

Harpeth Heights Weekday

PRESCHOOL



2020-2021

8063 Highway 100, Nashville, TN 37221

www.harpethheightspreschool.com

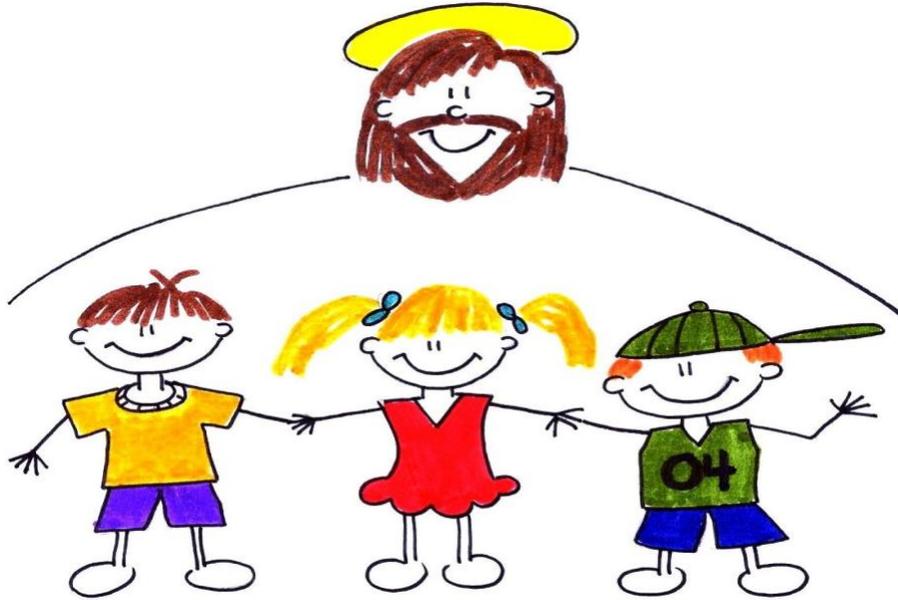
Phone: 646-6553

Fax: 646-9899

Annette Becker, Director: abecker@harpethheightschurch.com

Joni Wilson, Asst. Director: jwilson@harpethheightschurch.com

Ann Forbes, Admin. Assistant: aforbes@harpethheightschurch.com



OUR MISSION STATEMENT

Harpeth Heights Weekday Preschool will model Christ's unconditional love for each child, directing them in a path to a relationship with Christ. Educationally, our desire is to form a partnership with families, to help children become mentally, emotionally, physically, and socially ready for the next stage in their educational journey.

PURPOSE OF MINISTRY

The purpose of the Weekday Preschool Program is to offer a loving, safe, Christian environment for children (ages 6 months through 5 years) in which to grow and develop mentally, emotionally, physically, socially, and spiritually. Beginning at the youngest age of infancy, our program seeks to impart to each child a sense of God-given worth and purpose. These principles are formed by the manner in which the child is handled, loved, spoken to, and cared for. As the child grows, he or she must be stimulated by developmentally appropriate learning and play activities.

3-STAR RATED LICENSE

Tennessee has classified our preschool as a 3-star facility with the Department of Human Services. This is the highest rating possible in our state! Look for the "Report Card" in the preschool hallway that outlines the higher quality criteria Harpeth Heights Preschool has achieved.

DEFINITION OF PROGRAMS

Christianity is the foundation of our program and will be evident in all age groups so that God's love and purpose of redemption is shared with every child. Bible stories, songs, and prayers will be shared daily with your child. Your child will experience a variety of learning through music, creative movement, art, sensory activities, group time, table work, dramatic play, and outside time. In addition, music classes occur weekly and computer technology is provided in the Pre-K classrooms.

CURRICULUM: *A child at work is a child at play!*

- All classes have daily planned activities that are appropriate for that age child. We are committed to teaching children in the way they learn best which is through play. All children will be encouraged at their developmental level: focusing on social skills, self-help skills, following directions, completing tasks, making choices, etc. We will offer the "academics" but in meaningful and fun ways. The **Tennessee Early Childhood Educational/Early Learning Developmental Standards** will be used in planning developmentally appropriate activities.
- The basis of the curriculum for all ages is the **Pray & Play Bible for Young Children**, which is written and published by Group Publishing, Inc. This curriculum is used in conjunction with the National Association for Early Childhood Education's (NAEYC) **Developmentally Appropriate Practice in Early Childhood Programs**. **Individualized instruction and goal setting for children will ensure that every child is challenged and successful.**

PROGRAMS OFFERED

- All classes are 9:00 a.m. - 2:00 p.m., Monday through Thursday
- Parents have the option of registering their child 2 or 4 days (i.e. Tuesday/Thursday; Monday/Wednesday, or Monday through Thursday).
- Your child must be 3 years old by August 1 and **completely potty trained** to be in a 3-year-old classroom. This is due to facility limitations.
- A Pre-K 3, Pre-K 4, and Pre-K 5 class is offered for children in preparation for Kindergarten.

REGISTRATION PROCESS

- Registration begins in January and February of each year, and we continue to register throughout the year as space is available.
- The program begins November 2, 2020 and ends May 25, 2021.
- The **Davidson** County School Calendar will determine all closings and holidays.
- A pre-enrollment orientation visit is required by the Department of Human Services. This includes a guided tour of the center, an introduction to the teachers and opportunity to ask questions of the administrator or administrative staff.

ADMISSION and INFORMATION REQUIRED BEFORE ATTENDING

- Completed and signed application forms and a non-refundable \$130.00 payment (cash or check payable to HHWP) must be submitted for your child to be considered for admission.
- All other forms, including an immunization record on the State’s Preschool or Childcare form, that is up to date with child’s age according to State requirements and signed by physician in two (2) places must be submitted to our office before the first day your child is to attend HHWP.

TUITION AND FEES

- All HHWP tuition and fees are non-refundable. HHWP does not refund prepaid tuition or registration fees.
- **Registration Fee** is due upon registering and is non-refundable upon acceptance of placement. The fee is \$130 for all ages and must be submitted by cash or check.
- **Monthly tuition payments** are due on the first of each month.
- A 5% discount will be given for tuition paid in full.
- Statements will be issued at the first of the month.
- All tuition payments must be submitted by check, cash, or online payment. The website to use to pay your tuition is HarpethHeights.org/tuition (you may set up recurring payments through this website). This website is for monthly tuition only. Any payments for registration or other fees must be turned into the HHWP office.
- Please make checks payable to HHWP.
- All cash payments and checks need to be taken to the preschool office.
- **DO NOT SEND PAYMENT IN YOUR CHILD’S BAG!**
- There is no reduction in fees due to child’s absence for any reason. We must consider each enrollment on a full monthly basis.
- A \$20 fee will be assessed for any check returned by the bank. If a check is returned for a second time, a cash payment will be expected for the account balance and any remaining tuition payments.
- Tuition is based on an annual cost, which is divided into ten equal monthly payments. (Metro has six built-in inclement-weather days into their calendar, for which there is no extra charge, in the case that inclement weather does not keep us out of school.)
- Tuition remains the same regardless of vacations, holidays, snow days, sickness or temporary closure due to illness. No deductions are made for absences.

MONTHLY RATES

Preschool	1 day per week	2 days per week		4 days per week
9:00 - 2:00	Infants—Toddler 1 6 mos.—17 mos.	\$350		\$550
	Toddler 2 --Twos 18 mos.—35 mos. (or 3 & not P.T.)	\$300		\$500
	Threes – Fives	\$285		\$485
		per month		per month

NON-PAYMENT / LATE PAYMENT POLICY

All tuition payments are due on the 1st of every month and considered late after the 15th of the month. A \$20 late fee will be added to your statement if your account is past due.

1. When payment is past due 10 days, a phone call or email will be made to the responsible parent(s)/guardian(s) of the student. An immediate payment will be expected.
2. If payment remains past due for more than 15 days, an email and/or phone call will be made to set up a payment plan.
3. If payment remains past due for 30 days, a registered letter will be sent instructing the responsible parent(s)/guardian(s) that an immediate payment is due. If payment is not made within 7 days of receipt of the letter, unfortunately, the student will not be allowed to attend class, and the case will be reviewed by the Brentwood Baptist Church Finance Office to determine if the child will be allowed to remain in the program.

The administration of HHWP will be bound to follow this policy. Any unusual circumstances will be addressed by the Brentwood Baptist Church Finance Office. If family circumstances arise that make these payments impossible to make, please contact the Director or Assistant Director immediately.

WITHDRAWAL

- HHWP requires a **30-day notification in writing** when withdrawing from the program during the school year. If a child attends a portion of the month, the full month's tuition must be paid. If a child leaves without written notification, prepaid tuition is not returned. Prorated fees are not available.

DISCIPLINE

When situations arise that require measures beyond "talking about it" and redirection, a time away from the group may be used. We believe that if children are given praise for positive behavior, they will make appropriate behavior choices. If serious behavior problems do persist, a conference will be scheduled with the teacher and director to determine a plan to modify behavior.

SPECIAL NEEDS

Developmental concerns may arise as your child grows and matures. Teachers routinely observe, document, and assess every child's behavior and development. As a result of this process, we will bring to your attention any developmental concerns in a timely manner. A conference will be scheduled to discuss these concerns and a plan of action will be developed in partnership with you. Community resources are available and appropriate choices will be suggested if deemed necessary.

CELL PHONE USAGE

The times you spend dropping off and picking up your child are the primary windows we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

TERMINATION OF SERVICES

Any one of the following situations shall necessitate either a parent-staff conference and/or immediate removal of a student from the class or program:

1. A child who is excessively disruptive or exhibits aggressive behavior, which threatens the safety and well-being of self and/or others in the class
2. A child monopolizing the teacher's time, taking away attention from the rest of the class
3. A two-week unexplained absence from class when the teacher and director have been unable to reach the family, and tuition is past due.
4. Tuition is 30 days past due (if you are unable to pay your balance, contact the Director immediately)
5. A child's developmental and/or behavioral needs are not able to be met at this facility for any reason
6. At the discretion of the Director

PERSONAL SAFETY UNIT INFORMATION

PARENTS OF 3-5 YEAR OLDS MUST READ

- During the school year, teachers will use the "Keeping Kids Safe" curriculum, which is a program concerning personal safety. It is designed to help children recognize good and bad touches, as well as basic safety rules.
- Tennessee law mandates that every licensed preschool provide Personal Safety Education for enrolled children ages 3 and up. This is not a sex education program, but rather a program to teach your child personal safety.
- Your child's teacher will tell stories and conduct activities concerning self-esteem, feelings, body parts, stranger safety, fire safety, car safety, and problem-solving.
- If you have further questions, please contact the director or your child's teacher.

This information will also be covered in our parent meeting, which is held at the beginning of the school year. The curriculum will be available at that time for you to review.

WEATHER CLOSINGS

We follow the **Davidson** County School System for **all** weather-related closings. If Metro, Davidson County opens late, we will open late. If we should already be at school and Metro closes early, we close early as well. If snow starts falling or severe weather is predicted, please listen to the radio or watch the news on television for announcements.

There will be no reduction in tuition due to weather closings.

If Davidson County Schools use all of the 6 days allotted for closings and makeup days are necessary, we will follow their schedule in this event.

ARRIVAL PROCEDURES

- Children will be received into their classes beginning at 9:00 a.m. Please wait until that time to enter the classroom. Teachers are busy preparing for your child.
- **Our drop off time is no later than 10:00 a.m., unless teachers have been notified with a reason of doctor/dentist/medical appointments, kindergarten evaluations, etc.** It is important for your child to arrive on time. Children who arrive late are often disoriented as they try to “catch up” to the class schedule. They also miss time experiencing art, group time, playground, etc., which is an important part of their day.
- All parents must accompany their children and enter through the main foyer, walk them to their classroom, and sign their children in at the classroom door. **By law, the person dropping off and picking up the child must print their name, sign their name, and record a telephone number/the time the child is dropped off/picked up each day the child attends. Failure to do so will result in termination of our services with no tuition refund.**
- We have found the best way to handle drop-off is to bring your child to the room, say goodbye, and leave promptly. The teacher can better redirect attention and comfort the child if you are absent. Linger usually causes the child to be more upset.

DISMISSAL PROCEDURES

- School is closed at 2:00 p.m., so it is important that you arrive between 1:45 p.m. and 1:55 p.m. to pick up your child. After 3:00, teachers are responsible for straightening and cleaning their rooms. **SEE LATE FEE POLICY.**
- **Your child will not be released to anyone that is not on your transportation plan without your approval. Identification may be checked the first time someone different picks up the child.** Children will not be released to older siblings who are under the age of 16 or without a driver’s license.
- The main entrance doors will not be propped open at any time.
- **Infant/Toddler/Two-Year-Old Classrooms:**
Children will be lifted over the door or gate to the appropriate adult (teacher or parent) in all infant, toddler, and two-year-old classrooms.

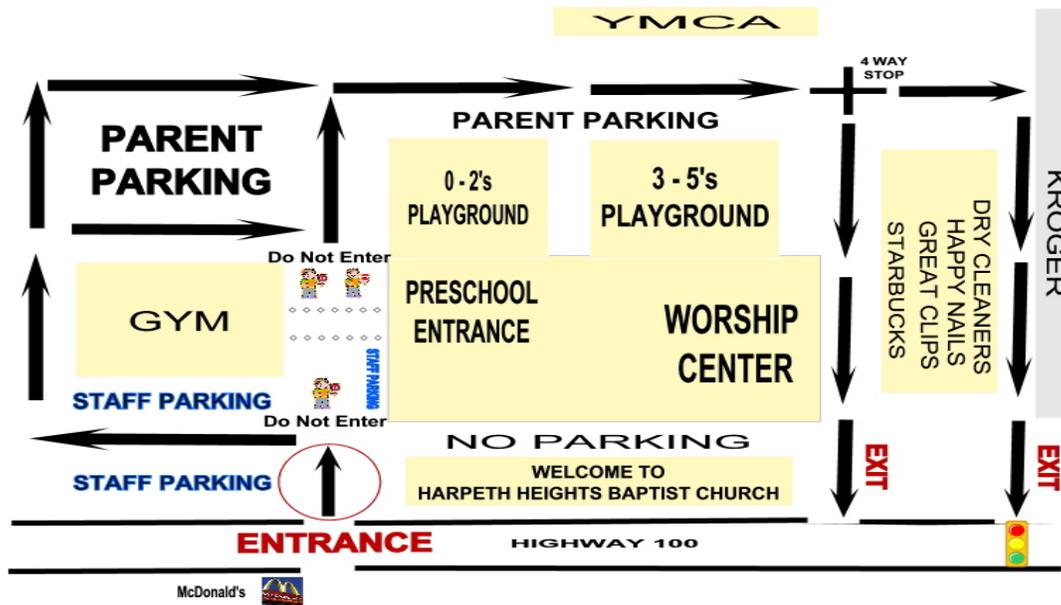
REMINDER: It is against the law to leave a child in a car unattended.

LATE FEE POLICY

- **Please be on time to pick up your children.**
- We have this policy because children feel anxious or upset if they are left at school after all of their friends have gone home. Also, our teachers have families of their own and need to have a dependable time for leaving in the afternoon.
- However, if you are late for pick-up, you will be given a late notice and payment should be given to the teacher or brought to the office upon arrival at a charge of \$1.00 per minute per child.
- If you are running late, please call us (615.646.6553). We do understand that there may be an emergency that prevents you from picking up on time.
- Arriving 10 minutes early should ensure a prompt pickup, especially if you have more than one child.

ENTERING, PARKING AND EXITING

Below is a diagram of the safest entrance, parking and exiting procedure. Please enter at the drive directly across from McDonalds and exit at the back of the church by Starbucks' or Kroger's. Please be sure to follow this each day. Your child's safety is our main concern. Failure to do so may result in an automobile accident which will be your financial responsibility. Please park only in designated parking spaces; save handicap parking for those who are handicapped. Remember, every parent is trying to deal with the weather, strollers and a car full of kids.



SICK POLICY

For the protection of all children at HHWP and teachers, children will not be allowed to come to school with any of the following symptoms:

- Temperature of 100 degrees or above
- Diarrhea (i.e. two instances of loose stools within the past 24 hours)
- Vomiting within the past 24 hours
- Conjunctivitis (pink eye) – may return 24 hours after treatment
- Undetermined skin rash
- Fever over 100 degrees within the past 24 hours
- Hand--Foot and Mouth disease
- Impetigo
- Persistent, disruptive cough
- Lice—Notify School immediately. If a student is positive for live head lice, the student is to be sent home with information to the parent regarding treatment and control measures. A student may return to school when the parent or guardian obtains a note from their private health provider or the Metropolitan Health Department stating that the student has been treated and is lice/nit free.

Your child should be free of fever and other symptoms for 24 hours before returning to school – not simply on an antibiotic for 24 hours.

Remember you would not want your child exposed to a sick child, so please be sensitive to these guidelines for everyone's health and safety. If a child becomes ill at school, we will immediately call the parents. Keep all emergency numbers current during the year.

MEDICATIONS

Administration of medication is limited to allergic reactions or drugs that are required for long term health. We will not administer antibiotics or any other prescriptions / medications for short-term illnesses. A Medical Release Form will be required for all children to whom we administer medication. A treatment plan is required from your doctor for maintenance medication only and will be authorized by the director on a case by case basis. All medications must be labeled with name, required dosage and expiration date. **Never** put medications (including over the counter medications) in your child's lunch box, sippy cup or backpack.

COMMUNICATION

- Parents will receive a phone call from their teacher in late July. The purpose of this call is to schedule a "Meet the Teacher Conference," which will be a get-to-know-you time with your child a week before school begins.
- The School Calendar will list scheduled school closings and early closings, as well as some special events. So, keep it handy!
- Monthly School Newsletters are e-mailed from the office. If you do not receive e-mails, please let the office know so we can provide you a copy. In addition, if your e-mail address changes, please notify the preschool office. We encourage you to use our e-mail for questions or comments; we will respond to you as soon as possible. Our e-mail addresses are abecker@harpethheightschurch.com (director), jwilson@harpethheightschurch.com (assistant director) or aforges@harpethheightschurch.com (administrative assistant).
- Your child's classroom will also send home a monthly newsletter or calendar so that you may stay well-informed.
- HHWP has a **Facebook** page where we post upcoming events, pictures of activities, and up to date information on closings, etc. Search "Harpeth Heights Weekday Preschool".
- We offer a "text reminder" message system that is sent by the director to your cell phone number. To receive messages via text, text "@hhwp" to 81010. **Exception:** If Verizon is your carrier, please download the "Remind" app on your phone ("Remind: School Communication") in order to receive messages. You can opt-out of messages at any time by replying, "unsubscribe@hhwp."
- You may request a conference with teachers and/or directors at any time during the year if concerns arise. Annual parent-teacher conferences are held at the "Meet the Teacher Conference" and again mid-year. This is a requirement by DHS.
- Please be respectful of the teacher's instructional time with her class by requesting a phone call during her break should you have questions or concerns (if possible). Putting your concerns in writing is always helpful for us as well.
- If English is your second language and you need assistance to understand written documents or verbal communication, every effort will be made to assist you. Please provide prior notification of your needs if possible.

DAILY REPORTS AND ACCIDENT REPORTING

- Infants and non-verbal children will receive a "daily report" which outlines their day's activities.
- If an accident occurs, you will receive an accident report that you must sign after a discussion with the teacher. A copy will then be given to you for your records. You may be given a phone call if deemed necessary.
- If you should notice any unexplained marks on your child, we request that you call us immediately, so we may further investigate.
- We appreciate you sharing with us anything that you feel we need to know regarding your child's day at preschool.

WHAT TO BRING

Each day children must bring these **labeled** items in a large tote bag or backpack:

- A regular size crib sheet and lightweight blanket (no sleeping bags or roll-up mats)
- A small special cozy item to sleep with if they choose
- A complete change of clothes appropriate for the weather in a large zip lock bag
- Appropriate outerwear for outside play (jacket, coat, mittens, gloves, etc.)
- Infants/toddlers need 4-5 diapers daily, bottles, baby food
 - No open jars or glass bottles accepted.*
 - If using pull-ups while potty training, please only send those with Velcro sides.*
- All children are required to bring their own nutritious lunch

DHS requires the following in every child's lunch, each day:

One serving of meat/protein

One serving of bread/grain

Two vegetables or one vegetable and one fruit

One serving fluid milk

- * Please include an ice pack with their lunch to keep it cool. Refrigeration is only available in the infant classroom for bottles.
- * We encourage finger foods and request that you cut things child-size, especially: grapes—to be quartered and hot dogs—cut lengthwise and in small bites.
- * No glass containers
- * A microwave is only provided in the infant classroom.

PLEASE LABEL EVERYTHING!

WHAT NOT TO BRING

Personal toys should be left at home unless the teacher has requested certain items for Show-n-Tell. We will not be responsible for items brought from home. Please keep candy, gum, cough drops, etc. at home. Please do not bring glass containers.

WHAT TO WEAR

Children need to wear clothes that are comfortable, easy to manage and okay to get dirty. A big part of preschool is encouraging self-sufficiency and exploration. Tennis shoes are the safest for indoor and outdoor play. Accidents can happen at any age, so we ask that you have a complete change of clothes (weather/season appropriate) at all times, in his or her backpack/bag. Every article of clothing must be labeled. This may seem time consuming to you, but just imagine 6 pieces of clothing times 6 to 17 children in the classroom for your child's teacher. Once cooler weather arrives and there are gloves, hats, coats, etc., it can be difficult for children to identify their own belongings. **PLEASE LABEL EVERYTHING.** We appreciate your help!

SNACKS & FOOD ALLERGIES

We provide a nutritious snack with 100% fruit juice. **All food allergies need to be noted on the registration form and should be verbally explained to the teacher. While we are not a "nut-free" preschool, we will work diligently and take every precaution to keep your child safe.**

OUTDOOR POLICY

DHS mandates children play outside each day that the temperature is between 32 and 95 degrees. Please dress your child in appropriate clothing for outdoor play based on the weather. Apply appropriate sunblock before your child comes to school. Children are exposed to the sun when they go outside, regardless of the temperature.

HOLIDAY CLOSINGS

We follow the **Davidson** County School System Calendar. You will be given sufficient notice through monthly calendars and letters concerning these closings. You will also receive a calendar for the current school year at the "Meet the Teacher Conference."

SPECIAL EVENTS

Birthdays and holidays are wonderful events to celebrate. Arrangements should be made with the teacher for birthday treats brought from home. Birthday invitations may be distributed in backpacks, only if every student in the class is invited. Holiday parties will be handled on an individual classroom basis.

PARENT VOLUNTEERS

Parent volunteers and extended family members (grandparents, aunts, uncles, etc.) are always welcome in their child's classroom and/or helping with special events.

While at the preschool the volunteer agrees to:

- Take direction from the teacher.
- Assume responsibility for the class only in an emergency situation.
- Respond appropriately in discipline situations taking instruction from the teacher when in doubt. Corporal punishment is not permitted.
- Conduct yourself in a professional and respectful manner to other staff, parents, and children.

HHWP MINISTRY TEAM

The HHWP Ministry Team is composed of parents in the preschool representing both MW and T/TH children. This committee is a liaison between the director and the parents. This committee is responsible for things such as: special events, Book Fair, teacher appreciation activities, contacting other parents when needed, and helping with holiday parties.

VIDEO / TELEVISION USAGE

T.V./Video usage is rarely used throughout the year, and parents will be notified prior to viewing. Should a parent object to the video, they may choose to keep their child home for the day. Children will not be taken out of the classroom during the video time.

Exception: Videos may be viewed in after care when going to the gym and/or outside is not an option.

PRIVATE EMPLOYMENT OF HHWP STAFF

Parents occasionally employ an HHWP teacher as a baby-sitter. HHWP does not accept any responsibility in this matter.

GRIEVANCE PROCEDURE

If issues arise that are of concern to you, please follow these procedures:

- Share your concern with your child's teacher if it is related to your child or classroom.
- Share your concerns with the director. If it is teacher related, the teacher must be present for the conference.

RISKY ADULT BEHAVIOR

The Department of Human Services has a policy regarding the pick-up of children by persons with questionable behavior. If a person arrives to pick up a child and it is determined that their behavior is in any way harmful to that child (i.e. intoxicated, out of control, etc.), staff will follow these procedures:

- The teacher will refer them to the Director and/or Assistant Director for assistance.
- That person will not be allowed to take the child home.
- The emergency names listed in that child's file will be called to arrange transportation.
- If the person in question insists on taking the child, the police will be notified.

FUTURE GOALS

The preschool takes pride in staying current with new research in the child development field. We reserve the right to make changes to our program in order to better serve children. You will be given programming changes in writing. We will always strive to provide the best Christian preschool experience possible!

BITING POLICY

HHWP recognizes that children between the ages of 10 and 30 months often go through a period when they bite other children. Biting occurs for a variety of reasons. Some of the most common reasons are teething, lack of ability to communicate, frustration, being overly tired or hungry, or a need for more attention. It is highly likely that all children at this age will either bite or be bitten at some point (often more than once) in a childcare setting.

Our teachers and administration work closely and quickly to impede this behavior by following these guidelines:

- If a child bites another child two (2) times within a day, HHWP will ask the biting child's parents to remove the child from the center for the rest of the day.
- If a child has been removed from the center twice within a five (5) day period, a parent/teacher/director conference will be held where a formal plan of action will be developed.
- If there is no improvement after the parent/teacher/director conference, HHWP will require the parent to withdraw the child temporarily from the center. HHWP, in consultation with the parents, will determine an appropriate length of time for the temporary withdrawal.
- If there is no improvement after the child returns, HHWP will permanently withdraw the child from the center for the remainder of the year.

*** All decisions and actions will be at the director's discretion based upon policies and particular, case by case circumstances.

Emergency Preparedness Plan

Parents,

This is to inform you of our emergency preparedness plan required by the Department of Human Services. Please read thoroughly so that you are familiar with the procedure if an emergency should ever arise.

Fire Evacuation

- Each room has posted an evacuation floor plan in the classroom.
- Children exit the building and go to the farthest parking lot curb.
- Practice fire drills are scheduled each month.
- Evacuation time, date and time to evacuate is recorded and posted in the director's office.
- First aid kit will be carried out by an administrative assistant.
- Staff will carry classroom sign-in sheets with emergency phone numbers outside with the children. Staff cell phones will be used to contact parents.
- Director and Assistant Director will check to see that the building is evacuated.

Tornado/Severe Weather Evacuation

- Each room has posted an evacuation floor plan in the classroom.
- All children will participate in tornado/severe weather drills on a regular basis.
- Children will be taken to inner rooms underneath the Worship Center. Their backpacks and lunches will be taken. Please label everything.
- Staff will carry classroom sign-in sheets with emergency phone numbers downstairs with the children. Staff cell phones will be used to contact parents.
- First aid kit is located in an evacuation classroom.

Lockdown

- If there is a dangerous person inside or immediately outside the facility, the best procedure may be to lock all interior doors and to protect the staff and children in their rooms. To do this requires immediate action on the part of staff and should be done quietly and in an orderly fashion.
- A coded signal to all staff should tell them that there is a danger, and that all rooms should be locked.
- Children should be kept inside the rooms, away from doors or windows where they can be seen.
- The senior on-site person should summon police assistance, and then try to get the dangerous person(s) to leave the facility.
- Staff should only unlock the doors to their rooms if they hear a previously agreed-upon "all clear" signal.

Riot/War Evacuation

- Same rules apply as stated in Tornado/Severe Weather Evacuation.

DIASTERS WHERE THE CHILDREN WOULD BE IMMEDIATELY EVACUATED BY NECESSITY OR UNDER ORDER OF EMERGENCY SERVICES

BUILDING NOT USABLE

- FIRE**-Children would remain outside until parents arrive
- STORM/FLOOD**-Children would remain outside until parents arrive or transport the children to the Bellevue YMCA. Keep in mind; this is only in severe circumstances requiring immediate evacuation.
- CHEMICAL OR NATURAL GAS LEAK**-Children will be transported via staff or public services to Bellevue Presbyterian Church, 100 Cross Timbers Drive, Nashville, TN 37221.
- BOMB THREAT**-Children will evacuate to the Bellevue YMCA directly behind the church.
- EARTHQUAKES**-same as STORM/FLOOD rules

In each of these cases, teachers take the "Sign-In" clipboard with them in order to make the emergency phone calls to you. It is imperative that you sign-in each and every day so that we may contact you.

EMERGENCY SUPPLIES OF FOOD AND WATER WILL BE AVAILABLE FOR 72 HOURS OR LONGER

- The emergency closet is located in Room #122.
- Supplies include water, food, blankets, clothing, diapers, first aid kit, radio, batteries and flashlights

Again, this off-site evacuation is only in life –threatening emergencies.

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

This summary is a guide for parents of children in licensed childcare agencies. It outlines some of the requirements childcare agencies must meet in order to be licensed. The Department of Human Services licenses childcare 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 childcare 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 childcare 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).
- Childcare 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 childcare 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 childcare 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 childcare 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 childcare 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 childcare 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 childcare 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 childcare 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 childcare agency for the day to ensure no children have been unintentionally left in any part of the childcare agency's facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with childcare agency's policies.
- Childcare 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.
- Childcare agencies shall develop, follow and post a written mealtime supervision plan.
- Childcare 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 childcare 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, sunscreen 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 childcare agency at any time.
 - The use of alcoholic beverages is not permitted in a childcare agency during the hours of operation.
 - Firearms shall not be on the premises of a childcare 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 highchair 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 or infant feeders to children with normal eating abilities unless written authorization from doctor.
 - ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
 - ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
 - ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
 - ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the childcare agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the childcare agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00 a.m. and have not had breakfast at home. (Not required if received at school)
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

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 highchair.
- 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.
- Childcare 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

- Childcare 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 childcare vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- All childcare 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 childcare vehicles.

Emergency Preparedness

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.

Specific Requirements For Family Child Care Homes

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.

Family Child Care Home Ratios and Group Size Chart

Maximum Number of Children and Ages (Including children "related" to the primary educator under nine (9) years of age)	Educators Required
Seven (7) or fewer children; and no more than four (4) under two (2) years	1
Seven (7) or fewer children; and five (5) or more under two (2) years	2
More than seven (7) children; and no more than four (4) under two (2) years	3
More than seven (7) children; and five (5) or more under two (2) years	3

- Effective 7/30/2018, primary educators receiving an initial license shall have a high school diploma or equivalent.
 - The primary educator shall not be employed or engaged in any other full-time activities during hours of operation.
 - A qualified educator shall be on site any time the primary educator is not on site during childcare operating hours.
 - Ongoing training required in specific health and safety topics.
 - The maximum number of children present inside a physical space shall be determined by minimum square footage requirements.
 - If the number of children exceeds seven (7) at one time or care is provided in one room of the home, the area shall provide thirty (30) square feet per child of usable play space.

Specific Requirements For Group Child Care Homes

- Adult:Child ratios shall be maintained at all times.
- The maximum number of children present shall not exceed twelve (12). Exception: Three (3) additional school-age children may be in care before/after school, school holidays/snow days and during summer vacation.

Group Home Ratio and Group Size Chart:

Number of Children	Ages of Children	Educators Required
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school age)	No more than twelve (12) children three (3) years of age or older	1
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school age)	Up to nine (9) children under three (3) years of age; and no more than four (4) present under two (2) years of age	2
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school age)	Ten (10) or more under three (3) years of age	3

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group childcare home, they shall have a separate and distinct space and their own educator.
 - When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
 - Primary educators shall have a high school diploma or equivalent.
 - Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
 - The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in an official capacity in a program sponsored or recognized by the Department.
 - An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.

- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

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 (Kindergarten and above)	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 years – 4 years	1:8	16
2 ½ years – 3 years	1:9	18
2 ½ years – 5 years	1:11	20
2 ½ years – 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.
 - Childcare 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 childcare center shall be at least twenty-one (21) years of age.
 - The assistant director of a single childcare 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 childcare center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.
- Specific Requirements For Drop-In Child Care Centers**
- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
 - The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
 - The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
 - The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
 - Ongoing training required in specific health and safety topics.
 - Each educator who is used to meet the minimum required adult:child ratio shall have a high school diploma.
 - Children shall be placed in age appropriate groups and with adequate adult educator supervision:

Age Grouping:	
Age of Children	Adult:Child Ratio
Six (6) weeks –Fifteen (15) months	1:4
Twelve (12) months – Thirty (30) months	1:8
Two (2) years	1:12
Three (3) years	1:15
Four (4) years	1:18
Five (5) years (not in Kindergarten)	1:20
School-age (Kindergarten and above)	1:22

The adult:child ratio for a multi-age group containing infants:

Majority Age of Children Present	One Infant	Two Infants
12 months – 30 months	1:8	1:6
2 years	1:10	1:8
3 years	1:12	1:10
4 years	1:15	1:12
5 years (not in Kindergarten)	1:17	1:13
School age (Kindergarten & above)	1:19	1:15

If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program nutritional guidelines.

- 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.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every year.
- Prohibited activities include swimming, transportation and the provision of specialized services.

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

the flu



A Guide for Parents

What is the flu?

The flu (influenza) is an infection of the nose, throat, and lungs that is caused by influenza virus. The flu can spread from person to person. Most people with flu are sick for about a week, but then feel better. However, some people (especially young children, pregnant women, older people, and people with chronic health problems) can get very sick and some can die.

What are the symptoms of the flu?

Most people with the flu feel tired and have fever (usually high), headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Cough can last two or more weeks.

How does the flu spread?

People that have the flu usually cough, sneeze, and have a runny nose. This makes droplets with virus in them. Other people can get the flu by breathing in these droplets or getting them in their nose or mouth.

How long can a sick person spread the flu to others?

Most healthy adults may be able to spread the flu from 1 day **before** getting sick to up to 5 days **after** getting sick. This can be longer in children and in people who don't fight disease as well (people with weakened immune systems).

How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. CDC recommends that all children from the ages of 6 months up to their 19th birthday get a flu vaccine every fall or winter (children getting a vaccine for the first time need two doses).

- Flu shots can be given to children 6 months and older.
- A nasal-spray vaccine can be given to healthy children 2 years and older (children under 5 years old who have had wheezing in the past year or any child with chronic health problems should get the flu shot).

You can protect your child by getting a flu vaccine for yourself too. Also encourage your child's close contacts to get a flu vaccine. This is very important if your child is younger than 5 or has a chronic health problem like asthma (breathing disease) or diabetes (high blood sugar levels).

Is there medicine to treat the flu?

There are antiviral drugs for children 1 year and older that can make your child feel better, be less contagious, and get better sooner. But these drugs need to be approved by a doctor. They should be started during the first 2 days that your child is sick for them to work. Your doctor can discuss with you if these drugs are right for your child.

What Can YOU Do?

How else can I protect my child against flu?

1. Take time to get a flu vaccine and get your child vaccinated too.
2. Take everyday steps to prevent the spread of germs. This includes:
 - Clean your hands often and cover your coughs and sneezes
 - Tell your child to:
 - Stay away from people who are sick
 - Clean hands often
 - Keep hands away from face
 - Cover coughs and sneezes to protect others (it's best to use a tissue. Then, throw it away).

What should I use for hand cleaning?

Washing hands with soap and water (for as long as it takes to sing the *Happy Birthday* song twice) will help protect your child from germs. When soap and water are not available, wipes or gels with alcohol in them can be used (the gels should be rubbed into your hands until they are dry).

What can I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. If your child is older than 2 years, you can buy medicine (over-the-counter) without a prescription that might make your child feel better. Be careful with these medicines and follow the instructions on the package. **But never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.**

What if my child seems very sick?

- Call or take your child to a doctor right away if your child:
- has a high fever or fever that lasts a long time
 - has trouble breathing or breathes fast
 - has skin that looks blue
 - is not drinking enough
 - seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
 - gets better but then worse again
 - has other conditions (like heart or lung disease, diabetes) that get worse

Can my child go to school if he or she is sick?

No. Your child should stay home to rest and to avoid giving the flu to other children.

Should my child go to school if other children are sick?

It is not unusual for some children in school to get sick during the winter months. If many children get sick, it is up to you to decide whether to send your child to school. You might want to check with your doctor, especially if your child has other health problems.

When can my child go back to school after having the flu?

Keep your child home from school until his or her temperature has been normal for 24 hours. Remind your child to cover their mouth when coughing or sneezing, to protect others (you may want to send some tissue and wipes or gels with alcohol in them to school with your child).

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..... For more information about flu, visit www.cdc.gov/flu

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