



**STUDENT HANDBOOK
AND
POLICIES**

Early Childhood

Welcome to the Early Childhood Learning Center at Nashville Christian School, providing childcare for children six weeks through five years old. ECLC functions under the direction of the governing bodies serving Nashville Christian School as a whole. The ECLC staff functions under the direction of its director appointed by Nashville Christian School's president.

Licensure

Nashville Christian Early Childhood Learning Center is licensed by the Tennessee Department of Education. Inspections are conducted as required by state regulations. Any questions or concerns relative to our license can be addressed to:

Child Care Program Evaluator
Mid-Cumberland Field Service Center
Hardison Building, TPS
Nashville, TN 37243
615-741-0635

Mission Statement

The Early Childhood Learning Center at Nashville Christian School ministers to the needs of young children and their families by providing a safe, loving, Christian environment to foster intellectual, social, physical, emotional, and spiritual growth and development.

The Early Childhood Learning Center at Nashville Christian School admits children of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally made available to all children at ECLC without discrimination.

Goals

- To create a warm, creative, nurturing, Christian environment for children and their parents, staff, and caregivers
- To facilitate each child's development and growth as a child of God through a wide variety of experiences, activities, and opportunities for learning
- To nurture developing qualities and skills in each child, including small and large motor development, hand-eye coordination, problem-solving skills, the ability to appreciate diversity and the capacity to trust, respect, and connect emotionally to others
- To successfully prepare children for entering kindergarten and beginning a life long love of learning
- To provide parents and caregivers with a source of support, community, and information in all aspects of parenting and nurturing their children
- To be advocates for children

Application Process

There is a priority system for applications. Families who are currently in the program have first priority followed by children of Nashville Christian staff. Siblings of current Nashville Christian students are next, followed then by the community.

Current ECLC students will be re-enrolled each spring for the following fall session. Once the designated re-enrollment period has closed, remaining spots will be filled from the wait list.

Tuition and Fee

Weekly tuition, registration and supply fees set by the administration of Nashville Christian School are reviewed on an annual basis.

Payments

The non-refundable registration fee is due in order to hold a child's spot. Weekly tuition is due each Monday for the current week. A late fee is assessed for any account remaining unpaid by 6:00 Friday evening. The non-refundable annual supply fee is assessed the first day of January or upon admittance into the program. There is a 50% reduction in the annual supply fee for students entering the program after July 1.

Student accounts must remain current. Children may not attend if their balance is more than two weeks in arrears. Parents are encouraged to contact the ECLC business office to discuss any payment issues.

Withdrawal

Parents must give a minimum of 10 working days notice when planning to withdraw a child from ECLC. Weekly tuition will be charged if notice has not been received. Parents of students entering kindergarten in August should communicate summer attendance plans to the office. It is expected that children will attend throughout the

summer, and accounts will be charged accordingly, if notice is not received of any change in attendance. Part time positions are available; however, sporadic weekly attendance is not. If a position is reserved for your child, your account will be charged accordingly.

ECLC's primary goal is the healthy development and success of each child and the center as a whole. ECLC may not have the resources to meet the needs of all children or accommodate the special needs of a particular child. ECLC may find it necessary to terminate enrollment for a particular child for various reasons including but not limited to extreme behavior or special physical or educational needs.

Potty Training

We believe in meeting the child's developmental needs. Potty training is a developmental skill; some children need longer than others to master this skill. There is no magic date when this occurs, however all children who enter our Pre-K class should be toileting independently. Please talk with teachers and develop a plan so that together we can help your child master this important skill. For specific information parents should request a "potty training" packet of information from their classroom teacher.

Parent Concerns

ECLC is a community of children, parents, and staff, all interacting and sharing lives together. In a community, people work closely together, and often interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties. Parenting is one of the most difficult and intense experiences any adult can undertake. Parents should feel free to share thoughts, hopes, and dreams for their children. Teachers hope to offer each family the best childcare experience possible. They need your input, your suggestions, and your questions and concerns. When you have a concern, please remember...

- Teachers really want to please parents. They really want to make you happy and for you to be very satisfied with the care and education your child is receiving.
- Talk to your teacher first and directly whenever possible.
- Do set up a time to talk to the Director or teacher; teachers cannot take time away from the children in their classrooms to have an impromptu conference, no matter how brief. An appointment allows for more clear communication, give-and-take, and an opportunity to respond.
- Don't allow concerns to build up. As concerns occur, share them with the staff.
- Expect follow-up from the staff to make sure your concern has been addressed.
- We may be unable to make a change you request due to other restrictions, but we always want to hear your suggestions. We promise to consider them seriously and to respond to you in a timely manner.

- Parents are encouraged to communicate through the office at 615-356-5605 or dunnc@nashvillechristian.org.

Hours and Holidays

ECLC operates year round, Monday through Friday, from 6:30 am until 6:00 pm. We will close in observance of the following holidays:

Labor Day (September 1, 2014)
Thanksgiving Day and the day after (11/27 and 11/28, 2014)
Early Closing (Wednesday December 24, 2014 12:00
Christmas Holiday (12/25 and 12/26, 2014)
New Year's Day (1/1/2014)
Good Friday (4/3/2014)
Memorial Day (5/25/2014)
Independence Day (7/3/2014)
Teacher In-Service, center closed all day (8/7/2014)

Bad Weather, Emergency, and Disaster Closings

In the event Nashville Christian School needs to close early, open late or close for the day due to inclement weather, announcements will be made on the NCS web page at www.nashvillechristian.org, listed on news channel 5, and e-mail communication will be sent to all parents. If you are uncertain you are encouraged to call 356-5605 and listen to a recorded message. In the event the area surrounding ECLC is involved in a disaster your child will be transported to safety. Our center has a disaster plan on file with Metro Nashville Fire Department. Please contact them if you have been unable to speak with someone from ECLC.

Arrival and Dismissal Procedures

Teachers are ready to accept your child beginning at 6:30 am. Please do not enter the classroom early. If possible, please communicate any change in your normal schedule to the ECLC office at 356-5605 or via e-mail at: dunnc@nashvillechristian.org. Children must be picked up by 6:00 pm. A late fee of \$20.00 is assessed for any child not picked up by 6:06. An additional fee of \$1.00 per minute thereafter will be added to that. Chronic tardiness cannot be tolerated and will be addressed by the Director.

Security procedures are in place to ensure the safety of all children in our care. Never share security codes with anyone unauthorized to transport your child.

All parents are expected to act in a responsible manner while on campus. Please help to assure the safety of all our children by following our campus one way traffic pattern, securing doors and gates behind you as you leave and holding your child's hand at all times while in the parking lots.

Children will not be permitted to leave ECLC with anyone other than a parent or person listed on their enrollment form without permission from a parent. In the event an emergency that requires someone not listed on the form to pick up a child, please call 356-5605 or e-mail at: dunnc@nashvillechristian.org to make arrangements. Children will not be released to anyone appearing to be impaired and unsuitable to drive.

Discipline and Classroom Guidance

ECLC promotes problem solving and social skills in young children. Our philosophy includes:

- Teaching children to evaluate a situation and make reasonable choices
- Expecting children to take responsibility for their own actions
- Encouraging children to recognize and express their feelings appropriately
- Modeling how to be considerate and fair in solving problems with others

Positive teacher attitudes, appropriate expectations, balanced activity schedules and creative room set up will encourage cooperation and prevent most behavior problems. Each classroom will incorporate clearly understood rules. Consequences for inappropriate behavior will be relative to the behavior and will never involve food or shaming. Boundaries will be set and enforced for the safety and wellbeing of all children.

ECLC understands the natural desire of young children, especially boys, to engage in role play involving fighting, perceived violence or weapons. It is through this role play that young children act out what is reality in our society. Very often television shows, cartoons and movies show the victorious “good guy” saving the day using force or weapons. Children are taught to respect and emulate police officers and soldiers. It should not be assumed when a child is observed playing in this matter that the intent of this child is to harm the other child. Nor should it be assumed that this type of play will lead to inappropriate aggression. In fact, when a child is allowed to engage in this type of play at appropriate times during the day, they often are more successful when expected to sit and attend during more structured times of the day. Careful teacher monitoring during this type of play will assure all children are respected and allowed to develop appropriate story lines during role play.

Biting Policy

Biting and/or being bitten are common occurrences in early childhood programs. ECLC realizes biting can be a frustrating problem for both the children and parents. We implement a proactive approach hoping to minimize triggers which often lead to biting as well as monitoring children closely and redirecting when appropriate. Infants and toddlers will be provided positive teething activities to comfort and soothe their gums. Older children will be encouraged to respond appropriately to adverse situations using words to express their emotions. Redirection and time out will be used if biting occurs and more importantly, the bitten child will be responded to quickly. Parents, teachers and administration will work closely together to create a safe, happy and developmentally appropriate environment. Written notification will be provided to parents of both the bitten child as well as the biter however, the name of the biter will be kept confidential.

Clothing/Personal Belongings

Outside play is important for healthy development. You should always assume that your child's class will go outside unless weather does not permit. Please dress your child appropriately for the weather. Appropriate jackets or coats as well as mittens/gloves and hats are needed during cold weather. All articles of clothing and other personal belongings should be labeled.

Children infant through three year old classes should wear their choice of washable, comfortable play clothes suitable for indoor and outdoor play. Little girls should wear shorts under their dresses. Expect that children will get messy while at ECLC and dress them accordingly.

Nashville Christian School prekindergarten children are asked to adhere to the following dress code. Girls and boys are permitted to wear pants or shorts made of denim, khaki or navy twill and any solid color polo shirt. In addition to pants and shorts, girls may wear skirts or jumpers provided shorts are worn underneath. Prekindergarten children will be asked to change into school provided clothing if they arrive at school out of dress code.

Tennis or other rubber-soled shoes are required for active play. Open toed sandals, slides or crocs are not allowed.

A change of clothing should be sent with every child and should be appropriate for the current season. If necessary, please send several changes of underwear.

Food

Children at ECLC are provided a nutritious morning and afternoon snack as well as a hot lunch. Milk is always served with lunch, juice or milk is served at morning snack and afternoon snack. Parents of infants should inquire with their child's teacher about specific information concerning bottles and baby food.

ECLC is a nut free environment. Food brought from home cannot contain nuts of any kind nor can it be labeled with any alert about contact with nuts.

Breakfast may be brought to school from home and should be complete with everything your child will need including utensils and drink. Breakfast time will end at 8:00 a.m. and morning snack is served beginning at 8:30.

ECLC does not serve caffeinated drinks or sugar added drinks and request that parents refrain from sending these drinks to school. ECLC is proud of our nutritionally balanced meals and snacks in keeping with FDA guidelines and federal initiatives for health. We strongly request that any meals brought from home reflect these standards by avoiding packaged sugary food items. We will not serve candy sent from home as a part of lunch.

Naptime

Children will have a naptime every day. ECLC will provide an approved nap mat for each child. Please send a clean blanket and a fitted crib sheet in addition to any special snuggly or other special object that helps him/her sleep each Monday for the week. Although not every child will sleep, it is important that every child rest.

Communication

ECLC will communicate information to you via parent meetings, periodic newsletters, infant and toddler daily notes, and classroom notes. Feel free to contact the NCS ECLC office at 356-5605 with any questions or concerns.

Coordinating an early childhood classroom requires that staff devote their undivided attention to the children at all times. Parents are asked to refrain from contacting their child's teacher directly. The ECLC office staff is prepared to forward any specific information to the teaching staff and will be happy to arrange for your child's teacher to return your call. Parents are encouraged to call the office at 615-356-5605 or contact us by email at dunnc@nashvillechristian.org.

Staff members are not permitted to exchange information via social media outlets with parents if that teacher is part of their child's current teaching team.

Curriculum

ECLC's unique multi sensory, brain based teaching curriculum is based on weekly themes chosen to stimulate a child's individual curiosity and broaden their understanding of the world around them. Each weekly theme contains an age appropriate academic component including numbers, letters, colors and shapes as well as a Bible story and scriptural concept. Classrooms are equipped with materials and furnishings which both entertain and challenge children fostering a sense of accomplishment. Daily activities are chosen to enhance development and encourage social maturation.

ECLC curriculum meets or exceeds developmental standards as set by the Tennessee Department of Education. Following is a summary of targeted goals for each age group. Nashville Christian is committed to excellence in early childhood programming. For this reason we offer a language rich classroom environment which incorporates visual scheduling, sensory activities such as mid-line awareness and stress the singing-reading connection. We incorporate strategies recommended by the National Association for the Education of Young Children including a balance between teacher directed and student directed activities. During student directed activities, trained teachers encourage high-level play supporting language development and literacy skills.

The primary focus of our infant area is to support the child's needs by loving and nurturing each child and responding to their physical needs in timely and appropriate manner. We strive to create an environment where children learn to trust and bond emotionally. Infant rooms are furnished with equipment which allows the child to develop muscle tone, explore the world around them, and acquire language through exposure to spoken words, singing and music as well as the written word.

The primary focus of the toddler curriculum is to support the child's transition from an infant setting into scheduled activities. Children are grouped within an approximate six month spread of birthdates. This larger grouping is designed to allow parallel play within child directed activity centers. Exposure to pre-academics is presented through thematic concepts. Emphasis is placed on the child viewing their self as an independent person and teachers strive to foster a sense of security and belonging. We teach to the following Tennessee Early Childhood Developmental Standards set forth for 12 to 24 month old children.

LANGUAGE DEVELOPMENT

- Understand names of familiar objects, persons and pets
- Point to some body parts
- Uses 10-12 words spontaneously
- Vocabulary increases from 20 words to 150-300 words
- Imitates simple words

EARLY LITERACY

- Turns pages of book
- Orients inverted book right side up
- Names or points to objects pictured
- Engages in book babble – pretending to read
- Fills in the next word in predictable text

MATH AND SCIENCE

- Stacks and then knocks down towers
- Places circle and square in form board
- Begins to mix, fill, and dump materials in containers
- Manipulates dough to experience how it feels
- Begins to group objects by their function
- Separates objects by single feature e.g. color, size, and usage
- Participate in singing songs that refer to counting or numbers

CREATIVE ARTS

- Explores sound pitch, clapping and whole body movement to music
- Initiates exploration of world around him/her
- Enjoys the feel of different textures and mediums
- Pours and dumps material from container to container
- Holds crayon with steady grip making scribbles

SOCIAL EMOTIONAL

- Responds to own name
- Shows interest in play
- Attempts to manage own behavior
- Begins cooperative interaction with peers
- Asserts independence
- Makes choices

FINE MOTOR AND GROSS MOTOR

- Uses thumb and first or second finger to pick up objects
- Pushes and pulls toys while walking
- Holds own cup when drinking
- Uses simple tools for purpose
- Imitates hand motions of finger plays and songs

The primary focus of the two year old curriculum is to support the child's intense level of curiosity. Children are grouped within a twelve month spread of birthdates. This larger grouping is often the child's first experience in a community environment and offers the opportunity to move beyond parallel play. Developmentally, this age child is experiencing a language explosion and takes pride in "doing it" themselves. Curriculum is purposefully planned to foster independence and meet their need to explore and experience. We teach to the following Tennessee Early Childhood Developmental Standards set forth for 25 to 36 month old children.

LANGUAGE DEVELOPMENT

- Follow 2 step directions
- Combine two or more words to form simple sentence
- Listen to stories and points to appropriate pictures
- Know and say own first name
- Use vocabulary of 50+ words, 50% is intelligible
- Understand concepts, contrasts, and adjectives
- Enjoy songs and rhymes
- Name body parts

EARLY LITERACY

- Interest in books and familiar pictures
- Show empathy for characters or situations depicted in books
- Use a variety of tools to make scribbles
- Turn board book pages and orients book properly
- Coordinate text being read with the pictures
- Fill in the next word in the text when adult pauses
- Stop activity to focus on interesting sound in environment

MATH AND SCIENCE

- Group objects by their function as well as same or different
- Use number words in songs or finger plays
- Understand the concept of more
- Recognize the shape of objects
- Expand knowledge of balance, size and weight
- Use of variety of materials to build and connect
- Complete 3-4 piece puzzle
- Demonstrate understanding of sequential order to routine

CREATIVE ARTS

- Experiment with different sounds
- Enjoy repeating fun songs and claps, bounces and dances

- Holds crayon with a steady grip to scribble
- Experiment with play dough and explore different sensations
- Pour and dump water, sand, rice, etc. from container to container
- Demonstrates increasing control over body
- Prefer process driven projects over product outcome

SOCIAL EMOTIONAL

- Attempt to manage own behavior and tests limits on authority
- Play side by side with peers
- Exhibit possessive and demanding behavior and lack understanding of own actions
- Eager to please others
- Show pride in new skills and accomplishments

FINE MOTOR AND GROSS MOTOR

- Use simple tools for purpose
- Show increasing coordination and balance
- Use eating utensils with confidence, assist with dressing
- Walk frontward and backward, run, gallop and jump with both feet
- Climb steps without alternating feet
- String large beads and use connective building materials

The primary focus of the three year old curriculum is to foster a child's movement from egocentric and parallel play into a world of community within the preschool classroom. Daily content allows for a balance between student directed experiences and teacher directed guidance. Children will be exposed to more in-depth teacher activities including experiences with written print, problem solving and organizational skills. This year is characterized by a great amount of large motor refinement as well as opportunities to practice fine motor skills and increase eye hand coordination. Children are placed in groupings which span at twelve month period of time. We teach to the following Tennessee Early Childhood Developmental Standards set forth for 37 to 48 month old children.

LANGUAGE DEVELOPMENT

- Follow 3 step directions
- Understand size comparatives
- Respond to "if", "then" or "because" sentences
- Identify basic colors
- Know names of self and family members as well as gender
- Retell familiar story in sequence with visual cues
- Begin to use tense and plurals correctly

EARLY LITERACY

- Scribble and draw with intentionality
- Begin to recite from memory familiar books
- Use more complex sentence structure
- Use adjectives and adverbs

- Repeat rhymes and enjoy songs, poems, and finger plays
- Demonstrate interest in books and how they are handled
- Show awareness that print conveys a message
- Discriminate likenesses/differences in real and pictured objects
- Begin to recognize beginning letter/sound

MATH AND SCIENCE

- Explore sorting and classifying objects
- Demonstrate understanding of time, length, weight and capacity
- Build simple structures with blocks
- Understand and predict the sequence of daily events
- Expand knowledge of and respect for their body and the environment
- Make use of one-to-one correspondence in counting objects

CREATIVE ARTS

- Participate in group music experiences
- Explore vocal pitch sounds
- Use art medium to produce drawings and models with increasing detail
- Imitate and pretend to be different characters
- Enjoy the process of destruction and recreation

SOCIAL EMOTIONAL

- Show increasing comfort with independence
- Gain control over impulses
- Relate rules verbally
- Engage in cooperative play

FINE MOTOR AND GROSS MOTOR

- Maintain balance on a beam
- Develop ability to pump a swing
- Grasp hold of writing tools such as pencils, crayons, paint brushes
- Shape play dough into more intricate/representational creations
- Increase scissor control

The primary focus of the pre-kindergarten year is to allow children the opportunity to refine social skills, build a healthy self esteem and to provide academic experiences full of sensory integration allowing for optimal brain development. The core curriculum is offered between 8:00 and 3:00 daily with developmentally appropriate programming through the hours of 6:30 am and 6:00 pm. Children are placed in age groupings which provide a challenging environment while honoring the needs of all children to be nurtured in a consistent way. We teach to the following Tennessee Early Childhood Developmental Standards set forth for 49 to 60 month old children.

LANGUAGE DEVELOPMENT

- Follow 4 step directions
- Use quantity concepts
- Understand prepositions

- Know full name and address verbally
- Use correct sentence and word structure

EARLY LITERACY

- Recognize name of self, siblings and playmates
- Engage in purposeful writing
- Reference top to bottom and left to right progression in print
- Complete 8-20 piece puzzles
- Demonstrate awareness of upper and lower case letters
- Understand letters combine to form words and words convey meaning

MATH AND SCIENCE

- Exhibit working knowledge of common shapes
- Demonstrate awareness of numbers and counting as means of solving problems and measuring quantity
- Posses ability to classify, compare and contrast objects
- Posses ability to sequence and pattern
- Construct block structure using pattern
- Exhibit ability to predict based on experiences
- Use prediction during story telling
- Understand gender
- Recognize changes in environment such as weather and seasons
- Begin to understand the purpose of money

CREATIVE ARTS

- Participate in group musical experiences including singing, movement and instruments
- Demonstrate growing ability to work independently
- Possess ability to create imaginative play situations

SOCIAL EMOTIONAL

- Exhibit ability to make choices and delay impulsivity
- Separate well from parents or gain control quickly
- Participate in classroom jobs
- Begin to understand the reason of rules

FINE MOTOR AND GROSS MOTOR

- Maneuver steps both up and down with alternating feet

- Throw ball overhand, bounce ball and catch it
- Use tools such as scissors, stapler, tape dispenser, hammer and screwdriver
- Hold pencil with pincer grip
- Manage zippers, buttons, buckles and Velcro
- Attempt shoe tying

Video Usage

TV usage is kept to a minimum at ECLC. Each class has the opportunity to have screen time one morning and one afternoon each week for a length of time not to exceed one hour. Parents will be notified in advance anytime a video will be shown. An alternative activity is always offered.

Medical and Health Policies

Expect your child's teacher to be interested in his/her health. The information shared between home and school will foster a healthier environment. Teachers are interested in how your child slept, ate, and what his/her disposition was before arriving at school. It is important that teachers know if your child is on any kind of medication.

Please notify teachers if your child has a communicable disease, for example, chicken pox, head lice, ringworm, or conjunctivitis, even though he/she will not be at school. This will enable teachers to take precautions to minimize the risk of infecting other children and to alert parents of other children to be on the lookout for symptoms of the illness involved.

ECLC is not prepared to accommodate sick children. Please do not send your child to school with any communicable illness. Before bringing your child back to school after an illness, he/she should be fever-free at least 24 hours and free of any vomiting or diarrhea for at least 24 hours. In some cases ECLC may require that a doctor's note be provided stating the child is not contagious and may return to school.

ECLC can administer antibiotic medications prescribed by a physician when accompanied by written parental authorization each day the medication is to be given. The medication and written authorization must be received each day by ECLC staff and no medication can be left at school over night. ECLC will not administer medications used to reduce fever, cough or allergy symptoms. In the case of children with life-threatening medical conditions such as asthma, diabetes, severe allergic conditions, seizure disorders, etc. medications directly related to that condition may be stored in the director's office and administered on an as needed basis.

Additionally, teachers will accept sunscreen and non-prescription diaper ointments and powder if these guidelines are followed: the child's name must be on the container and these items will be stored in a locked area in the classroom. Parents are asked to apply sunscreen to their child prior to arriving at school each morning.

The Tennessee Department of Health requires you to pick up your child for the following symptoms:

1. Diarrhea – more than one (1) abnormally loose stool
2. Severe coughing – red or blue in the face or makes a high-pitched croupy or whooping sound after coughing
3. Discolored mucus
4. Unusual rashes or spots
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Conjunctivitis (pink eye)
8. Fever (temperature of 101 degrees or higher) ECLC requires a child leave with a temperature of 100 or higher
9. Unusually dark urine and/or gray or white stool
10. Stiff neck and headache
11. Sore throat
12. Vomiting
13. Lice, scabies, or other parasitic infestation
14. Headache
15. Unexplained listlessness, sluggishness or other behavior suggestive of illness

Upon enrollment, all parents are required to supply evidence of current physical examination and a current immunization record verified by a licensed physician for each child attending ECLC. Attendance may be denied for failure to do so.

Children's Protective Services

Tennessee children protection laws require any individual or organization having knowledge of suspected child abuse or neglect to report it to a juvenile judge, the Department of Children's Services, or a local law enforcement official.

ECLC will abide by Child Protective Services laws and will report any suspected incidents of child abuse or neglect to the Department of Children's Services. As part of Child Protective Services requirements, personal safety curriculum will be taught to Preschoolers.

ECLC Parent Advisory Committee

Mission Statement

The Parent Advisory Committee is a group of parents with the desire to build community among Nashville Christian School's Early Childhood Learning Center by providing support to leadership to increase communications and parent involvement within the center.

Bylaws

Section 1: Name

The name of the committee is the Nashville Christian School's Early Childhood Learning Center Parent Advisory Board.

Section 2: Purpose

The purpose of the NCS ECLC Parent Advisory Board is to provide support to leadership to increase communications and parent involvement within the center.

Section 3: Members

All parents, guardians and staff are welcomed to participate. All families are welcomed to participate, but we seek representation from all age groups.

Section 4: Officers

Executive Board – Consists of the Chair, Co-Chair, Secretary/Treasurer, and Communications Chair.

Chair – The Chair shall preside over meetings along with the center Director. Serve as the primary contact for the Director. Coordinate the work of all the officers.

Co-Chair – Assist the Chair in fulfilling the duties to the Executive Board and preside over meetings in the absence of the President.

Secretary/Treasurer – Record and distribute minutes of all Executive Board meetings and all Advisory Council meetings, prepare meeting

agendas, and collect, monitor, and track all revenues of the committee, when applicable.

Communication Chair – Manage communications for the PTO including, but not limited to ECLC newsletter, email broadcast, and bulletin boards.

Section 5: Elections, Vacancies, and Term of Office

- Elections – Election of officers shall be held annually during the Spring meeting
- Term of Office - Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.
- Removal – An officer can be removed from office for failure to fulfill his/her duties. Written notice must be provided.
- Vacancy – If a vacancy occurs on the Executive Board, the Chair or Center Director shall appoint a member to fill the vacancy, for the remainder of the term.

Section 6: Meetings

- Regular Meetings - The regular meeting of the council shall occur no less than quarterly at a time and place determined by the executive board and/or Center Director. A meeting will be conducted each year held to elect officers and conduct other business that should arise.
- Special Meetings - Special meetings may be called by the Chair or Center Director. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting.

Section 7: By-Law Amendments

Amendments to the bylaws may be proposed by any council member. Amendments presented at a meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

Section 8: Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to Nashville Christian School Early Childhood Learning Center.

2013-2014 School year contact parents are:

Marnie Gruen marniesmobilephone@gmail.com

Colleen Bridges nashbridges@bellsouth.net

TENNESSEE DEPARTMENT OF EDUCATION SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-1. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-1 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, www.state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf or by writing the Office of School-based Support Services, Tennessee Department of Education, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

1. Organization and Administration, Chapter Section 0520-12-1-.06:

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan, including the names of persons to whom the child may be released for each child.
- Staff records must also be kept on each employee that include educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures & this summary as well as a pre-placement visit.
- 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.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space & supervision. Transportation provided by the center or under center authorization shall comply with state law.

2. Staff, Chapter Section 0520-12-1-.07:

A. Qualifications:

- The director is responsible for the day to day operations, including staff and program.
- Another person must be left in charge if the director is out.
- Any person with a condition that could be harmful to a child or a person convicted of a crime harmful to or involving a child must not be present.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have at least a high school diploma and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 hours in-service training each year and caregivers 12 hours.

B. Supervision and Grouping of Children:

- Each group must have adult supervision at all times and adult/child ratios should be followed.

- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and not grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.
- *Please refer to ratio charts for specific adult:child ratios for each age group.*

3 Equipment, Chapter Section 0520-12-1-.08:

- All equipment must be in good condition and kept clean.
- There must be age appropriate equipment for all groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up that isn't in a playpen or crib.
- There must be enough equipment so children have choices.
- There must be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

4. Program, Chapter Section 0520-12-1-.09:

A. Schedule and Routines:

- Routines such as snacks, meals and naps must occur about the same time of day.
- Children must have time for free play as well as adult-directed activities.
- Children must have choices regarding activities and an opportunity to help plan activities.
- If TV programs, tapes and computers are used, other choices should be available.
- Parents must be informed of shows and movies to be shown.
- Staff must monitor computers.
- Outdoor play must be offered, weather permitting.
- A rest period must be offered for children up to 5 years of age in care 6 or more hours.
- Children should be able to form their own sleep patterns.
- A quiet area must be available for children.

B. Behavior Management and Guidance:

- Caregivers must be knowledgeable of developmentally appropriate behavior.
- Discipline must be appropriate and redirection should be used when possible.
- No corporal punishment is allowed.
- Good behavior must be praised and encouraged.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate his/her feelings.

C. Educational Activities:

- Children must have opportunities for learning, self expression, and participation in activities each day.
- Activities that provide for both large and small muscle use must be provided.
- Children must receive child abuse awareness and personal safety information.
- Child care programs shall provide opportunities for learning self expression and participation in a variety of creative activities.

D. Nighttime Care:

- If children receive night care, caretakers must provide a calm nurturing environment and a routine hygiene plan must be in place.

5. Health and Safety, Chapter Section 0520-12-1-.10

A. Children Health:

- Children must have immunizations in accordance with current TN law and the center must have documentation for this as well as a physical for each infant/toddler.
- Instructions for any child's special health needs must be documented.
- Parents must be notified if their child is hurt and becomes ill.
- All parents must be notified of any communicable diseases.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects must be kept.
- There is to be no smoking in the presence of children.
- The diapering area must be appropriate, near handwashing lavatory and cleaned after each changing.

B. Staff Health:

- Staff must have documentation they are physically and mentally able work with children.
- Physicals are required every 3 years.

C. Safety:

- There must be a staff member present at all times who has current CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.
- There must be no firearms on the premises.
- All dangerous utensils and tools must be out of reach of children.
- General emergency telephone numbers must be posted and staff must have availability to children's emergency numbers at all times.

6. Food, Chapter Section 0520-12-1-.11

A. Nutritional Needs:

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- When introducing new foods to infants and toddlers, guidelines must be followed.
- Parents and caregivers shall work together when weaning an infant and will not begin weaning when children are new to the program.

B. Meal Service:

- Children are to have appropriate size tables and chairs for meals and adults must sit with them.
- Servings must be adequate.
- Formula must be refrigerated upon receiving and not placed back in the refrigerator once warmed.
- Open baby food jars must not be accepted.
- Infants shall be held while being fed until the child is able to sit in a high chair, infant seat or at the table.

7. Physical Facilities, Chapter Section 0520-12-1-.12:

- Centers must be in buildings that are not hazardous or dangerous to children.
- All facilities must have annual fire and health inspections.
- All centers must have a working telephone.
- Centers must have 30 square feet of usable space per child, including naptime.
- Playgrounds must have 50 square feet per child and safeguards must be in place, if warranted.

