

## SKYLERT

Oak Ridge Schools has a telephone communication system to inform families of school closings, delays and other events. It is important to keep the Preschool informed of any phone number changes in order to ensure you receive all messages. Please remember we follow the Oak Ridge City Schools' closings and delays, NOT Anderson County's.

## WEATHER

Oak Ridge Schools' Preschool/Head Start follows the same severe winter weather schedule as the Oak Ridge City Schools. You will receive a Skylert message regarding closures and delays due to severe winter weather.

Children will play outside daily, weather permitting. Please speak with your Family Services staff if you need assistance with outdoor clothing.

Our outdoor play policy is as follows:
In extreme cold temperatures, Preschool children will go outside for a short time with appropriate clothing. On warm weather days, children will go outside for a short time with shade and drinking water available. During rain children will play inside.

## SIGNING YOUR CHILD INTO HIS/HER CLASSROOM

Please sign your child in on the Parent Sign In sheet provided in your child's classroom. An authorized adult signature is required to sign in a child.

Be sure to stay with your child when entering and leaving the building and walk them to their class before saying "goodbye." Make sure that a staff member is aware that you have dropped off your child before you leave the classroom.

Your child's cubby is for all personal items. Please make sure your child's name is on anything brought to school.

## IDENTIFICATION TAGS

Every child will be given an identification tag ("bus tag"), which must be worn every day. The tag will include the child's name, address, teacher's name, and information regarding the child's means of transportation to and from school (car or bus) and destination (home, babysitter, day care). If changes are to be made during the school year, we must have this in writing from you. Phone call instructions will be accepted in an emergency. If changes are permanent, the teacher will make a new tag.

## SIGNING YOUR CHILD OUT EARLY

Children are released only to parents and authorized adults designated by you. You must notify staff in person of any changes in who will pick up your child. Please make staff members aware of any changes on the pick-up list as soon as possible. Staff members have the right to refuse release of a child if there is a safety concern. Anyone unfamiliar to staff members will be asked for picture identification. For specific custodial arrangements, we need copies of your legal documentation to be able to enforce any visitation orders or orders of protection. If your child is not to be released to a parent or guardian, we must have proper legal documentation.

Please sign your child out on the Parent Sign Out sheet at the front office. An authorized adult signature is required to sign out a child.

## DISMISSAL PROCEDURE

At the end of each day, staff members will check your child off on the appropriate bus or car rider line to be certain that each child is accounted for and is in the correct location for dismissal.

## LATE PICK UP POLICY

Parents and guardians are responsible for picking up their children on time. Here are the guidelines that we follow for late pickups:

If you are running late, please contact the Preschool office ASAP. Fifteen minutes after dismissal (2:00 Monday, Tuesday, Thursday & Friday and 12:00 on Wednesday), a staff member will make a phone call to the parent/guardian(s). If they can't be reached, phone calls will be made to the individuals authorized for pick up.

Thirty minutes after dismissal, if Preschool staff is still unable to reach a parent or someone on the emergency/authorized contact list to pick up the child, the appropriate authorities will be contacted (local police and/or the Division of Children, Youth, and Families).

After the 3rd late pick up, the Family Services staff will set up a family meeting to address the issue and problem solve with parents.

We thank you for your cooperation in this matter. For the safety and well-being of your child, it is essential that children are picked up on time. At no time will staff hold the child responsible for the situation or discuss the issue with the child. If you are having a problem picking up your child on time, please consult with your Family Services staff or the teacher immediately. In the case of emergencies, parents should call the school to advise the Family Services staff and provide a time that an authorized individual will be there to pick up the child.

## TRANSPORTATION

BUS

Bus transportation is provided in the afternoon by Oak Ridge City Schools in accordance with state and/or federal guidelines.

The Preschool requires that you, or a previously designated adult, be at the bus stop to take your child off the bus and sign the Parent Sign Out sheet. If the parent or designated adult is not outside at the bus stop and visible to the bus driver, the bus will not stop to drop off your child and you will be required to pick up your child at a designated location.

Bus privileges may be discontinued if these procedures are not followed. Bus privileges may also be revoked for repeated misconduct by your child while riding the bus.

If anyone other than a custodial parent or an adult who you have listed on the bus transportation form is to pick-up your child from the bus, you must update the transportation form in person. School personnel will request identification if the person is unknown to us. To set up or change bus arrangements for your child, you must notify the Preschool office. Changes are only made twice a month on the 15th and 30th.

CAR

The circle drive in front of the school is for pick-up and drop-off only. No parking at any time is permitted in the circle drive. If you are planning to enter the building, please park in the parking lot. Please park in a designated parking spot. DO NOT block other drivers.

ARRIVAL

Parents/adult designees may choose to walk their child into school or use the car loop. If you use the car loop, Preschool staff will be available from 7:45-8:15 am to help your child out of the car and to their classroom. If you choose to walk your child in, please be sure to sign your child in once arriving at the classroom. DO NOT ALLOW YOUR CHILD TO WALK INTO THE BUILDING ALONE or WITH ANOTHER CHILD OR SIBLING UNDER THE AGE OF 18!

DISMISSAL

Afternoon bus riders will be escorted to their bus by Preschool staff members.

The car riders will remain in the building until a parent or designated adult arrives to pick them up no later than 2:00 pm (12:00 on Wednesdays). If you choose to walk up to the doors, please park in one of the parking lots and walk up to the main entrance. Please wait for your child outside the main entrance to minimize traffic and confusion inside the building.

## ILLNESS

Children should NOT attend school if their illness prevents them from participating comfortably in school activities. In addition, children showing any of the following symptoms should remain at home:

Fever, Vomiting and/or Diarrhea or other signs of illness (Child must be symptom free for 24 hours without medication before returning to school.)
Lethargy, irritability, persistent crying, difficulty breathing, wheezing, or other signs of illness
Conjunctivitis (pink eye) until seen by doctor and under treatment for 24 hours
Strep throat, until 24 hours after treatment
Chickenpox, until all lesions have dried and crusted, usually 6 days
Pertussis (whooping cough), until 5 days of antibiotic treatment has been completed
Mumps, measles, and Hepatitis A, consult with your doctor

If a child has been absent for 3 or more days, due to contagious disease, staff members may request a note from the doctor indicating that the child is no longer contagious and may return to school. Please contact your child's teacher or the Family Services staff if your child will be absent due to illness. If your child has been hospitalized or transported by ambulance for any reason, please provide us with the necessary "Return to School" documentation.

## EMERGENCY CONTACTS

In the event of any emergency, staff will contact parents immediately. It is very important that your emergency contact information be current at all times. You must notify your child's classroom teacher or Family Services staff in person of any changes in your emergency contacts including:

Contact names, address, or phone numbers
Doctor's name, address or phone number or hospital preference
Insurance or Medicaid information

No changes to emergency and authorized contacts will be allowed over the phone or by sending a note to school with your child. Your child's teacher will have the proper forms in case you need to make changes.

## PRIVACY/SAFETY ISSUES

You will be asked to sign a Parent Permission Form that allows the Preschool to use your child's picture for official Preschool business. Your child's picture and/or name may appear on television, radio, website, or newspaper. Please let your child's teacher know if you have concerns.

## Grievance Procedure for ORS Preschool/Head Start Program

If a problem arises, or you are not satisfied with the services or decisions of the Preschool/Head Start Program, there are three (3) steps you may follow to register your concerns:

(1) You may discuss the situation with the ORS staff;

(2) You may contact the ORS Preschool/Head Start Administrative Staff and Family Services Staff.
(3) You may also request a hearing by the Preschool/Head Start Parent Policy Committee if the problem has not been resolved through the previous two (2) steps.

## Oak Ridge Schools Preschool/Head Start Program 2020-2021
## Permission/Acknowledgement

### Release of Information
The Family Educational Rights and Privacy Act (FERPA) allows school districts to publish certain demographic information about students without securing parental or eligible student permission, provided parents or students have had the right to refuse the publication of all parts of all information. The Oak Ridge Schools' Preschool program will only publish the child's name, parent's name, participation in activities, and videos/photos of child/parent participating in classroom or program activities. The parent or guardian's signature on the Home Visit Checklist gives permission for the contact information to be used by the ORS Preschool Staff or Parent/Policy Committee for official ORS Preschool/Head Start business.

### Website Display
Oak Ridge Schools and Oak Ridge Schools' Preschool/Head Start showcases information about our schools by posting pictures, and audio/video recordings of students on the Oak Ridge Schools website (www.ortn.edu) and the Oak Ridge Schools Preschool site (www.ortn.edu/preschool/). The school district or preschool program does not identify a student by listing his/her full name in the posting.

### Social Media
Oak Ridge Schools' Preschool has a Facebook, Instagram and Twitter account. Staff often share activities and events on these sites. Oak Ridge Schools often share our accounts on their social media accounts.

### Media Access
Oak Ridge Schools and Oak Ridge Schools' Preschool may seek opportunities for or provide material for news media about our schools. Any access to students while at school for this purpose is closely monitored by preschool staff.

### Television Display
Oak Ridge Schools has their own television channel. Channel 15 on the Comcast network is dedicated to broadcasting information for Oak Ridge Schools. The Preschool airs information and pictures from special events on this channel. However, before we do this, we must have parental consent.

### Photographs and Videos
Oak Ridge Schools' Preschool/Head Start uses photographs and videos as a learning tool for the children, parents, and staff members. Photos may be placed in the classroom, on bulletin boards, in class photo albums, and may be sent home for you to enjoy. The Permission Form in the Enrollment File has a line concerning the publishing of photographs. Please let us know if you do not want your child included in these photos or videos.

# CONFIDENTIALITY

All of the children's/families' files and records are kept confidential and in a locked cabinet. Staff members will access this information to provide the best care for your child. Any other persons

requesting information regarding any child enrolled in the Preschool program must obtain a release of information signed by the child's parent/guardian(s).

## ACCIDENTS

If your child has an accident while at the Preschool, you will be called and an incident report will be completed by staff and given to you. A copy will also be filed at the Preschool. Accidents that require an incident report include the following:

Incidents needing medical care or treatment
Injuries to a child including scratches, bruises, etc.
Behavior that causes property damage or injury to others

For abrasions, staff will wash the area with water. For bumps and bruises, ice packs will be applied. In an emergency, staff will administer First Aid and/or CPR as appropriate and call 911 if emergency medical care is needed. Parent/guardian(s) will be contacted at this time. If parent/guardian(s) are unable to be reached in a timely manner, emergency contacts will be notified.

Children will learn through fun activities how to keep their bodies healthy, how to prevent transmittable diseases through hand washing, how to keep their teeth healthy, traffic safety, fire safety, etc. Parent/Guardian(s) are welcome to visit and see a full description of health and safety activities. Nutrition and social/emotional activities are also included in each month's classroom activities. Children help prepare nutritious foods and then taste and evaluate each one of their culinary projects. Activities involving feelings, emotions, and social skills, are planned for each month as well.

## CHILDREN'S DRESS CODE

It is the responsibility of each child's parent/guardian(s) to ensure children are properly dressed for school. To help us provide for your child's safety both in and outside of the classroom, we request the following:

- Dresses or skirts should be worn only if pants or shorts are underneath.
- Children should wear sturdy, closed toed shoes appropriate for outdoor play*. NO sandals, flip- flops, or high-heeled shoes should be worn.
- Clothing should be appropriate for the weather conditions - Items such as gloves/mittens, coat, and hat for playing outside during cold weather (labeled with their name).
- At least one change of clothing in case of accidents (labeled with their name).

*If your family requires assistance in obtaining any of these items, please talk to your Family Services staff. We also follow the Oak Ridge City Schools' Dress Code.

# MEDICATION

Every effort should be made to avoid the necessity of children receiving medication at school

If the doctor prescribes medication, parents should request that dosages be planned to avoid school hours if possible. If, under exceptional circumstances, a child is required to take medication during the day and a parent cannot be at school to administer it, the principal's trained designee will assist the student.

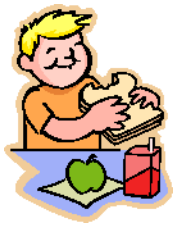
The parent and physician must complete the Medication Form, which is available in the Preschool office.

The Medication Form must be filled out properly before the Preschool can administer any medicine.

MEDICINE MUST BE IN THE PRESCRIPTION BOTTLE AND HAND DELIVERED TO THE SCHOOL BY AN ADULT. DO NOT SEND TO SCHOOL IN A BACKPACK.

The parent/guardian is responsible for informing the teacher of any changes in the student's health or medication. All medications will be administered by a staff member certified in medication administration. Staff members will record information regarding medications given at the Preschool on the appropriate form. Medications will be stored in the secretary's office in a locked cabinet or in the refrigerator in a marked container and kept out of the reach of children. When medication no longer needs to be administered at the Preschool, the medication will be returned to parent/guardian(s).

Staff members must have a written order from the child's doctor in order to administer any medications to children, including over-the-counter medication such as cough medicine, pain reliever, cold medicine, topical ointment, vitamins, etc.



# NUTRITION

Oak Ridge Schools' Preschool provides breakfast, lunch and a snack daily. Head Start Performance Standards require that children are served their meals "family style." This means children and their teachers sit, eat, and talk together during each meal. This creates a learning environment for each child and creates a cooperative mealtime. Children are not forced to eat what is being served, but are encouraged to try all foods offered during a meal. There may be times when your child does not eat all of the food provided at school. However, any meal or snack served at school must be eaten at school and cannot be brought home.

Please let the Preschool staff know if your child has any food allergies. You will also be asked to provide us with the Oak Ridge Schools' Dietary Restriction form to be completed by your child's physician. Once we have the completed ORS Dietary Restriction form, the Preschool staff can make certain that your child is provided with the necessary substitution.

In accordance with Head Start standards and restrictions within our CACFP funding for our food services, ABSOLUTELY NO OUTSIDE FOOD IS PERMITTED FOR STUDENT CONSUMPTION. Due to these regulations, no outside food may be brought in for student birthday celebrations.
If a child must follow a restricted diet, this may be done with the appropriate form from a physician.

## PRESCHOOL/HEAD START STAFF

Our staff is dedicated in providing high quality early childhood education and care for your child, while supporting and encouraging your family. All staff members meet or exceed the required guidelines established by Oak Ridge City Schools and the Tennessee Department of Child Care Licensing. Requirements vary for each position. Each classroom will have a minimum of a Lead Teacher who is certified with a B.S degree or higher in Early Childhood Education and a Teacher Assistant who holds a CDA or related degree in education. We also have a Family Services Department and a Family Education Specialist on site. The entire Preschool staff supports our families and children by providing expertise in the areas of education, health, nutrition, safety, mental health, disabilities, family and community partnerships, and volunteers. Oak Ridge Schools' Preschool/Head Start must maintain a ratio of at least one teacher to ten children for four year old classrooms and one teacher to nine children in three year old classrooms. Most importantly, Family Services staff strive to assist the classrooms, indoors and outdoors, to make sure the ratio is met, proper supervision is taking place and special activities are being implemented. Volunteers and parents are not left alone with children and have no supervision responsibilities.

Throughout the year, all staff members participate in staff meetings, orientations, workshops, and in-service training. Staff members receive training in CPR, First Aid, Food Handling, Universal Precautions, Medication Administration, as well as other required Head Start trainings.

## CLASSROOM SCHEDULE

Each classroom schedule includes outside play, center play, large and small groups, literacy, math, art, music, science, special projects, and quiet activities. The classroom schedule will be posted in the classroom. If you have questions about the schedule, please contact your child's teacher.

## CLASSROOM CURRICULUM

Oak Ridge Schools' Preschool/Head Start implements The Creative Curriculum for Preschool. The organizational structure of the Creative Curriculum is presented in five components:

How Children Develop and Learn: Teachers teach to the whole child in four essential areas of development (social/emotional, physical, cognitive, and language development) while keeping in mind the unique qualities of each child. Teachers believe that hands on learning is the best developmentally appropriate practice for children 3-5 years old.
The Learning Environment: Not only does this focus on how teachers set up and maintain interest areas in the classroom, but also how schedules and routines are established, how group times are organized, and the creation of a supportive and caring classroom community to meet the varying needs of all the students.
What Children Learn: Creative Curriculum focuses on six core content areas- literacy, math, science, social

studies, the arts, and technology. Process skills are emphasized across the curriculum including observing and exploring, connecting prior experiences to new learning, problem solving, organizing new information, and communicating and representing their learning in a variety of ways.

The Teacher's Role: Teachers make careful observations of children and use those observations to guide learning with appropriate classroom materials and a variety of planned activities. Teachers continually assess in order to plan future activities and extend learning.

The Family's Role: Creative Curriculum puts emphasis on building a partnership with families. Teachers make an effort to get to know the parents through regular communication and welcoming them into the classroom, striving to meet the ultimate goal of working together on children's learning and through challenging situations.

## TOILETING

All staff members use Universal Precautions when assisting children with toileting and diaper changes. These safety precautions include proper diaper changing as well as appropriate hand washing procedures for both the child and staff member.

In accordance with the Tennessee State Department of Health and Environment, when a child has a toileting accident, soiled clothing will be placed in a plastic bag to be taken home. Staff members will not rinse out soiled clothing. Accidents happen, so please ensure your child always has a clean set of clothing including underwear in his or her classroom.

Your child will never be embarrassed or humiliated because of having an accident.

## DISCIPLINE PROCEDURES

At Oak Ridge Schools' Preschool/Head Start, discipline is an interaction with a child. Positive discipline is an effective way of eliminating undesirable behavior in children by encouraging them to take control over their own behavior. One of the goals of our Preschool/Head Start program is to provide children with skills and tools needed to control their own behavior effectively. Children learn to discipline themselves. This process takes love, patience, a soft and calming voice, and time and effort. All ORS Preschool/Head Start staff and volunteers treat children in their care with respect using positive discipline methods that promote increased social competence and enhance children's self-worth. The use of positive communication skills with children will develop positive social interactions, a healthy self-image, and self-regulation appropriate to the child's age and development level.

The use of physical and/or emotional punishment or total isolation of children at the Oak Ridge Schools' Preschool is prohibited. Reflective time (time out) will only be used when a teacher believes that a child will benefit from this practice. Boundaries and limits will be communicated to the children by the Preschool staff. A variety of strategies will be used to communicate limits to the child including talking, eye contact, modeling more appropriate behaviors, reinforcing positive behavior, offering many activities, distracting, re-directing, giving positive feedback, and removing the child from the situation. School and home communication is a MUST in promoting success in school.

# EMERGENCY PLAN

In compliance with Tennessee state licensure and Head Start Performance Standards, fire drills are conducted on a monthly basis. Tornado/evacuation drills are conducted twice each year. Each classroom will have an individual fire escape plan and tornado plan. These plans will be posted near each exit where they can easily be seen. The classroom staff will take their classroom backpack that contains the Emergency & Authorized Contact list, a traveling first aid kit, and any other necessary items with them as the children exit the building. In addition, two additional emergency drills such as a lockdown/intruder drill or off-site evacuation drill will be conducted throughout the year.

## LOCKDOWN/LOCKOUT PROCEDURE

A lockdown/lockout procedure will be used when a threat is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering the Preschool. During lock down, children are to remain in the classrooms or designated locations at all times. To better protect children, parents will not be allowed into the building while a lockdown/lockout is in effect. Children will not leave the building until further instructions are given by the ORS Preschool Principal or law enforcement personnel. Parents may not come to pick their children up during these times. These are dangerous situations that could put parents, as well as their children, at risk. Once permission is given to open the doors, parents will be allowed into the building and/or will be contacted to let them know they can come to pick up their children. A lockdown drill is conducted yearly under the supervision of the Oak Ridge Police Department.

In the event of an actual lockdown, parents will be notified via Skylert as soon as possible.

## CRISIS SITUATIONS

In the event of a building emergency that warrants off-site evacuation, children will be evacuated from the building to Mt. Zion Church (195 Wilberforce Avenue) using the fire exit plan. Should evacuation not be possible, or a building emergency occurs that prohibits evacuation from the premises, their classroom teachers and/or Family Services staff will escort children and staff into a designated “safe area”. Children will not be released to anyone until an "all-clear" has been given. Parents will come to the "safe area" in person to pick up their child. ORS Preschool will cooperate with the police departments and emergency personnel.

# CHILD ABUSE REPORTING

In compliance with the Tennessee Department of Human Services Division of Child Care, and Anderson County Human Services policy, Preschool/Head Start staff members are mandated to report all cases of suspected child abuse (physical, emotional, sexual) and/or neglect.

It is the policy of Oak Ridge Schools’ Preschool/Head Start to have all staff members report suspected abuse to the Child Abuse Hotline and report the incident to a supervisor. It is very important that parent/guardian(s) mention to Preschool/Head Start staff members when their child has had an accident or incident resulting in marks or bruises.

# Oak Ridge Schools' Preschool
# Child Abuse Parent Information

The Department of Children's Services received more than 169,000 calls to its child abuse hotline and conducted more than 60,000 investigations into reported child abuse and neglect during fiscal year 2012. The Child Protective Services division strives to protect children whose lives or health are seriously jeopardized because of abusive acts or negligence. This division also supports the preservation of families.

## How do I contact the Tennessee Child Abuse Hotline?

Phone: 1-877-237-0004
Web: https://reportabuse.state.tn.us/
Non-emergency situations only Fax: 615-361-7041

## Who is a Mandated Reporter?

Tennessee Code Annotated 37-1-403(i) (1) requires all persons to report suspected cases of child abuse or neglect. ((Any person who has knowledge of or
is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition, shall report such harm immediately if the harm is of such a nature as to reasonably indicated that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."
Oak Ridge Schools' Preschool staff is considered (mandated" reporters of suspected child abuse.

## Failure to report

Tennessee Code Annotated 37-1-412 (a) states any person who knowingly fails to make a report of suspected child abuse commits a class A misdemeanor. A fine not to exceed $2,500 can be put in place.

## What is child abuse and neglect?

Physical Abuse - Non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Neglect - Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, life-endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health-threatening conditions, and

the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual Abuse - Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Psychological Harm - A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only value is in meeting another's needs and may include both abusive acts against a child and failure to act. Neglectful behavior when age-appropriate action is required for a child's health development (e.g. child is shown no affection) includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

Information provided by http://www.tn.gov

## MENTAL HEALTH SERVICES

Mental Health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to contribute to his or her community. Early childhood is a great time to begin building the skills for strong mental health.

Oak Ridge Schools' Preschool/Head Start is dedicated in nurturing the mental health of all children and families through a variety of mental health services, including: in class supports, parent classes, parent consultation, and referrals for community based mental health services.

Mental health services are confidential and may be requested by the family, teacher, Family Services staff, Mental Health Coordinator, or Disabilities Coordinator. The type of services received will be determined through a collaborative process, based on the needs of each individual child and/or family.

### Suspension and expulsion.

Limitations on suspension

(1) A program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
(2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
(3) Before a program determines whether a temporary suspension is necessary, a

program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.

(4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

(i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;

(ii) Developing a written plan to document the action and supports needed;

(iii) Providing services that include home visits; and,

(iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

Prohibition on expulsion.

(1) A program cannot expel or un-enroll a child from Head Start because of a child's behavior.

(2) When a child exhibits persistent and serious challenging behaviors, a program must explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under

(3) section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:

(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,

(ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.

If, after a program has explored all possible steps and documented all steps taken as described in

paragraph (b)(2) of this section, a program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

## FIELD TRIPS

The field trips may be walking or by bus. Families are encouraged to go with their child's class on field trips. The information listing the type, date and time of the trip will be included within the permission slip that MUST be signed by a legal guardian. Staff members will post the information regarding field trips in the classroom prior to the date of the field trip. If you are late to school on the day of a field trip and the bus has left, you must either transport your child to the field trip or return home with the child. We do not have staff members available to supervise the child in case of missed field trips. Field trips may occasionally be canceled due to weather, transportation difficulties, staff shortages or circumstances beyond our control.

If transportation for a field trip is necessary, the children will be transported by bus. During each field trip, the Preschool staff will bring emergency information for each child. Each Preschool bus is required to have a five-point child restraint design. Our bus transportation is provided through a contract with First Student.

# PARENT INVOLVEMENT

## ORS Preschool/Head Start Loves Parents!

Preschool/Head Start requires that the ORS staff complete two home visits per year with our families. The first home visit will be at the beginning of the school year and the second one will be scheduled for February. The first home visit is an opportunity to meet with you and your child to discuss the school year and focus on goal setting for your child. The second visit will be to re-evaluate your child's individual goals, and to give you any additional necessary information. These visits are a perfect time to ask questions, discuss problems and to receive resources and referrals. Home visits will also create a stronger teacher/child relationship.

### FAMILY CONFERENCES

Preschool/Head Start also requires two Family Conferences. One will be held in the fall and the other in the spring, both being held at the Preschool. This is a time for staff to share with you what your child is learning, discuss your child's progress, and discuss individualized goals for your child to help enhance learning at school and home. These conferences also give you a preview of what conferences will be like as your child continues his/her education and offers you experience in advocating for your child.

### PARENT MEETINGS

All families will be encouraged to participate in Parent Meetings. These meetings are a great way for families to meet each other, to share ideas for improving the program and to be directly involved in their child's Preschool education. Parents may be involved with and learn how to run meetings, plan activities, participate in Policy Committee (Head Start governing body), and encourage other parents to become more involved in their child's education. Parents will also become more aware of the resources within their communities. The Family Services staff and Classroom Teachers will facilitate the meetings based on topics and information relative to families with young children. We encourage parents to express areas of interest with the Family Services staff and classroom teachers. Every attempt will be made to build the meetings around such topics. These topics could include health, mental health, child development, literacy, nutrition, transition to kindergarten, and community resources. Translation services are available, if necessary.

### POLICY COMMITTEE

Policy Committee is an essential piece of shared governance for the Oak Ridge Schools' Preschool/Head Start

program along with the Anderson County Head Start's Policy Council. Our committee is comprised of at least 51% Head Start parents. In addition, there are members of the community on the Policy Committee as well as parents and Preschool staff. The parents and community members are elected by the outgoing and current Policy Committee Members and represent those parents for no more than a five-year term.
Policy Committee members participate in the formal decision making process of Head Start. Parent and community representatives on the committee will be trained in the Head Start Performance Standards and requirements for Policy Committee members. Program decisions such as finance, personnel, planning and special events and much more are discussed, trained on, and decided on at the Policy Committee meetings. These meetings are open to the public and all parents are encouraged to attend.

## CALENDAR & NEWSLETTERS

A calendar of events and a weekly/bi-weekly classroom newsletter will be prepared and given to Preschool families. The calendar will specify important dates for the month including field trips, special activities, parent committee meetings, and dates that the Preschool might be closed. The newsletter will contain useful information from the Preschool staff. The current newsletter and calendar will also be posted on the Parent Board in your child's classroom and/or hallway.

## PARENT INFORMATION BOARD

In each classroom and/or hallway is a bulletin board that is designated as the Parent Board. Resource information and items of interest for parents/families will be posted. In addition, a current copy of newsletters/calendars, and a current copy of the Parent Meeting minutes will also be available on the Parent Board. Head Start Performance Standards are available upon request. Please speak with the Family Services staff if you would like to review the Performance Standards.

## OPPORTUNITIES FOR PARENTS

Parent involvement is one of the most important predictors of a child's success in school. As your child begins the exciting adventure of school, the Oak Ridge Schools' Preschool/Head Start teachers and staff encourage you to become involved in his/her education. We offer a variety of options for parent participation at the school as well as ongoing suggestions and resources for learning at home.

<u>Classroom</u>
Daily classroom activities, special events and field trips
Share a special interest, hobby or talent

<u>Special school projects</u>
Playground maintenance
Food for Kids

<u>Preschool/Head Start Organizations</u>
Parent Committee
Policy Committee
Special Events and Activities

## THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) gives rights and protections to individuals with disabilities similar to those provided to individuals without disabilities. These rights and protections are provided regardless of race, color, sex, national origin, age and religion. The ADA guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.

The ADA mandates that equal access to education/child care be given to all children with disabilities and that children with disabilities are fully integrated into the regular activities. The ADA includes the facility where the education/child care program is offered, as well as bathrooms and playgrounds. The ADA also provides for access to the facility, including sidewalks, stairways, doorways, and hallways. Programs are required to make "readily achievable accommodations" for all children with disabilities.

## CHILDREN WITH SPECIAL NEEDS

All children that enter the ORS Preschool/Head Start program are given the Brigance Early Screening Inventory as a developmental screening. This screening helps to identify developmental areas in which the child may need additional assistance. The areas include cognitive development, motor development, speech/language skill development and memory. The score indicates how a child is progressing in comparison with other children of the same age. If your child scores below 52 on the screening, your child will be re-screened in 30 days. If your child continues to score below 52 on the screening, proper referral methods will begin. The referral process will help determine how best to help your child be successful in school.

The Special Education Team will arrange a meeting with the parents, teachers, and other concerned parties to develop an Individualized Education Plan (IEP), if needed. This plan identifies which therapists and/or services are needed, goals for the child, and how much time per week the child will receive extra support. A child with an IEP continues to participate in all Preschool/Head Start activities.

# OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START FAMILY AND COMMUNITY PARTNERSHIP PLAN

Oak Ridge Schools' Preschool offers families opportunities and support for growth to enable them to identify strengths, needs, interests, and solutions. The objective is to support families as they identify and meet their goals, nurture the development of their children, and advocate for support of family and children within the local community. With this goal in mind, the program will promote parental involvement through trainings, family activities, parent committees, parenting classes, policy committee, volunteering, and becoming involved in their child's educational experience. The partnership between family and school is an ongoing relationship.

Oak Ridge Schools' Preschool staff strives to identify family concerns, goals, and strengths as well as necessary services and support. The Family Services and teaching staff will assist the family in its own efforts to meet family goals and improve the condition and quality of family life. This partnership is an on-going process of relationship-building between staff and family, with staff assisting each family in assuming an active and confident role in providing the optimum environment for each child's growth and improving the condition and quality of family life.

Bringing awareness to the community at large regarding the needs of the families is critical. We strive to create a greater understanding by involving community agencies and businesses with our program. The staff works as advocates in the process and have established a system to engage in collaborative partnership building with the parents and community stakeholders.

For monitoring purposes, documentation will be kept on all parent activities.
In order to provide an effective program for children, staff and parents will work together to establish a communication system for sharing information. Support is provided to families entering and leaving the Preschool.

## Community Assessment

The community assessment defines the basis for determining which families the program serves, how and what services are delivered, hours and location of services, and community advocacy issues.

Information gathered for the community assessment is used to provide demographic data on low income families and to determine education, health, nutrition, social service, and child care needs, as well as available community resources and service gaps in the community. Information gained from Preschool families through their development of goals and the family partnership agreement is also used to supplement the data that is collected.

To the extent that resources allow, program design options will be driven by the identified needs in the community assessment. Selection criteria may change based on the finding from the community assessment. The community assessment is updated annually with a full review done every five years.

## Communication

In order to provide an effective program for children, staff and parents must work together to establish a

communication system for sharing information about the child.

Oak Ridge Schools' Preschool staff provides information to parents regarding program policy and operations on a regular basis through:

Preschool website
Preschool meetings and events
Home visits/ parent conferences
Parent training
Newsletters
Policy Committee
Surveys
Results of Health and Dental screenings
Telephone calls, texts, and/or emails
Written notices
Open door policy
Primary language communication, when possible

The Family Services staff and teaching staff keep documentation of contact with Oak Ridge Schools' Preschool families on file.

## Parent Orientation

Oak Ridge Schools' Preschool conducts a Parent Orientation at the beginning of the school year. During this meeting:

Administrative staff meets with the families to discuss how the program operates.
Parent questions and concerns are addressed.
All parents are encouraged to meet each other and begin relationships that will offer support and encouragement.

Parents who do not attend the Parent Orientation are provided with an agenda and asked to call or email staff if they have questions or concerns. Children who enroll after Parent Orientation will receive any necessary information at the first home visit with the teacher.

ORS Preschool also conducts an Open House for parents to visit the classroom and talk to teaching staff and other faculty about their child's educational program. This is done during the first quarter of the school year.

## Parent Participation

The Oak Ridge Schools' Preschool provides many opportunities for parents to become involved in The decision-making component of the program.

Parent meetings are conducted throughout the school year in a variety of ways; Parent Education Series, trainings, and family events.
Families are encouraged to volunteer to help plan and carry out activities during special family events.
Parent meetings and events are held at different times during the day to ensure all parents have the opportunity to participate.

Parent trainings are offered throughout the school year. Family Services staff plans and arranges for the training.
The Preschool elects a Policy Committee from parents who attend the orientation meeting at the beginning of the year.
The Preschool Policy Committee elects one member and one alternate to attend the Anderson County Policy Council, which is the primary parent decision-making body for the total Head Start grant. The council shares overall responsibility for policy making with the grantee, which is the Anderson County Board of Education (ACBOE).
Parents of ORS Preschool are informed yearly about the School-Home Connection program where they are provided activities that are pre-packaged to do with their child at home. These "backpack" programs are provided in both English and Spanish.
The Preschool also has representation of parents on review committees such as the annual self-assessment.

## Parent Input

Oak Ridge Schools' Preschool parents are provided the opportunity and encouraged to give input into activities to be used in the classroom.

During home visits, parent conferences, and parent meetings, parents are given an opportunity to make suggestions for activities for Preschool children. Preschool curriculum is discussed along with the results of the Teaching Strategies GOLD formal assessment. The TS GOLD assessment tool provides ongoing documentation about each child's progress throughout the year.

Parents have the opportunity to contact Preschool staff at any time.

Each family at the beginning of the school year will create a goal for their child that is specifically for what they want their child to learn during the school year. The classroom teacher uses this information to plan the individual program for the child and to develop a conversation with the family about education. This is also updated at every conference and parents are encouraged to communicate to the teacher what they feel are their child's educational needs at any time throughout the year.

## Parent Training

The Family Services staff organizes parent training with the intent to educate parents in order to improve parenting skills. Other community agencies are also involved in trainings. Parent training events are designed to meet the needs expressed by these groups and from information gathered from parents in the Parent Interest Inventory.
Community resources are used for their expertise in different fields to enhance the parents learning experiences. The Oak Ridge Schools' Preschool offers parents opportunities to participate in family literacy programs by attending parent trainings on literacy. Parents are encouraged to enroll their child in the Dollywood Imagination Library to receive free books.

Families are given information about health and educational programs through:
Newsletters
Parent information boards
Preschool parent meetings

Parent trainings
Family Services staff
Parent meetings and Policy Committee functions/meetings are other ways that parents can acquire skills. By serving on the Policy Committee, parents learn how a federal program operates from program planning to final budget approval.
Family Services staff partner with families to make referrals to community agencies when needed and explain how to access resources. Family Services follows up with families to make sure the service was adequate to meet the needs and to determine effectiveness of said agency.

The program understands the importance of fathers being involved in their children's lives as well as their educational experiences. Our program provides opportunities for fathers to be actively involved in their children's lives by providing events, including Dad's Night Out once a year.

Oak Ridge Schools' Preschool believes that family involvement in the education of their child is crucial to their educational success. Often ORS Preschool is the first experience parents have with being involved in an educational setting in a non-threatening way. It is our goal to create a positive partnership with the family that will continue throughout their child's educational career.

**HAVE A GREAT YEAR!!!!**

TN Department of Education

**Standards for School-administered Child Care, Chapter 0520-12-01**
**SUMMARY**

**Program Organization and Administration, 0520-12-01-.05**

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

**Program Operation (Supervision), 0520-12-01-.06**

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

Single-age grouping chart:

| AGE | GROUP SIZE | ADULT:CHILD RATIO |
|---|---|---|
| Infant (6wks-12 m) | 8 | 1:4 |
| Toddler (11m-23m) | 12 | 1:6 |
| Two (2) years old | 14 | 1:7 |
| Three (3) years old | 18 | 1:9 |
| Four (4) years old | 20 | 1:13 |
| VPK, 619, PDG | 20 | 1:10 |

Multi-age grouping chart:

| AGE | GROUP SIZE | ADULT:CHILD RATIO |
|---|---|---|
| Infant – 18 months | 8 | 1:4 |
| 18 – 36 months | 16 | 1:8 |
| 3 – 4 years old only | 20 | 1:10 |
| 3 – 6 years old* | 24 | 1:13 |

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

**Staff, 0520-12-01-.07**

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.

- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

**Program, 0520-12-01-.09**

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

**Health and Safety, 0520-12-01-.10**

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
    - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
    - No swaddling or wrapping in a blanket.

    - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
    - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

**Food, 0520-12-01-.11**

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

**Physical Facilities, 0520-12-01-.12**

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

**Transportation, 0520-12-01-.13**

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

**Care of Children with Special Needs, 0520-12-01-.14**

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

**School-Age Before and after School Programs 0520-12-01-.15**

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

| AGE | Group Size | Adult: Child Ratio |
|---|---|---|
| Including 3 year olds | 15 | 1:10 |
| Including 4 year olds | 20 | 1:12 |

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261**
**(NASHVILLE AREA) 615–313-4820**

# Free Community Meals

## Monday

| | | |
|---|---|---|
| 6:00-7:00 pm<br>*Every Monday* | Robertsville Baptist Church<br>251 Robertsville Road<br>Oak Ridge, TN | 483-1316 |

## Wednesday

| | | |
|---|---|---|
| 6:00- 6:30 pm<br>*First Wednesday of the month* | The House of Worship<br>190 Manhattan Avenue<br>Oak Ridge, TN | 272-3703 |
| 5:30 – 6:30 pm<br>*Last two Wednesdays of the month* | First United Methodist Church<br>1350 Oak Ridge Turnpike<br>Oak Ridge, TN | 483-4357 |

## Thursday

| | | |
|---|---|---|
| 5:00-6:00 pm<br>*First Thursday of the month* | First Presbyterian Church<br>1051 Oak Ridge Turnpike<br>Oak Ridge, TN | 483-1318 |
| 5:00-6:00 pm<br>*Second Thursday of the month* | Grace Covenant Church<br>320 Robertsville Road<br>Oak Ridge, TN | 483-6752 |

## Friday

| | | |
|---|---|---|
| 5:00-6:00 pm<br>*Last Friday of the month* | Unitarian Universalist Church of Oak Ridge<br>809 Oak Ridge Turnpike<br>Oak Ridge, TN | 483-6761 |

## Sunday

| | | |
|---|---|---|
| 8:30 – 9:45 am<br>*First Sunday of the month* | The House of Worship<br>190 Manhattan Avenue<br>Oak Ridge, TN | 272-3703 |

# Food Banks

## Monday

| | | | |
|---|---|---|---|
| 9 am – 1 pm<br>Weekly | Tri-County Shopping Center<br>Oliver Springs, TN | 435-7294 | *Oliver Springs residents |
| 9 am – 12 pm<br>Weekly | South Clinton Baptist Church<br>1000 Clinch Avenue<br>Clinton, TN | 457-0863 | *Clinton residents |

## Tuesday

| | | | |
|---|---|---|---|
| 9 – 10 am<br>Weekly | Central Baptist Church<br>130 Providence Road<br>Oak Ridge, TN | 483-7495 | 1 visit per month<br>*Required: photo ID, driver's license, or SS card* |
| 3 – 5 pm<br>Weekly | First Baptist Church (Clinton)<br>225 North Main Street<br>Clinton, TN | 457-9353 | *Clinton residents<br>1 visit per month<br>*Required: photo ID, piece of mail showing name and current address* |
| 11:45 am – 3:30 pm<br>Third Tuesday | Friendship Center<br>165 Phillips Lane<br>Briceville, TN | 426-6518 | *Briceville residents<br>1 visit per month |

## Wednesday

| | | | |
|---|---|---|---|
| 9 am – 12 pm<br>Weekly | Second Baptist Church<br>777 Public Safety Lane<br>Clinton, TN | 457-2046 | *Clinton residents<br>1 visit per month<br>*Required: proof of residency* |
| 10 – 11:45 am<br>Weekly | St. Mary's Catholic Church<br>327 Vermont Ave.<br>Oak Ridge, TN | 482-2875 | 1 visit per month<br>*Required: photo ID or driver's license* |

## Thursday

| | | | |
|---|---|---|---|
| 1:30 – 4 pm<br>Weekly | First Baptist Church (Oak Ridge)<br>1101 Oak Ridge Turnpike<br>Oak Ridge, TN | 483-4615 | 1 visit every four weeks<br>*Required: ID* |
| 10 am – 12 pm<br>Weekly | Highland View Church of Christ<br>138 Providence Road<br>Oak Ridge, TN | 483-7471 | 2 visits per month<br>*Required: photo ID or driver's license* |

## Thursday (cont.)

| | | | |
|---|---|---|---|
| 5:30 – 6:30 pm<br>First and third Thurs | Memorial United Methodist Church<br>323 North Main Street<br>Clinton, TN | 457-2287 | *Clinton residents<br>*Required: photo ID or driver's license and proof of residency* |
| 8:30 – 10:30 am<br>*Fourth Thurs (third Thurs in Nov/Dec)*<br>12:00 – 2:00 pm | Norris United Methodist Church<br>62 Ridgeway Rd.<br>Norris, TN | 494-9407 | *Norris, Andersonville, Heiskell (8:30-10 am)<br>*Briceville, Lake City, Caryville (12-2 pm)<br>*Required: photo ID or driver's license, proof of residency, Norris income* |

## Friday

| | | | |
|---|---|---|---|
| 10 am – 12 pm | Grace Lutheran Church<br>131 W. Gettysburg Ave.<br>Oak Ridge, TN | 483-3787 | 1 visit per month<br>*Required: photo ID or driver's license, county of residence*<br>*Must complete application*<br>*Must meet USDA income standards* |

## Saturday

| | | | |
|---|---|---|---|
| 9 am – 10 am<br>Sat after every third Fri | Valley View United Methodist Church<br>815 Old Edgemoor Lane<br>Clinton, TN | 945-5133 | *Required: photo ID or driver's license*<br>*Line starts at 7am* |

## Additional Resources

| | | | |
|---|---|---|---|
| | Angel Food Ministries | 1-877-366-3646 | Groceries sold for $30/unit; includes fresh and frozen items; can feed a family of 4 for a week<br>Accepts food stamps |
| By appt. | Edgemoore Baptist Church<br>330 Old Emory Rd.<br>Clinton, TN | 945-2249 | Claxton Residents |
| | Main Street Baptist Church<br>215 Fourth Street<br>Lake City, TN 37769 | 426-2184 | Lake City Residents<br>1 visit per month<br>Required: proof of residency |